

# **TRANSPAC Transportation Partnership and Cooperation**

Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek and Contra Costa County  
2300 Contra Costa Boulevard, Ste. 360, Pleasant Hill, CA 94523 (925) 969-0841

## **TRANSPAC TAC**

### **MEETING NOTICE AND AGENDA**

**THURSDAY, APRIL 22, 2010**

**9 AM TO 11:30 AM**

**in the**

**COMMUNITY ROOM**

**PLEASANT HILL CITY HALL**

**100 GREGORY LANE**

**PLEASANT HILL**

**(925) 969-0841**

- 1. BAAQMD Clean Air Plan Presentation/Discussion – Corinne Dutra-Roberts, Senior Transportation Analyst, 511 Contra Costa**
- 2. Additional discussion on Pacheco Transit Hub Maintenance costs, parking charges (attachment)**

As you may recall, in FY 2003-04, TRANSPAC, TRANSPLAN and WCCTAC allocated small amounts of the respective RTPC's remaining Transportation Fund for Clean Air funds (TFCA) totaling just under \$93,000 for project development planning for the Pacheco Transit Hub project to be located on the current site of the Pacheco Park and Ride Lot on Caltrans-owned land on the west side of the I-680/SR 4 Interchange (see attached Measure C 2008 Strategic Plan project fact sheet). Before the economic meltdown, the facility was served by transit operators from East, Central and West County. Since that humble financial beginning, the project now is fully funded for construction at \$2.86 million.

However, the project agreement between Caltrans and County Connection requires that County Connection cover the annual cost of maintenance. County Connection's original proposal was for the three RTPCs that provided the seed money for the project share the annual \$30,000 maintenance cost. The County Connection Board of Directors will not allow the project to be advertised for (funded) construction absent reliable funding for maintenance costs.

In the fall of 2009, TRANSPLAN approved an allocation of \$5,000 per year for the life of Measure J. In December 2009, TRANSPAC approved an allocation of \$15,000 per year from TRANSPAC's Measure J line item 28, "Subregional Transportation Needs" with a five year project review. At its December 11, 2009 meeting, WCCTAC staff approved \$5,000 per year for three years.

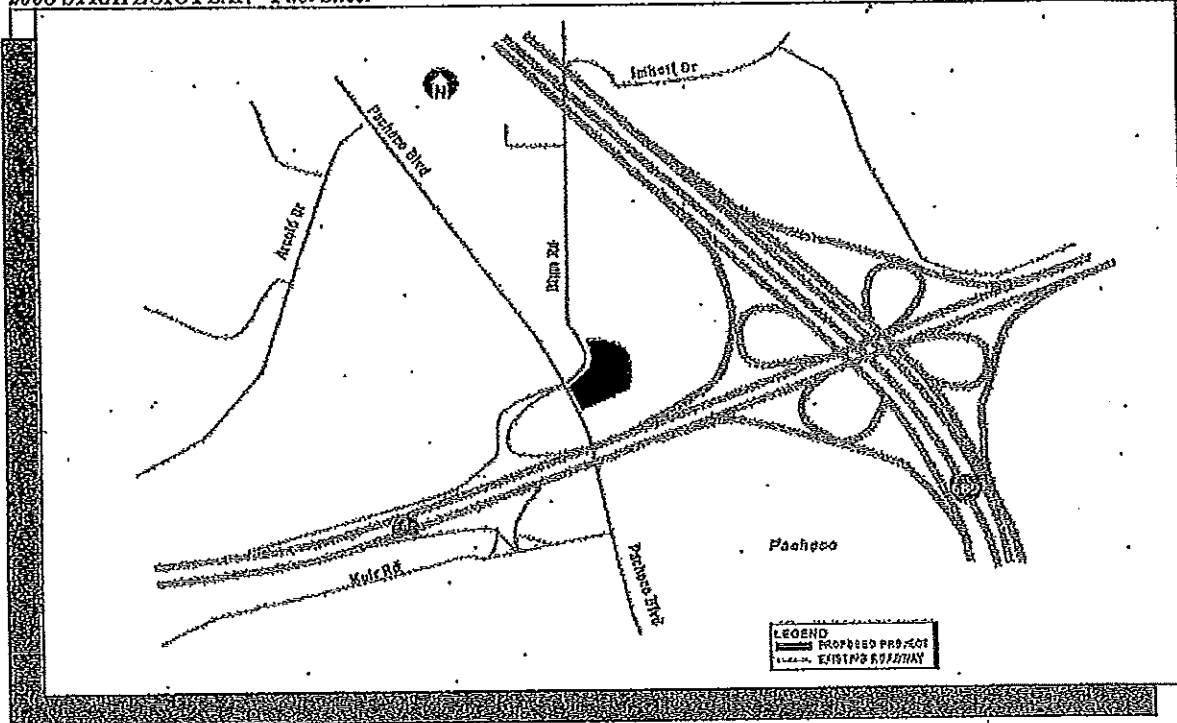
These three actions resulted in funding approval of a \$25,000 commitment for maintenance for 3 years. To address the \$5,000 shortfall, CCCTA staff requested authorization from Caltrans to establish a parking fee program at the Pacheco Transit Hub. This permission was granted (see attachment). However, it does not appear that sufficient funds can be generated to cover the shortfall. CCCTA, TRANSPAC and 511 Contra Costa staff are seeking assistance from the TAC

in developing a proposal to TRANSPAC on how the additional \$5,000 could be generated.

3. **TCC Growth Management Implementation Guide including the General Plan Amendment (GPA) Review Process (attachment)**
4. **Staff Services Consultant Contracts in support of TRANSPAC and 511 Contra Costa. Discussion of options. Recommendation(s) to TRANSPAC requested**
5. **TRS Draft 2010-2011 Budget (attachment). Review/revise. Recommendation to TRANSPAC requested. Please note that in 2009-2010 City of Pleasant Hill had a 4% COLA and 5% merit available for management employees. Due to economic conditions, the consultant proposed a 2009-2010 budget that did not include any increase.**

For the 2010-2011 FY, the City has eliminated the COLA and increased the merit ceiling from 5% to 7%. A 2% increase for the consultant is proposed in the 2010-11 draft budget.

6. **Oral report on SB 83 Ballot Measure from 4/21/10 CCTA meeting**
7. **CCTA Approved Strategic Plan for MTC CMA Block Grant Program for Regional Bicycle, County TLC, and Regional Streets and Roads – transmitted on April 8, 2010. Applications in process?**
8. **CCTA is expected to move into its new offices at 2999 Oak Road at the end of July. Please note that the new Boardroom will not be ready for use until February 2011 and the current Boardroom will remain in use until the new Boardroom is available.**



**PACHECO TRANSIT HUB/  
PARK & RIDE LOT**

**PROPONENT:  
CENTRAL CONTRA COSTA  
TRANSIT AUTHORITY (CCCTA)**

**PROJECT NO:  
2210**

**DESCRIPTION:**

Construct a transit hub at Pacheco Boulevard and Blum Road. The project will expand the existing park & ride lot to provide 110 parking spaces and six bus bays. The transit hub will be served by County Connection, WestCAT and Tri-Delta buses. The bus operators are financial partners in the project. The project will double the number of parking spaces available for bus patrons and carpoolers at the current park & ride lot. Project is consistent with the Contra Costa Express Bus Study that was completed in December 2001.

