



El Cerrito

SPECIAL MEETING NOTICE AND AGENDA

DATE & TIME: Friday, March 4, 2016, 8:30 a.m. - 10:30 a.m.

Hercules

LOCATION: City of El Cerrito, Council Chambers
10890 San Pablo Avenue (at Manila Ave)
El Cerrito, California (Accessible by AC Transit #72, #72M and #72R)

Pinole

1. **Call to Order and Self-Introductions. – Chair Sherry McCoy**
2. **Public Comment.** The public is welcome to address the Board on any item that is not listed on the agenda. *Please fill out a speaker card and hand it to staff.*

Richmond

REGULAR AGENDA ITEMS

San Pablo

3. **Initial Draft Transportation Expenditure Plan (TEP) Recommendations.** At its February 26, 2016 meeting, the Board reviewed the initial Draft Expenditure Plan recently released by CCTA. The Board called for a special meeting on March 4, 2016 to continue the review of the Initial TEP Draft. WCCTAC has an opportunity to provide comments on the Initial Draft prior to the release of the next Draft by the Authority Board at the end of March. *(John Nemeth- Executive Director; Attachments; Receive Board Direction)*

Contra Costa County

STANDING ITEMS

AC Transit

4. **Board and Staff Comments.**
 - a. Board Member Comments, Conference/Meeting Reports (AB 1234 Requirement), and Announcements
 - b. Report from CCTA Representatives (*Directors Abelson & Butt*)
 - c. Executive Director’s Report

BART

5. General Information Items

- a. Acronym List

6. **Adjourn.** Next meetings is: March 25, 2016 at 8:00 a.m. in the El Cerrito City Hall Council Chambers, located at 10890 San Pablo Avenue, El Cerrito

WestCAT

- In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in the WCCTAC Board meeting, or if you need a copy of the agenda and/or agenda packet materials in an alternative format, please contact Valerie Jenkins at 510.210.5930 prior to the meeting.

- If you have special transportation requirements and would like to attend the meeting, please call the phone number above at least 48 hours in advance to make arrangements.
- Handouts provided at the meeting are available upon request and may also be viewed at WCCTAC's offices.
- Please refrain from wearing scented products to the meeting, as there may be attendees susceptible to environmental illnesses. Please also put cellular phones on silent mode during the meeting.
- A meeting sign-in sheet will be circulated at the meeting. Sign-in is optional.

NEW MEASURE TRANSPORTATION EXPENDITURE PLAN (DRAFT FOR DISCUSSION ONLY)

February 24, 2016

No.	Funding Category	\$ millions	%	Distribution of Funding By Subregion			
				Central (a)	Southwest (b)	West (c)	East (d)
1	Local Streets Maintenance and Improvements	540.0	23.1%	156	120	119	145
2	Major Streets and Complete Streets Project Grants	200.0	8.6%	108.3	29.3	19.4	42.9
3	BART Capacity, Access and Parking Improvements	300.0	12.8%	88.1	57.4	69.8	84.7
4	East Contra Costa Transit Extension	70.0	3.0%				70
5	Transit & Interchange Improvements along the I-80 Corridor in West County	110.0	4.7%			110	
6	Improve traffic flow & implement high capacity transit in the I-680 corridor & SR 24 ⁴	140.0	6.0%	40	100		
7	Improve traffic flow along the SR 242 & SR 4 Corridors in Central and Eastern County	70.0	3.0%	40			30
8	Interstate 680 and State Route 4 Interchange Improvements	60.0	2.6%	60			
9	East County Corridor	117.0	5.0%				117
10	Advance Mitigation Program ³	TBD	TBD				
11	Non-Rail Transit Enhancements	200.0	8.6%	50.0	50.0	50.0	50.0
12	Transportation for Seniors and People with Disabilities	50.0	2.1%	10.1	4.7	12.9	22.2
13	Safe Transportation for Children	50.0	2.1%	7.0	16.3	21.3	5.4
14	Intercity Rail and Ferry Service	50.0	2.1%	8		35	7
15	Pedestrian, Bicycle and Trail Facilities	60.0	2.6%	12.4	24.7	16.8	6.1
16	Community Development Investment Grant Program ¹	140.0	6.0%	41.1	26.8	32.6	39.5
17	Innovative Transportation Technology / Connected Communities Grant Program ²	65.0	2.8%	21.8	5.5	26.7	11.0
18	Transportation Planning, Facilities & Services	23.4	1.0%	6.9	4.5	5.4	6.6
19	Regional Choice	70.3	3.0%	30.2	3.7	19.7	16.7
20	Administration	23.4	1.0%	6.9	4.5	5.4	6.6
	Commuter Alternatives	0.0	0.0%				
	TOTAL	2339.1	68.4%	686.9	447.4	544.0	660.8

Requests Submitted by RTPCs in July/August 2015				
Central (a)	Southwest (b)	West (c)	East (d)	SUM
206.1	134 or 112	152.3	198.2	668.6 or 690.6
151.5	41	27.2	60	279.7
10	28 or 50	43.5	20	101.5 or 123.5
			80	80
		114.2		114.2
39	100			139
47.7			30	77.7
60				60
			120	120
				0
57.9	60	54.4	46.9	219.2
21.3	10	27.2	46.9	105.4
10.8	25.0	32.6	8.3	76.7
8		38.1	6.6	52.7
20	40	27.2	9.9	97.1
24.7			16.5	41.2
20	5	24.5	10.1	59.6
				0
				0
				0
10	5	2.8	6.6	24.4
687.0	448.0	544.0	660.0	2339

Population Based Share	2339.1	686.9	447.4	544.0	660.8
Population Share (2030 Estimate) of Total		29.37%	19.13%	23.26%	28.25%

Notes:

- RTPCs requests under TLC program are shown here
- RTPCs requests for clean transportation, technology upgrades, subregional needs and anti-displacement are shown here
- Projects that would be included in an Advance Mitigation Program will be identified/called-out
- SR 24 was left out of the description in the draft TEP issued on February 22, 2016.

Amounts shown are reflected in DRAFT TEP Version 1.1

- Preliminary Draft TEP Issued on February 22, 2016 showed \$90M in error. Proposed amount is \$140M as shown.
- Preliminary Draft TEP Issued on February 22, 2016 showed \$120.3M in error. Proposed amount is \$70.3M as shown.

Category No. 1 was distributed based on population and road miles formula
Categories 2, 12, 13, 15 & 17 split proportional to RTPCs requests
Categories 3, 16, 18 & 20 distributed based on population share
Category No. 11 split equally between subregions

INITIAL DRAFT

**Transportation Sales Tax
Expenditure Plan (TEP)**

INITIAL DRAFT - For Discussion Purposes Only

Commented [MT1]: Version 1 - Posted with EPAC agenda on 2/22/2016

Version 1.1 (This Version) – was posted with EPAC agenda on 2/24/2016. Version 1.1 corrected the allocation assigned to the Community Development Investment Program (added \$50 million) and the Regional Choice Category (deducted \$50 million) and made other non-substantive changes.

TEP Outline

- Executive summary (**to be completed at a later date**)
- The Contra Costa Transportation Sales Tax Expenditure Plan
 - Table of Expenditure Plan Allocations
 - Summary of Projects and Programs (**to be completed at a later date**)
 - Detailed Descriptions of Funding Categories
 - Growth Management Program
 - Attachment A - Principles of Agreement for Establishing the Urban Limit Line
 - Complete Streets Program
 - Regional Advance Environmental Mitigation Program
 - Governing Structure
 - Implementing Guidelines

Commented [MT2]: A brief Executive Summary will be included in the final TEP document. This was a one page summary in the 2004 Measure J TEP document

INITIAL DRAFT - For Discussion Purposes Only

TABLE OF EXPENDITURE PLAN ALLOCATIONS

Funding Category	\$ (millions)	%
Local Streets Maintenance and Improvements	540	23.1%
Major Streets and Complete Streets Project Grants	200	8.6%
BART Capacity, Access and Parking Improvements	300	12.8%
East Contra Costa Transit Extension	70	3.0%
Transit & Interchange Improvements along the I-80 Corridor in West County	110	4.7%
Improve traffic flow & implement high capacity transit in the I-680 corridor	140	6.0%
Improve traffic flow along the SR 242 and SR 4 Corridors in Central and Eastern County	70	3.0%
Interstate 680 and State Route 4 Interchange Improvements	60	2.6%
East County Corridor - provide a high	117	5.0%
Advance Mitigation Program	TBD	TBD
Non-Rail Transit Enhancements	200	8.6%
Transportation for Seniors and People with Disabilities	50	2.1%
Safe Transportation for Children	50	2.1%
Intercity Rail and Ferry Service	50	2.1%
Pedestrian, Bicycle and Trail Facilities	60	2.6%
Community Development Investment Grant Program	140	6.0%
Innovative Transportation Technology / Connected Communities Grant Program	65	2.8%
Transportation Planning, Facilities & Services	23	1.0%
Regional Choice	70	3.0%
Administration	23	1.0%
TOTAL	2338	100.0%

Original version 1 had \$90 million. Corrected to \$140 million in this version.

