

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

*Atherton • Belmont • Brisbane • Burlingame • Colma • Daly City • East Palo Alto • Foster City • Half Moon Bay • Hillsborough • Menlo Park
Millbrae • Pacifica • Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo • San Mateo County • South San Francisco • Woodside*

C/CAG BOARD MEETING NOTICE

Meeting No. 310

- DATE:** Thursday, July 12, 2018
- TIME:** **6:30 P.M.**
- PLACE:** San Mateo County Transit District Office
1250 San Carlos Avenue, Second Floor Auditorium
San Carlos, CA
- PARKING:** Available adjacent to and behind building.
Please note the underground parking garage is no longer open.
- PUBLIC TRANSIT:** SamTrans
Caltrain: San Carlos Station.
Trip Planner: <http://transit.511.org>

- 1.0 CALL TO ORDER/ ROLL CALL
- 2.0 **PLEDGE OF ALLEGIANCE**
- 3.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA
Note: Public comment is limited to two minutes per speaker.
- 4.0 PRESENTATIONS/ ANNOUNCEMENTS
- 5.0 CONSENT AGENDA

Consent Agenda items are considered to be routine and will be enacted by one motion. There will be no separate discussion on these items unless members of the Board, staff or public request specific items to be removed for separate action.

- 5.1 Approval of the Minutes of regular business meeting No. 309 dated June 14, 2018. ACTION p. 1
- 5.2 Biennial review of the C/CAG Conflict of Interest Code with no change. ACTION p. 8
- 5.3 Accept the technical correction for Fund C10 in the adopted C/CAG Fiscal Year 2018-19 Program Budget. ACTION p. 15

- 5.4 Review and approval of Resolution 18-43 authorizing the C/CAG Chair to execute an agreement with Advanced Mobility Group in the amount of \$45,666 to update the Land Use Impact Analysis Program. ACTION p. 20
- 5.5 Review and approval of Resolution 18-44 authorizing the Executive Director to execute administrative agreements and forms related to the development and delivery of the US 101 Managed Lane Project in San Mateo County from Matadero Creek in Santa Clara County to I-380. ACTION p. 23
- 5.6 Review and approval of Resolution 18-47 authorizing the C/CAG Chair to execute a Memorandum of Understanding with SamTrans for the US 101 Mobility Action Plan and to provide funding for the Plan in the amount of \$50,000. ACTION p. 26
- 5.7 Review and approval of Resolution 18-45 authorizing the C/CAG Chair to execute a funding agreement with Sustainable Silicon Valley for the Optimizing Urban Traffic (OUT) Pilot Project in Menlo Park project in the amount of \$236,700. ACTION p. 29
- 6.0 REGULAR AGENDA
- 6.1 Review and approval of C/CAG legislative policies, priorities, positions, and legislative update (A position may be taken on any legislation, including legislation not previously identified). ACTION p. 32
- 6.2 Review and approval of Resolution 18-46 authorizing the C/CAG Chair to execute a funding agreement with SamTrans for the Allocation of Measure M Funds for Fiscal Years 2018/19 and 2019/20 in the amount of \$2,800,000. ACTION p. 35
- 6.3 Review and accept the Measure M Fiscal Years 2016/17 & FY 2017/18 Performance Report. ACTION p. 39
- 6.4 Receive an informational presentation on US 101 Managed Lanes toll operations. INFORMATION p. 48
- 7.0 COMMITTEE REPORTS
- 7.1 Committee Reports (oral reports)
- 7.2 Chairperson's Report
- 7.3 Board Members Report/ Communication
- 8.0 EXECUTIVE DIRECTOR'S REPORT
- 9.0 COMMUNICATIONS - Information Only
- 9.1 Letter from Sandy Wong, Executive Director, City/County Association of Governments of San Mateo County, to Kristin Cooper Carter, Grant Management Associates, dated June 26, 2018. RE: Addition of Alta Planning as a Subcontractor to the C/CAG-Grant Management Associates Contract p. 49

10.0 ADJOURNMENT

Next scheduled meeting September 13, 2018

PUBLIC NOTICING: All notices of C/CAG Board and Committee meetings will be posted at San Mateo County Transit District Office, 1250 San Carlos Ave., San Carlos, CA

PUBLIC RECORDS: Public records that relate to any item on the open session agenda for a regular board meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the City/ County Association of Governments of San Mateo County (C/CAG), located at 555 County Center, 5th Floor, Redwood City, CA 94063, for the purpose of making those public records available for inspection. The documents are also available on the C/CAG Internet Website, at the link for agendas for upcoming meetings. The website is located at: <http://www.ccag.ca.gov>.

NOTE: Persons with disabilities who require auxiliary aids or services in attending and participating in this meeting should contact Mima Guilles at 650 599-1406, five working days prior to the meeting date.

If you have any questions about the C/CAG Board Agenda, please contact C/CAG Staff:

Executive Director: Sandy Wong (650) 599-1409

Administrative Assistant: Mima Guilles (650) 599-1406

MEETINGS

Dates and times of the C/CAG Board and Committee meetings can be viewed on the C/CAG's website located at: <http://www.ccag.ca.gov>

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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BOARD MEETING MINUTES

Meeting No. 309
June 14, 2018

1.0 CALL TO ORDER/ROLL CALL

Chair Maryann Moise Derwin called the meeting to order at 6:30 p.m. Roll call was taken.

Atherton	– Elizabeth Lewis
Belmont	– Doug Kim
Brisbane	– Cliff Lentz
Burlingame	– Emily Beach
Colma	– Diana Colvin
Daly City	– Raymond Buenaventura
East Palo Alto	– Lisa Gauthier
Hillsborough	– Marie Chuang
Menlo Park	– Catherine Carlton
Millbrae	– Gina Papan
Pacifica	– John Keener
Portola Valley	– Maryann Moise Derwin
Redwood City	– Alicia Aguirre
San Bruno	– Irene O’Connell
San Mateo	– Diane Papan
San Mateo County	– David Canepa
South San Francisco	– Karyl Matsumoto – SamTrans & TA (arrive 6:35 p.m.)
Woodside	– Deborah Gordon

Absent:

Foster City
Half Moon Bay
San Carlos

Others:

Sandy Wong	– C/CAG Executive Director
Mima Guilles	– C/CAG Staff
Nirit Eriksson	– C/CAG Legal Counsel
John Hoang	– C/CAG Staff
Jean Higaki	– C/CAG Staff
Matt Fabry	– C/CAG Staff
Reid Bogert	– C/CAG Staff

- Jeff Lacap – C/CAG Staff
 - Sara Muse – C/CAG Staff
 - Susy Kalkin – C/CAG Staff
 - Kim Springer – San Mateo County
 - Bijan Sartipi – Caltrans
 - Joe Hurley – SMCTA
 - Tony Bayudan – San Mateo County
 - Marina Fraser – Half Moon Bay
 - Humza Javed – East Palo Alto
 - Michael Strahs – Kimco Realty
 - Georgia Jack – Sequoia Union High School District (SUHSD)
 - Grace Popel – Public
- Other members of the public attended.

3.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Note: Public comment is limited to two minutes per speaker.

None.

4.0 PRESENTATIONS/ ANNOUNCEMENTS

- 4.1 A Presentation of the Board of Directors of the City/County Association of Governments of San Mateo County (C/CAG) Expressing Appreciation to Bijan Sartipi, Caltrans District 4 Director, for his Dedicated Public Service.

Sandy Wong introduced the retirement of Bijan Sartipi, District 4 Director, Caltrans. Joe Hurley, Program Director, SMCTA, congratulates Bijan Sartipi for all his contributions to the San Mateo County.

- 4.2 Kim Springer, San Mateo County, presented an update on the San Mateo County Energy Strategy 2025.

5.0 CONSENT AGENDA

Consent Agenda items are considered to be routine and will be enacted by one motion. There will be no separate discussion on these items unless members of the Board, staff or public request specific items to be removed for separate action.

Board Member Gauthier MOVED approval of Items 5.1.1, 5.1.2, 5.2.1, 5.2.2, 5.4, 5.5, 5.7, 5.8, 5.9, 5.10, 5.11, 5.12, 5.13, 5.14, 5.15, 5.16 and 5.17. Board Member Lewis SECONDED. **MOTION CARRIED 18-0-0**

- 5.1 Approval of the Minutes of regular business meetings.

5.1.1 Approval of the Minutes of regular business meeting No. 307 dated April 14, 2018. .
APPROVED

5.1.2 Approval of the Minutes of regular business meeting No. 308 dated May 10, 2018. .
APPROVED

- 5.2 Fiscal Year 2018/19 Transportation Fund for Clean Air (TFCA) (40%) Program for San Mateo County.
- 5.2.1 Review and approval of Resolution 18-23 authorizing the C/CAG Chair to execute the Program Manager Funding Agreement with the Bay Area Air Quality Management District (BAAQMD) for the Fiscal Year 2018/19 Transportation Fund for Clean Air (TFCA) (40%) Program for San Mateo County for an amount up to \$1,141,094. APPROVED
- 5.2.2 Review and approval of Resolution 18-24 authorizing the C/CAG Chair to execute a Funding Agreement with Peninsula Traffic Congestion Relief Alliance (Commute.org) in the amount of \$600,000 under the Fiscal Year 2018/19 Transportation Fund for Clean Air (TFCA) Program to provide the Countywide Voluntary Trip Reduction Program. APPROVED
- 5.4 Review and approve Resolution 18-29 authorizing the C/CAG Chair to execute Amendment No. 1 to the funding agreement with the Bay Area Stormwater Management Agencies Association, extending the term through Fiscal Year 2018-19 and adding an additional amount not to exceed \$107,000 for C/CAG's contributions to regional stormwater compliance projects for a new total of \$389,426. APPROVED
- 5.5 Review and approve Resolution 18-30 authorizing the Executive Director to execute agreements with the California Department of Transportation to receive grant funding in the amount of \$986,300 for the "Calm Before the Storm: San Mateo Countywide Sustainable Streets Master Plan" project. APPROVED
- 5.7 Review and approval of the appointments of Steven Machida from the City of San Carlos and Norm Dorais from the City of Foster City to serve on C/CAG's Stormwater and Congestion Management Program Technical Advisory Committees. APPROVED
- 5.8 Review and approval of Resolution 18-31 determining that the proposed mixed-use project at 10 Park Plaza, Daly City (Westlake Shopping Center), including associated General Plan and Zoning Amendments, is conditionally consistent with the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport. APPROVED
- 5.9 Review and approval of Resolution 18-32 authorizing the C/CAG Chair to execute an agreement with the Peninsula Traffic Congestion Relief Alliance (Commute.org) in the amount of \$510,000 to provide the FY 2018-19 Countywide Voluntary Trip Reduction Program. APPROVED
- 5.10 Review and approval of the project list for on-call consultant services under the Grant Writing Technical Assistance Program (GW-TAP) for the Active Transportation Program Cycle 4 (ATP Cycle 4) and approval of Resolution 18-33 authorizing the C/CAG Executive Director to issue task orders with Grant Management Associates for \$49,130 and Gray-Bowen-Scott for \$39,000 in a cumulative amount not to exceed \$88,130. APPROVED
- 5.11 Review and approval of Resolution 18-35 authorizing the C/CAG Chair to execute Amendment No. 6 to the agreement between C/CAG and the City of San Carlos to provide financial services to C/CAG for an amount not to exceed \$88,200 for Fiscal Year 2018-19. APPROVED
- 5.12 Review and approval of Resolution 18-36 authorizing the C/CAG Chair to execute a Cooperative Agreement with the San Mateo County Department of Housing for a Joint Workplan for Housing-Related Activities for FY 2018-19 in an amount not to exceed \$87,500. APPROVED

- 5.13 Accept the Actuarial Valuation of Other Post-Employment Benefit Programs (OPEB) of as of July 1, 2017 and approval of Resolution 18-37 authorizing the prefunding of OPEB in an amount of \$44,631 for Fiscal Year 2017-18 through the California Employers' Retiree Benefit Trust Program (CERBT) of CalPERS. APPROVED
- 5.14 Review and approval of Resolution 18-38 authorizing the C/CAG Chair to execute Amendment No. 1 with Life Cycle Associates to provide Alternative Fuel Readiness Plan Outreach Support in an amount of \$40,000 and extension for two years. APPROVED
- 5.15 Review and approval of Resolution 18-39 authorizing the C/CAG Chair to execute an agreement with Iteris to provide Smart Corridor ITS Network Monitoring and Maintenance Support in an amount not to exceed \$112,306 for two years. APPROVED
- 5.16 Review and approval of the Finance Committee's recommendation of no change to the investment portfolio and accept the Quarterly Investment Report as of March 31, 2018. APPROVED
- 5.17 Review and approval of Resolution 18-40 authorizing the C/CAG Chair to execute Amendment No. 1 to the Funding Agreement with the San Mateo County Transit District (Samtrans) under the Fiscal Year 2016/17 Transportation Fund for Clean Air (TFCA) Program for the Samtrans Bike Racks on Buses Project for a time extension to June 30, 2019. APPROVED

Items 5.2.3, 5.3.1, 5.3.2, 5.3.3 and 5.6 were removed from the Consent Calendar.