**STATUS:**

Environmental clearance and preliminary design started in May 2006. Construction is expected to start in 2009.

**FUNDING SOURCES (\$ X 1000):**

State (TFCA)	93.0
Regional (RM2)	1,082.0
Measure C (Esc.\$) <sup>1</sup>	886.0
Proposition 1B	<u>800.0</u>
<b>TOTAL</b>	<b>\$ 2,861.0</b>

<sup>1</sup> Measure C funds shown in escalated dollars. Actual commitment is in 1988 dollars as shown in Appendix A.

**DEPARTMENT OF TRANSPORTATION**

111 GRAND AVENUE  
P. O. BOX 23660  
OAKLAND, CA 94623-0660  
PHONE (510) 286-5908  
FAX (510) 286-6301  
TTY 711



*Flex your power!  
Be energy efficient!*

February 3, 2010

Ms. Celinda Dahlgren, Director of Administration  
Central Contra Costa Transit Authority  
2477 Arnold Industrial Way  
Concord, CA 94520-5326

Dear Ms. Dahlgren:

This letter is in response to your letter requesting authorization to implement a parking fee program at the Pacheco Transit Hub (Facility), near the interchange of State Route 4 (SR-4) and Interstate 680 (I-680), to help offset the cost of the operation and maintenance of the facility. According to the guidance provided by Federal Highway Administration (FHWA), parking fees can be collected for operating and maintaining the Facility.

The California Department of Transportation (Department) has determined the Central Contra Costa Transit Authority (CCCTA) proposal to implement parking fee program is permissible. Conditions for implementing the program will be established in the Pacheco Transit Hub Maintenance Agreement. The principle terms are:

- 1) Fees collected cannot exceed the cost of Facility operation and maintenance. The initial fee shall be based upon CCCTA's best estimate of the annual direct costs of operating and maintaining the Facility.
- 2) CCCTA shall submit an annual report detailing the receipt of collected parking fees and documentation establishing the estimated cost of operation and maintenance of the Facility for that year. Submit report within two months after the close of fiscal year to:

Ms. Jean C.R. Finney, District Office Chief  
Office of Transit & Community Planning  
Mail Station 10-D  
PO Box 23660  
Oakland, CA 94623-0660

- 3) CCCTA shall seek authorization for any parking fee increases over the proposed \$1 daily fee or changes to the parking fee program prior to implementation.

*"Caltrans improves mobility across California"*

Ms. Celinda Dahlgren  
February 3, 2010  
Page 2

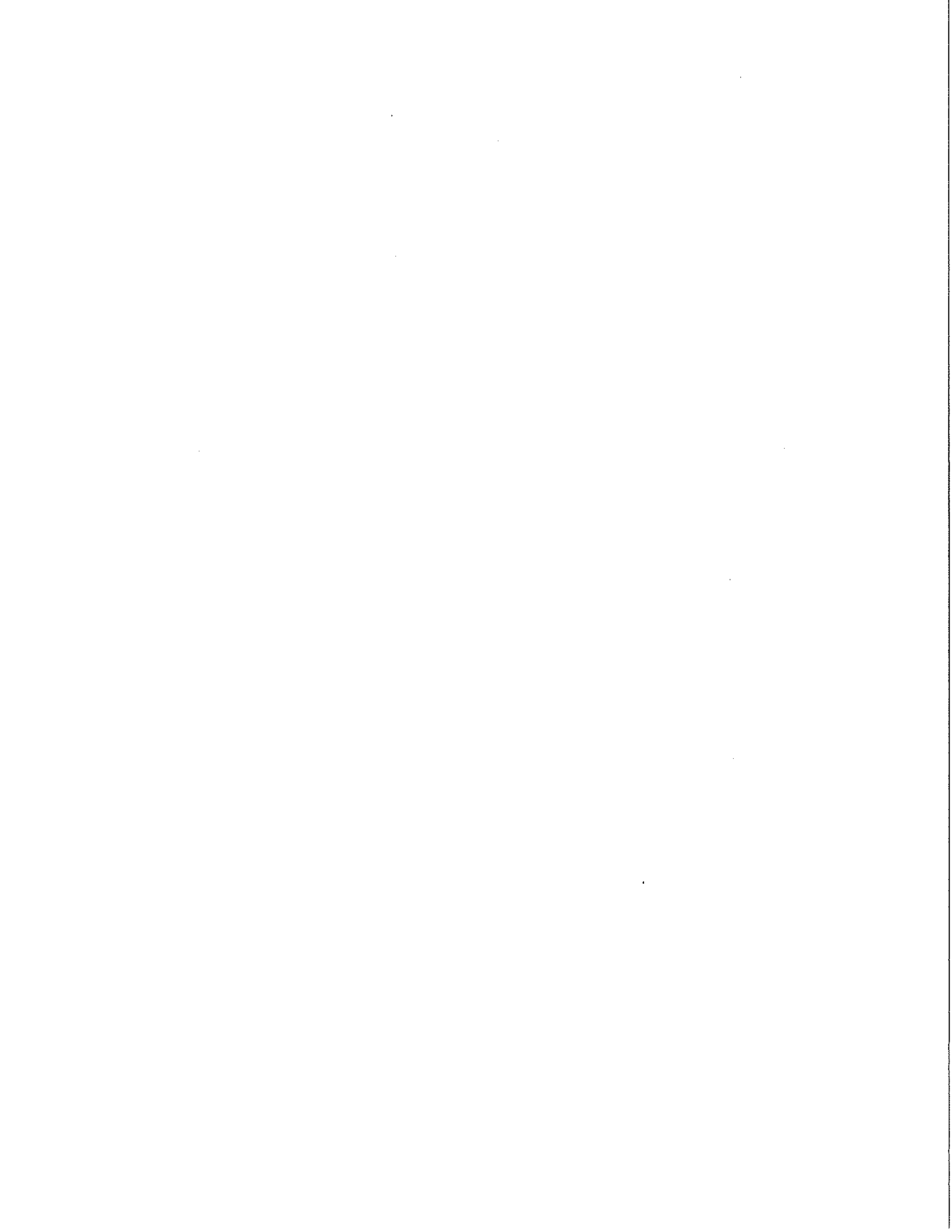
- 4) The parking facility will continue to be available for use as a park-and-ride lot for carpoolers and transit patrons. The same parking rate will apply to all users.

