

TRANSPLAN Technical Advisory Committee

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)

June 21, 2022 – 1:30 to 3:30 p.m.

Virtual meeting call-in/log-in information:

Please join my meeting from your computer, tablet or smartphone.

Please click the link below to join the webinar:

<https://cccouny-us.zoom.us/j/87217554649>

Or Telephone:

Dial:

USA 214 765 0478 US Toll

USA 888 278 0254 US Toll-free

Conference code: 198675

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 [♦])

Item 1: Public Comment: The public will have an opportunity to comment on items not on the agenda.

Item 2: RECEIVE update on 511 Contra Costa TDM program activities. 511 Contra Costa staff will provide an update on current TDM activities. ♦ **Page 2**

Item 3: RECEIVE update on the State Route 4 Corridor Vision Project. Contra Costa Transportation Authority staff will provide an update on the SR-4 Corridor Vision Project.

Item 4: DISCUSS release of the 2020 & 2021 Measure J Growth Management Program (GMP) Compliance Checklist. Contra Costa Transportation Authority staff will provide an overview of the 2020 & 2021 Measure J GMP Compliance Checklist and training on how to fill out the checklist in its new format. ♦ **Page 5**

Item 5: REVIEW and APPROVE the FY 2022/23 TRANSPLAN Budget. TRANSPLAN TAC is being asked to review the FY 2022/23 TRANSPLAN Budget and approve forwarding it to the TRANSPLAN Committee for adoption. ♦ **Page 28**





Item 6: REVIEW New TRANSPLAN Website. TRANSPLAN TAC is being asked to provide input on the new TRANSPLAN website before it goes live. The draft new TRANSPLAN website can be found in the following link- <https://transplan.planetaria-development.com>.

Item 7: Other Business

Item 8: Adjourn to Tuesday, July 19, 2022, at 1:30PM, or other date/time as deemed appropriate by the Committee.

The TAC will meet on the third Tuesday of each month, 1:30 p.m. Meetings are currently held via video conference in response to Contra Costa County Health Services Health Orders related to the COVID-19 pandemic: <https://www.coronavirus.cchealth.org/health-orders>. Otherwise, the TAC meets at the third floor conference room at Antioch City Hall. The TAC 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 Robert Sarmiento, TRANSPLAN staff person, at least 48 hours prior to the starting time of the meeting.

<p>Bike to Work Day</p>	<ul style="list-style-type: none"> • May 20, 2022 (Friday) • 36 Energizer Stations in Contra Costa, 8 in TRANSPLAN • 511 Contra Costa Bike-Drive Safety Quiz for (20) \$20 Starbucks prizes
<p>Biking Incentives</p>	
<p>Charge Up Contra Costa E-Bike Rebate Program</p>	<div data-bbox="435 808 961 1102">  <p><small>If you live in Contra Costa with limited income, apply at ccta.net/ebikeRebate</small></p> </div> <div data-bbox="987 808 1593 1102"> <p>Low Household income only</p> <p>Equity Priority Communities only (Bay Point, Pittsburg, Antioch)</p> <p>One per person, up to two per household.</p> <p>www.ccta.net/ebikerebate</p> </div>
<p>2022 Summer Bike Challenge</p>	<div data-bbox="435 1144 1058 1495">  <p>Antioch Brentwood Clayton Concord Danville El Cerrito Hercules Lafayette Martinez Moraga Oakley Orinda Pinole Pittsburg Pleasant Hill Richmond San Pablo San Ramon Walnut Creek</p> </div> <div data-bbox="1084 1222 1593 1549"> <p>All 19 cities in Contra Costa</p> <p>June-August</p> <p>In-person events and online participation opportunities</p> <p>www.511cc.org/sbc</p> </div> <div data-bbox="435 1501 1058 1837">  </div>

Summer Youth Pass



\$30 Youth Bus Pass (regular price \$60) for June-Aug on Tri Delta, County Connection, WestCat

www.511cc.org/youthpass

Pass2Class



August-September

www.511cc.org/pass2class

Safe Routes School Programs 2022-23



Street Smarts Diablo:

www.streetsmartsdiablo.org

Bike-Ped Safety Education: [Scheduled Events](#)