- 5.2 Fiscal Year 2018/19 Transportation Fund for Clean Air (TFCA) (40%) Program for San Mateo County.
 - 5.2.3 Review and approval of Resolution 18-25 authorizing the C/CAG Chair to execute a Funding Agreement with the San Mateo County Transit District (SamTrans) in the amount of \$110,000 under the Fiscal Year 2018/19 Transportation Fund for Clean Air (TFCA) Program for the BART Shuttle Program. APPROVED

Board Member G. Papan (Millbrae) MOVED approval of Items 5.2.3. Board Member Gordon SECONDED. **MOTION CARRIED 18-0-0**

- 5.3 Review and approve Resolutions authorizing the Executive Director to execute Task Orders for technical support to the Countywide Water Pollution Prevention Program in 2018-19
 - 5.3.1 Review and approve Resolution 18-26 authorizing the C/CAG Executive Director to amend Task Order EOA-06 and execute Task Orders EOA-07, and EOA-08 with Eisenberg, Olivieri, and Associates, Inc. in amounts not to exceed \$191,960, \$830,000, and \$390,000, respectively, for technical support to the Countywide Water Pollution Program in 2018-19. APPROVED
 - 5.3.2 Review and approve Resolution 18-27 authorizing the C/CAG Executive Director to execute Task Order LWA-04 with Larry Walker Associates in an amount not to exceed \$314,000 for technical support to the Countywide Water Pollution Program in 2018-19. APPROVED
 - 5.3.3 Review and approve Resolution 18-28 authorizing the C/CAG Executive Director to execute Task Order SGA-04 with S. Groner Associates in an amount not to exceed \$275,000 for technical support to the Countywide Water Pollution Program in 2018-19. APPROVED

Board Member suggested future presentation on Stormwater Program tasks and funding.
Board Member Canepa MOVED approval of Items 5.3.1, 5.3.2 and 5.3.3. Board Member Buenaventura SECONDED. **MOTION CARRIED 18-0-0**

- 5.6 Review and approve the addition of the C/CAG Chair and immediate past Chair to the Countywide Water Coordination Committee. APPROVED

Board Member Carlton MOVED to add C/CAG Chair, Vice Chair, and immediate past Chair, to the Countywide Water Coordination Committee. Board Member Canepa SECONDED. **MOTION CARRIED 17-1-0**. O'Connell OPPOSED.

6.0 REGULAR AGENDA

- 6.1 Review and approval of C/CAG legislative policies, priorities, positions, and legislative update (A position may be taken on any legislation, including legislation not previously identified). NO ACTION

Jean Higaki, C/CAG staff, presented an update on state legislation, the status of Proposition 69 and Regional Measure 3 on the June 5th ballot. Additional topics included a status of the SB 1 repeal effort, AB 3014 (Quirk), Proposition 670, and AB 1771 (Bloom). The Board also discussed SB 828 (Wiener) which would require Department of Housing and Community Development (HCD) to rollover deficits from one cycle to the next if a city has not met their RHNA allocation. Matt Robinson noted a correction on page 119 of the meeting packet as it relates to SB 828 which would require local agencies to zone for 125% (not 200%) of their housing obligation. No action was taken however staff was directed to form a small group to investigate if it would be possible to work with the Senator's office on amendments to SB 828.

- 6.2 Review and approval of the reallocation of FY 2015-16 Transportation Development Act Article 3 (TDA 3) funds for the City of San Mateo North San Mateo Drive Pedestrian and Bicycle Improvement Project. APPROVED

Board Member D. Papan MOVED approval of Items 6.2. Board Member O'Connell SECONDED. **MOTION CARRIED 18-0-0**.

- 6.3 Review and approval of the reallocation of FY 2013-14 Transportation Development Act Article 3 (TDA 3) funds for the City of East Palo Alto Pedestrian and Bicycle Improvements Woodland Neighborhood Project. APPROVED

Marina Fraser, Half Moon Bay, C/CAG BPAC Chair, provided a report on BPAC committee discussion regarding the committee recommendation on this item.

Grace Popel, public member, commented on item 6.3.

Board Member G. Papan (Millbrae) MOVED approval of Items 6.3. Board Member Carlton SECONDED. **MOTION CARRIED 17-1-0**. Matsumoto OPPOSED.

- 6.4 Review and approval of Resolution 18-41 approving projects to be funded by the Metropolitan Transportation Commission (MTC) under the Cycle 5 Lifeline Transportation Program for a total amount of \$1,742,843. APPROVED

Board Member Lewis MOVED approval of Items 6.4. Board Member Chuang SECONDED.

MOTION CARRIED 18-0-0

- 6.5 Review and approval of Resolution 18-42 adopting the C/CAG Fiscal Year 2018-19 Program Budget and Member Fees (*Special Voting Procedures apply*). APPROVED

Board Member Gauthier MOVED approval of Items 6.5. Board Member D. Papan (San Mateo) SECONDED.

A Special Voting Procedure was taken by roll call. **MOTION CARRIED UNANIMOUSLY 18-0-0.** Results: 18 Agencies approving. This represents 86% of the Agencies representing 90% of the population.

APPROVED

Atherton – Elizabeth Lewis
Belmont – Doug Kim
Brisbane – Cliff Lentz
Burlingame – Emily Beach
Colma – Diana Colvin
Daly City – Raymond Buenaventura
East Palo Alto – Lisa Gauthier
Hillsborough – Marie Chuang
Menlo Park – Catherine Carlton
Millbrae – Gina Papan
Pacifica – John Keener
Portola Valley – Maryann Moise Derwin
Redwood City – Alicia Aguirre
San Bruno – Irene O’Connell
San Mateo – Diane Papan
South San Francisco – Karyl Matsumoto
Woodside – Deborah Gordon
San Mateo County – David Canepa

ABSENT – Foster City, Half Moon Bay and San Carlos

7.0 COMMITTEE REPORTS

7.1 Committee Reports (oral reports)

7.2 Chairperson’s Report

7.3 Board Members Report/Communication

Board Member Aguirre shared MTC slides.

8.0 EXECUTIVE DIRECTOR’S REPORT

- Sandy Wong, mentioned a housing booklet on 2nd Unit Inspiration was handed out in the meeting.
- Regional Measure 3 (RM3) was approved by voters on June 5th 2018.
- Sandy Wong thanked Nirit Eriksson for her years of legal counsel support to C/CAG and wish her well and her future endeavors.

9.0 COMMUNICATIONS - Information Only

- 9.1 Letter from Maryann Moise Derwin, Chair, City/County Association of Governments of San Mateo County, to The Honorable Jim Beall, Chair Senate Transportation and Housing Committee, dated April 13, 2018. RE: SB 827 (Wiener) Planning and Zoning - OPPOSE
- 10.0 ADJOURNMENT – 8:30 p.m.

C/CAG AGENDA REPORT

ITEM 5.2

Date: July 12, 2018
To: City/County Association of Governments of San Mateo County Board of Directors
From: Kathryn Meola, Chief Deputy County Counsel
Subject: Biennial review of the C/CAG Conflict of Interest Code with no change.

(For further information or questions, contact Sandy Wong at 650-599-1409)

RECOMMENDATION

That the C/CAG Board accept the biennial review of the C/CAG Conflict of Interest Code with no change.

FISCAL IMPACT

None.

SOURCE OF FUNDS

Not applicable.

BACKGROUND

California Government Code § 87306.5 requires each local agency to review its Conflict of Interest Code biennially to determine if it is accurate or, alternatively, if it must be amended. The “2018 Local Biennial Notice” form must be returned to the Office of the San Mateo County Assessor – County Clerk – Recorder by September 1, 2018.

Upon review of C/CAG’s Conflict of Interest Code, it is found that the current information for C/CAG is accurate and no change to the code is required.

ATTACHMENTS

1. Conflict of Interest Code City/County Association of Governments of San Mateo County, as updated on August 11, 2016.
2. Conflict of Interest Code (COI) Biennial Review Notice.
3. 2018 Local Agency Biennial Notice form

CONFLICT OF INTEREST CODE
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO
COUNTY (C/CAG)

The purposes of this Conflict of Interest Code are to provide for the disclosure of investments, real property, income and business positions of designated City/County Association of Governments of San Mateo County (hereinafter referred to as "C/CAG") officials and employees that may be materially affected by their official actions and to provide for the disqualification of designated officials and employees from participation in C/CAG decisions in which they may have a financial interest.

Background

The Political Reform Act of 1974 (Government Code Sections 81000 et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, California Code of Regulations Section 18730, which contains the terms of a standard conflict of interest code. This regulation and any amendments thereto may be incorporated by reference by local agencies and, together with the designation of employees and disclosure categories, meets the requirements of the Political Reform Act.

Adoption of Conflict of Interest Code

The terms of Title 2 California Code of Regulations Section 18730 are hereby incorporated by reference and, along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the City/County Association of Governments of San Mateo County.

Pursuant to the Political Reform Act and its regulations, all designated officials and employees shall file statements of economic interests with C/CAG, which shall retain a copy and forward the originals to the San Mateo County Clerk, which shall be the filing officer. The San Mateo County Board of Supervisors shall be the code reviewing body.

Subsequent amendments to Title 2 California Code of Regulations Section 18730 duly adopted by the Fair Political Practices Commission, after public notice and hearings, are also incorporated by reference unless C/CAG, within 90 days after the date on which an amendment to Section 18730 becomes effective, adopts a resolution providing that the amendment is not to be incorporated into this Code.

City/County Association of Governments of San Mateo County (C/CAG)
Conflict of Interest Code

List of Designated C/CAG Board Members and Employees,
Description of Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the identified position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

<u>Designated Members or Employee</u>	<u>Disclosure Category</u>
Member	1, 2, 3, 4
Alternate Member	1,2, 3, 4
Ex Officio Member	1, 2, 3, 4
Executive Director	1,2, 3, 4
Consultants*	1,2, 3, 4

*Those consultants who, within the meaning of 2 Ca. Code of Regulations § 18700.3(a)(2) are required to file statements of economic interests, shall do so. During each calendar year, C/CAG shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code. Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those dealing with disqualification.

Disclosure Categories

Category 1. A designated official or employee assigned to Category 1 is required to disclose direct or indirect investments in any business entity that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 2. A designated official or employee assigned to Category 2 is required to disclose interests in any real property that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 3. A designated official or employee assigned to Category 3 is required to disclose any source of income that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

Category 4. A designated official or employee assigned to Category 4 is required to disclose any business entity in which the designated official or employee is a director, officer, partner, trustee, employee or holds any position of management that may foreseeably be affected materially by any decision made or participated in by the designated official or employee by virtue of his or her position.