Original version 1 had \$120 million. Reduced to \$70 million in this version.

Notes

- Advance Mitigation Program - Projects that would be included in an Advance Mitigation Program will be called out/ identified
- Regional Choice – This category is a placeholder for funds intended to be assigned by the RTPCs either to 1) high priority local projects/ programs unique to that subregion or 2) to augment funding assigned to other categories in this draft TEP to better reflect local priorities and needs

in that subregion. Projects / program descriptions will ultimately be blended in to the final draft TEP) [\(version 1.1 includes the reduction of \\$50m to this category, bringing total program to \\$70m\)](#)

- Commute Alternatives – This program is not proposed in TEP as a countywide funded category. Funds may be assigned from Regional Choice category for this type of program.
- TLC – This program not proposed in TEP. A new program (Community Development Investment Grant Program) is proposed to be included in TEP.
- CDI – Community Development Investment Program is a new category. It is intended to provide funding for housing incentives and job creation programs/ investments (see details on following pages) [\(version 1.1 includes the addition of \\$50m to this category, bringing total program to \\$140m\)](#).

INITIAL DRAFT - For Discussion Purposes Only

Detailed Descriptions of Funding Categories

The Contra Costa Transportation Authority (CCTA) is responsible for maintaining and improving the county's transportation system by planning, funding, and delivering critical transportation infrastructure projects and programs. The funding categories detailed below will provide needed improvements to connect our communities, foster a strong economy, increase sustainability, and safely and efficiently get people where they need to go.

Funding Categories

- 1. Local Streets Maintenance & Improvements ----- 23.1% (\$540m)**

Funds from this category will fund maintenance and improvement projects on local streets and roads and may be used for any eligible transportation purposes as defined under the Act and to comply with the GMP requirements. The Authority will distribute 23.1 percent of the annual sales tax revenues to all local jurisdictions with a base allocation of \$100,000 for each jurisdiction, the balance will be distributed based 50 percent on relative population and 50 percent on road miles for each jurisdiction, subject to compliance with the Authority's reporting, audit and GMP requirements, consistent with the current Measure J program. Population figures used shall be the most current available from the State Department of Finance. Road mileage shall be from the most current State Controller's Annual Report of Financial Transactions for Streets and Roads.

Funds shall be used by each jurisdiction to maintain and enhance existing roadway and other transportation facilities. Jurisdictions shall comply with the Authority's Maintenance of Effort (MOE) policy as well as Implementation Guidelines of this TEP. Local agencies will report on the use of these funds, such as the amount spent on roadway maintenance, bicycle and pedestrian facilities, transit facilities, and other roadway improvements.
- 2. Major Streets/ Complete Streets/ Traffic Signal Synchronization Grant Program ----- \$200m**

Funds from this category shall be used to fund improvements to major thoroughfares throughout Contra Costa to improve the safe, efficient and reliable movement of buses, vehicles, bicyclists and pedestrians along said corridors (i.e. traffic smoothing). Eligible projects include but, are not limited to installation of bike and pedestrian facilities, synchronization of traffic signals and other technology solutions to manage traffic, traffic calming and pedestrian safety improvements, shoulders, sidewalks, curbs and gutters, streetscapes and bus transit facility enhancements such as bus turnouts and passenger amenities. As an element of this program, the CCTA will adopt a 'traffic signal synchronization' program and award grants for installation of 'state of the art' technology oriented at smoothing the flow of traffic along major arterial roadways throughout the county. Funding from this program will be prioritized to projects that improve access (all modes) to transit stations and transit

oriented communities. Priority will be given to projects that can show a high percentage of 'other funding' allocated to the project (i.e. – leverage). All projects funded through this program must demonstrate compliance with CCTA's Complete Streets program and include complete street elements whenever possible.

3. **BART Capacity, Access and Parking Improvements ---- \$300m**
Funds from this category shall be used to construct improvements to the BART system such as: station access improvements; station related safety and operational improvements; additional on or off site parking; development and implementation of last mile connections (including shuttles, transit stops, and bicycle / pedestrian facilities – complete streets) oriented at providing BART users alternatives to driving alone / parking single occupant vehicles. Funds in this category may be used for the acquisition of new BART cars and/or advanced train control systems that can be shown to increase capacity on BART lines serving Contra Costa, provided that 1) BART agrees to fund CCTA identified improvements from other BART revenues and 2) a regional approach, that includes funding commitments from both Alameda and San Francisco Counties, must be developed and implemented prior to any funds from this measure being used to fund the acquisition of BART cars.

Commented [WRG3]: For discussion only – amount subject to change. \$300m is consistent with discussions w/ BART to date.

4. **East Contra Costa Transit Extension (BART or alternative) ----- \$70m**
Funding from this category shall be used to extend BART or other high capacity transit service easterly from the existing Hillcrest Station in Antioch through Oakley to a new station in Brentwood. To the greatest degree possible, local funds generated by this measure shall be used to leverage additional regional, state and/or federal funds for this project. Funds from this category may be used to complete an interim transit station in Brentwood as well as to fund improvements to the Pittsburg and /or Antioch stations. Funds in this category may be used for the acquisition of new BART cars and/or advanced train control systems that can be shown to increase capacity on BART lines serving Contra Costa, provided that 1) BART agrees to fund CCTA identified improvements from other BART revenues and 2) a regional approach, that includes funding commitments from both Alameda and San Francisco Counties, must be developed and implemented prior to any funds from this measure being used to fund the acquisition of BART cars. RAMP eligible project.

5. **Transit and Interchange Improvements along the I-80 Corridor in West Contra Costa ----- \$110m**
Funding from this category shall be allocated by the Authority to projects/ programs (including state of the art technology) that improve traffic flow along the Interstate 80 corridor as well as nearby major streets and/or intersections and reduce congestion, increase mobility and provide alternatives for single occupant vehicle travel. Final determination on the scope of the improvements to be constructed will be based on the final recommendations in the West County High Capacity Transit Study. To the greatest degree possible, local funds generated by this measure shall be used to leverage additional regional, state and/or federal funds for this project. RAMP eligible project.

Commented [MT4]: Eligibility for this project will include projects and programs that result from the West County High Capacity Transit Study (including transit operational costs).

6. Improve traffic flow and implement high capacity transit along the Interstate 680 corridor in Central and Southwest County ----- \$140m

Funding from this category shall be used to implement the I-680 corridor express lane and operational improvement project to facilitate car pools and/or increased transit use in the corridor and discourage single occupant driving; funding may also be used implement high capacity transit improvements in the corridor (including those identified in the I-680 transit options and other relevant studies); funding may also be used to complete improvements to the mainline freeway and/or local interchanges as may be required to implement express lane and/or transit projects as well as advanced traffic management programs and/or other projects or programs that encourage the use of connected vehicle and/or autonomous vehicles in the corridor provided that the project sponsor can show that they reduce congestion, increase mobility and provide alternatives to single occupant vehicle travel. Selection of final project to be based on a performance analysis of project alternatives consistent with CCTA requirements. To the greatest degree possible, local funds generated by this measure shall be used to leverage additional regional, state and/or federal funds for this project. RAMP eligible project.

7. Improve traffic flow along the SR 242 and SR 4 Corridors in Central and Eastern Contra Costa County ----- \$70m

Funding from this category shall be used to improve traffic flow and reduce congestion between Concord and Brentwood along the State Route 242 and State Route 4 to reduce congestion, increase mobility and provide alternatives to single occupant vehicle travel. To the greatest degree possible, local funds generated by this measure shall be used to leverage additional regional, state and/or federal funds for this project. Advanced traffic management programs and/or other projects or programs that encourage the use of connected vehicle and/or autonomous vehicles in the corridor are eligible for funding from this category provided that the project sponsor can demonstrate that they reduce congestion, increase mobility and provide alternatives to single occupant vehicle travel. Selection of final project to be based on a performance analysis of project alternatives consistent with CCTA requirements. RAMP eligible project.