Safety Assemblies

Walk & Roll to School Events

Community Events

Parking lot banners / yard signs



Antioch
Bicycle
Playground



Prewett Family Park

School Field trips

Self-guided



Authority Board **STAFF REPORT**

Meeting Date: May 18, 2022

Subject	Approval to Distribute the Measure J Calendar Years 2020 & 2021 Growth Management Program Compliance Checklist (Checklist) for Allocation of Fiscal Year 2021-22 and 2022-23 Local Street Maintenance and Improvement Funds
Summary of Issues	Staff has prepared the draft Checklist for distribution to local jurisdictions in Spring 2022. Apart from a few technical refinements to the instructions, the new biennial Checklist is unchanged from the previous Measure J Calendar Years (CY) 2018 & 2019 Growth Management Program (GMP) Compliance Checklist. The submittal process has been updated to include fillable forms and an all-electronic format.
Recommendations	Staff seeks approval of the Checklist for distribution to local jurisdictions and feedback on future potential additions to the Checklist.
Staff Contact	Matt Kelly
Financial Implications	Approximately \$19.4 million in 18 percent Local Street Maintenance and Improvement (LSM) funds is expected to be available for Fiscal Year (FY) 2021-22 for payment to local jurisdictions, to be distributed on a population and road miles formula basis, subject to compliance with the GMP. The precise amount will be known after June 30, 2022.
Options	Revise the Checklist.
Attachments	A. Draft Checklist

Changes from Committee	<p>B. Draft Checklist Instructions</p> <p>C. Authority Resolution 01-01-G (Revision 1)</p> <p>N/A</p>
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Background

The Measure J GMP, as amended, requires that every two years the Authority allocate LSM funds to cities, towns, and the county, subject to submission of a Statement of Compliance by the local jurisdiction and findings made by the Authority. The Biennial Compliance Checklist provides a vehicle for measuring a local jurisdictions' fulfillment of the requirements of the GMP. The last compliance review cycle covered the CY 2018 & 2019 reporting period. The upcoming biennial cycle covers CY 2020 and 2021. Jurisdictions in compliance with the CY 2020 and 2021 checklist will receive FY 2021-22 LSM funds, with the second-year's funding, also known as the "off year" (in this case, FY 2022-23) allocated automatically on the one-year anniversary of the first year's allocation. Attachment A includes the Draft Checklist for distribution to local jurisdictions. In accordance with Authority Resolution 01-01-G (Revision 1), staff recommends that the Authority distribute the Checklist in May 2022.

The requirements of the Checklist may be summarized as follows:

- **Action Plans:** Local jurisdictions are required to summarize steps taken during the reporting period to implement the actions, programs, and measures called for in the applicable Action Plans for Routes of Regional Significance (in this case the adopted 2017 Action Plans).
- **Development Mitigation Program:** Local jurisdictions must report on the status of their existing Development Mitigation Programs, which consist of two parts: a local program to mitigate development impacts on non-regional routes, and a regional program developed by the relevant Regional Transportation Planning Committee (RTPC) that establishes fees, exactions, assessments, or other measures to fund regional and subregional transportation projects.
- **Housing Options:** Each jurisdiction must demonstrate reasonable progress in achieving the objectives in its Housing Element. The jurisdiction must complete a

report that illustrates this progress in various ways. This report may be provided in the form of the annual housing report that the local jurisdiction submits to the California Department of Housing and Community Development. Additionally, jurisdictions must incorporate policies and standards to support transit, bicycle, and pedestrian access in new development.

- **Traffic Impact Studies:** This question pertains to the preparation of traffic impact studies. As part of the development review process, each local jurisdiction is required to prepare a study for projects estimated to generate more than 100 net new peak-hour vehicle trips (Note: lower thresholds may apply by RTPC).
- **Participation in Cooperative, Multi-Jurisdictional Planning:** Each jurisdiction must continue its current efforts to participate in an ongoing, multi-jurisdictional, cooperative planning process through the RTPCs.
- **Five-Year Capital Improvement Program (CIP):** Jurisdictions must continue to prepare five-year CIPs, including approved projects and an analysis of the costs of proposed projects. The five-year CIP program must outline a financial plan for providing proposed improvements.
- **Transportation Systems Management (TSM) Program:** Also known as Transportation Demand Management (TDM), local jurisdictions are required to adopt a TSM/TDM ordinance or resolution that is consistent with the Authority's "model" to promote the use of transit, ridesharing, bicycling, walking, flexible work hours, and telecommuting as alternatives to solo driving. Cities/Towns that do not have a large employment base may use an alternative approach other than an ordinance or resolution.
- **Urban Limit Line (ULL):** Jurisdictions must have a voter-approved ULL to be considered in compliance with the Measure J GMP. The ULL may conform to the countywide line, or a jurisdiction may adopt its own Local Voter-Approved ULL to fulfill this requirement.
- **Growth Management Element (GME):** In previous reporting cycles, local jurisdictions were required to update their GME based upon an Updated Model GME (2007) developed by the Authority. The GME is the jurisdiction's main platform for outlining