When the Facility Maintenance Agreement is executed and adopted by CCCTA, the parking fee program may be implemented at your earliest convenience. If you have any questions regarding this letter, please contact Jean Finney, of my staff, at 510-286-6196.

Sincerely,

*for Lee Taubeneck*

LEE TAUBENECK, M.S., P.E.  
Deputy District Director  
Transportation Planning and Local Assistance



## Technical Coordinating Committee **STAFF REPORT**

Meeting Date: April 15, 2010

<b>Subject</b>	<b>Growth Management Implementation Guide for Measure J – Approval of “Proposal for Adoption”</b>
<b>Summary of Issues</b>	The <i>Implementation Guide</i> for the Measure J Growth Management Program (GMP) was released as a final draft in July 2008. The Guide addresses the changes that are necessary to make the transition from Measure C to Measure J. During the 45 – day public review period of that draft, significant concerns were raised regarding the Authority’s General Plan Amendment (GPA) Review Process. To address these concerns, the Growth Management Task Force significantly revised the process, which was re-circulated last November 2009, with comments due on February 12, 2010. On March 17, the Task Force re-convened to finalize the GPA Review Process, which is now incorporated into the <i>Guide</i> . Staff proposes that the TCC discuss the GPA Review Process, and forward the “Proposal for Adoption” <i>Implementation Guide</i> to the Authority for discussion in May, and Final adoption in June 2010.
<b>Recommendations</b>	Forward the “Proposal for Adoption” <i>Implementation Guide</i> to the Authority for discussion in May, and Final adoption in June 2010.
<b>Financial Implications</b>	n/a
<b>Options</b>	n/a
<b>Attachments</b>	<p>A. Chapter 4 of the Implementation Guide, incorporating the proposed Measure J General Plan Amendment (GPA) Review Process</p> <p>B. “Proposal for Adoption” <i>Implementation Guide</i> (complete) – download from <a href="http://www.ccta.net">www.ccta.net</a></p>
<b>Changes from Committee</b>	

### Background

Measure J updated and modified the requirements of the Authority’s Growth Management Program (GMP), first established in 1989 under Measure C. Since the passage of Measure J in 2004, Authority staff has worked to update the “Implementation Documents,” which provide the procedures and tools

that the cities, the County, and the Regional Transportation Planning Committees (RTPCs) will use to comply with the GMP. The *Implementation Guide* is intended to serve as a road map to help local jurisdictions and the RTPCs successfully navigate through this changed GMP landscape.

The Measure C *Implementation Guide* was adopted in 1990, and served throughout the 20-year program without any substantive amendments. In 2006, Authority staff began work on the Measure J update to the *Guide*. The Growth Management Task Force, which serves as a subcommittee to TCC, has been instrumental in helping to craft the revised *Guide*, and sheparding it through to final approval.

The Draft Measure J *Implementation Guide* was released in October 2007, followed by a "Proposal for Adoption" in June 2008. The June 2008 version of the *Guide* addressed a number of issues regarding the GMP. These issues included treatment of the Development Mitigation Program, the process for circulation, review, and adoption of updated action plans, and the threshold for preparation of traffic studies and the evaluation of General Plan Amendments.

#### General Plan Amendment (GPA) Review Process

Following the June 2008 release of the *Guide*, discussions began to focus primarily on the GPA review process. The Measure J GMP includes the following requirement:

"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 MTSOs established in the Action Plans."<sup>1</sup>

To address this requirement, and to carry forward a similar provision in Measure C, a process evolved that reflects the following essential components:

1. Use of a uniform traffic model and methodology to evaluate the impacts of proposed GPAs on Regional Routes;
2. Notification, and full disclosure of impacts;
3. Cooperative discussions, with the intent of achieving mutually agreed-upon resolution; and
4. Written documentation (in the form of an MOU or similar instrument) that establishes Principles of Agreement for monitoring and mitigation.

The proposed GPA Review Process was circulated to the RTPCs, Planning Directors, and other interested parties in early December 2009, with comments due by February 12, 2010. To facilitate the review, Authority staff attended each of the RTPC TAC and Board meetings, and gave a PowerPoint presentation outlining how the process would work.

<sup>1</sup> Contra Costa Transportation Authority, Measure J – *Contra Costa's Transportation Sales Tax Expenditure Plan*, July 21, 2004, p. 25.



**Comments Received**

Comment letters were received from WCCTAC, TRANSPAC, TRANSPLAN, SWAT, the City of Antioch, and the City of San Ramon. These comments were presented to the Planning Committee on February 24<sup>th</sup>, and addressed by the GMP Task Force at a meeting on March 17, 2010. Following that meeting, the process was revised and recirculated to the Task Force. Based upon the consensus of the Task Force, the GPA review process is now ready for TCC review, and inclusion in the Final *Implementation Guide*.

**Proposed GMP Review Process**

The proposed 16-step process can be summarized as shown in the following table:

**Summary Description of Proposed GPA Review Process**

Steps	Action	Responsible Party			
		Sponsor Jurisdiction	Affected Jurisdiction	RTPC	CCTA
1	Net New Peak Hour Vehicle Trip Determination	√			
2	Notify Affected Parties	√			
3	Traffic Impact Analysis	√			
4	Prepare Comment Letter		√	√	
5	Initiate Cooperative Resolution Discussions	√	√	√	√
6	Develop Principles of Agreement	√	√	√	√
7	Respond to Comments	√			
8	Notice of Intent to File a Letter of Concern		√		
9	Final Cooperative Resolution Discussions	√	√	√	√

10	File Letter of Concern		√		
11	Respond to Letter of Concern	√			
12	GPA Approval	√			
13	Affected Jurisdiction Responds		√		
14	RTPC Revises Action Plan			√	
15	Incorporate Action Plan Revisions into the CTP				√
16	CCTA Evaluates Compliance with the GMP				√

√ = Participation is Optional

The primary change between the proposed process, and the one circulated in December 2009, is to require that cooperative resolution discussions occur prior to adoption of the GPA, rather than after. With this revision incorporated, there appears to be consensus among Task Force members to carry this process forward for Authority adoption.

**The “Proposal for Adoption” Implementation Guide**

The full Guide includes the following eight sections:

- 1 INTRODUCTION
- 2 ROUTES OF REGIONAL SIGNIFICANCE: OVERVIEW
- 3 ACTION PLANS FOR REGIONAL ROUTES
- 4 EVALUATING THE IMPACTS OF PROPOSED NEW DEVELOPMENT
- 5 DECISION-MAKING AND CONFLICT RESOLUTION
- 6 TOOLS AND PROCEDURES
- 7 COMPLIANCE AND COMPLIANCE REPORTING

8 COMPLIANCE CHECKLIST

Section 4, Evaluating the Impacts of Proposed New Development, covers the GPA review process, and is shown in the attachment. The remaining sections are available at [www.ccta.net](http://www.ccta.net).