8. Interstate 680 / State Route 4 Interchange ----- \$60m

Funding from this category shall be used to implement the Interstate 680/ State Route 4 interchange improvement project as necessary to improve traffic flow and enhance traffic safety along both the I-680 and SR 4 corridors. To the greatest degree possible, local funds generated by this measure shall be used to leverage additional regional, state and/or federal funds for this project. CCTA shall prioritize local funding commitments to this project in such a way as to encourage carpools and vanpools, public transit usage and other alternatives to the single occupant vehicle. RAMP eligible project.

9. East County Corridor (Vasco Rd and/or Byron Highway Corridors) ----- \$117m

Funding from this category shall be used to complete capacity and/or safety improvements to the Vasco Road and/or the Byron Highway (Tri-Link) Corridors oriented at providing better connectivity between eastern Contra Costa and the Interstate 580 corridor in Alameda and San Joaquin counties. Funds from this category may be used to upgrade existing facilities and to complete a new connection

between the two corridors provided such a connection can be demonstrated to improve traffic flow and/or safety along either or both of the corridors. Selection of final project to be based on a performance analysis of project alternatives consistent with CCTA requirements. To the greatest degree possible, local funds generated by this measure shall be used to leverage additional regional, state and/or federal funds for this project. At its sole discretion, the Authority may allocate up to 5% of funding from this category to the study and implement high capacity transit along either or both of these corridors.

Prior to the use of any local sales tax funds to implement capacity improvements to either or both of these corridors, the Authority must find that the project includes measures to prevent growth outside of the Urban Limit Lines (ULL) in effect at the time of passage of this measure. Such measures might include, but not necessarily be limited to, limits on roadway access in areas outside the ULL, purchase of abutters' rights of access, preservation of critical habitat and/or the acquisition of open space. Any investments affecting facilities in Alameda or San Joaquin Counties will be done in partnership with those jurisdictions. RAMP eligible project.

10. Advance Mitigation Program ---- TBD

The Authority will develop a policy supporting the creation of an advance mitigation program to establish a program to provide for large-scale acquisition and management of critical habitat areas and to create a reliable approach for funding required mitigation for future transportation. This policy will identify projects that will benefit from the program and the financial contribution associated with those projects. This approach would be implemented by obtaining coverage for transportation projects through existing and proposed multiple species conservation plans, including the East Contra Costa Habitat Conservation Plan. The benefit of this policy will include an early comprehensive project delivery review, reduced costs attributed to mitigation, opportunity to significantly improve conservation benefits, and accelerated project delivery. If this approach cannot be fully implemented, then the identified funds shall be used for environmental mitigation purposes on a project by project basis.

11. Non-Rail Transit Enhancements ---- 8.6% (\$200m)

This category of funding is intended to provide funding to non-rail transit service alternatives that can be shown to reduce total vehicle miles traveled (VMT) and/or greenhouse gas (GHG) emissions. Funding will be provided to non-rail transit services/projects that can demonstrate innovative approaches to maximizing the movement of people within the existing transportation infrastructure. Funding can be used to deliver transit capital projects or implement service to transit stations, congested corridors, last mile service to transit hubs and established transit integrated communities. Funding will be allocated by the Authority to Contra Costa transit operators based on performance criteria established by the Authority in consultation with local and regional transit operators and key stakeholders. Funding allocations will be reviewed on a regular basis. Said performance criteria shall require a finding that any proposed new or enhanced services demonstrate the ability to improve regional and/or local mobility for Contra Costa residents. Funds may be used to

deliver transit capital projects or operate service improvements identified in the adopted plans of an operator or of the Authority.

Guidelines will be established so that revenues will fund service enhancements in Contra Costa. The guidelines may require provisions such as; operational efficiencies including greater coordination; promoting and developing a seamless service; increasing service frequencies on appropriate routes; and specified performance criteria and reporting requirements. Services funded in this program will be reviewed every two years to ensure the goals of the program are being met.

Recipients of funding under this category are required to participate in the development of the Accessible Transportation Services Strategic Plan included in Category 12. Transportation for Seniors and People with Disabilities.

12. Transportation for Seniors & People With Disabilities ----- 2.1% (\$50m)

Transportation for Seniors & People With Disabilities or what is often referred to as “Paratransit” services or Accessible Transportation Services (ATS) can be broadly divided into two categories: (1) services required to be provided by transit operators under the Americans with Disabilities Act (ADA) to people functionally unable to ride fixed route service; and (2) services not required by law but necessary for frail seniors and people with disabilities whose needs are beyond the requirements of the ADA (for example, extra hours of service or greater geographic coverage or requirement for service beyond curb-to-curb), or for non-ADA eligible seniors.

Projections indicate that people that would be eligible for these services is the fastest growing segment of our population and will likely (blank) over the next (blank) years.

Funding in this category will be used to fund accessible transportation services. These services shall support both non-ADA and ADA services for eligible participants. To ensure services are delivered in a coordinated system that maximizes both service delivery and efficiency an Accessible Transportation Service (ATS) Strategic Plan will be developed and periodically updated during the term of the measure. No funding under this category will be allocated until the ATS Strategic Plan has been developed and adopted.

An overarching component in the development and delivery of the ATS Strategic Plan is using mobility management to ensure coordination and efficiencies in accessible service delivery. The plan will evaluate the appropriate model for our local structure including how accessible services are delivered by all agencies and where appropriate coordination can improve transportation services, eliminate gaps in service and find efficiencies in the service delivered. The ATS Strategic Plan would also determine the investments and oversight of the program funding and identify timing, projects, service delivery options, administrative structure, and fund leverage opportunities.

Commented [MT5]: Continuing to refine language for this item to better reflect consistency with the other sections of the TEP

13. Safe Transportation for Children ----- 2.1% (\$50m)

Programs and projects which promote safe transportation options for children to access schools or after school programs. Eligible projects include but are not limited to transit passes and transit incentive programs, school bus programs, and projects for pedestrian and bicycle safety that provide school-related access.

14. Intercity Rail/ Ferries ---- \$50m

Funds from this category shall be used to construct station and/or track improvements to the Capitol Corridor and/or the San Joaquin corridors as well as to implement new or improved ferry services (including both capital and operations) in Richmond, Hercules, Martinez and/or Antioch. To the greatest degree possible, local funds generated by this measure shall be used to leverage additional regional, state and/or federal funds for this project. Any projects funded in this category will be evaluated by CCTA and demonstrate progress toward the Authority's goals of reducing VMT and green-house gas reductions. Selection of final project to be based on a performance analysis of project alternatives consistent with CCTA requirements. Sponsors of projects requesting funding from this category will be required to demonstrate to the Authority that sufficient funding is available to operate the proposed project and/or service over a long period of time.

15. Pedestrian, Bicycle and Trail Facilities ---- 2.6% (\$60m)

Two-thirds of the funds from this program will be used implement projects in the Countywide Bicycle and Pedestrian Plan, consistent with the current Measure J program. These funds will be allocated competitively to projects that improve safety for pedestrians and bicyclists, serve the greatest number of users and significant destinations, and remove missing segments and existing barriers to walking and bicycling. The review process shall also consider project feasibility and readiness and the differing needs of the sub-regions when identifying projects for funding. Funding available through this program shall be primarily used for the construction, maintenance, and safety or other improvements of bicycle, pedestrian and trail projects. No design, project approval, right-of-way purchase and environmental clearance may only shall be funded as part of a construction project. Planning to identify a preferred alignment for major new bicycle, pedestrian or trail connections may also be funded through this program.

One third of the funds are to be allocated to the East Bay Regional Park District (EBRPD) for the development and rehabilitation of paved regional trails. EBRPD is to spend its allocation proportionally in each sub-region, subject to the review and approval of the applicable sub-regional committee, prior to funding allocation by the Authority. The Authority in conjunction with EBRPD will develop a maintenance-of-effort requirement for funds under this category.

Consistent with the Countywide Bicycle and Pedestrian Plan and the complete streets policy established in this expenditure plan, project sponsors receiving funding through other funding categories in this Plan shall incorporate, whenever possible, pedestrian, bicycle, and trail facilities into their projects.