2018 Local Agency Biennial Notice

Name of Agency: City/County Association of Governments of San Mateo County (C/CAG)

Mailing Address: 555 County Center, 5th Floor, Redwood City, CA 94063

Contact Person: Sandy Wong Phone No. (650) 599-1409

Email: slwong@smcgov.org Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

An amendment is required. The following amendments are necessary:

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than September 1, 2018, to:

Attention: Juliet Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center, Redwood City, CA 94063

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

www.fppc.ca.gov
FPPC Advice: advice@fppc.ca.gov (866.275.3772)
Page 1 of 1



OFFICE OF
**ASSESSOR-COUNTY CLERK-
RECORDER & ELECTIONS**
COUNTY OF SAN MATEO

MARK CHURCH
ASSESSOR-COUNTY CLERK-
RECORDER & CHIEF ELECTIONS OFFICER

DATE: June 29, 2018
TO: All Filing Officials
FROM: Mark Church, Assessor-County Clerk-Recorder

SUBJECT: Conflict of Interest Code (COI) Biennial Review Notice

This is to remind you that Government Code §87306.5 requires each local agency to review its Conflict of Interest Code biennially to determine if it is accurate or, alternatively, if it must be amended. The attached "2018 Local Biennial Notice" form must be **returned to our office no later than September 1st**. Your agency must review its Conflict of Interest Code and submit a completed notice to:

Julieta R. Fernandez
Office of the Assessor-County Clerk-Recorder
555 County Center
Redwood City, CA 94063

Our office will then submit the completed notice to the code reviewing body for approval.

Please note that your agency's amended code is not effective until it has been adopted by the Board of Supervisors.

Accordingly, we request your agency to:

- a) **Review** its Conflict of Interest Code and, if a change in the agency's code is necessitated by changed circumstances (events such as organizational changes, changes in staff duties and/or titles, the use of consultants and/or interim staff members), **indicate the changes on the notice and return the notice to us no later than September 1st**.
- b) Kindly submit the amended code adopted by your governing board to our office within 90 days of the date of the completed notice.
- c) **If no change** in the agency's code is required, indicate this on the notice form and forward it to our office **no later than September 1st**.

Our office also requests that your agency send a **copy of your most current Conflict of Interest Code** so that we may update our files.

If you have any questions, please do not hesitate to contact our office at (650) 363-4988.

555 County Center, Redwood City, CA 94063
P 650.363.4988 F 650.363.1903 email mchurch@smcacre.org web www.smcacre.org

Should You Amend Your Agency's Conflict of Interest Code?

A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700). It is the basis for the transparency that California's Political Reform Act requires of public officials. But how do you know if your agency's code is what it should be? And how do you go about amending it? The information below may help you with these issues.

THINGS TO THINK ABOUT ...

- Is your current code more than five years old?
- Have there been any substantial changes to your agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added to your agency since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

If you answered yes to any of these questions, your agency's conflict of interest code will likely need to be amended. Each agency must complete the Biennial Review Notice and return it to our office.

C/CAG AGENDA REPORT

Date: July 12, 2018

TO: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director of C/CAG

Subject: Accept the technical correction for Fund C10 in the adopted C/CAG Fiscal Year 2018-19 Program Budget.

(For further information or questions, contact Sandy Wong at 650-599-1409)

RECOMMENDATION:

That the C/CAG Board of Directors accept the technical correction for Fund C10 in the adopted C/CAG Fiscal Year 2018-19 Program Budget.

FISCAL IMPACT:

None.

REVENUE SOURCES:

The correction is for the Measure M (Fund C10) FY 2018-19 Budget.

BACKGROUND:

On June 14, 2018, the C/CAG Board adopted resolution 18-42 adopting the C/CAG 2018-19 Program Budget. As stated in the June 14, 2018 Staff Report for that agenda item (Item 6.5), "Measure M Fund (C10), no longer need to transfer from this fund to Smart Corridor fund". However, the corresponding budget as shown on page 4 and page 28 (as attachment to that staff report) incorrectly showed \$400,000 transferred from Measure M Fund to Smart Corridor.

Staff has since made that correction to reflect \$0 transfer from Measure M Fund to Smart Corridor Fund in the FY 2018-19 Budget.

ATTACHMENTS

1. June 14, 2018 Staff Report
2. Corrections made to page 4 and page 28.

C/CAG AGENDA REPORT

Date: June 14, 2018

TO: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director of C/CAG

Subject: Review and approval of Resolution 18-42 adopting the C/CAG Fiscal Year 2018-19 Program Budget and Member Fees (Special Voting Procedures apply).

(For further information or questions, contact Sandy Wong at 650-599-1409)

RECOMMENDATION:

That the C/CAG Board of Directors review and approve Resolution 18-42 adopting the C/CAG Fiscal Year 2018-19 Program Budget and Member Fees (Special Voting Procedures apply).

FISCAL IMPACT:

In accordance with the proposed C/CAG 2018-19 Program Budget.

REVENUE SOURCES:

Funding sources for C/CAG include member assessments, cost reimbursement from partners, grants, regional - State - Federal transportation and other funds, property tax/fee, Department of Motor Vehicle fees, State - Federal earmarks, and interest.

BACKGROUND:

Each year, the C/CAG Board reviews the draft annual budget and member fees in the month of May and approves the final in June.

At the February 8, 2018 meeting, the C/CAG Board approved Resolution 18-04 approving the population data to be used by C/CAG. The FY 2018-19 member fees are based on the population data adopted by resolution 18-04.

On April 12, 2018, the C/CAG Board reviewed the initial draft and assumptions for the C/CAG fiscal year 2018-19 program budget and member fees. It was proposed that the total member fees be the same as last year. However, individual jurisdiction member’s portion would vary due to the updated population data. In addition, on May 14, 2015, the C/CAG Board approved Resolution 15-14 authorizing the San Mateo County Congestion Relief Plan (CRP) for four years through June 30, 2019. Hence, the CRP assessment is the same as last year.

On May 23, 2018, the C/CAG Finance Committee reviewed the draft budget and recommended approval.

Below are changes made since the draft budget was presented to the C/CAG Board in April 2018.

For all funds, the beginning Fund Balance in FY 2017-18 has been updated. In the Draft Budget, the beginning Fund Balance incorrectly included the Reserve Fund Balance.

For all funds, the amounts for “projected actual through 6/30/2018” revenues and expenditures have been updated with more recent data since the Draft Budget.

For General Fund (C001):

- Expenditure for OPEB Trust has been updated to reflect the new Actuarially Determined Contribution based on the most recent actuarial valuation (Reference: June 14, 2018 C/CAG Board Agenda Item 5.13).

Transportation Fund (C002):

- Added the \$70,000 Regional Rideshare fund pass-thru from MTC to Commute.org in fiscal year 2017-18. It was omitted in the Draft Budget. (Note: FY 2017-18 is the final year for Regional Rideshare).
- Increased the budget for consultant services to account for potential bike/ped plan update.

Congestion Relief Program Fund (C004):

- Increased the consultant budget for grant writing technical assistance per C/CAG Board direction at the May 10, 2018 meeting.
- Increased the transfer to Smart Corridor from \$200K to \$250K.

Smart Corridor Fund (C005):

- Increase the “distribution” budget by \$200K for County Regional Operation Center communication connection.

Stormwater (NPDES) Fund (C007):

- Reduced consultant services expenditure as directed by the Stormwater Committee due to limited revenues.

AB1546 (C008)

- Added the transfer of \$350,000 to Smart Corridor Fund per Resolution 14-07. This, coupled with the change in Fund C004 as shown above, eliminated the need to transfer \$400,000 from Measure M fund to Smart Corridor.

Measure M Fund (C10):

- No longer need to transfer from this fund to Smart Corridor fund (see item above).

ATTACHMENTS

- Resolution 18-42.
- C/CAG Member Fee for Fiscal Year 2018-19.
- FY 2017-18 C/CAG Projected Statement of Revenues, Expenditures, and Changes in Fund Balance.
- FY 2018-19 C/CAG Projected Statement of Revenues, Expenditures, and Changes in Fund Balance.
- Final Budget Book is provided under separate cover, available on-line at:
<http://ccag.ca.gov/committees/board-of-directors/>

C/CAG PROGRAM BUDGET: REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE										
FY 2018-19										
	Administrative Program (General Fund)	Transportation Programs	SMCRP Program	Smart Corridor	LGP Energy Watch	TFCA	NPDES	DMV Fee (\$4) Program	Measure M (DMV Fee \$10)	Total
BEGINNING BALANCE	461,932	2,197,180	5,160,887	138,437	270,532	499,093	535,263	2,526,093	8,855,680	20,645,097
PROJECTED REVENUES										
Interest Earnings	2,000	16,000	40,000	0	700	10,000	12,000	24,000	71,208	175,908
Member Contribution	275,651	410,452	1,850,000	0	0	0	133,823	0	0	2,669,926
Cost Reimbursements-SFIA	0	0	0	0	0	0	0	0	0	0
MTC/ Federal Funding	0	800,000	0	0	0	0	0	0	520,000	1,320,000
Grants	0	0	0	0	833,000	0	400,000	0	0	1,233,000
DMV Fee	0	0	0	0	0	1,141,094	0	0	7,000,000	8,141,094
NPDES Fee	0	0	0	0	0	0	1,434,776	0	0	1,434,776
TA Cost Share	0	0	0	0	0	0	0	0	0	0
Miscellaneous/ SFIA	0	0	0	0	0	0	0	0	0	0
Street Repair Funding	0	0	0	0	0	0	0	0	0	0
PPM-STIP	0	338,000	0	840,000	0	0	0	0	0	1,178,000
Assessment	0	0	0	0	0	0	0	0	0	0
TLSP	0	0	0	0	0	0	0	0	0	0
Total Revenues	277,651	1,564,452	1,890,000	840,000	833,700	1,151,094	1,980,599	24,000	7,591,208	16,152,704
TOTAL SOURCES OF FUNDS	739,583	3,761,632	7,050,887	978,437	1,104,232	1,650,187	2,515,862	2,550,093	16,446,888	36,797,801
PROJECTED EXPENDITURES										
Administration Services	79,000	145,000	55,000	50,000	25,000	5,000	40,000	0	40,000	439,000
Professional Services	225,000	1,010,000	50,000	0	274,000	51,094	320,245	2,500	120,000	2,052,839
Consulting Services	40,000	595,000	915,500	1,052,000	270,500	575,000	1,521,300	261,000	2,057,204	7,287,504
Supplies	4,000	2,000	0	0	0	0	0	0	0	6,000
Prof. Dues & Memberships	1,750	4,000	3,600	0	0	0	44,068	0	0	53,418
Conferences & Meetings	12,500	5,000	1,000	0	0	0	5,500	0	0	24,000
Printing/ Postage	15,000	6,000	0	0	0	0	0	0	0	21,000
Publications	4,000	3,000	0	0	0	0	0	0	0	7,000
Distributions	0	0	1,010,000	440,000	400,000	791,430	20,000	1,100,000	5,515,976	9,277,406
OPEB Trust	43,000	0	0	0	0	0	0	0	0	43,000
Miscellaneous	5,500	1,000	1,000	0	0	0	1,000	0	0	8,500
Bank Fee	3,500	0	0	0	0	0	0	0	0	3,500
Audit Services	22,500	0	0	0	0	0	0	2,500	2,500	27,500
Project Management	0	0	0	0	0	0	0	0	0	0
Total Expenditures	455,750	1,771,000	2,036,100	1,542,000	969,500	1,422,524	1,952,113	1,366,000	7,735,680	19,250,667
TRANSFERS										
Transfers In	0	0	0	600,000	100,000	0	0	0	0	700,000
Transfers Out	0	0	350,000	0	0	0	0	350,000	400,000	700,000
Administrative Allocation	-252,258	136,286	12,390	0	35,281	6,619	42,508	295	18,880	0
Total Transfers	-252,258	136,286	362,390	-600,000	-64,719	6,619	42,508	350,295	418,880	-700,000
NET CHANGE	74,159	-342,834	-508,490	-102,000	-71,081	-278,049	-14,022	-1,692,295	-563,352	-2,397,963
TRANSFER TO RESERVES										
TOTAL USE OF FUNDS	203,492	1,907,286	2,398,490	942,000	904,781	1,429,143	1,994,621	1,716,295	8,154,560	19,650,667
ENDING FUND BALANCE	536,091	1,854,346	4,652,397	36,437	199,451	221,044	521,241	833,798	8,292,328	17,147,134
Restricted Fund Balance	0	1,854,346	4,652,397	36,437	199,451	221,044	521,241	833,798	8,292,328	16,611,042
RESERVE FUND										
Beginning Reserve Balance	40,000	400,000	120,000	0	0	0	120,000	0	120,000	800,000
Reserve Transfers In	0	0	0	0	0	0	0	0	0	0
Reserve Transfers Out	0	0	0	0	0	0	0	0	0	0
Ending Reserve Balance	40,000	400,000	120,000	0	0	0	120,000	0	120,000	800,000

Note: 1- Beginning/ Ending Reserve Fund Balance is not included in Beginning/ Ending Fund Balance.
2- See individual fund summaries and fiscal year comments for details on Miscellaneous expenses.
3- SMCRP - San Mateo Congestion Relief Program; TFCA - Transportation Fund For Clean Air; NPDES - National Pollutant Discharge Elimination System; Abatement.
AVA - Abandoned Vehicle Abatement; DMV - Department of Motor Vehicles.