TCC is asked to review and comment on Section 4, and, if accepted forward the "Proposal for Adoption" *Implementation Guide* to the Authority for discussion in May, and adoption in June.

## **4 Evaluating the Impacts of Proposed New Development**

Measure J requires that local jurisdictions work with the Regional Transportation Planning Committees to 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 effects on the local and regional transportation system. Some development projects that exceed the established threshold for project review would not result in an increase in peak hour vehicle trips beyond that assumed in the modeling done to assess MTSO performance in the adopted Action Plans. Where this is the case, the analysis of the transportation impacts of the development project with regard to MTSOs on Routes of Regional Significance need only show that the project is consistent with the land use assumptions used to evaluate the adopted action plan.

Similarly, some GPAs may involve no land use intensification and would not result in an increase in net new peak hour vehicle trips beyond that assumed in the modeling done to assess MTSO performance in the adopted Action Plans. Where this is the case, the analysis of the transportation impacts of the GPA with regard to MTSOs on Routes of Regional Significance need only show that the GPA is consistent with the adopted General Plan and the land use assumptions used to evaluate the adopted Action Plan.

Analysis of consistency with the Action Plans will require a detailed review of the land use assumptions contained in the Countywide Model for the affected Traffic Analysis Zone to determine whether the forecast for the adopted Action Plan included the proposed project or GPA. Furthermore, the Authority will update the modeling every four years to assess the cumulative impacts of growth on MTSO performance.

State law also requires Congestion Management Programs (CMPs) to include programs to analyze the impacts of land use decisions made by local jurisdictions on regional transportation systems. As outlined in Table 3, Authority policy defines “major development projects” as ones that would generate more than 100 net new peak hour vehicle trips. Some of the RTPCs have chosen to specify a lower trip threshold. The traffic impact analysis may be conducted as part of the project’s CEQA review or as part of a separate or prior review process. In all cases, the traffic analysis must be completed and subject to public review prior to action on the proposed project. Table 3 outlines the minimum number of net new peak hour vehicle trips for major development projects and General Plan amendments above which the Sponsoring Jurisdiction must notify RTPCs, prepare a traffic study and undertake the Authority’s process for reviewing General Plan amendments.

When a local jurisdiction approves or denies a proposed development project within its adopted General Plan, the jurisdiction is making a short-range policy decision. Longer-range policy decisions are made when the local jurisdiction amends its General Plan to change land use policies that may affect the local and regional transportation system in the longer term.

This section addresses how local jurisdictions should consult with one another in the evaluation of the impacts of new development, both within its adopted General Plan, and in the context of a GPA. This procedure is intended to be consistent with the land use impact analysis program required by the CMP to minimize time and costs imposed on local jurisdictions and provide for coordinated review of the impacts of new development on the local and regional transportation system. Similarly, it is intended to support other regional and State transportation initiatives.

**Table 3. Threshold for Notification and Review, in Net New Peak Hour Vehicle Trips**

	<i>Notification (1)</i>	<i>Traffic Study Preparation (2)</i>	<i>Authority General Plan Amendment Review Procedure (3)</i>
The Project is Consistent with the Adopted General Plan:	100	100	—
The Project Involves a General Plan Amendment (GPA):	100	100	500

- 1 Applies to any project for which an environmental document (either a Negative Declaration or an EIR/EIS is being prepared.)
- 2 Included in the Authority's adopted Technical Procedures and Implementation Guide. The traffic analysis is to be prepared in accordance with the Authority's Technical Procedures, and consistent with standard traffic engineering practice as applicable under the CEQA Guidelines.
- 3 Requires that the lead agency undertake the GPA review process shown in Exhibit 1.

#### 4.1 TRAFFIC IMPACT ANALYSES FOR PROJECTS WITHIN AN ADOPTED GENERAL PLAN

The Authority's *Technical Procedures* describe in detail the traffic impact analysis requirements. A key consideration is that the study area should be independent of jurisdictional boundaries. That is, the intersections to be studied, and the selection of other transportation facilities that may be affected by the project and therefore included for analysis, are selected based upon threshold criteria rather than based upon local jurisdictional limits.

The required traffic impact report must fully document the approach, methodology, and assumptions of the traffic analysis. It should clearly explain the reasons for any adjustments to traffic generating characteristics, assumptions for assigning and distributing traffic, and assessment of impacts and mitigations. Recommended mitigation measures should be clearly stated and should indicate the relative share of the mitigation costs assigned to the project.

*Contra Costa Transportation Authority Growth Management Program*

The analysis should include intersections on non-regional as well as on regional routes, including freeway ramp intersections and the freeway itself. The analysis must not end when traffic gets on the freeway if the traffic generated by the project would significantly add to freeway ramp or mainline volumes, or affect interchange operations. The Authority's Countywide Model and level-of-service methodology are used to conduct the analysis.

In general, the analysis evaluates baseline conditions that include existing conditions plus any development that has already been approved. The project is then added in to determine its project impacts based upon existing plus approved conditions. Finally, a cumulative condition is included to address all development that is expected to occur within the adopted General Plan. Land use assumptions for each scenario should apply the latest figures in the Authority's Land Use Information System (LUIS), which are based upon land use projections from ABAG, with some modifications based upon local review.

The traffic impact analysis may "tier" off a Program EIR prepared on the adopted General Plan. In this case, a separate, project-level traffic impact analysis may not be required, provided the project fully conforms to the density/intensity limits of the General Plan and there have been no substantial changes with respect to the circumstances under which the project will be undertaken, other than those assumed in the Program EIR for the General Plan. A new traffic impact analysis is required if the environmental review process shows any of the following:

- The project will have one or more significant impacts on the transportation system not discussed in the General Plan EIR;
- Significant impacts previously examined in the General Plan EIR will be substantially more severe than shown in that EIR;
- The General Plan EIR failed to assess the impact of the proposed amendment on the adopted MTSOs;
- Mitigation measures previously found not to be feasible would in fact be feasible and would substantially reduce one or more significant effects of the project on the transportation system; or

- Project proponents decline to adopt mitigation measures identified in the General Plan EIR that would substantially reduce one or more significant impacts on the transportation system.

The traffic impact analysis should identify project-related measures to mitigate the impacts on the local and regional transportation system. These mitigation measures must not conflict with local adopted plans or with the projects, programs, and measures identified in the Action Plans.

This Guide specifies thresholds for proposed projects or GPAs that trigger the requirements for consultation on traffic impact studies through the environmental review process. A RTPC, however, may set a more stringent threshold through its Action Plan. Consultation among local jurisdictions shall be triggered by whichever threshold is lower. Furthermore, consultation is not limited to jurisdictions within the RTPC or the County, but reflects the locations where project impacts are significant.