16. **Community Development Incentive (CDI) Program**----- **3-86.0% (\$90m140m)**
Funds from this category will be used implement this new Community Development Incentive program, administered by the Authority’s Regional Transportation Planning Committees (RTPC’s). Funds will be allocated on a competitive basis to transportation projects or programs that promote economic development, job creation and/or housing within established (or planned) transit supportive community centers. Project sponsors must demonstrate that at least 20% of the project is funded from other than local transportation sales tax revenue and the Authority will prioritize funding to projects that demonstrate over 50% funding from other sources. Additional priority will be given to projects where the sponsor can demonstrate that the project supports and facilitates development of housing for all income levels. Working with the RTPCs, the Authority will prepare guidelines and establish overall criteria for the program.

17. **Innovative Transportation Technology / Connected Communities Program** ----- **2.8% (\$65m)**
Funding from this category will be allocated for the planning and development of projects and programs that include innovative solutions intended to (a) develop and demonstrate transportation innovation through real-world applications, (b) reduce GHG emissions, and (c) implement connected transportation solutions and integrate this approach with other community services such as public safety, public services, water, communications and energy to promote economic development and jobs opportunities by increasing government efficiency and reducing consumption. Examples of eligible projects include but are not limited to expanding opportunities for electric vehicle charging; smart rideshare, carshare and bikeshare services; on-demand and personal transit services that compliment traditional fixed-route transit; smart and automated parking; intelligent, sensor-based infrastructure; smart payment systems; and data sharing to improve mobility choices for all users. Projects are intended to promote connectivity between all users of the transportation network (cars, pedestrians, bikes, buses, trucks, etc.) and automation technologies that collectively facilitate the transformation toward connected communities. Funding is intended to match State, federal, or regional grants and private-sector investment to achieve maximum benefits. By investing in these solutions Contra Costa County can become a national model in sustainable, technology-enabled transportation.

A minimum of twenty-five percent shall be allocated to each sub-program (a, b and c above) over the life of the measure. The Authority will prepare guidelines and establish overall criteria for the Innovative Transportation Technology / Connected Communities Program and provide technical resources to project sponsors. The RTPC’s will submit programs/projects for the Authority to consider allocating funds to on a competitive basis for each of the sub-programs. Project sponsors must demonstrate that the programs provide highly efficient services that are cost effective, integrated and responsive to the needs of the community.

Commented [WG6]: UNRESOLVED ISSUE
This is a proposed new grant program that was developed as an alternative to augmenting the existing Transportation for Livable Communities program.

This new program is intended to stimulate infill development and would complement another proposal to augment a jurisdiction’s return to source funding in exchange for compliance with specified housing goals or other ‘to be determined’ actions intended to incentivize the development of housing.

Augmenting return to source for this purpose is an unresolved issue that is not included in this initial Draft TEP.

18. Transportation Planning, Facilities and Services ----- 1.0% (\$23m)

Implement the countywide GMP, prepare the countywide transportation plan; and support the programming and monitoring of federal and state funds, as well as the Authority's Congestion Management Agency functions.

19. Regional Choice ---- ~~\$120m~~70m

This category is a placeholder for funds intended to be assigned by the RTPCs either to 1) high priority local projects/ programs unique to that subregion or 2) to augment funding assigned to other categories in this draft TEP to better reflect local priorities and needs in that subregion. NOTE – these project/ program descriptions will ultimately be blended in to the final draft TEP

20. Administration ---- 1.0% (\$23m)

Funds administration of new measure.

INITIAL DRAFT - For Discussion Purposes Only

The Growth Management Program

Goals and Objectives

The overall goal of the Growth Management Program is to preserve and enhance the quality of life and promote a healthy, strong economy to benefit the people and areas of Contra Costa through a cooperative, multi-jurisdictional process for managing growth, while maintaining local authority over land use decisions.¹

The objectives of the Growth Management Program are to:

- Assure that new residential, business and commercial growth pays for the facilities required to meet the demands resulting from that growth.
- Require cooperative transportation and land use planning among Contra Costa County, cities, towns, and transportation agencies.
- Support land use patterns within Contra Costa that make more efficient use of the transportation system, consistent with the General Plans of local jurisdictions.
- Support infill and redevelopment in existing urban and brownfield areas.

Components

To receive its share of Local Transportation Maintenance and Improvement funds and to be eligible for Contra Costa Transportation for Livable Communities funds, each jurisdiction must:

1. Adopt a Growth Management Element

Each jurisdiction must adopt, or maintain in place, a Growth Management Element as part of its General Plan that outlines the jurisdiction's goals and policies for managing growth and requirements for achieving those goals. The Growth Management Element must show how the jurisdiction will comply with sections 2-7 below. The Authority will refine its model Growth Management Element and administrative procedures in consultation with the Regional Transportation Planning Committees to reflect the revised Growth Management Program.

Each jurisdiction is encouraged to incorporate other standards and procedures into its Growth Management Element to support the objectives and required components of this Growth Management Program.

¹The Authority will, to the extent possible, attempt to harmonize the Growth Management and the State-mandated Congestion Management Programs. To the extent they conflict, Congestion Management Program Activities shall take precedence over Growth Management activities.

Commented [WRG7]: This language reflects the current CCTA Growth Management program as approved with Measures C and J and subsequently updated by the Authority.

CCTA staff will be suggesting updates to align this program with current practice.

Commented [WG8]: Some EPAC members have asked for clarification on schedule for periodic review/ update of GM elements (5yr, 10yr, ??).

2. Adopt a Growth Management Mitigation Program

Each jurisdiction must adopt, or maintain in place, a development mitigation program to ensure that new growth is paying its share of the costs associated with that growth. This program shall consist of both a local program to mitigate impacts on local streets and other facilities and a regional program to fund regional and subregional transportation projects, consistent with the Countywide Comprehensive Transportation Plan.

The jurisdiction's local development mitigation program shall ensure that revenue provided from this measure shall not be used to replace private developer funding that has or would have been committed to any project.

The regional development mitigation program shall establish fees, exactions, assessments or other mitigation measures to fund regional or subregional transportation improvements needed to mitigate the impacts of planned or forecast development. Regional mitigation programs may adjust such fees, exactions, assessments or other mitigation measures when developments are within walking distance of frequent transit service or are part of a mixed-use development of sufficient density and with necessary facilities to support greater levels of walking and bicycling. Each Regional Transportation Planning Committee shall develop the regional development mitigation program for its region, taking account of planned and forecast growth and the Multimodal Transportation Service Objectives and actions to achieve them established in the Action Plans for Routes of Regional Significance. Regional Transportation Planning Committees may use existing regional mitigation programs, if consistent with this section, to comply with the Growth Management Program.

3. Address Housing Options

Each jurisdiction shall demonstrate reasonable progress in providing housing opportunities for all income levels as part of a report on the implementation of the actions outlined in its adopted Housing Element. The report will demonstrate progress by:

- a. 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 the jurisdiction's Housing Element; or
- b. 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
- c. Illustrating how a jurisdiction's General Plan and zoning regulations facilitate the improvement and development of sufficient housing to meet those objectives.

In addition, each jurisdiction shall consider the impacts that its land use and development policies have on the local, regional and countywide transportation system, including the

Commented [MT9]: Some EPAC members are recommending a review and enhancement of the reporting requirements, such as actual housing production compared against targets.

Commented [WG10]: EPAC has suggested a number of edits to align the Authority's requirements related to the provision of Affordable Housing with current statutory requirements.

level of transportation capacity that can reasonably be provided, and shall incorporate policies and standards into its development approval process that support transit, bicycle and pedestrian access in new developments.

4. Participate in an Ongoing Cooperative, Multi-Jurisdictional Planning Process.

Each jurisdiction shall participate in an ongoing process with other jurisdictions and agencies, the Regional Transportation Planning Committees and the Authority to create a balanced, safe and efficient transportation system and to manage the impacts of growth. Jurisdictions shall work with the Regional Transportation Planning Committees to:

- a. Identify Routes of Regional Significance, and establish Multimodal Transportation Service Objectives for those routes and actions for achieving those objectives.
- b. Apply 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 objectives.
- c. Create the development mitigation programs outlined in section 2 above.
- d. Help develop other plans, programs and studies to address other transportation and growth management issues.