goals and policies for managing growth and the requirements for achieving those goals. Jurisdictions are encouraged to supplement their GMEs with any elements outside of the Model GME that may be helpful in achieving the objectives of the GMP, as well as local General Plan goals and policies. At present, all local jurisdictions have completed the updates required under Measure J.

- **Posting of Signs:** For projects exceeding \$250,000 that are funded in whole or in part with Measure J funds, a sign must be posted, acknowledging that the project is funded by Measure J. Sign specifications are provided by the Authority.
- **Maintenance of Effort (MoE):** Measure J requires that local jurisdictions use Measure J LSM funds for roadway maintenance and improvement projects that are above and beyond a set amount of expenditures established in the original Measure C ordinance based upon historical general fund expenditures. Backfilling the general fund with Measure J LSM funds is prohibited.
- **LSM Expenditures Reporting:** Measure J requires that local jurisdictions report an accounting of the use of Measure J LSM funds for roadway maintenance and improvement expenditures and provide a detailed description with reportable metrics for those projects that are above \$10,000.

Next Steps

Following distribution of the Checklist, local jurisdictions may submit their completed Checklists as early as June 1, 2022 for allocation of FY 2021-22 funds, available after August 2022. The Checklists will be reviewed and processed on a first-come, first-served basis. As noted in Resolution 01-01-G (Revision 1), local jurisdictions do not receive interest on unpaid LSM funds. The Checklists are due no later than June 30, 2023. Payment of the “off-year” FY 2022-23 LSM funds occurs automatically on the one-year anniversary of the first year’s payment. Jurisdictions are encouraged to submit completed Checklists early in the cycle, as no more than three Checklists will be reviewed per month by the Citizens Advisory Committee.



Measure J Growth Management Program Compliance Checklist

DESCRIPTION OF FORM/INSTRUCTIONS WOULD GO HERE (could also include the attachment submittal link so that it is available at the top and throughout the document.)

I left in the fiscal year information, but let me know if this form should be updated so that it can be applicable to any fiscal year with little editing in the future (i.e. re framing the questions that call out the fiscal year)

* Required

1. Reporting Jurisdiction:

*

2. Compliance Check-list prepared by:

*

Please list full name and title

3. Contact Information

*

Please provide the phone number and email address of the individual that prepared this checklist

Action Plans

4. Is the jurisdiction implementing the actions called for in the application Action Plan for all designated Routes of Regional Significance within the jurisdiction?

*

☐ Yes

☐ No

☐ N/A

5. Has the jurisdiction implemented the following procedures as outlined in the *Implementation Guide* and the applicable Action Plan for Routes of Regional Significance?

*

	Yes	No	N/A
Circulation of environmental documents,	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Analysis of the impacts of proposed General Plan amendments and recommendations of changed to Action Plans, and	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conditioning the approval of projects consistent with Action Plan Policies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. Has the jurisdiction followed the procedures for RTPC review of General Plan Amendments as called for in the *Implementation Guide*?

*

☐ Yes

☐ No

☐ N/A

7. Please summarize steps taken during the reporting period to implement the actions, programs, and measures called for in the applicable Action Plan for Routes of Regional Significance: *

8. *List and briefly describe any General Plan Amendments that were approved during the reporting period. Please specify which amendments affected ability to meet the standards in the Growth Management Element and/or affected ability to implement Action Plan policies or meet Multimodal Traffic Service Objectives (MTSOs). Indicate if amendments were forwarded to the jurisdiction's RTPC for review, and describe the results of that review relative to Action Plan implementation:*

*

9. To attach documentation for the question above, please follow this link:

*

NEED LINK

☐ I understand

10. *Provide a summary list of projects approved during the reporting period and the conditions required for consistency with the Action Plan:* *

Development Mitigation Program

11. Has the jurisdiction adopted and implemented a local development mitigation program to ensure that new development pays its fair share of the impact mitigation costs associated with that development?