## **4.2 EVALUATION OF GENERAL PLAN AMENDMENTS**

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The analysis of the impacts of general plan amendments on the transportation system has been integrated into the process for the preparation, implementation, and monitoring of the Action Plans. As noted in the previous section, the Action Plans are based upon long-range assumptions regarding future land use based upon local general plans, as reflected in the Authority's LUIS. Because the Action Plans are based on land use assumptions reflecting local general Plans, GPAs may threaten the effectiveness of Action Plan policies or the RTPC's ability to attain its MTSOs.

The Measure J process for reviewing GPAs is intended to occur concurrently with the CEQA timeline for preparation of a Negative Declaration or Environmental Impact Report. This CEQA-based multijurisdictional review process for General Plan Amendments is shown in Exhibit 4-1. Exhibit 4-2 summarizes the 16-step process, and indicates for which step each agency is responsible.



*Contra Costa Transportation Authority Growth Management Program*

The process requires that a jurisdiction study the impacts of a proposed GPA on Regional Routes when the size of the GPA exceeds the threshold size established by the RTPC in its Action Plan, or 500 net new peak hour vehicle trips, whichever is lower. If such a threshold has not been established, the Authority's threshold of 500 net new peak hour vehicle trips governs.

The jurisdiction considering the GPA (the Sponsoring Jurisdiction) should notify all affected local jurisdictions and RTPC(s) as early as possible of potential impacts with respect to adopted MTSOs and actions. Affected jurisdictions may voice concerns to the GPA sponsor, the RTPC and the Authority regarding project impacts by commenting on the appropriate CEQA document. The Sponsoring Jurisdiction is responsible for adequately addressing the project's impacts on the regional route system in the CEQA document, preferably by using the MTSOs as thresholds of significance (see Exhibit 4-1).

**Exhibit 4-1  
General Plan Amendment Review Process  
Detailed Description <sup>2</sup>**

<i>Step</i>	<i>Process</i>	<i>Timeframe (CEQA Reference)</i>
<b>1</b>	<p><b>Net New Peak Hour Vehicle Trip Determination.</b> Would the project generate 500 or more net new peak hour vehicle trips and add 50 or more net new peak hour vehicle trips to any Route of Regional Significance? (Note: The Sponsoring Jurisdiction's RTPC may adopt a lower applicable threshold in its Action Plan.)</p> <p>→ NO: Project is exempt from the GPA Review Process, although it is still subject to CEQA and the CEQA notification requirements in the applicable Action Plan.</p> <p>→ YES: Sponsoring Jurisdiction shall move to the next step of the GPA Review Process.</p>	<p><i>Initial Study Determination (Sec. 15063)</i></p>
<b>2</b>	<p><b>Notify Affected Parties.</b> The Sponsoring Jurisdiction shall notify potentially affected jurisdictions and RTPCs in accordance with the notification procedure as set forth in this Guide and the applicable Action Plan. Notification shall take place during and as part of the required notification process in CEQA.</p> <p>The notification shall be issued as early as possible, but <i>no later</i> than the deadlines established in these procedures.</p>	<p><i>Notice of Intent to Adopt a Mitigated Negative Declaration (M/ND) (Sec. 15072)</i></p> <p><i>NOP (Sec. 15082)</i></p>

**2 Plural vs. singular use of the terms "Jurisdiction", "RTPC" and "Action Plan".**

Throughout the discussion, the Sponsoring and the Affected Jurisdiction are referred to in the singular, as though only one "upstream" jurisdiction could initiate a GPA, and only one "downstream" jurisdiction could be affected. In practice, there may be more than one Sponsoring Jurisdiction and, clearly, more than one affected jurisdiction. In either case, the plural — "jurisdictions" — would apply. Similarly, if more than one RTPC and, consequently, more than one Action Plan were involved, the plural — "RTPCs" and "Action Plans" — would apply.

**Exhibit 4-1  
General Plan Amendment Review Process  
Detailed Description <sup>2</sup>**

<i>Step</i>	<i>Process</i>	<i>Timeframe (CEQA Reference)</i>
<b>3</b>	<p><b>Traffic Impact Analysis.</b> The Sponsoring Jurisdiction conducts a traffic impact analysis for its CEQA review using "Thresholds of Significance" that include, but are not limited to, applicable MTSOs in the adopted Action Plan(s). The traffic impact analysis shall be conducted in a manner consistent with the Authority's adopted <i>Technical Procedures</i>.</p> <p>The Sponsoring Jurisdiction may, for the purposes of conducting the CEQA analysis, raise the performance level of an MTSO established in the adopted Action Plan if it believes that the target MTSO is not stringent enough to serve as a meaningful "Threshold of Significance" under CEQA. For example, if the Action Plan establishes an MTSO of LOS F for a specific Route of Regional Significance, and the Sponsoring Jurisdiction determines that this level of performance is too low, the Sponsoring Jurisdiction may, for the purposes of the CEQA analysis only, apply a threshold of LOS D.</p> <p>This approach is consistent with CEQA Guidelines which encourage public agencies to develop "thresholds of significance" whose exceedance would constitute a significant effect on the environment (Sec. 15064 &amp; 15064.7). The decision by the Sponsoring Jurisdiction to raise the MTSO performance level does not affect the agreed-upon MTSO as specified in the applicable Action Plan.</p> <p>The Sponsoring Jurisdiction shall provide the Traffic Impact Analysis, complete with all necessary supporting technical information, as requested by the Affected Jurisdiction to provide an informed response.</p>	<p><i>Released with Draft Environmental Document</i></p> <p><i>(Sec. 15087)</i></p>
<b>4</b>	<p><b>Prepare Comment Letter.</b> An Affected Jurisdiction may submit comments to the Sponsoring Jurisdiction expressing its concerns and issues regarding the potential impacts of the proposed GPA on Re-</p>	<p><i>Public Review Period (M/ND)</i></p> <p><i>(Sec. 15073)</i></p>