Commented [MT11]: Though not necessarily needed in the GMP document, propose that the Authority's travel demand model and technical procedures be amended/ updated to reflect current statutory requirements (VMT analysis vs LOS analysis) as well as industry 'best practices'. Explore with EPAC, CCTA staff and technical experts.

In consultation with the Regional Transportation Planning Committees, each jurisdiction will use the travel demand model to evaluate changes to local General Plans and the impacts of major development projects for their effects on the local and regional transportation system and the ability to achieve the Multimodal Transportation Service Objectives established in the Action Plans.

Jurisdictions shall also participate in the Authority's ongoing countywide comprehensive transportation planning process. As part of this process, the Authority shall support countywide and subregional planning efforts, including the Action Plans for Routes of Regional Significance, and shall maintain a travel demand model. Jurisdictions shall help maintain the Authority's travel demand modeling system by providing information on proposed improvements to the transportation system and planned and approved development within the jurisdiction.

5. Adopt an Urban Limit Line (ULL)

Beginning on April 1, 2009, each jurisdiction must continuously comply with an applicable, voter approved ULL ("applicable ULL") defined as one of the following:

- a. A new mutually-agreed upon countywide ULL (MAC-ULL) approved by the voters countywide; or
- b. A Contra Costa County, voter approved ULL ("County ULL") that has also

been approved by a majority of the voters voting on the measure in the local jurisdiction seeking to rely upon the line as the growth boundary for local development, provided that the local jurisdiction's legislative body has adopted the County ULL before or after the election at which the "County ULL" was approved; or

- c. A measure placed on the ballot and approved by a majority of the voters within a local jurisdiction fixing a local voter approved ULL ("LV-ULL") or equivalent urban growth boundary for the jurisdiction. A jurisdiction may establish or revise its LV-ULL with local voter approval at any time prior to or during the term of Measure J. The LV-ULL will be used as of its effective date to meet the Measure J GMP ULL requirement.

Each of the above options is more fully defined in the Principles of Agreement, which are attached and incorporated by reference as Attachment "A".

Submittal of an annexation request by a local jurisdiction to LAFCO outside the applicable ULL will constitute non-compliance with the Measure J Growth Management Program.

6. Develop a Five-Year Capital Improvement Program

Each jurisdiction shall prepare and maintain a capital improvement program that outlines the capital projects needed to implement the goals and policies of the jurisdiction's General Plan for at least the following five-year period. The Capital Improvement Program shall include approved projects and an analysis of the costs of the proposed projects as well as a financial plan for providing the improvements. The jurisdiction shall forward the transportation component of its capital improvement program to the Authority for incorporation into the Authority's database of transportation projects.

7. Adopt a Transportation Systems Management (TSM) Ordinance or Resolution

To promote carpools, vanpools and park and ride lots, each jurisdiction shall adopt a local ordinance or resolution that conforms to the model Transportation Systems Management Ordinance that the Transportation Authority has drafted and adopted. Upon approval of the Authority, cities with a small employment base may adopt alternative mitigation measures in lieu of a TSM ordinance or resolution.

Allocation of Funds

Portions of the monies received from the retail transaction and use tax will be returned to the local jurisdictions (the cities and the county) for use on local, subregional and/or regional transportation improvements and maintenance projects. Receipt of all such funds requires compliance with the Growth Management Program described below. The funds are to be distributed on a formula based on population and road miles.

Each jurisdiction shall demonstrate its compliance with all of the components of the Growth Management Program in a completed compliance checklist. The jurisdiction shall submit, and the Authority shall review and make findings regarding the jurisdiction's compliance with the requirements of the Growth Management Program, consistent with the Authority's adopted policies and procedures.

If the Authority determines that the jurisdiction complies with the requirements of the Growth Management Program, it shall allocate to the jurisdiction its share of local street maintenance and improvement funding. Jurisdictions may use funds allocated under this provision to comply with these administrative requirements.

If the Authority determines that the jurisdiction does not comply with the requirements of the Growth Management Program, the Authority shall withhold those funds and also make a finding that the jurisdiction shall not be eligible to receive Contra Costa Transportation for Livable Communities until the Authority determines the jurisdiction has achieved compliance. The Authority's findings of noncompliance may set deadlines and conditions for achieving compliance.

Withholding of funds, reinstatement of compliance, reallocation of funds and treatment of unallocated funds shall be as established in adopted Authority's policies and procedures.

Commented [MT12]: This portion of the Authority's Growth Management Program will need to be updated to reflect the projects/ programs defined this this TEP.

INITIAL DRAFT - For Discussion Only

Attachment A

Principles of Agreement for Establishing the Urban Limit Line

Commented [WRG13]: This is a major discussion point – various options being considered. No changes to ULL principals are proposed for consideration at this point in time.

An applicable ULL shall be defined as an urban limit line, urban growth boundary, or other equivalent physical boundary judged by the Authority to clearly identify the physical limits of the local jurisdiction's area, including future urban development.

Initial Action

1. The Board of Supervisors shall have, with the concurrence of each affected city, adjusted the existing County ULL on or before September 30, 2004, or as expeditiously as possible given the requirements of CEQA, to make the existing County ULL coterminous with city boundaries where it previously intruded inside those incorporated boundaries.

Establishing a Mutually Agreed-Upon Countywide urban limit line ("MAC-ULL")

2. The process to develop a MAC ULL shall have begun by July 1, 2004 with meetings in each sub region between one elected representative of each city and the county. The subregional meeting(s) will be followed by meetings between all of the cities and the county, each being represented by one elected representative. The discussion will include both the suggested ULL as well as criteria for establishing the line and future modifications to the ULL.
3. On or before December 31, 2004, the County and the cities will cooperate in the development of a new MAC-ULL and criteria for future modifications. To be considered a final proposal, the plan must be approved by 4 members of the Board of Supervisors and $\frac{3}{4}$ of the cities representing $\frac{3}{4}$ of the incorporated population.
4. The County will be the lead agency in connection with any required environmental review and clearance on the proposed MAC-ULL.
5. After completion of the environmental review process, the proposal shall be submitted to the voters for ratification by November 2006.
6. The MAC-ULL will include provisions for periodic review (5 years) as well as provisions for minor (less than 30 acres) nonconsecutive adjustments.
7. If there is a MAC-ULL, and a Town or City disagrees with that MAC-ULL, it may develop and submit a "LV- ULL" (see 8.b, below), or rely upon an existing voter approved ULL.

Commented [WG14]: Some on EPAC have suggested that the exemption for minor (less than 30 acres) adjustments be eliminated.

Alternatives if there is no Voter Approved MAC-ULL or if a Local Jurisdiction chooses Not to Concur with a Voter-Approved MAC-ULL

8. If no MAC-ULL is established by March 31, 2009, only local jurisdictions with one of the following applicable voter approved ULLs will be eligible to receive the 18% return to source funds or the 5% TLC funds.
- a. County ULL. A ULL placed on the ballot by the Contra Costa County Board of Supervisors, adopted at a countywide election and in effect through the applicable GMP compliance period, as its boundaries apply to the local jurisdiction, if: :
 - i. That ULL was approved by a majority of the local jurisdiction's voters, either through a separate ballot measure or as part of the countywide election at which the measure was approved;
 - ii. The legislative body of the City or Town has accepted and approved, for purposes of compliance with the Measure J GMP, the County ULL boundaries for urban development as its applicable, voter approved ULL.
 - iii. Revisions to a City or Town's adopted County ULL boundary requires fulfillment of provisions (8.a.i) and (8.a.ii) above in their entirety; and
 - iv. A City of Town may adopt conditions for revising its adopted County ULL boundary by action of the City or Town's legislative body, provided that the conditions limit the revisions of the physical boundary to adjustments of 30 or fewer acres, and/or to address issues of unconstitutional takings, or conformance to state and federal law. Such conditions may be adopted at the time of adoption of the County ULL, or subsequently through amendment to the City or Town's Growth Management Element to its General Plan.
 - b. Local Voter ULL (LV-ULL). A local ULL or equivalent measure placed on the local jurisdiction ballot, approved by the jurisdiction's voters, and recognized by action of the local jurisdiction's legislative body as it's applicable, voter approved ULL. A jurisdiction may revise or establish a new LV-ULL at any time using the procedure defined in this paragraph.
 - c. Adjustments of 30 Acres or Less. A local jurisdiction can undertake adjustments of 30 acres or less to its adopted ULL, consistent with these Principles, without voter approval. However, any adjustment greater than 30 acres requires voter approval and completion of the full County ULL or LV-ULL procedure as outlined above.