*

☐ Yes

☐ No

12. Has the jurisdiction adopted and implemented the regional transportation mitigation program, developed and adopted by the applicable Regional Transportation Planning Committee, including any regional traffic mitigation fees, assessments, or other mitigation as appropriate?

*

☐ Yes

☐ No

13. *Describe progress on implementation of the regional transportation mitigation program:* *

Address Housing Options

14. Has the jurisdiction prepared and submitted a report to the Authority demonstrating reasonable progress in providing housing opportunities for all income levels under its Housing Element? The report can demonstrate progress by

- comparing the number of housing units approved, constructed or occupied within the jurisdiction over the preceding five years with the number of units needed on average each year to meet the housing objectives established in its Housing Element; or
- illustrating how the jurisdiction has adequately planned to meet the existing and projected housing needs through the adoption of land use plans and regulatory systems which provide opportunities for, and do not unduly constrain, housing development; or
- illustrating how its General Plan and zoning regulations facilitate improvement or development of sufficient housing to meet the Element's objectives.

*

Note: A copy of the local jurisdiction's annual progress report (Tables A thru C) to the state Department of Housing and Community Development (HCD) is sufficient.

☐ Yes

☐ No

15. Does the jurisdiction's General Plan—or other adopted policy document or report—consider the impacts that its land use and development policies have on the local, regional and countywide transportation system, including the level of transportation capacity that can reasonably be provided?

*

☐ Yes

☐ No

16. Has the jurisdiction incorporated policies and standards into its development approval process that support transit, bicycle and pedestrian access in new developments? *

☐ Yes

☐ No

17. *Please attach a report demonstrating reasonable progress in providing housing opportunities for all income levels. (Note: A copy of the local jurisdiction's annual report (Tables A thru C) to the state Department of Housing and Community Development (HCD) is sufficient).*

Follow this link to submit attachments: *

NEED LINK

☐ I understand

18. *Please attach the jurisdiction's adopted policies and standards that ensure consideration of and support for walking, bicycling, and transit access during the review of proposed development.*

Follow this link to submit attachments: *

NEED LINK

☐ I understand

Traffic Impact Studies

19. Using the Authority's *Technical Procedures*, have traffic impact studies been conducted as part of development review for all projects estimated to generate more than 100 net new peak-hour vehicle trips? (Note: Lower traffic generation thresholds established through the RTPC's Action Plan may apply). *

☐ Yes

☐ No

☐ N/A

20. If the answer to the previous question is "yes", did the local jurisdiction notify affected parties and circulate the traffic impact study during the environmental review process? *

☐ Yes

☐ No

☐ N/A

21. *Please list all traffic impact studies that have been conducted as part of the development review of any project that generated more than 100 net new peak hour vehicle trips. (Note: Lower traffic generation thresholds established through the RTPC's Action Plan may apply). Note whether the study was consistent with the Authority's Technical Procedures and whether notification and circulation was undertaken during the environmental review process.* *

Participation in Cooperative, Multi-Jurisdictional Planning

22. During the reporting period, has the jurisdiction's Council/Board representative regularly participated in meetings of the appropriate Regional Transportation Planning Committee (RTPC), and have the jurisdiction's local representatives to the RTPC regularly reported on the activities of the Regional Committee to the jurisdiction's council or board? (Note: Each RTPC should have a policy that defines what constitutes regular attendance of Council/Board members at RTPC meetings.) *

☐ Yes

☐ No

23. Has the local jurisdiction worked with the RTPC to develop and implement the Action Plans, including identification of Routes of Regional Significance, establishing Multimodal Transportation Service Objectives (MTSOs) for those routes, and defining actions for achieving the MTSOs? *

☐ Yes

☐ No

24. Has the local jurisdiction applied the Authority's travel demand model and *Technical Procedures* to the analysis of General Plan Amendments (GPAs) and developments exceeding specified thresholds for their effect on the regional transportation system, including on Action Plan MTSOs? *

☐ Yes

☐ No

25. As needed, has the jurisdiction made available, as input into the countywide transportation computer model, data on proposed improvements to the jurisdiction's transportation system, including roadways, pedestrian circulation, bikeways and trails, planned and improved development within the jurisdiction, and traffic patterns? *

☐ Yes

☐ No

Five-Year Capital Improvement Plan

26. Does the jurisdiction have an adopted five-year capital improvement program (CIP) that includes approved projects and an analysis of project costs as well as a financial plan for providing the improvements? (The transportation component of the plan must be forwarded to the Authority for incorporation into the Authority's database of transportation projects) *