**Exhibit 4-1  
General Plan Amendment Review Process  
Detailed Description <sup>2</sup>**

<i>Step</i>	<i>Process</i>	<i>Timeframe (CEQA Reference)</i>
	<p data-bbox="370 520 532 548">gional Routes.</p> <p data-bbox="370 583 954 772">The Affected Jurisdiction shall submit its comments as early as possible during the Response to the Notice of Preparation (NOP) (Sec. 15082(b)), the Notice of Completion (NOC) and <i>no later</i> than the close of the comment period for the draft CEQA document.</p> <p data-bbox="370 814 954 1003">To the greatest extent possible, the comment letter should indicate issues, what mitigations are sought and/or acceptable for the project, as well as any changes in scope desired in the project, and the reasons why such changes are deemed to be appropriate.</p>	<p data-bbox="992 541 1187 600"><i>Draft EIR Public Review Period (Sec. 15087)</i></p>
<b>5</b>	<p data-bbox="370 1045 954 1493"><b>Initiate Cooperative Resolution Discussions.</b> At the request of either the Sponsoring or Affected Jurisdiction, the Authority shall facilitate cooperative discussions structured to offer an opportunity for conflict resolution. The objective of the discussions is to create principles of agreement that will serve as a framework for monitoring, review, and mitigation of potential impacts as the GPA develops over time. The goal for these discussions is to reach, through cooperative planning, an agreement regarding impacts on the affected Routes of Regional Significance, proposed mitigations, responsibilities for implementing those mitigations, and the timing for monitoring and review.</p> <p data-bbox="370 1535 954 1852">The affected RTPC may monitor and/or participate in the cooperative resolution discussions. Furthermore, the Sponsoring and Affected Jurisdictions shall confer with their respective RTPCs to seek concurrence with any proposed Action Plan revisions. The principles of agreement shall be memorialized in a written agreement, such as a Memorandum of Understanding (MOU), between the Sponsoring and Affected Jurisdictions. The Authority shall be responsible for procuring and paying for</p>	

**Exhibit 4-1  
General Plan Amendment Review Process  
Detailed Description <sup>2</sup>**

<i>Step</i>	<i>Process</i>	<i>Timeframe (CEQA Reference)</i>
	<p>professional facilitation services.</p> <p><i>Have the involved jurisdictions entered into cooperative resolution discussions?</i></p> <p>➔ <b>YES:</b> Sponsoring and Affected Jurisdictions move to Step 6 of the GPA review process.</p> <p>➔ <b>NO:</b> Any jurisdiction that declines to participate in cooperative resolution discussions shall be subject to review, as specified through the Checklist review procedure, to a findings of noncompliance by the Authority (Step 16).</p>	
<b>6</b>	<p><b>Develop Principles of Agreement.</b> Have the involved parties agreed to a set of principles, specified actions, timing and responsibilities for monitoring impacts, and for implementing mitigations on Regional Routes and memorialized them in a writing?</p> <p>➔ <b>YES:</b> Sponsoring and Affected Jurisdictions have adopted Principles of Agreement and, if necessary, asked the RTPC to revise the affected Action Plan to reflect the actions in the agreement. (All involved parties move to Step 14)</p> <p>➔ <b>NO:</b> Through their respective RTPCs, both the Sponsoring and Affected Jurisdictions report on progress to date on the development of principles of agreement. If Principles of Agreement have not been adopted in time for Authority review of the GMP Biennial Compliance Checklist of one or more involved jurisdictions, then Step 16 comes into play</p> <p><b>Note:</b> If the Sponsoring and Affected Jurisdictions cannot come to consensus or agreement, the RTPC may still amend its Action Plan for the purposes of providing mitigation.</p>	

**Exhibit 4-1  
General Plan Amendment Review Process  
Detailed Description <sup>2</sup>**

<i>Step</i>	<i>Process</i>	<i>Timeframe (CEQA Reference)</i>
<b>7</b>	<p><b>Response to Comments.</b> If the Affected Jurisdiction comments on the traffic impact analysis in the CEQA document, the Sponsoring Jurisdiction shall:</p> <ul style="list-style-type: none"> <li>a. Consider requests for mitigation and changes in the scope of the project;</li> <li>b. Address the comments as part of the "Response to Comments" requirement of CEQA;</li> <li>c. Incorporate Principles of Agreement into Responses to Comments document (if applicable); and</li> <li>d. Provide that response, along with the final environmental documents and all affiliated supporting documents, directly to the Affected Jurisdiction.</li> </ul>	<p><i>10 days prior to approval of environmental document and/or GPA</i></p>
<b>8</b>	<p><b>Notice of Intent to File a Letter of Concern.</b> If the Affected Jurisdiction remains unsatisfied with the response of the Sponsoring Jurisdiction, it must notify the Sponsoring Jurisdiction with a "Notice of Intent to File a Letter of Concern" outlining a summary of its remaining issues prior to or at the scheduled public meeting when the Sponsoring Jurisdiction considers approval of the environmental document and/or GPA. The Affected Jurisdiction must also submit a copy of this letter to the Authority, and subsequently document the basis for its concerns per Step 10.</p>	<p><i>No later than the scheduled certification of the environmental document and approval of GPA</i></p>
<b>9</b>	<p><b>Final Cooperative Resolution Discussions.</b> The Sponsoring and Affected Jurisdictions enter into final discussions to address the issues raised in the "Notice of Intent to file a Letter of Concern". (Note: the Authority shall continue to facilitate these discussions.)</p>	

**Exhibit 4-1  
General Plan Amendment Review Process  
Detailed Description <sup>2</sup>**

<i>Step</i>	<i>Process</i>	<i>Timeframe (CEQA Reference)</i>
<b>10</b>	<b>File Letter of Concern.</b> The Affected Jurisdiction prepares a "Letter of Concern" for review and approval by its Council or Board. The letter should provide the detailed basis for its concerns, as well as proposed changes to the project, transportation system enhancements and/or management plans to help offset the impacts, and/or other mitigations. The Affected Jurisdiction's Council or Board must approve the "Letter of Concern" and transmit it to the Sponsoring Jurisdiction, and also submit a copy of this letter to the Authority.	<i>Within 20 days of having filed the "Notice of Intent to File a Letter of Concern"</i>
<b>11</b>	<b>Respond to Letter of Concern.</b> The Sponsoring Jurisdiction may provide a written response letter to the Affected Jurisdiction, with copies of the documentation to the RTPC and Authority.	
<b>12</b>	<p><b>GPA Approval.</b> Has the Sponsoring Jurisdiction approved the proposed General Plan Amendment?</p> <p>➔ <b>YES:</b> Sponsoring Jurisdiction shall move to step 13 of the GPA Review Process.</p> <p>➔ <b>NO:</b> GPA Review Process is concluded, suspended or cooperative resolution discussions continue (return to Step 5).</p>	<i>Approval of the GPA</i>
<b>13</b>	<p><b>Affected Jurisdiction Responds.</b> Has the Affected Jurisdiction that submitted a Letter of Concern concluded that the Sponsoring Jurisdiction has adequately responded to the concerns and issues outlined in its Letter of Concern?</p> <p>➔ <b>YES:</b> Affected Jurisdiction informs the Authority in writing with a copy to the Sponsoring Jurisdiction, and all involved parties move to Step 14 of the GPA review process.</p> <p>➔ <b>NO:</b> Affected Jurisdiction informs the Sponsoring Jurisdiction in writing, with a copy to the Authority, that its actions on the GPA do not</p>	



Exhibit 4-1  
**General Plan Amendment Review Process**  
**Detailed Description <sup>2</sup>**