06/22/18		MEASURE M (\$10 DMV FEE) FUND (C10)											
		FY 2018-19 PROGRAM BUDGET											
		JULY 1, 2018 - JUNE 30, 2019											
BEGINNING BALANCE		8,855,680										8,855,680	
PROJECTED REVENUES		Administration DMV	Administration C/CAG	Cong. Man. Local	Transit Operations	ITS	NPDES Local	NPDES Regional	SR2S	MEASURE M (DMV FEE)			
		C1024200	C1024300	C1023700	C1023800	C1023900	C1024000	C1024100	C1024400				
Interest Earnings	409100		71,208								71,208		
Member Contribution	4810XX										0		
Cost Reimbursements-SFIA	440304										0		
MTC/ Federal Funding	481022								520,000		520,000		
Grants	420501										0		
DMV Fee	420602		350,000	1,662,500	1,463,000	665,000	1,662,500	798,000	399,000		7,000,000		
NPDES Fee	480002										0		
TA Cost Share	481023										0		
Miscellaneous/ SFIA	480008										0		
Street Repair Funding	480003										0		
PPM-STIP	420604										0		
Assessment	420603										0		
TLSP											0		
Total Revenues		0	421,208	1,662,500	1,463,000	665,000	1,662,500	798,000	919,000		7,591,208		
TOTAL SOURCES OF FUNDS													16,446,888
PROJECTED EXPENDITURES		Administration DMV	Administration C/CAG	Cong. Man. Local	Transit Operations	ITS	NPDES Local	NPDES Regional	SR2S	MEASURE M (DMV FEE)			
		C1024200	C1024300	C1023700	C1023800	C1023900	C1024000	C1024100	C1024400				
Administration Services	520314		40,000								40,000		
Professional Services	520320		80,000					40,000			120,000		
Consulting Services	520303					250,000		1,100,000	707,204		2,057,204		
Supplies	520201										0		
Prof. Dues & Memberships	520501										0		
Conferences & Meetings	520503										0		
Printing/ Postage	520204										0		
Publications	520504										0		
Distributions	522724			1,657,988	1,400,000		1,657,988		800,000		5,515,976		
OPEB Trust	522725										0		
Miscellaneous	520509										0		
Bank Fee	520202										0		
Audit Services	520301		2,500								2,500		
Project Management	522722										0		
Total Expenditures		0	122,500	1,657,988	1,400,000	250,000	1,657,988	1,140,000	1,507,204		7,735,680		
TRANSFERS													
Transfers In	490001										0		
Transfers Out	590001		400,000				0				400,000		To Smart Corridor
Administrative Allocation			18,880								18,880		To General Fund
Total Transfers		0	418,880	0	0	0	0	0	0		418,880		
NET CHANGE		0	-120,172	4,512	63,000	415,000	4,512	-342,000	-588,204		-563,352		
TRANSFER TO RESERVES			0								0		
TOTAL USE OF FUNDS													8,154,560
ENDING FUND BALANCE													8,292,328
Restricted Fund Balance													8,292,328
RESERVE FUND													
Beginning Reserve Balance													120,000
Reserve Transfers In													0
Reserve Transfers Out													0
Ending Reserve Balance													120,000
Note: 1- Beginning/ Ending Reserve Fund Balance is not included in Beginning/ Ending Fund Balance													
2- Manage at Fund Level													
3- ITS - Intelligent Transportation System; NPDES - National Pollutant Discharge Elimination System; DMV - Department of Motor Vehicles; SR2S - Safe Route to School.													

C/CAG AGENDA REPORT

Date: July 12, 2018

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 18-43 authorizing the C/CAG Chair to execute an agreement with Advanced Mobility Group in the amount of \$45,666 to update the Land Use Impact Analysis Program.

(For further information or questions, contact Sara Muse at 650-599-1460)

RECOMMENDATION

That the C/CAG Board review and approve Resolution 18-43 authorizing the C/CAG Chair to execute an agreement with Advanced Mobility Group in the amount of \$45,666 to update the Land Use Impact Analysis Program.

FISCAL IMPACT

\$45,666.

SOURCE OF FUNDS

Congestion Management Fund.

BACKGROUND

The Land Use Impact Analysis Program Policy was adopted in 2000 (updated in FY 2004/05) and is included in Appendix I of the 2017 Congestion Management Program (CMP). The policy provides guidelines for analyzing the impact of land use decisions made by local jurisdictions in San Mateo County. The purpose of the policy is to preserve acceptable performance on the CMP network, and to establish community standards for consistent system-wide transportation review. The policy is implemented during the environmental review process and applies to developments that generate more than 100 peak hour trips on the CMP roadway network. Developers can either reduce the scope of their project, build adequate roadway and/or transit improvements, contribute to a special fund for improvements, or require the developer and all subsequent tenants to implement TDM programs to mitigate new peak hour trips.

Land Use Impact Analysis Program Update and Framework

Staff plans to update the existing Land Use Impact Analysis Program to reflect current TDM best practices, provide updated performance targets, and standardize an annual survey, monitoring and reporting requirements. There are many changes that have occurred since the policy was adopted in 2000, including car-share, ride-hailing, bike share systems, increased complexity in work schedules,

and more.

The objective of the Land Use Impact Analysis Program update is to refine TDM strategies and programs that increase the efficiency of the transportation system through alternative modes of travel. The update will, in part, focus on aligning the framework with goals laid out in the CMP.

The proposed framework for updating the program includes the following:

1. **Best Practices Review** – Examine current state of TDM planning and implementation in the region, identify best practices and opportunities for improvement and expansion of TDM programs at the county and community levels, and build an understanding of the impacts and opportunities provided by new mobility and technology innovations.
2. **Established Approach** – Prepare an approach to update/revise the Policy, which may include but is not limited to, updated goals and objectives, performance targets, revised point system, trip reduction, or mode-shift targets.
3. **Stakeholder Meetings** – Hold 2-3 stakeholder meetings over the course of the project to review and provide feedback on the program update. The composition of the stakeholder group is currently being developed.
4. **Program Update** – Based on established approach and feedback from stakeholders, update the Land Use Impact Analysis Program to possibly include update goals and objectives, defined performance targets, and practical monitoring and reporting requirements, including standardized annual surveys.

Consultant Selection

To assist C/CAG with updating the Land Use Impact Analysis Program, C/CAG issued a Request for Proposals (RFP) on April 20, 2018 soliciting firms with TDM expertise. C/CAG received three RFPs from TDM Specialists, TJKM, and Advanced Mobility Group. Interviews were held with each firm on June 7, 2018. The review panel evaluated and scored RFPs based on the quality of the firm, key staff, consultant's understanding of the project objectives and requirements, and interview takeaways. The panel recommended retaining Advanced Mobility Group.

C/CAG staff is requesting approval of Resolution 18-43 to execute an agreement with Advanced Mobility Group.

ATTACHMENTS

1. Resolution 18-43
2. Agreement between C/CAG and Advanced Mobility Group (*The document will be available for download at the C/CAG website at: <http://ccag.ca.gov/committees/board-of-directors/>*)

RESOLUTION 18-43

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE AN AGREEMENT WITH ADVANCED MOBILITY GROUP IN THE AMOUNT OF \$45,666 TO UPDATE THE LAND USE IMPACT ANALYSIS PROGRAM.

RESOLVED, by the Board of Directors of the City/County Association of Governments of San Mateo County (C/CAG), that

WHEREAS, C/CAG is the Congestion Management Agency for San Mateo County; and

WHEREAS, C/CAG staff plans to update the Land Use Impact Analysis Program to reflect current TDM best practices, provide updated performance targets, and standardize an annual survey, monitoring and reporting requirements; and

WHEREAS, C/CAG staff issued a Request for Proposals (RFP) soliciting firms with TDM expertise and convened a panel which reviewed and evaluated consultant proposals based on proposals submitted and interview takeaways; and

WHEREAS, the panel recommended retaining Advanced Mobility Group to perform this work; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the City/County Association of Governments of San Mateo County authorize the C/CAG Chair to execute an agreement with Advanced Mobility Group in the amount of \$45,666 to update the Land Use Impact Analysis Program.

PASSED, APPROVED, AND ADOPTED THIS 12TH DAY OF JULY 2018.

Maryann Moise Derwin, Chair

C/CAG AGENDA REPORT

Date: July 12, 2018

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, C/CAG Executive Director

Subject: Review and approval of Resolution 18-44 authorizing the Executive Director to execute administrative agreements and forms related to the development and delivery of the US 101 Managed Lane Project in San Mateo County from Matadero Creek in Santa Clara County to I-380.

(For further information or questions, contact Jean Higaki at 650-599-1462)

RECOMMENDATION

That the C/CAG Board review and approve Resolution 18-44 authorizing the Executive Director to execute administrative agreements and forms related to the development and delivery of the US 101 Managed Lane Project in San Mateo County from Matadero Creek in Santa Clara County to I-380.

FISCAL IMPACT

No impact. This recommendation relates to administrative and procedural agreements and forms.

SOURCE OF FUNDS**BACKGROUND**

The US 101 Managed Lane Project will provide a continuous managed lane in each direction on US 101 from the terminus of the Santa Clara County Express Lanes (near Matadero Creek) to I-380 in northern San Mateo County. On November 10, 2016, the C/CAG Board approved Resolution 16-42 to co-sponsor the environmental phase of the US 101 Managed Lane Project with the SMCTA.

On November 10, 2016 the C/CAG Board also approved Resolutions 16-41 authorizing the C/CAG Chair to execute an amended cooperative agreement between Caltrans, the San Mateo County Transportation Authority (SMCTA), and the City/ County Association of Governments of San Mateo County for the environmental phase of the US 101 Managed Lane Project.

The project is currently in the environmental phase which is expected to be completed by the middle of October 2018. Design work is scheduled to be completed in the summer of 2019. An integrated Caltrans and Mateo County Transportation Authority (SMCTA) consultant project delivery team is being utilized for environmental phase and will be used again to deliver the design and right of way phases of the project. A cooperative agreement between Caltrans, C/CAG, and the SMCTA will be needed for these two phases of work.

On April 12, 2018 the C/CAG Board approved of Resolution 18-16 to co-sponsor the design and right

of way phase of the US 101 Managed Lane Project with the SMCTA. The C/CAG Board also approved Resolution 18-17 authorizing the Chair to execute a cooperative agreement for the design and right of way phases in order to make the \$16 million in 2018 STIP right of way funding available to the project. It is anticipated that a cooperative agreement for the construction phase will be needed in the spring of 2019 to make the \$17.5 million in 2018 STIP in construction funds available to the project.

On May 16, 2018, the project was awarded \$200 million in funding from the SB 1 Solutions for Congested Corridors Program as well as \$20 million from the SB 1 Local Partnership Program. As a condition of the funding, project sponsors along with project applicants will have to enter into a “Baseline Agreement” with the California Transportation Commission (CTC) which sets a baseline delivery schedule and funding commitment. There will be requirements to regularly report against those baselines to the CTC. It is anticipated that other procedural agreements will need to occur associated with the local partnership program competitive and formulaic funding directed towards the managed lane project as well.

In addition, since the total project cost is over \$500 million, the project is deemed a “Project of Division Interest” by the Federal Highway administration (FHWA), C/CAG along with the SMCTA and Caltrans will be required to enter into an agreement with FHWA for FHWA delivery oversight. Such oversight agreements generally define the parties responsible for reviewing and approving cost estimates, obligation of programmed funds, design standard exceptions, public interest findings for the use of proprietary products, environmental document findings, and project consultant contract procurements.