☐ Yes

☐ No

27. *Please attach the transportation component of the most recent CIP version, if the Authority does not already have it. Otherwise, list the resolution number and date of adoption of the most recent five-year CIP.*

Follow this link to submit attachments:

*

NEED LINK

☐ I understand

Transportation Systems Management Program

28. Has the jurisdiction adopted a transportation systems management ordinance or resolution that incorporates required policies consistent with the updated model ordinance prepared by the Authority for use by local agencies or qualified for adoption of alternative mitigation measures because it has a small employment base? *

☐ Yes

☐ No

29. *Please attach a copy of the jurisdiction's TSM ordinance, or list the date of ordinance or resolution adoption and its number.*

Follow this link to submit attachments:

*

NEED LINK

☐ I understand

Adoption of Voter-Approved Urban Limit Line

30. Has the local jurisdiction adopted and continually complied with an applicable voter-approved Urban Limit Line as outlined in the Authority's annual ULL Policy Advisory Letter? *

☐ Yes

☐ No

☐ N/A

31. If the jurisdiction has modified its voter-approved ULL or approved a major subdivision or General Plan Amendment outside the ULL, has the jurisdiction made a finding of consistency with the Measure J provisions on ULLs and criteria in the ULL Policy Advisory Letter after holding a noticed public hearing and making the proposed finding publically available? *

☐ Yes

☐ No

☐ N/A

32. *The local jurisdiction's adopted ULL is on file at the Authority offices. Please specify any actions that were taken during the reporting period with regard to changes or modifications to the voter-approved ULL, which should include a resolution making a finding of consistency with Measure J and a copy of the related public hearing notice.*

Follow this link to submit attachments:

*

NEED LINK

☐ I understand

Adoption of the Measure J Growth Management Element

33. Has the local jurisdiction adopted a final GME for its General Plan that substantially complies with the intent of the Authority's adopted Measure J Model GME? *

☐ Yes

☐ No

☐ N/A

34. *Please attach the adopted Final Measure J Growth Management Element to the local jurisdiction's General Plan, or list the date of ordinance or resolution adoption and its number.*

Follow this link to submit attachments:

*

NEED LINK

Posting of Signs

35. Has the local jurisdiction adopted a final GME for its General Plan that substantially complies with the intent of the Authority's adopted Measure J Model GME? *

☐ Yes

☐ No

☐ N/A

36. *Provide a list of all projects exceeding \$250,000 within the jurisdiction, noting which ones are or were signed according to Authority specifications. **

Maintenance of Effort (MoE)

37. Has the jurisdiction met the MoE requirements of Measure J as stated in Section 6 of the Contra Costa Transportation Improvement and Growth Management Ordinance (as amended)? (See the Checklist Instructions for a listing of MoE requirements by local jurisdiction.) *

☐ Yes

☐ No

38. *Please indicate the jurisdiction's MoE requirement and MoE expenditures for the past two fiscal years (FY 2017-18 and FY 2018-19). See the Instructions to identify the MoE requirements.* *

NEED LINK TO INSTRUCTIONS (I don't seem to have them from what was sent over)

Submittal of LSM Reporting and Audit Forms

39. Has the local jurisdiction submitted a Local Street Maintenance and Improvement Reporting Form and Audit Reporting Form for eligible expenditures of 18 percent funds covering FY 2017-18 and FY 2018-19? *

☐ Yes

☐ No

40. *Please attach LSM (Summary) Reporting and LSM Audit (Detail) Forms for FY 2017-18 and FY 2018-19.*

Follow this link to submit attachments:

*

NEED LINK

☐ I understand

Other Considerations

41. If the jurisdiction believes that the requirements of Measure J have been satisfied in a way not indicated on this checklist, has an explanation been attached below? *

☐ Yes

☐ No

☐ N/A

42. *Please specify any alternative methods of achieving compliance for any components for the Measure J Growth Management Program: **

Review and Approval of Checklist

43. Please type your name below to constitute an electronic signature of the Compliance Checklist, certifying that the above information is correct and that all requested attachments will be sent as required for form completion.

*

Must be same individual who prepared the checklist. If preparing in PDF format, please insert the appropriate signature format for that platform.