Commented [MT15]: This portion of the Authority's Growth Management Program will need to be updated to reflect the projects/ programs defined this this TEP.

Commented [WG16]: See prior note, some on EPAC have suggested that the exemption for minor (less than 30 acres) adjustments be eliminated.

Commented [WG17]: See prior note

Conditions of Compliance

- 9. Submittal of an annexation request by a local jurisdiction to LAFCO outside of an applicable voter approved ULL will constitute non-compliance with the new Measure J Growth Management Plan.
- 10. For each jurisdiction, an applicable ULL shall be in place through each Measure J Growth Management Program compliance period in order for the local jurisdiction to be eligible to receive the 18% return to source and the TLC funds for that period.

Commented [MT18]: This portion of the Authority's Growth Management Program will need to be updated to reflect the projects/ programs defined this this TEP.

INITIAL DRAFT - For Discussion Purposes Only

Complete Streets Policy

Vision

This Plan envisions a transportation system in which each component provides safe, comfortable and convenient access for every user allowed to use it. These users include pedestrians, bicyclists, transit riders, automobile drivers and their passengers, and truckers, and people of varying abilities, including children, seniors, people with disabilities and able-bodied adults. Every transportation project is an opportunity to create safer, more accessible streets for all users and shall be planned, designed, constructed and operated to take advantage of that opportunity.

Commented [WRG19]: This entire section is currently under review and will be updated

Policy

To achieve this vision, all recipients of funding through this Plan shall consider and accommodate, wherever feasible, the needs of all users in the planning, design, construction, reconstruction, rehabilitation, maintenance, and operation of the transportation system. The determination of feasibility shall be consistent with the exceptions listed below. Achieving this vision will require balancing the needs of different users, and may require reductions in capacity for automobiles.

The Authority shall revise its project development guidelines to require the consideration and accommodation of all users in the design, construction and operation of projects funded with Measure funds. The revised guidelines will allow flexibility in responding to the context of each project and the needs of users specific to the project's context.

To ensure that this policy is carried out, the Authority shall prepare a checklist that sponsors of projects using Measure funds must submit that documents how the needs of all users were considered and how they were accommodated in the design, construction and operation of the project. If the proposed project or program will not improve conditions for all users, the sponsor shall document the reasons why in the checklist, consistent with the following section on "exceptions" below. The completed checklist shall be made part of the approval of programming of funding for the project or funding allocation resolution for construction or operation.

Recipients of Local Street Maintenance and Improvement funds shall adopt procedures that ensure that all agency departments consider and accommodate the needs of all users when projects or programs affecting public rights of way for which the agency is responsible. These procedures shall be consistent with and be designed to implement each agency's general plan policies once that plan has been updated to comply with the Complete Streets Act of 2008. These procedures shall involve all agency departments whose projects will affect the public right of way and will incorporate opportunities for review by potential users of proposed projects. This review could be done through an advisory committee such as a Bicycle and Pedestrian Advisory Committee or as part of the review of the agency's capital improvement program.

As part of their biennial Growth Management Program checklist, agencies shall also list projects funded with Measure funds and detail how those projects accommodated all allowed users of the facilities.

As part of the multi-jurisdictional planning required by the Growth Management Program, agencies shall work with the Authority and the Regional Transportation Planning Committees to harmonize the planning, design, construction and operation of streets within their jurisdiction with the plans of adjoining and connecting jurisdictions.

Exceptions

Sponsors may forgo complete street accommodations when the public works director or equivalent agency official finds that:

1. Pedestrians, bicyclists, or other users are prohibited by law from using the transportation facility
2. The cost of new accommodation would be excessively disproportionate to the need or probable use
3. The sponsor demonstrates that, based on factors including current and future land use, current and projected user volumes, population density, and collision data, such accommodation is not needed

Local complete streets procedures shall require that exceptions be made explicit as part of the approval of the project.

INITIAL DRAFT - For Discussion Purposes Only

Regional Advance Mitigation Program

An estimated \$xx million will be used to fund habitat-related environmental mitigation activities required in the implementation of the major highway, transit and regional arterial and local street and road improvements identified in the Transportation Expenditure Plan. Of this total, an estimated \$xx million is related to mitigation requirements for local transportation projects and an estimated \$xx million is related to mitigation requirements for the major highway and transit projects identified in the Transportation Expenditure Plan. The intent is to establish a program to provide for large-scale acquisition and management of critical habitat areas and to create a reliable approach for funding required mitigation for future transportation improvements thereby reducing future costs and accelerating project delivery. This approach would be implemented by obtaining coverage for transportation projects through existing and proposed multiple species conservation plans, including the East Contra Costa Habitat Conservation Plan. If this approach cannot be fully implemented, then these funds shall be used for environmental mitigation purposes on a project by project basis.

INITIAL DRAFT - For Discussion Purposes Only

Governing Structure

Governing Body and Administration

CCTA is governed by a Board composed of 11 members, all elected officials, with the following representation:

- Two members from the Central County Regional Transportation Planning Commission (RTPC) also referred to as TRANSPAC
- Two members from the East County RTPC, also referred to as TRANSPLAN
- Two members from the Southwest County RTPC, also referred to as SWAT
- Two members from the West County RTPC, also referred to as WCCTAC
- One member from the Conference of Mayors
- Two members from the Board of Supervisors

The CCTA Board also includes three (3) ex-officio, non-voting members, appointed by the MTC, BART and the Public Transit Operators in Contra Costa County.

Citizens Oversight Committee

The Citizens Oversight Committee (Committee) shall provide diligent, independent and public oversight of all expenditures of Measure funds by CCTA or recipient agencies (County, cities and towns, transit operators, etc). The Committee will report to the public and focus its oversight on the:

- Review of allocation and expenditure of Measure funds to ensure that all funds are used consistent with the Measure ballot measure.
- Review of fiscal audits of Measure expenditures.
- Review of performance audits of projects and programs relative to performance criteria established by the CCTA, and if performance of any project or program does not meet its established performance criteria, identify the reasons why and make recommendations for corrective actions that can be taken by the CCTA Board for changes to project or program guidelines.
- Review of the maintenance of effort compliance requirements of local jurisdictions for local streets, roads and bridges funding.
- Review of each jurisdiction's Growth Management Checklist and compliance with the Growth Management Plan policies.

The Committee shall prepare an annual report including an account of the Committee's activities during the previous year, its review and recommendations relative to fiscal or performance audits, and any recommendations made to the CCTA Board for implementing the expenditure plan. The report will be published in local newspapers and local media outlets throughout Contra Costa County, posted to the CCTA Website and continuously available for public inspection at CCTA offices. The report shall be composed of easy to understand language not in an overly technical format. The Committee shall make an annual presentation to the CCTA Board summarizing the annual report subsequent to its release.

Committee members shall be selected to reflect community and business organizations and interests within the County. The CCTA Board will solicit statements of interest from the individuals representing the stakeholder groups listed below, and will appoint members to an initial Committee with the goal to provide a balance of viewpoints including but not limited to geography, age, gender, ethnicity and income status to represent the different perspectives of the residents of Contra Costa County. In establishing the initial Committee, the CCTA Board will solicit statements of interest from groups or individuals that represent professional expertise in civil or traffic engineering, accounting, municipal finance, and project management; and groups or individuals that represent taxpayer accountability, voter accountability, business development, labor, senior or paratransit services, non-motorized active transportation, transit advocacy and social justice. The Committee will include one member each appointed by the County Board of Supervisors and the councils of each of the incorporated cities and towns in Contra Costa County. Beginning two years after the appointment of the initial Committee and every two years thereafter, the CCTA Board will solicit statements of interest for new appointment or re-appointment of approximately one-third of the Committee membership and will appoint or re-appoint members in an attempt to maintain the diversity of the Committee. Any individual member can serve on the Committee for no more than 6 consecutive years.

Committee members will be private citizens who are not elected officials at any level of local government, nor public employees from agencies that either oversee or benefit from the proceeds of the Measure. Membership is limited to individuals who live in Contra Costa County. Membership is restricted to individuals with no economic interest in any of CCTA's projects or programs. If a member's status changes so that he/she no longer meet these requirements, or if a member resigns his/her position on the Committee, the CCTA Board will issue a new statement of interest from the same stakeholder category to fill the vacant position.