In anticipation of the need to execute additional procedural or administrative agreements and forms associated with the US 101 Managed Lane project, staff is requesting that the Executive Director be authorized to enter into such agreements in the future for the development and delivery of the project. Funding agreements as well as major policy agreements are excluded from this authority provided by Resolution 18-44.

ATTACHMENTS

1. Resolution 18-44

RESOLUTION 18-44

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ADMINISTRATIVE AGREEMENTS AND FORMS RELATED TO THE DEVELOPMENT AND DELIVERY OF THE US 101 MANAGED LANE PROJECT IN SAN MATEO COUNTY FROM MATADERO CREEK IN SANTA CLARA COUNTY TO I-380.

RESOLVED, by the Board of Directors of the City/County Association of Governments of San Mateo County (C/CAG); that,

WHEREAS, C/CAG is eligible to receive federal or state funding for certain transportation projects, and

WHEREAS, on November 10, 2016, the C/CAG Board approved a Resolution 16-42 to co-sponsor the environmental phase of the US 101 Managed Lane Project with the SMCTA, and

WHEREAS, on April 12, 2018 the C/CAG Board approved of Resolution 18-16 to co-sponsor the design and right of way phase of the US 101 Managed Lane Project with the SMCTA, and

WHEREAS, Oversight Agreements, Baseline Agreements, and other procedural agreements and forms with the Federal Highway Administration, California Transportation Commission, California Department of Transportation, and the Metropolitan Transportation Commission, or other agencies need to be executed before such funds can be claimed or are necessary for collaborative efforts to develop and deliver the project, and

WHEREAS, the C/CAG board wishes to delegate authority to the Executive Director to execute administrative and procedural agreements as may be required by the Federal Highway Administration, California Transportation Commission, California Department of Transportation, the Metropolitan Transportation Commission, or other agencies associated with grants approved for the US 101 Managed Lane Project in San Mateo County from Matadero Creek in Santa Clara County to I-380, and

WHEREAS, funding agreements as well as major policy agreements are excluded from this authority.

NOW THEREFORE BE IT RESOLVED, that the Executive Director of C/CAG is hereby authorized to execute administrative agreements and forms related to the development and delivery of the US 101 Managed Lane Project in San Mateo County from Matadero Creek in Santa Clara County to I-380, subject to the C/CAG legal counsel approval as to form, as appropriate.

PASSED, APPROVED, AND ADOPTED, THIS 12 DAY OF JULY 2018.

Maryanne Moise Derwin, Chair

C/CAG AGENDA REPORT

Date: July 12, 2018

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 18-47 authorizing the C/CAG Chair to execute a Memorandum of Understanding with SamTrans for the US 101 Mobility Action Plan and to provide funding for the Plan in the amount of \$50,000.

(For further information or questions, contact Sandy Wong at 650-599-1409)

RECOMMENDATION

That the C/CAG Board review and approve Resolution 18-47 authorizing the C/CAG Chair to execute a Memorandum of Understanding with SamTrans for the US 101 Mobility Action Plan and to provide funding for the Plan in the amount of \$50,000.

FISCAL IMPACT

\$50,000.00

SOURCE OF FUNDS

Congestion Relief Fund

BACKGROUND

As a companion effort to the US 101 Managed Lanes project, C/CAG, together with partner agencies SamTrans, Santa Clara VTA, MTC, and San Francisco County TA, are looking to work together to develop a cohesive operational vision for the US 101 corridor. The concept is to develop a Mobility Action Plan targeting innovative solutions to significantly increase vehicle occupancy rates and otherwise reduce congestion throughout the US 101 corridor from San Jose to San Francisco.

SamTrans would take the lead in securing and managing a consultant team to guide the process. The estimated cost of the effort is \$250,000. Each partner agency would contribute \$50,000 and actively participate in the development and implementation of the Plan.

As indicated in the attached Scope of Services, the project management structure includes a Project Management Team comprised of senior staff from partner agencies, Caltrans and Transform; an Executive Steering Committee comprised of executive management from the partner agencies, and Peninsula Mobility Group; and an Advisory Committee comprised of partner agency staff members, local agencies (City/County), business organizations (San Mateo Economic Development Association - SAMCEDA, Silicon Valley Leadership Group -SVLG, Bay Area Council - BAC), Transit

representatives, and other stakeholder groups to be determined (Transportation Demand Management - TDM focused organizations, equity advocates, business associations, environmental groups, new mobility companies, etc.) **ATTACHMENTS**

1. Resolution 18-47
2. Exhibit A - Memorandum of Understanding with Scope of Services (available online at www.ccag.ca.gov)

RESOLUTION 18-47

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH SAMTRANS FOR THE US 101 MOBILITY ACTION PLAN AND TO PROVIDE FUNDING FOR THE PLAN IN THE AMOUNT OF \$50,000

RESOLVED, by the Board of Directors of the City/County Association of Governments of San Mateo County (C/CAG); that,

WHEREAS, as a companion effort to the US 101 Managed Lanes project, C/CAG, together with partner agencies San Mateo County Transit District (SamTrans), Santa Clara Valley Transportation Authority, Metropolitan Transportation Commission, and San Francisco County Transportation Authority, desire to work together to develop a cohesive operational vision for the US 101 corridor by developing a Mobility Action Plan targeting innovative solutions to significantly increase vehicle occupancy rates and otherwise reduce congestion throughout the US 101 corridor from San Jose to San Francisco; and

WHEREAS, SamTrans has agreed to take the lead in securing and managing a consultant team to guide the process to develop a US 101 Mobility Action Plan, and has, in consultation with partner agencies, prepared a Scope of Services; and

WHEREAS, the estimated cost of the Scope of Services is \$250,000, which the five partner agencies have agreed to fund cooperatively by providing up to \$50,000 each; and

WHEREAS, C/CAG and SamTrans wish to set forth the terms and conditions, funding and scope of services related to the US 101 Mobility Action Plan, as contained in the “Memorandum of Understanding between San Mateo County Transit District and City/County Association of Governments of San Mateo County for the US 101 Mobility Action Plan.”

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the City/County Association of Governments of San Mateo County hereby authorizes the C/CAG Chair to execute a Memorandum of Understanding (MOU) with SamTrans for the US 101 Mobility Action Plan and to provide funding for the Plan in the amount of \$50,000, and further authorizes the Executive Director to negotiate final terms of the MOU prior to execution by the Chair, subject to legal counsel approval.

PASSED, APPROVED, AND ADOPTED, THIS 12TH DAY OF JULY 2018.

Maryann Moise Derwin, Chair

C/CAG AGENDA REPORT

Date: July 12, 2018

To: City County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 18-45 authorizing the C/CAG Chair to execute a funding agreement with Sustainable Silicon Valley for the “Optimizing Urban Traffic” (OUT) Pilot Project in Menlo Park in the amount of \$236,700.

(For further information or questions contact John Hoang at 650-363-4105)

RECOMMENDATION

That the C/CAG Board review and approve Resolution 18-45 authorizing the C/CAG Chair to execute a funding agreement with Sustainable Silicon Valley for the “Optimizing Urban Traffic” (OUT) Pilot Project in Menlo Park in the amount of \$236,700.

FISCAL IMPACT

C/CAG cost is \$236,700 (Total project cost is \$417,900)

SOURCE OF FUNDS

AB 1546 (\$4 Vehicle Registration Fee) – Regional Congestion Management Program

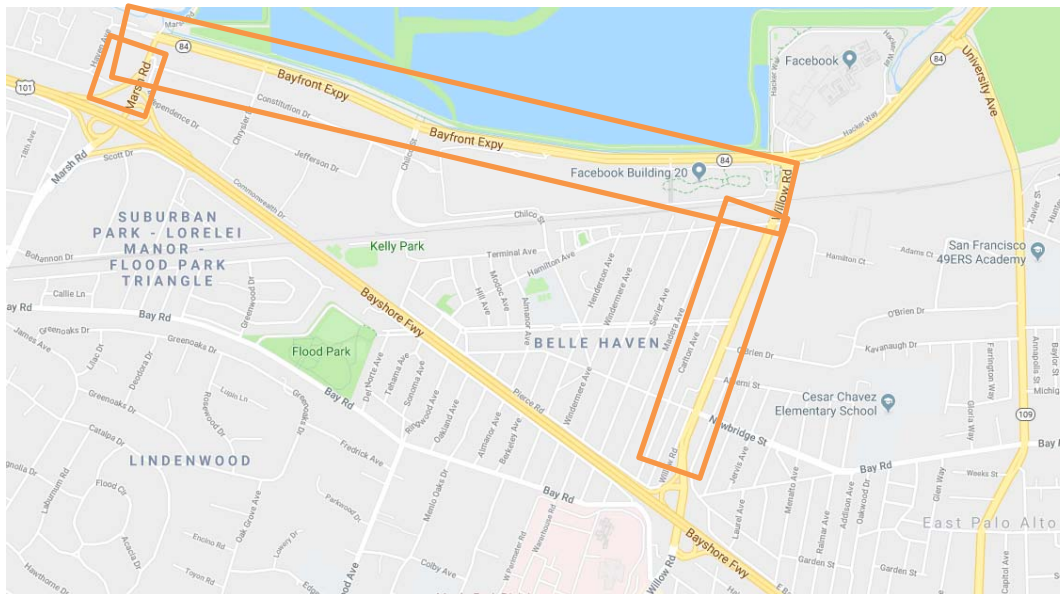
BACKGROUND

Sustainable Silicon Valley (SSV), a non-profit organization that collaborates with companies, cities, counties, and research and educational institutions to address sustainability issues, along with Urban Integrated, a software consulting company specialized providing data driven “smart city” services, seeks to partner with C/CAG on the proposed “Optimizing Urban Traffic” “OUT” in Menlo Park Project.

In January 2018, C/CAG was approached by SSV about implementing the proposed project in San Mateo County. Subsequent discussions between SSV, Urban Integrated along with Caltrans staff and the City of Menlo Park staff determined that there was interest from the agencies about deploying a pilot project within the City of Menlo Park along heavily congested corridors, specifically along the roadways where Smart Corridor equipment is already in place.

The project, OUT in Menlo Park, will deploy an innovative “Recommended Speed Assistance” application available for drivers traveling along the project vicinity of Marsh Road and Willow Road northeast of US 101 including Bayfront Expressway between Marsh Road and University Avenue in Menlo Park (see vicinity map below) providing real-time recommendations on the optimal speed to approach each traffic signal to minimize the total amount of stops at intersections. Based on input provided by the committees, deployment of signage will also be considered. The project area includes nine (9) traffic signals plus a new signal to be located at the

Facebook campus, totaling 10 traffic signals.



Moderating vehicle speed will result in smoother traffic flow, safer driving speeds, and less idling time at intersections while waiting for the light to turn green, ultimately leading to increased safety for pedestrians, bicyclists, and drivers, in addition to resulting in a decreased carbon emissions and air pollution. The project will utilize some of the Smart Corridor equipment and infrastructure, specifically the new traffic signal control system, KITS (Kimley-Horn Integrated Transportation System) and fiber communication.

The project involves three phases (Work Packages) as described in more detail in the OUT in Menlo Park Pilot Project Scope Work, and will involve the collaboration and partnerships between Caltrans, City of Menlo Park, C/CAG, SSV, Urban Integrated, and Kimley-Horn. In addition, staff also reached out to Facebook and is currently working to bring them onto the project.

The total project cost is estimated to be \$417,900 of which \$236,700 is from C/CAG, in-kind match of \$176,200 from Urban Integrated and in-kind match of \$5,000 from SSV. Minimal staff resources from Caltrans and City of Menlo Park are also anticipated throughout the project.

The C/CAG Congestion Management Program Technical Advisory Committee (CMP TAC), at its June 21, 2018 meeting, recommended funding for this project. At the June 25, 2018, meeting, the Congestion Management and Environmental Quality (CMEQ) Committee also recommended funding this project.