44. Date of Virtual Signature:

*



Format: M/d/yyyy

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

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TRANSPLAN COMMITTEE

EAST COUNTY TRANSPORTATION PLANNING

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

TO: TRANSPLAN TAC

FROM: TRANSPLAN Staff

DATE: June 21, 2022

SUBJECT: Fiscal Year 2022/2023 Proposed TRANSPLAN Work Program and Budget

Recommendation

REVIEW the proposed Fiscal Year 2022/2023 (“FY 2022/23”) TRANSPLAN Work Program and Budget, **REVISE** as necessary, and **APPROVE** for submission to the TRANSPLAN Committee.

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 2021/22 Budget Report

For Fiscal Year 2021/2022 (“FY 2021/22”), a contribution of \$2,310 from each TRANSPLAN member agency cover projected budget expenditures totaling \$11,511. However, due to a clerical error, invoices were not issued to the TRANSPLAN member agencies. Invoices were issued as soon as the error was discovered.

Table 1 below summarizes TRANSPLAN revenues (absent \$11,511 in member agency contributions) and expenditures in FY 2021/22:

Table 1: TRANSPLAN FY 2021/22 Funding and Expenditures

Available Funds (2020/21 Surplus)	\$31,092.14
Actual Expenditures through March 2022	\$14,041.26
Projected Expenditures for April-June 2022	\$3,000.00
Remaining Funds	\$14,050.88

The larger than anticipated surplus was due to several factors: reduced costs as a result of decreasing travel and planning activity due to COVID and a reduction in RTPC-related activities with CCTA for similar.

Activities

The attached work program proposes the set of tasks to be undertaken during the 2022/23 fiscal year. As is typical, some of the items are continuing items, with one modification noted below:

- **East County Action Plan and Countywide Transportation Plan Update:** Contra Costa Transportation Authority (“CCTA”) staff is updating the East County Action Plan, which will be subsumed into an update of the Countywide Transportation Plan. TRANSPLAN staff will assist in facilitating discussions with both the TAC and the Committee on these two items.

Proposed FY 2022/2023 Budget

This budget includes approximately ten 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 \$250 for office supplies and mailing costs and a \$3,000 contingency reserve.

Whenever possible, individual TAC members assume liaison duties for various CCTA committees (e.g. Technical Coordinating Committee, Technical Model Working Group and Growth Management Program 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 2023/24 invoice, or surplus will be deducted).

FY 2022/23’s projected budget (Table 2) is \$32,442.08. When the previous-year surplus of \$14,050.88 is applied towards the FY 2022/23 projected budget, the result is a difference is \$18,391.20. When divided by five, the dues payment for each of the five-member jurisdiction is \$3,678.24.

att: Work Plan
 Table 2

cc: TRANSPLAN TAC

Draft Work Program for FY 2021/2022

Task 1: Monitor the Brentwood-Tracy Expressway (SR 239) Project. CCTA is the project manager; TRANSPLAN is a primary stakeholder. The public/external planning process for this effort began in 2011/12 and is now complete. CCTA is now working with Caltrans on next steps.

Task 2: Review/Monitor 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 conducting 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. Ongoing refinements, monitoring or consultation on the model are often required. 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: Monitor Ferry Planning. Coordinate ferry service planning with member agencies, CCTA, 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: Concord Community Reuse Project: TRANSPLAN staff will monitor and report to the TAC and Committee on activities related to the subject project.

Task 10: East County Action Plan and Countywide Transportation Plan Update: CCTA staff is updating the East County Action Plan, which will be subsumed into an update of the Countywide Transportation Plan. TRANSPLAN staff will assist in facilitating discussions on these two items with both the TAC and the Committee.

Table 2: Proposed TRANSPLAN Budget for FY 2022/23

Item	Proposed FY 2022/23 Budget	% of Proposed Budget
Transportation Planner (10 hours/month) ¹	\$23,692.08	73%
Secretary (2 hours/month)	\$2,000.00	6%
Minutes Taking (8 hours/month)	\$3,500.00	11%
Subtotal for Personnel Costs	\$29,192.08	
Offices Supplies and Services	\$250.00	1%
Contingency Reserve	\$3,000.00	9%
Total FY 2022/23 Budget	\$32,442.08	100%
Previous Year Surplus	\$14,050.88	
Net Total FY 2022/23 Budget	\$18,391.20	
Per Jurisdiction Contribution	\$3,678.24	

¹ The Transportation Planner budget line item is based on eight (8) hours of staff time at a \$180.33 hourly rate and two (2) hours of staff time at a \$265.85 hourly rate per month, then multiplied by twelve (12).