The Committee shall meet up to once a month to carry out its responsibility, and shall meet at least once every 3 months. Meetings shall be held at the same location as the CCTA Board meetings are usually held, shall be open to the public and must be held in compliance with California's open meeting law (Brown Act). Meetings shall be recorded and the recordings shall be posted for the public.

Members are expected to attend all meetings. If a member, without good reason acceptable to the Chair of the Committee, fails to attend either (a) two or more consecutive meetings or (b) more than 3 meetings a year, the CCTA Board will request a replacement from the stakeholder categories listed above.

CCTA commits to support the oversight process through cooperation with the Committee by providing access to project and program information, audits, and other information available to the CCTA, and with logistical support so that the Committee may effectively perform its oversight function. The Committee will have full access to CCTA's independent auditors, and may request CCTA staff briefings for any information that is relevant to the Measure. The Committee Chair shall inform the CCTA Board Chair and Executive Director of any concern regarding CCTA staff's commitment to open communication, the timely sharing of information, and teamwork.

The Committee shall not have the authority to set policy or appropriate or withhold funds, nor shall it participate in or interfere with the selection process of any consultant or contractor hired to implement the expenditure plan.

The Committee shall not receive monetary compensation except for the reimbursement of travel or other incidental expenses, in a manner consistent with other CCTA advisory committees

In order to ensure that the oversight by the Committee continues to be as effective as possible, the efficacy of the Committee's Charter (ie this document) will be evaluated on a periodic basis and a formal review will be conducted by the CCTA Board, Executive Director and the Committee every five years to determine if any amendments to this Charter should be made. The formal review will include a benchmarking of the Committee's activities and charter with other best-in-class citizen oversight committees. Amendments to this Charter shall be proposed by the Committee and adopted or rejected by the CCTA Board.

The Committee replaces CCTA's existing Citizens Advisory Committee.

Advisory Committees

The Authority will continue the committees that were established as part of the Transportation Partnership Commission organization as well as other committees that have been utilized by the CCTA to advise and assist in policy development and implementation. The committees include:

- The Regional Planning Transportation Committees that were established to develop transportation plans on a geographic basis for sub-areas of the County, and
- The Technical Coordinating Committee that will serve as the Authority's technical advisory committee.
- The Paratransit Coordinating Council
- The Bicycle and Pedestrian Advisory Committee
- The Transit Committee

Implementing Guidelines

Duration of the Plan

25 years, April 1, 2017 to March 31, 2042

Administration of the Plan

1. **Funds only Projects and Programs in the Plan:** Funds are only for purposes identified in the expenditure plan.
2. **All Decisions Made in Public Process:** The Contra Costa Transportation Authority (CCTA) is given the fiduciary duty of administering the transportation sales tax proceeds in accordance with all applicable laws and with the Plan. Activities of the CCTA will be conducted in public according to state law, through publically noticed meetings. The annual budgets of CCTA, strategic plans and annual reports will all be prepared for public review. The interest of the public will be further protected by a Citizens Oversight Committee, described previously in the Plan.
3. **Salary and Administration Cost Caps:** Revenues may be expended by the Authority for salaries, wages, benefits, overhead and those services including contractual services necessary to administer the Measure; however, in no case shall the annual expenditures for the salaries and benefits of the staff necessary to perform administrative functions for the Authority exceed one percent (1%) of the annual revenues. The allocated costs of CCTA staff who directly implement specific projects or programs are not included in the administrative costs.
4. **Expenditure Plan Amendments Require Majority Support:** The Authority may review and propose amendments to the Expenditure Plan and the Growth Management Program to provide for the use of additional federal, state and local funds, to account for unexpected revenues, or to take into consideration unforeseen circumstances. Affected Regional Planning Transportation Committee(s) will participate in the development of the proposed amendment(s). All jurisdictions within the county will be given a 45 day period to comment on any proposed Expenditure Plan amendment.
5. **Augment Transportation Funds:** Funds generated pursuant to the Measure are to be used to supplement and not replace existing local revenues used for transportation purposes. Any funds already allocated, committed or otherwise included in the financial plan for any project on the Expenditure Plan shall be made available for project development and implementation as required in the project's financial and implementation program.

Taxpayer Safeguards, Audits and Accountability

6. **Citizens Oversight Committee:** The Citizens Oversight Committee will provide diligent, independent and public oversight of all expenditures of Measure funds by CCTA or recipient agencies (County, cities and towns, transit operators, etc). The Committee will report to the public and focus its oversight on annual audits, the review and allocation of Measure funds,

the performance of projects and programs in the Plan, and compliance by local jurisdictions with the maintenance of effort and Growth Management Program described previously in the Plan

- 7. Fiscal Audits:** All Funds expended by CCTA directly and all funds allocated by formula or discretionary grants to other entities are subject to fiscal audit. Recipients of Local Streets Maintenance & Improvements or transit (Non-Rail Transit Enhancements, Transportation for Seniors & People With Disabilities programs) funding (County, cities and towns and transit operators) will be audited at least once every five (5) years, conducted by an independent CPA. Any agency found to be in non-compliance shall have its formula sales tax funds withheld, until such time as the agency is found to be in compliance.
- 8. Performance Audits:** Each year, the CCTA shall select and perform a focused performance audit on approximately one-fourth of the elements of the transportation expenditure plan. This process shall commence two years after passage of the new sales tax measure. The performance audits shall provide an accurate quantitative and qualitative evaluation of the programs or projects in question and specific recommendations for corrective action in the future.
- 9. Maintenance of Effort (MOE):** The average of last three full fiscal years of expenditures of annual transportation funds on local streets, roads and bridges before the vote on new sales tax measure will be the basis of the MOE. The average dollar amount will then be increased once every three years by the construction cost index of that third year. Penalty for non-compliance of meeting the minimum MOE is immediate loss of all local formula money (Local Streets Maintenance and Improvement funds) until MOE compliance is achieved. The audit of the M.O.E. contribution shall be at least once every five years. Any agency found to be in non-compliance shall be subject to annual audit for three years after they come back into compliance.
- 10. Requirements for Fund Recipients:** All recipients of funds allocated in this expenditure plan will be required to complete certain requirements including: reporting, implementing local hiring policy, tracking and reporting performance and accountability standards and requirements, and completing audits.
- 11. Geographic Equity:** The proposed projects and programs to be funded through the expenditure plan constitute a “balanced” distribution of funding allocations to each subregion in Contra Costa County. However, through the course of the Measure, if any of the projects prove to be infeasible or cannot be implemented, the affected subregion may request that the Authority reassign funds to another project in the same subregion, as detailed in a CCTA Fund Allocations policy, and to maintain a “balanced” distribution of funding allocations to each subregion.

Restrictions On Funds

- 12. No Expenditure Outside of Contra Costa County:** Under no circumstance may the proceeds of this transportation sales tax be applied for any purpose other than for transportation improvements benefitting Contra Costa County. Under no circumstance may

these funds be appropriated by the State of California or any other local government agency, as defined in the implementing guidelines.

13. **Environmental Review:** All projects funded by sales tax proceeds are subject to laws and regulations of federal, state, and local government, including but not limited to the requirements of the California Environmental Quality Act (CEQA).
14. **Performance based review:** Before the allocation of any measure funds for the actual construction of capital projects with an estimated capital construction cost in excess of \$25 million, the Authority will conduct a performance based review of project alternatives.
15. **Complete Streets:** All plan investments will conform to Complete Streets requirements, so that there are appropriate investments that fit the function and context of facilities that will be constructed, as further detailed in the Part ___ of the Plan.
16. **Advance Mitigation Program:** CCTA will develop a policy supporting the creation of an advance mitigation program to establish a program to provide for large-scale acquisition and management of critical habitat areas and to create a reliable approach for funding required mitigation for future transportation. This policy will identify projects that will benefit from the program and the financial contribution associated with those projects. This approach would be implemented by obtaining coverage for transportation projects through existing and proposed multiple species conservation plans, including the East Contra Costa Habitat Conservation Plan. The benefit of this policy will include an early comprehensive project delivery review, reduced costs attributed to mitigation, opportunity to significantly improve conservation benefits, and accelerated project delivery. If this approach cannot be fully implemented, then the identified funds shall be used for environmental mitigation purposes on a project by project basis.
17. **Safe Transportation for Children:** CCTA will allocate funds and will establish guidelines (in cooperation with project sponsors) to define priorities and maximize effectiveness. The guidelines may require provisions such as parent contributions; operational efficiencies; specific performance criteria and reporting requirements.
18. **Compliance with the GMP/ULL Policy:** If the Authority determines that a jurisdiction does not comply with the requirements of the Growth Management Program, the Authority shall withhold funds and also make a finding that the jurisdiction shall not be eligible to receive Local Streets Maintenance & Improvements or Community Development Incentive (CDI) Program funding until the Authority determines the jurisdiction has achieved compliance, as detailed in the GMP/ULL section of the Plan.
19. **Local Contracting and Good Jobs:** CCTA will develop a policy supporting the hiring of local contractors and businesses, apprenticeship programs for Contra Costa residents, and good jobs.
20. **New Agencies:** New cities or new entities (such as new transit agencies) that come into existence in Contra Costa County during the life of the Plan may be considered as eligible recipients of funds through a Plan amendment.