ATTACHMENTS

1. Resolution 18-45
2. Funding Agreement with Sustainable Silicon Valley
(Available for review and download at www.ccag.ca.gov/ccag.html)

RESOLUTION 18-45

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) AUTHORIZING THE CHAIR TO EXECUTE A FUNDING AGREEMENT WITH SUSTAINABLE SILICON VALLEY FOR THE “OPTIMIZING URBAN TRAFFIC” (OUT) PILOT PROJECT IN MENLO PARK IN THE AMOUNT OF \$236,700

RESOLVED, by the Board of Directors of the City/County Association of Governments of San Mateo County (C/CAG), that

WHEREAS, C/CAG is the designated Congestion Management Agency responsible for the development and implementation of the Congestion Management Program for San Mateo County; and

WHEREAS, the 2020 Peninsula Gateway Corridor Study, completed in July 2008, identified near, medium, and long-term options for addressing traffic congestion issues relating to the approaches and connections to the Dumbarton Bridge and US 101 vicinity; and

WHEREAS, in December 2012, the C/CAG Board of Directors authorized the AB 1546 Countywide Traffic Congestion Management Fund Expenditure Plan which set aside up to \$700,000 to help fund projects located on regionally significant roadways such as Willow Road to reduce traffic congestion and improve safety; and

WHEREAS, the Optimize Urban Traffic (OUT) in Menlo Park project (PROJECT) has been identified as an innovative application with potential to improve traffic operations and reduce greenhouse gas; and

WHEREAS, the total cost of the PROJECT is estimated at \$417,900 and C/CAG will provide a cost-share of 56.64%, up to a maximum of \$236,700; and

WHEREAS, C/CAG and Sustainable Silicon Valley (SSV) have agreed that SSV retain Urban Integrated to perform the work; and

WHEREAS, SSV is designated as the project lead with project participants to include C/CAG, Caltrans, and City of Menlo Park.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County that the Chair is authorized to execute a Funding Agreement with Sustainable Silicon Valley for the “Optimizing Urban Traffic” (OUT) Pilot Project in Menlo Park in the amount of \$236,700.

PASSED, APPROVED, AND ADOPTED THIS 12TH DAY OF JULY 2018.

Maryann Moise Derwin, Chair

C/CAG AGENDA REPORT

Date: July 12, 2018

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of C/CAG legislative policies, priorities, positions, and legislative update (A position may be taken on any legislation, including legislation not previously identified).

(For further information or questions, contact Jean Higaki at 650-599-1462)

RECOMMENDATION

Review and approval of C/CAG legislative policies, priorities, positions, and legislative update (A position may be taken on any legislation, including legislation not previously identified)

FISCAL IMPACT

Unknown.

SOURCE OF FUNDS

N/A

BACKGROUND

The C/CAG Legislative Committee receives monthly written reports and oral briefings from C/CAG's State legislative advocates. Important or interesting issues that arise out of that meeting are reported to the Board.

ATTACHMENTS

1. July 2018 Legislative update from Shaw/ Yoder/ Antwih, Inc.
2. Full Legislative information is available for specific bills at <http://leginfo.legislature.ca.gov/>



SHAW/YODER/ANTWIH, *inc.*
LEGISLATIVE ADVOCACY • ASSOCIATION MANAGEMENT

DATE: June 28, 2018
TO: Board Members, City/County Association of Governments, San Mateo County
FROM: Andrew Antwih and Matt Robinson, Shaw / Yoder / Antwih, Inc.
RE: STATE LEGISLATIVE UPDATE – July 2018

Legislative Update

June 29 marks the last day for policy committees to meet and hear bills with a fiscal impact. The Legislature will break for Summer Recess on July 6 and will reconvene August 6. The Legislature will conclude the 2017-18 Legislative Session on August 31. In this report we highlight the most relevant bills this year affecting C/CAG; those are discussed under ***Bills of Interest***, below.

Legislature Passes Budget

On June 14, the Legislature sent Governor Brown the 2018-19 Budget Bill for signature. The Governor signed the Budget Act on June 27, with the new fiscal year starting on July 1. The budget act did not contain any significant transportation changes beyond acknowledging new funding for the programs created by SB 1 (Beall and Frazier). A Cap and Trade expenditure plan was also agreed to as part of the budget, including significant revenues for the deployment of zero-emission transit vehicles.

One issue that will likely be addressed in follow-up “trailer bill” legislation to the budget is a proposed initiative – backed by the Business Roundtable and the beverage industry – that would amend the state constitution to require a supermajority vote for local general taxes (as opposed to the majority currently required). The beverage industry is prepared to fund the initiative, which could be headed for the November ballot, in response to local taxes on soda that have become somewhat common in the Bay Area. The Legislature and Governor appear to have worked out a legislative moratorium focused on local beverage taxes; this approach will likely keep the initiative off the November ballot.

SB 1 Repeal Update

Two months ago, proponents of the SB 1 repeal initiative submitted approximately 960,000 signatures for validation. **On June 25, the Secretary of State’s office announced the measure has officially qualified for the November ballot, with at least 585,000 valid signatures.** In response to the measure qualifying, Governor Brown stated, “This flawed and dangerous measure pushed by Trump’s Washington allies jeopardizes the safety of millions of Californians by stopping local communities from fixing their crumbling roads and bridges. Just say no.”

The Coalition to Protect Local Transportation Improvements – formed to oppose the SB 1 repeal effort and promote the benefits of SB 1 throughout California – continues to meet regularly and has generated significant fundraising for the campaign. The Committee is led by the California Alliance for Jobs, the California State Association of Counties, the League of California Cities, and the California Transit Association, as well as several other transportation, labor, business, and local government agencies and

organizations. The Committee has a website – fixcaroads.com – with more information about the benefits of SB 1, tools local agencies can use to educate the public, and, reasons to oppose the potential repeal. **The C/CAG Board is formally in support of the “No on SB 1 Repeal” campaign.**

Bills of Interest

SCA 6 (Wiener) – Lower Vote Threshold for Local Transportation Taxes (Two-Year Bill)

The California Constitution subjects the imposition of a special tax by a city, county, or special district upon the approval of two-thirds of the voters. This measure would lower that threshold to 55 percent of voters for taxes for transportation purposes. ***The C/CAG Board SUPPORTS this bill.***

SB 828 (Wiener) – Planning and Zoning

After the amendments that the author agreed to in the Assembly Local Government Committee on June 27, this bill codifies a set of protocols to account for vacancy rates, over-crowding, and the number of cost burdened households when calculating the regional housing needs assessment. It also prohibits a COG from reducing an allocation to an individual city based on underproduction in the prior period. Finally, it authorizes COGs to weight the final calculations to account for wealth disparities between communities. This last provision, however, conflicts with the jobs-housing fit approach taken in AB 1771 (Bloom). Both authors have agreed to work on this issue over the summer break.

SB 961 (Allen) Second Neighborhood Infill Finance and Transit Improvements Act

This bill would enact the Second Neighborhood Infill Finance and Transit Improvements Act and would authorize a city or county to use tax increment financing through (as part of an enhanced infrastructure financing district) to issue bonds for housing, as well as station development for transit, urban forestry, decoupled parking, access to transit, and other infrastructure for residential communities, including water infrastructure or waste water infrastructure that captures rainwater or urban runoff. The bonds would not require voter approval, but the area to be financed must be within one-half mile of a rail transit station or within 300 feet of a transit rich boulevard served by bus rapid transit or high-frequency bus service.

AB 1405 (Mullin) – Digital Billboards (Dead)

This bill would authorize a comprehensive development lease agreement between the Department of Transportation (Caltrans) and the private sector for a new digital sign network to provide real-time information for enhanced statewide emergency and traveler communications and provide revenues to the State Highway Account by allowing paid advertisements to appear on the digital signs.

AB 1771 (Bloom) – Planning and Zoning

This bill revises the objectives required to be addressed in the regional housing needs allocation plan by being more specific about matching jobs and housing and considering local policies that “affirmatively further fair housing.” AB 1771 additionally streamlines the RHNA appeal process. Although not currently in print, the Sponsors intend to bring language over that will require COGs, when they do their current pre-RHNA survey of local agencies, to track and publish the policies that will be incorporated into the RHNA that Affirmatively Further Fair Housing. Assembly Member Bloom has agreed to address any discrepancies that might arise in requiring COG-MPOs to achieve both equity factors in AB 1771 and GHG reduction targets in a Sustainable Communities Strategy.

AB 2865 (Chiu) Managed Lanes in San Francisco County

This bill would authorize San Francisco County Transportation Authority (SFCTA) to delegate responsibility for operation of managed lanes on US 101 and I-280 in San Francisco County to Santa Clara VTA. A similar authority currently exists for C/CAG and the San Mateo County Transportation Authority. The bill was recently amended to allow SFCTA to use the Bay Area Infrastructure Financing Authority (BAIFA) to instead construct and operate the lanes OR Santa Clara VTA.

C/CAG AGENDA REPORT

Date: July 12, 2018

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, C/CAG Executive Director

Subject: Review and approval of Resolution 18-46 authorizing the C/CAG Chair to execute a funding agreement with SamTrans for the Allocation of Measure M Funds for Fiscal Years 2018/19 and 2019/20 in the amount of \$2,800,000

(For further information or questions, contact John Hoang at 650-363-4105)

RECOMMENDATION

That the C/CAG Board review and approve Resolution 18-46 authorizing the C/CAG Chair to execute a funding agreement with SamTrans for the Allocation of Measure M Funds for Fiscal Years 2018/19 and 2019/20 in the amount of \$2,800,000.

FISCAL IMPACT

\$2,800,000

SOURCE OF FUNDS

Measure M - \$10 Vehicle Registration Fee

BACKGROUND

The C/CAG sponsored Measure M, which was approved by the voters of San Mateo County in 2010; impose an annual fee of ten dollars (\$10) on motor vehicles registered in San Mateo County for transportation-related traffic congestion and water pollution mitigation programs. The estimated revenue of \$6.7 million annually (\$167 million over 25 years) helps fund various transportation programs for the 20 cities and the County. Per the Expenditure Plan, 50% of the net proceeds will be allocated to cities/County for local streets and roads and 50% will be used for countywide transportation programs such as transit operations, regional traffic congestion management, water pollution prevention, and safe routes to school.

RediWheels and Senior Mobility Programs

Measure M allocations to the San Mateo County Transit District (SamTrans) primarily fund the RediWheels and Senior Mobility Programs. RediWheels is a \$18.4M annual program that also receives significant funding from other multiple sources including passenger fares, SamTrans sales tax, Measure A (County), Measure A (Transportation Authority), Operating grants, and Transportation Development Act Funds. The \$1.4M in Measure M funds would contribute 7.6% towards the total cost of RediWheels. The two programs are described as follows:

- The RediWheels program is a fixed-route paratransit service for people with disabilities who cannot independently use regular SamTrans bus service. The RediWheels service is provided on the bayside of the County (RediCoast on the Coastside). SamTrans offers paratransit customers a financial incentive to use the services by allowing ADA (American with Disabilities Act) certified customers and personal care attendants to ride all regular fixed-route SamTrans trip without paying a fare.

Measures of performance include hours of service provided by shuttles and taxis, ridership, number of customers served, number of trips, and cost per rider. Additional performance measures applied to the RediWheels contractors include: miles between preventable accidents, productivity (passengers per hour), service-related complaints, incoming call wait time, and on-time performance.

- The Senior Mobility Program provides the following services: Community Transit, Community-Based Transportation, Encouraging Use of Transit, Information and Assistance, Taxicab Services, and Promote Walking by older adults. (Expanded program descriptions can be found in the attached Funding Agreement Scope of Work)

Measures of performance to determine effectiveness of the services include number of organizations outreached, number of individuals participated, frequency and number of community meetings held, type of collateral distributed or made available to seniors, and other measures as needed.

Past Funding Agreements

As part of the initial 5-Year Implementation Plan (FYs 2011/12 - 2015/16), 22% of the net revenue collected, \$1,400,000 per year (based on an estimated gross revenue of \$6.7 million per year), is provided for Transit Operations/Senior Transportation programs. C/CAG has provided a total of \$7,000,000 to SamTrans. Additional revenue received during this period in the amount of \$433,875, due to fluctuations on revenue collected, will be provided per the funding agreement.