<i>Step</i>	<i>Process</i>	<i>Timeframe (CEQA Reference)</i>
	adequately respond to the concerns and issues of the Affected Jurisdiction. Proceed to Step 16.	
<b>14</b>	<b>RTPC Revises Action Plan.</b> The affected RTPC, working with the Sponsoring and Affected jurisdictions, revises the Action Plan as necessary and appropriate to incorporate projects, programs, systems management investments and processes, mitigations or other actions to address the anticipated impacts and proposed mitigations and monitoring as set forth in either the Principles of Agreement from Step 6 or the Sponsoring Jurisdiction's response to comments (if the outcome of Step 13 was "yes").	
<b>15</b>	<b>Incorporate Action Plan Revisions into the CTP.</b> The Authority considers the proposed revisions to the Action Plan (if such revisions were approved by the RTPC) and incorporates the revisions into the CTP, as appropriate.	
<b>16</b>	<b>CCTA Evaluates Compliance with the GMP.</b> If all of the above steps have been followed, and the GPA remains the subject of dispute, the Authority may find one or both of the parties out of compliance with the GMP. As part of the evaluation of the GMP Biennial Compliance Checklist review, the Authority will determine good faith participation in the GPA review process as described in Table 4. The Authority will evaluate good faith participation in the GPA review process through the GMP Biennial Compliance Checklist in consideration of the factors, as shown in Table 4. If Principles of Agreement are adopted, future compliance would be assessed based on ongoing adherence of the Sponsoring and Affected Jurisdictions to the Principles of Agreement.	

**END OF PROCESS**



**Table 4. Examples of Good Faith Participation in the GPA Review Process**

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*For the Sponsoring Jurisdiction, did it take the following actions:*

1. **Analysis:** Was the Countywide Model and Authority Technical Procedures used to evaluate impacts on Routes of Regional Significance?
2. **Evaluation:** Were impacts to Routes of Regional Significance identified and appropriate and feasible mitigations defined?
3. **Notification:** Were all Affected Jurisdictions properly notified?
4. **Meet and Confer:** Did the Sponsoring Jurisdiction meet and confer with the Affected Jurisdiction, RTPC, and others who expressed interest in and/or concerns about the proposed GPA?
5. **Responsiveness to concerns/comments:** Did the Sponsoring Jurisdiction agree to evaluate specific concerns and impacts? Was the Sponsoring Jurisdiction responsive and did it attempt to resolve and work out issues and concerns? Did the Sponsoring Jurisdiction propose to and/or agree to participate in continued discussions? And if so, has the Sponsoring Jurisdiction taken action to implement the identified mitigation measures?

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*For the Affected Jurisdiction, did it take a sufficient number of the following actions:*

1. **Accept Capacity Improvements:** Agree to accept capacity improvements or modest physical modifications to regional routes which are not in fundamental conflict with the jurisdiction's socio-economic character.
2. **Accept systems management procedures and protocols,** and/or other "non-physical" improvements to enhance carrying capacity or system efficiency.
3. **Accept additional transit service.**
4. **Support federal, state or regional funding** for improvements that serve the proposed development.

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*For all involved parties, have they, for example:*

1. **Committed to monitor MTSOs;**
2. **Agreed on thresholds** that would trigger mitigations; and
3. **Assigned responsibilities** for funding and implementing mitigations? (Mitigation may include participation in a Traffic Management Program.)

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NOTE: If the Authority finds a party to be noncompliant with the GMP, the Authority may set deadlines and conditions for achieving compliance.

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**Exhibit 4-2  
General Plan Amendment Review Process  
Summary Description of GPA Review Process**

Steps	Action	Responsible Party			
		Sponsor Jurisdiction	Affected Jurisdiction	RTPC	CCTA
1	Net New Peak Hour Vehicle Trip Determination	✓			
2	Notify Affected Parties	✓			
3	Traffic Impact Analysis	✓			
4	Prepare Comment Letter		✓	✓	
5	Initiate Cooperative Resolution Discussions	✓	✓	✓	✓
6	Develop Principles of Agreement	✓	✓	✓	✓
7	Respond to Comments	✓			
8	Notice of Intent to File a Letter of Concern		✓		
9	Final Cooperative Resolution Discussions	✓	✓	✓	✓
10	File Letter of Concern		✓		
11	Respond to Letter of Concern	✓			
12	GPA Approval	✓			
13	Affected Jurisdiction Responds		✓		
14	RTPC Revises Action Plan			✓	
15	Incorporate Action Plan Revisions into the CTP				✓
16	CCTA Evaluates Compliance with the GMP				✓

✓ = Participation is Optional

### 4.3 MITIGATION OF IMPACTS THROUGH THE MEASURE J DEVELOPMENT MITIGATION PROGRAM

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Measure J requires that each jurisdiction adopt and maintain a development mitigation program to ensure that new growth pays its share of the costs associated with that growth. The program consists of both a local and a regional component. The local program is intended to mitigate impacts on local streets and other non-regional facilities. The regional program is to fund regional and subregional transportation projects, consistent with the countywide CTP.

The jurisdiction's local development mitigation program should ensure that revenue provided from Measure J does not replace private developer funding that should be committed to a project. Therefore, mitigation projects that are identified in traffic impact studies should be incorporated into the local jurisdiction's mitigation program, and identified in the jurisdiction's five-year Capital Improvement Program, specifying the funding arrangements for the mitigations.

The regional development mitigation program establishes fees, exactions, assessments, or other mitigation measures to fund regional or subregional transportation improvements needed to mitigate the impacts of planned or forecast development. The regional mitigation programs that have been adopted within each subarea address the process for setting fees and other mitigations for new development. Consistent with the regional mitigation program, the traffic impact report should clearly indicate recommended mitigation measures and the relative share of the mitigation costs that are to be assigned to the project.