Commented [WG20]: This provision is intended provide the residents of Contra Costa County with information as to how project alternatives rank with respect to GHG emissions, VMT and other factors (TBD). This requirement is intended as a disclosure process and not in any way to restrict the ability of the Authority to allocate measure funds to a project after completion of the required analysis.

Commented [MT21]: Discussing with representatives of the labor community how to address topics such as:

- oApprentice Program(s)
- oLocal Hiring goals
- oVeteran and DBE Hiring Goals

Project Financing Guidelines and Managing Revenue

- 21. Fiduciary Duty:** Funds may be accumulated for larger or longer term projects. Interest income generated will be used for the purposes outlined in the Plan and will be subject to audits.
- 22. Project and Program Financing:** The CCTA has the authority to bond for the purposes of expediting the delivery of transportation projects and programs. CCTA will develop a policy to identify financing procedures for the entire plan of projects and programs.
- 23. Programming of Higher than Expected Revenue:** Actual revenues may, at times be higher than expected in this Plan due to changes in receipts and additional funds may become available due to the increased opportunities for leveraging or project costs less than expected. Revenue may be lower than expected as the economy fluctuates. Determination of when the contingency funds become excess will be established by a policy defined by the CCTA. Funds considered excess will be prioritized first to expenditure plan projects and programs, and second to other projects of regional significance that are consistent with the expenditure plan. The new project or program will be required to be amended into the expenditure plan.
- 24. Fund Allocations:** Through the course of the Measure, if any of the projects do not require all funds programmed for that project or have excess funding, or should a planned project become undeliverable, infeasible or unfundable due to circumstances unforeseen at the time the expenditure plan was created, funding for that project will be reallocated to another project or program. The subregion where the project or program is located may request that the CCTA reassign funds to another project in the same subregion. In the allocation of the released funds, the CCTA will in priority order consider: 1) a project or program of the same travel mode (i.e. transit, bicycle/pedestrian, or road) in the same subregion, 2) a project or program for another modes of travel in the same subregion, 3) other expenditure plan projects, and 4) other projects or programs of regional significance. The new project or program or funding level may be required to be amended into the expenditure plan.
- 25. Leveraging Funds:** Leveraging or matching of outside funding sources is strongly encouraged. Any additional transportation sales tax revenues made available through their replacement by matching funds will be spent based on the principles outlined for fund allocations describe above.

**WCCTAC July 24, 2015 Recommendation
on the Transportation Expenditure Plan (TEP)**

PROJECT AND PROGRAM CATEGORIES	Current Measure J (West County)	New TEP Proposal %	New TEP Proposal \$	Notes
Capital Improvement Projects				
I-80 Interchange Improvements	6.6%	11.0%	\$59,843,520	These project funds would prioritize the San Pablo Dam Road/I-80 and Central Avenue/I-80 interchange projects. Other eligible projects include: Pinole Valley Road/I-80 eastbound on-ramp lengthening, Pinole Valley Rd widening at the I-80 on-ramps, and the State Route 4/Willow Avenue eastbound on-and off-ramp project.
Major Roads, Bridges, Grade Separations, Intersections	0.0%	2.5%	\$13,600,800	These project funds would be spent on major road improvements, bridges, rail safety/quiet zone improvements, and intersections/grade separations (including any combination of roadway, rail, bike-ped pathway).
High Capacity Transit Improvements	N/A	10.0%	\$54,403,200	These funds would support the development, advancement, or implementation of high capacity transit improvements in West County. Examples could include, <i>but are not limited to</i> : A BART extension, Bus Rapid Transit, improvements to Rapid Bus corridors, expanded or new express bus service, improvements to passenger rail service, new or innovate rail services, and ferry service. These funds could also be spent on transit operations.
Hercules Intermodal Transit Center (ITC)	1.7%	2.0%	\$10,880,640	These project funds would be spend on improvements related to the Hercules Intermodal Transit Center.
BART (Station, Capacity, Safety, Reliability, and Other Improvements)	3.3%	8.0%	\$43,522,560	These project funds would be dedicated to capital improvements and not operations. The specific eligibility requirements are TBD, but the focus should be on improvements that clearly and directly benefit West Contra Costa.
Local Maintenance				
Local Streets and Sidewalks (Maintenance, Improvements, and Complete Streets)	20.7%	28.0%	\$152,328,960	These program funds would be returned to local jurisdictions and could be used for any transportation purpose. A portion of these funds should be required to be spent on bicycle, pedestrian or complete streets improvements. A mimum portion should also be required to be spent in Priority Development Area (PDAs). Additional details TBD.
Richmond Parkway Maintenance	3.5%	2.5%	\$13,600,800	These program funds would be available annually to offset the operations and maintenance cost of the Richmond Parkway which are currently borne by the City of Richmond and the County.

Continued from Page 1	Current Measure J (West County)	New TEP Proposal %	New TEP Proposal \$	Notes
Programs				
Transportation for Livable Communities	7.1%	N/A	\$0	This program was replaced by a Complete Streets/Bike/Ped requirement incorporated above into the Streets and Roads category.
Safe Routes to School	0.0%	1.0%	\$5,440,320	These program funds could supplement the County's Safe Routes to School planning and outreach program in West Contra Costa. They could also be used for capital improvements to improve pedestrian and bicycle access to schools.
Ped, Bike, Trails	0.7%	5.0%	\$27,201,600	These project funds would support pedestrian, bicycle and trail facilities. Unlike Measure J, there would not be a special carve-out for the EBRPD, although they could still compete for funding.
Ferry Service in West County	9.9%	5.0%	\$27,201,600	These funds could be used either for capital improvement or ongoing operations. Half of these funds are intended for Richmond and the other half for Hercules.
Bus Service Improvements	30.2%	10.0%	\$54,403,200	These program funds could be used for either capital or operations. 50% of the funds would need to be spent on improvements in Priority Development Areas. Other program details TBD.
Student Bus Pass Program	3.2%	5.0%	\$27,201,600	These program funds would expand the student bus pass program in two ways. First, passes would be available to middle school students. Secondly, passes would be available to students (high school and middle school) regardless of income level.
Transportation for Seniors & People with Disabilities	10.6%	5.0%	\$27,201,600	These program funds could be used for either capital or operations.
Clean Transportation	N/A	2.0%	\$10,880,640	These programs funds could be used for programs or small-scale projects that have an air quality or GHG reduction benefit. Potential examples include: car-sharing, bike-sharing, electric vehicle infrastructure, alternative fuel vehicles, and non-motorized (bike and ped) improvements. More specific program details TBD.
No Displacement from Priority Development Area	N/A	2.0%	\$10,880,640	These funds could be used for the development, preservation or operation of housing affordable to lower-income households, to ensure that high-propensity transit riders can live near transit stops.
Commute Alternatives (TDM)	1.1%	0.5%	\$2,720,160	These program funds would promote alternatives to commuting in SOVs. Eligible projects may include, but are not limited to: park and ride facilities, carpooling, vanpooling, transit incentives, bicycle and pedestrian facilities (including sidewalks, lockers, racks, etc.), Guaranteed Ride Home, congestion mitigation programs ,and employer outreach.
Subregional Transportation Needs	1.3%	0.5%	\$2,720,160	These program funds could be used for any project or program identified in the expenditure plan.
Total	100.0%	100.0%	\$544,032,000	