The current 5-Year Measure M Implementation Plan (FYs 2016/17- 2020/21), approved by the C/CAG Board on April 14, 2016, continues to allocate 22% of the net revenue collected, approximately \$1,400,000 annually to the Transit Operations/Senior Transportation programs. The FYs 2016/17- 2017/18 funding agreement provides SamTrans \$2.8 million and will also include an extra amount (total to be determine) since the actual revenue is expected to exceed the assumed \$6.7 million annually.

Recommendation for FYs 2018/19 – 2019/20

It is recommended that C/CAG continue to provide SamTrans up to \$1.4 million annually for FYs 2018/19 - 2019/20 to help fund the RediWheels and Senior Mobility Programs. This funding allocation aligns with the C/CAG adopted 5-Year Measure M Implementation Plan, effective FYs 2016/17 - 2020/21. However, it is proposed that for this new two-year funding cycle (FYs 2018/19 – 2019/20), the amount of funds provided to SamTrans is fixed at \$1.4 million annually (\$2.8 million over the two-year period) with the plan that additional revenue received each year will be accumulated and be applied towards a joint C/CAG-SamTrans initiated project addressing

senior mobility needs. Staff will coordinate with SamTrans staff to develop the project concept and will bring back to the Board at a future meeting.

It is intended that program performances will be reviewed annually and adjustments to the program, scope of work, and funding levels will be made as needed at the end of the FY 2018/19 and adjustments, if any, will be made prior to the FY 2019/20 program.

ATTACHMENTS

1. Resolution 18-46
2. Funding Agreement with SamTrans for Allocation of Measure M Funds for FYs 2018/19 and FY 2019/20 (*Available for review and download at www.ccag.ca.gov/ccag.html*)

RESOLUTION 18-46

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING EXECUTION OF A FUNDING AGREEMENT WITH SAMTRANS FOR THE ALLOCATION OF MEASURE M FUNDS FOR FISCAL YEARS 2018/19 AND 2019/20 IN THE AMOUNT OF \$2,800,000

RESOLVED, by the Board of Directors of the City/County Association of Governments of San Mateo County (C/CAG); that,

WHEREAS, C/CAG is the designated Congestion Management Agency for San Mateo County responsible for the development and implementation of the Congestion Management Program for San Mateo County; and

WHEREAS, on November 2, 2010, the San Mateo County voters approved Measure M, which imposes an additional \$10 VRF on each motor vehicles registered within the county, effective May 2011 and continuing for a period of 25 years; and

WHEREAS, per Resolution 16-11, the 5-Year Measure M Implementation Plan (Fiscal Year 2016/17 – 2020/2021) approved by the C/CAG Board in April 2016 stipulates that twenty-two percent (22%) of the net revenue collected, approximately \$1,400,000 annually, is allocated to the Countywide Transit Operations and Senior Transportation Programs (the “Program”); and

WHEREAS, SamTrans is designated as the agency that will receive the annual funding allocation of \$1,400,000, on a reimbursement basis, for implementation of the Program, which consists of the Senior Mobility Program and RediWheels; and

WHEREAS, additional revenue received above \$1,400,000 each year and within the 22% net revenue collected will be applied towards a C/CAG-SamTrans initiated project addressing senior mobility needs to be developed jointly by the two agencies; and

WHEREAS, C/CAG and SamTrans desire to enter into a funding agreement for the allocation of Measure M funds for the Program.

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the City/County Association of Governments of San Mateo County that the Chair is authorized to execute an agreement with SamTrans for FYs 2018/19 and 2019/20 for an amount up to \$2,800,000 in a form that has been approved by C/CAG Legal Counsel.

PASSED, APPROVED, AND ADOPTED, THIS 12TH DAY OF JULY 2018.

Maryann Moise Derwin, Chair

C/CAG AGENDA REPORT

Date: July 12, 2018

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and accept the Measure M Fiscal Years 2016/17 & FY 2017/18 Performance Report

(For further information or questions, contact John Hoang at 650-363-4105)

RECOMMENDATION

That the C/CAG Board review and accept the Measure M Fiscal Years 2016/17 & FY 2017/18 Performance Report.

FISCAL IMPACT

FY 2016/17: \$7,471,128 (actual); FY 2017/18: \$7,522,342 (projected actual)

SOURCE OF FUNDS

Measure M - \$10 Vehicle Registration Fee (VRF)

BACKGROUND

The C/CAG sponsored Measure M; approved by the voters of San Mateo County in 2010, impose an annual fee of ten dollars (\$10) on motor vehicles registered in San Mateo County for transportation-related traffic congestion and water pollution mitigation programs. It was estimated that Measure M would generate approximately \$6.7 million annually and \$167 million total over the 25-year period between May 2011 and May 2036. Per the Expenditure Plan, 50% of the net proceeds will be allocated to cities/County for local streets and roads and 50% will be used for Countywide Transportation Programs such as transit operations/senior mobility, intelligent transportation system (ITS)/Smart Corridors, safe routes to school (SRTS), and stormwater pollution prevention.

In March 2011, the C/CAG Board approved the initial 5-Year Implementation Plan for FY 2011-2016. The Plan, which was amended in May 2012, provided an estimate of funds that would be allocated to jurisdictions for local streets and roads as well as established allocation percentages for administration and the countywide transportation programs. The allocations for the Countywide Transportation Programs were originally derived based on anticipated needs and estimated implementation cost to fund each respective programs and projects, annually and over the 5-Year implementation period. It was intended that the Countywide Transportation Programs be re-evaluated at the end of every five (5) period to determine whether the initial funding level (allocations) was adequate or whether adjustments are needed based on the actual expenditures incurred over the 5-Year period.

In May 2016, the Board adopted Resolution 16-11 authorizing the approval of the Measure M 5-Year Implementation Plan (Fiscal Year 2017-2021). As shown below, the FY 2017-2021 Implementation Plan maintains the same criteria as the initial plan, including the assumption that estimated revenue will remain at \$6.7 million annually, although actual revenue will vary yearly.

**Measure M 5-Year Implementation Plan
Fiscal Year 2017/18 – 2020/21**

Program Description	Allocation	Annual Revenue (Million)	5-Year Revenue (Million)
▪ Program Administration	5% of total revenue	\$0.34	\$1.70
<i>Net Available for Programs (after Program Administration deduction)</i>			
▪ Local Streets and Roads	50%	\$3.18	\$15.90
▪ Transit Operations and/or Senior Transportation	22%	\$1.40	\$7.00
▪ Intelligent Transportation System (ITS) and Smart Corridors	10%	\$0.64	\$3.18
▪ Safe Routes to Schools (SRTS)	6%	\$0.38	\$1.90
▪ National Pollutant Discharge Elimination System (NPDES) and Municipal Regional Permit (MRP)	12%	\$0.76	\$3.82
Total Revenue		\$6.70	\$33.50

The allocations for the Countywide Transportation Programs are derived based on anticipated needs and estimated implementation cost to fund each respective programs and projects, annually and over the 5-Year Implementation period. It is the intent that each Countywide Transportation programs and projects will be evaluated at the end of each year to determine whether the funding level (allocations) was adequate or whether it requires adjustments based on the actual expenditures incurred during the previous year.

The Measure M Annual Performance Report for Fiscal Years 2016/17 and 2017/18 is attached.

ATTACHMENTS

1. Measure M Fiscal Years 2016/17 and 2017/18 Performance Report

MEASURE M - \$10 VEHICLE REGISTRATION FEE

PERFORMANCE REPORT

FISCAL YEARS 2016-17 and 2017-18

July 2018

REVENUE

The Fiscal Years 2016-17 and 2017-18 period starts July 1, 2016 and ends June 30, 2018. As part of the 5-Year Implementation Plan, the annual program budget is estimated at \$6.7 million with average monthly revenue of \$560,000. The actual revenue received during the two-year period of Fiscal Years 2016-17 through 2017-18 is approximately \$15,081,905. The following tables summarize the actual revenue received by C/CAG through Fiscal Year 2017-18 (projection of revenue for the month of June 2018), and accrued interest income for each fiscal year to date. Interest is accumulated and is reallocated to the countywide programs in future years. The amount allocated to the various program categories is the total revenue received, excluding interest earned and after subtracting 5% from the top for program administration, as summarized below. Funds allocated under Administration pays for program management and administration activities. Per the adopted Measure M 5-Year Implementation Plan, unexpended allocation for program administration will be reallocated to the countywide programs in future years, like the accumulated interest.

REVENUE		FY 2016-17	FY 2017-18
Total VRF Collected		\$7,474,865	\$7,464,690
DMV fees		(\$3,737)	(\$3,732)
To C/CAG		\$7,471,128	\$7,460,957
Interest*		\$53,963	\$95,857
Total Revenue		\$7,525,091	\$7,556,814
ADMINISTRATION			
Program Administration	5%	\$373,556	\$373,048
County Assessors Election Costs			
Net Available for Programs		\$7,097,571	\$7,087,909

* Interest not included in distribution

ALLOCATION		FY 2016-17	FY 2017-18
Jurisdiction	50%	\$3,548,786	\$3,543,955
<i>Local Streets and Roads (Traffic Congestion Management/Stormwater Pollution Prevention)</i>			
Programs			
Countywide Transportation Programs	50%	\$3,548,786	\$3,543,955
Transit Operations/Senior Programs	22%	\$1,561,466	\$1,559,340
ITS / Smart Corridor	10%	\$709,757	\$708,791
Safe Routes to School	6%	\$425,854	\$425,275
NPDES and MRP admin and projects	12%	\$851,709	\$850,549
Program Total		\$7,097,571	\$7,087,909

EXPENDITURES		FY 2016-17	FY 2017-18
Administration		\$232,969	\$113,422
Jurisdiction		\$3,698,697	\$3,431,914
<i>Local Streets and Roads (Traffic Congestion Management/Stormwater Pollution Prevention)</i>			
Programs			
Transit Operations/Senior Programs**		\$1,400,000	\$1,833,875
ITS / Smart Corridor		\$802,349	\$0
Safe Routes to School		\$310,137	\$122,149
NPDES and MRP admin and projects		\$965,380	\$692,201
Program Total		\$7,409,532	\$6,193,561

** FY 2017-18 includes additional revenue collected

Local Streets and Roads / Countywide Transportation Programs

Net funds available over the 2-Year period for distribution, after subtracting five percent for program administration, and the actual expenditure for each program category are summarized below.

Local Streets and Roads

Funds for local streets and roads are allocated to jurisdictions to reimburse expenditures related to traffic congestion management or stormwater pollution prevention related activities. Allocations are issued biennially for funds collected from July to December and from January to June of each fiscal year, after funds are collected for each six-month period. For the 2-Year period, C/CAG has allocated \$7.1 million with approximately \$7.1 million claimed by the local jurisdictions. Fifty three percent (53%) of the total distribution has reimbursed jurisdictions for street resurfacing and congestion management related projects with 47% of the funds used to reimburse stormwater pollution prevention related activities such as street sweeping, storm drain inlet cleaning, and Municipal Regional Permit (MRP) compliance. The total allocations and reimbursements (through June 30, 2018) are as follows.