#### 4.4 CONSULTATION PROCEDURES

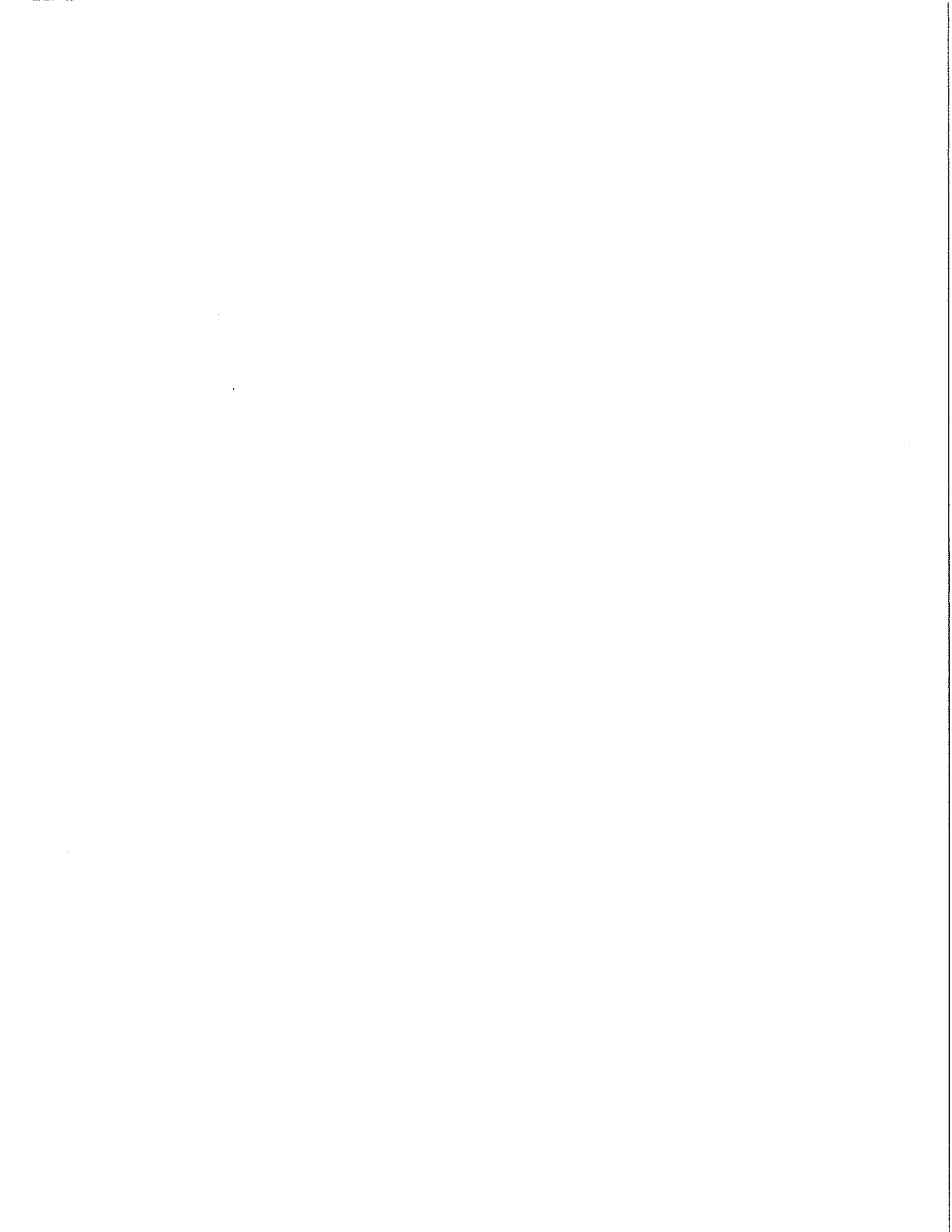
---

The GMP does not alter requirements for environmental review established by CEQA for development projects or long-range plans. It does, however, formalize the notification procedure to ensure that all jurisdictions are apprised of proposed development plans.

When a proposed project would generate more than 100 net new peak hour vehicle trips, notification of RTPC chairs or designated staff is required. This notification, as outlined in Table 4 above, is to occur upon the initiation of the environmental document (whether a negative declaration, mitigated negative declaration, or environmental impact report). The Sponsoring Jurisdiction is responsible for ongoing notification to all interested parties as the proposed project continues through the CEQA process.

Furthermore, as noted above, consultation with the affected jurisdictions and RTPC(s) is required for GPAs that would exceed the thresholds specified in Table 3.

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**TRANSPAC 2010-2011 EXPENDITURE BUDGET**

**DRAFT**

**FUND 85 Project 7085**

**0100** Sal-FT Perm @ 50% TRANSPAC

(assumes 2009/10 2.5% COLA as of 11/1/10 & 5% merit as of 4/01/10)

**0500-0800** Benefits @32% reflects some benefit stabilization

**0992** Accrued Leave Costs (held for future use) @ 8% of salary

**1198** P/T Consultant Contract (2008 approved 3.5% increase not included in 2009

budget [\$4201]; for 2010 City Mgmt. COLA eliminated and Merit increased from 5% to 7%

Consultant proposed at 2% increase

**2604** Auto Mileage

**2500** Consultant faxes/copies (line item now split with 1540 and 4200)

formerly Photo/Printing/Machine Service + consultant faxes

**4200** Operating Expenses (now split with line 2500)

**1157** 511 CC Prof. /Tech Svcs.

**1540** Copies & machine maintenance (new line item; transfer from line 2500)

**2400** Postage

**4240** TRANSPAC supplies in office

**6800** Pleasant Hill City/Fiscal Administration

**Subtotal**

Contingency @ 1.0%

**TOTAL**

Less 2009-2010 interest

Less 2009-2010 rollover

**NET TOTAL**

2010 2011 Budget TRS TAC

**2010-2011**

**Changes**

**2009-2010**

\$36,286

\$2,570

\$33,716

\$11,646

(-\$829)

\$12,475

\$2,902

\$2,395

\$2,820

\$122,127

\$2,395

\$119,732

\$1,500

\$1,500

\$1,500

\$300

\$300

\$3,000

\$2,200

\$2,200

\$2,500

\$8,000

\$8,000

\$8,000

\$2,000

\$2,000

\$8,000

\$1,500

(-\$1000)

\$2,500

\$300

\$50

\$250

\$2,800

\$2,800

\$2,800

\$191,561

\$191,561

\$189,293

\$1,916

\$1,893

\$1,893

\$193,476

\$193,476

\$191,186

(-\$500)

(-\$500)

(-\$1500)

(-\$7000)

(-\$7000)

(-\$4648)

\$185,976

\$185,976

\$185,038

TRANSPAC ALLOCATION FORMULA for 20010-2011 Budget			
2010-2011			
JURISDICTION	50% ANNUAL NET BUDGET	MEASURE C/J RTS \$s Current Allocation	RTS % APPLIED TO 50% OF NET BUDGET
CLAYTON	1/6	\$183,000	5.21%
CONCORD	1/6	\$1,263,000	35.95%
MARTINEZ	1/6	\$426,000	12.12%
PLEASANT HILL	1/6	\$423,000	12.04%
WALNUT CREEK	1/6	\$701,000	19.95%
CONTRA COSTA COUNTY <sup>^</sup>	1/6	\$517,500	14.73%
<b>TOTAL</b>	<b>50% Budget</b>	<b>\$3,513,500</b>	<b>50% Budget</b>
Each jurisdiction contributes 50% of the TRANSPAC budget based on an equal (1/6) share of the annual budget amount.			
The remaining 50% share is calculated on the most recent percentage of Measure C/J "return to source" funds received by each jurisdiction.			
<sup>^</sup> Estimated at 25% of allocation (\$2,070,000)			