Jurisdiction	%	Allocation	Reimbursement		
			Stormwater	Traffic	Total
ATHERTON	2.14%	\$ 164,815	\$ 13,428	\$ 151,289	\$ 164,717
BELMONT	3.35%	\$ 233,658	\$ 117,185	\$ 113,145	\$ 230,331
BRISBANE	2.14%	\$ 164,815	\$ 135,147	\$ 29,570	\$ 164,717
BURLINGAME	4.05%	\$ 279,517	\$ 207,017	\$ 67,984	\$ 275,001
COLMA	2.14%	\$ 164,815	\$ 169,204	\$ -	\$ 169,204
DALY CITY	9.47%	\$ 680,058	\$ -	\$ 832,655	\$ 832,655
EAST PALO ALTO	3.00%	\$ 212,815	\$ 90,502	\$ -	\$ 90,502
FOSTER CITY	3.17%	\$ 221,659	\$ -	\$ 221,659	\$ 221,659
HALF MOON BAY	2.14%	\$ 164,815	\$ 83,570	\$ 81,147	\$ 164,717
HILLSBOROUGH	2.89%	\$ 199,317	\$ -	\$ 199,317	\$ 199,317
MENLO PARK	4.70%	\$ 320,824	\$ 262,192	\$ 52,077	\$ 314,269
MILLBRAE	2.76%	\$ 192,852	\$ 147,102	\$ -	\$ 147,102
PACIFICA	4.71%	\$ 339,027	\$ 318,959	\$ 185,885	\$ 504,844
PORTOLA VALLEY	2.14%	\$ 164,815	\$ -	\$ 81,147	\$ 81,147
REDWOOD CITY	9.16%	\$ 633,638	\$ 481,875	\$ 151,764	\$ 633,638
SAN BRUNO	4.79%	\$ 334,271	\$ 167,135	\$ 167,135	\$ 334,271
SAN CARLOS	4.05%	\$ 283,272	\$ 74,859	\$ 208,413	\$ 283,272
SAN MATEO	11.36%	\$ 783,045	\$ 427,377	\$ 355,668	\$ 783,045
SOUTH SAN FRANCISCO	7.22%	\$ 505,568	\$ 34,977	\$ 470,591	\$ 505,568
WOODSIDE	2.14%	\$ 164,815	\$ -	\$ 164,815	\$ 164,815
SAN MATEO COUNTY	12.46%	\$ 865,822	\$ 640,207	\$ 225,615	\$ 865,822
Total	100.00%	\$ 7,074,234	\$ 3,370,736	\$ 3,759,876	\$ 7,130,611

Countywide Transportation Programs

Transit Operations/Senior Mobility Programs

Funds for this category are currently used for paratransit (disabled and senior) service including Senior Mobility programs. C/CAG provides the San Mateo Transit District (SamTrans) \$1.4 million annually to partially fund the RediWheels and Senior Mobility programs. SamTrans' annual paratransit service budget is over \$18 million. The programs are summarized as follows:

Senior Mobility Program promotes and coordinates community transit; provides rides through community-based transportation; encourages the use of transit; provides information and assistance of older drivers; and promotes improvements to remove barriers to pedestrian activities by older adults.

The RediWheels program is a fixed-route paratransit service for persons with disabilities who cannot independently use regular SamTrans bus service. The RediWheels service is provided on the bayside of the County (RediCoast on the coast side). SamTrans offers paratransit customers a financial incentive to use the services by allowing ADA (American with Disabilities Act) certified customers and personal care attendants to ride all regular fixed-route SamTrans trip without paying a fare.

Performance measures to assess effectiveness of the RediWheels program regarding ridership and contractor are provided below.

Shuttle Service	FY 2016-17	FY 2017-18
Total Revenue Hours	45,027	43,622
Total Ridership (one-way trips)	81,814	80,885
Individual Riding ¹	2,321	2,295
Cost Per Rider	\$57.87	\$56.32

Contractor	FY 2016-17	FY 2017-18
Productivity (Passengers/hr.) [Std. 1.7]	1.81	1.85
On Time Performance [90%]	92%	90%
Miles between preventable accidents [70,000]	102,430	93,147
Complaints per thousand riders [2.5]	0.41	0.62
Telephone hold time (minutes) [1.5]	1.0	1.3

1) Number of enrolled individual RediWheels users who rode

Intelligent Transportation System (ITS)/Smart Corridor

Funds are being accumulated under this program category to be used for the San Mateo County Smart Corridor project construction and maintenance in addition to funding other countywide ITS projects. The Smart Corridor project deploys and integrates ITS elements, including communication network, signal system upgrade, signage and close circuit cameras along state routes (El Camino Real) and major local streets enabling Caltrans and local cities to implement strategies to manage recurring and non-recurring traffic congestion to reduce delays and improve mobility. The project is located from I-380 to the Santa Clara County line and includes local arterials connecting US 101 and SR 82 (El Camino Real).

A total of \$800,000 of Measure M was allocated towards design and construction of Smart Corridor project in FY 2016-17. For other ITS projects within the County, an assessment will be performed to identify needs for San Mateo County for the next years and beyond.

Safe Routes to School (SRTS)

The San Mateo County SRTS Program is a countywide effort to promote activities that increase the number of students walking, biking and carpooling to schools as ways of promoting students' health and fitness, in addition to reducing traffic congestion around schools and improving air quality. The program focuses on non-infrastructure project outreach activities such as education, encouragement, and evaluation. C/CAG subcontracts to the San Mateo County Office of Education (COE) for the day-to-day program management. The overall SRTS Program, funded by a combination of STP/CMAQ and matching funds from Measure M, is budgeted annually to include administration and indirect costs for COE staff and funds provided to the schools in the form of grants.

The FY 2016-17 program was based on the comprehensive 6 E's model: education, encouragement, engineering, enforcement, evaluation, and equity. These activities were delivered via school assemblies, bicycle and pedestrian rodeos, bike clubs, family bike nights, walking school buses, bike trains, International Walk to School Day, National Bike to School Day, Golden Sneaker Contests, and more. 96 schools from 14 districts participated in the program.

Federal funding for the FY 2017-18 program was not available until late 2017; however, to continue implementing the program between September – December 2017, C/CAG used local Measure M funds to support SMCOE staff time. Local funds did not include any funding for school site grants since they are paid for by federal CMAQ funds. Federal funds were secured and made available to school districts in early 2018. Due to the delay, the deadline for districts/schools to spend grant funds was extended until June 30, 2019. In the second half of the fiscal year, districts utilized the approved vendors for education and encouragement activities, participated in National Bike to School Day, the 1st annual bike rack decorating contest, and a new mini-grant program to provide funds to schools not currently participating in the program.

Funding is provided to schools for non-infrastructure projects such as outreach and education activities and walkability/bikability audits. Measure M funds also support small capital infrastructure projects located on school sites such as signage, safety measures within school parking lots, bike lockers/racks, and other improvements addressing bicyclist and pedestrian access to/from school as well as promoting safe driving practices. A summary of participants and types of activities provided are as follows:

Participation	Total
School Districts	15
Individual Schools	101
Students	52,000

Activities/Events	Total
Educational Bicycle Rodeos	780
Assemblies and Classes	3,414
Encouragement Events	2,895
Walk and Bike Audits	190
Route Maps	195

Student hand tallies and parent surveys conducted in Fall 2016 and Spring 2017 indicated the following mode split:

	Family Car	Walk	Bike	Transit	Carpool	Other
Fall 2016	58%	23%	3%	3%	7%	3%
Spring 2017	64%	17%	3%	2%	8%	5%

National Pollutant Discharge Elimination System (NPDES)/Municipal Regional Permit (MRP)

Funds accumulating under this program category are designated for pollution mitigation programs and projects, as allowed under Measure M’s authorizing legislation, Government Code Section 65089.20. C/CAG utilizes Measure M funding for consultant support in meeting Municipal Regional Permit requirements which includes the following technical support activities: Water quality monitoring, mercury/PCBs controls, trash load reduction, public information and outreach, general education/training/guidance/regional involvement & coordination, and annual reporting. Overall, Measure M funds in this program category have helped ensure C/CAG’s member agencies stay in compliance with requirements in the MRP. C/CAG performs all the mandated water quality monitoring in San Mateo County, most of stormwater-related public education and outreach, and significant efforts to support member agencies in achieving mandated reductions in mercury and PCBs (polychlorinated biphenyls), trash, and urban pesticides. In addition, Measure M funds support C/CAG’s consultant efforts to educate and train member agency staffs in implementing their local stormwater control programs, as well as support annual reporting of regional, countywide, and local stormwater management efforts.

Funds supported seven technical subcommittees, 12 training workshops, performance of approximately 1,000 on-land visual assessments to verify effectiveness of member agency trash load

reduction actions, development of the Countywide Stormwater Resource Plan and successful Proposition 1 stormwater grant proposals for the Cities of San Mateo and Redwood City, development and submittal of the Countywide Pollution Prevention Program’s annual compliance reports, as well as review of all 21 member agency annual reports, collection and analysis of dozens of water and sediment samples throughout the county, and initial development of a countywide hydrology and sediment transport model, and green infrastructure planning support materials, including a Policy and Overview guide and Green Infrastructure Plan frameworks for member agencies, and initial phases of a Reasonable Assurance Analysis demonstrating green infrastructure plans will collectively achieve long-term water quality improvement.

Area of Support/Permit Provision	Typical % of Expenditures
Water quality monitoring	38
Mercury/PCBs controls/Reasonable Assurance Analysis	17
Trash load reduction	10
Green infrastructure planning	16
General education, trainings, and guidance, and regional involvement & coordination	17
Annual reporting	2
Total	100

C/CAG AGENDA REPORT

ITEM 6.4

Date: July 12, 2018
To: City/County Association of Governments of San Mateo County Board of Directors
From: Sandy Wong, Executive Director
Subject: Receive an informational presentation on US 101 Managed Lanes toll operations
(For further information or questions, contact Sandy Wong at 650-599-1409)

RECOMMENDATION

That the C/CAG Board receive an informational presentation on US 101 Managed Lanes toll operations.

FISCAL IMPACT

None. This is an information item.

SOURCE OF FUNDS

Not applicable.

BACKGROUND

A presentation will be made to the C/CAG Board of Directors on the US 101 Managed Lanes project, including an overview of the tolling system, potential ranges of revenues and costs, assessment of roles, and options for owner and operator.

The intent of the presentation is to provide information regarding the general roles and responsibilities of owning and operating a toll lane facility for the Board's consideration in advance of selecting a system owner and operator at the September meeting.

ATTACHMENT

None.

C/CAG
CITY/COUNTY ASSOCIATION OF GOVERNMENTS
OF SAN MATEO COUNTY

Atherton • Belmont • Brisbane • Burlingame • Colma • Daly City • East Palo Alto • Foster City • Half Moon Bay • Hillsborough • Menlo Park • Millbrae • Pacifica • Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo • San Mateo County • South San Francisco • Woodside

June 26, 2018

Grant Management Associates
1722 Hyer Ct.
Durham, CA 95938
Attn: Kristin Cooper Carter

RE: Addition of Alta Planning as a Subcontractor to the C/CAG-Grant Management Associates Contract

Dear Ms. Carter,

C/CAG has reviewed Grant Management Associate's letter dated June 11, 2018. The letter describes the need to add Alta to the C/CAG-Grant Management Associates contract as a subconsultant. C/CAG has also reviewed hourly rates received from Alta on June 11, 2018 and attached hereto. This letter confirms C/CAG has approved Grant Management Associate's request to add Alta as a subconsultant to the subject contract pursuant to all terms set forth in the contract to provide the following grant writing services using the attached hourly rates:

- Project planning for maximum solicitation competitiveness, including public input
- Pedestrian and bicycle planning for maximum community benefit
- Project impact/cost benefit analysis (economic, mobility, safety, etc.)
- Engineering/design and/or project budget development/cost estimates

Please contact Sara Muse at 650-599-1460 or smuse@smcgov.org with any questions.

Sincerely,



Sandy Wong
Executive Director, C/CAG

Attachments:

1. Alta Hourly Rates



100 Webster Street, Suite 300
Oakland, CA 94607
(510) 540-5008
www.altaplanning.com

June 11, 2018

Edward Ober
Grant management Associates
1722 Hyer Court
Durham, CA 95938

Re: C/CAG Contract for On-Call Grant Writing Services

Dear Mr. Ober:

Please find billing rates for Alta Planning + Design staff available to support your firm with grant writing services.

Staff Name	Title	Hourly Rate
Hugh Louch	Principal	\$272
Steve Frieson, PE	Principal	\$247
Jeff Knowles	Senior Planning Associate	\$175
Carlos Valadao, PE	Associate Engineer	\$170
Nate Levine	Senior Engineer	\$163
Joseph Paull	Engineer I	\$115
Marisa Lee	Engineer I	\$129
Eric Tuvel	Senior Planner	\$129
Lola Torney	Planner I	\$106
Beth Martin	Planner I	\$98
Ben Frazier	Planner II	\$98
Lisa Schroer	Planner II	\$98

Sincerely,

A handwritten signature in black ink that reads "Jeff Knowles".

Jeff Knowles, AICP
Senior Planning Associate
Alta Planning + Design, Inc.