



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

AGENDA

Congestion Management & Environmental Quality (CMEQ) Committee

Date: Monday, June 28, 2021
Time: 3:00 p.m.

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter in-Place Orders issued by the San Mateo County Health Officer and the Governor, and the CDC’s social distancing guidelines, which discourage large public gatherings, C/CAG meetings will be conducted via remote conferencing. Members of the public may observe or participate in the meeting remotely via one of the options below.

Join Zoom Meeting:

<https://us02web.zoom.us/j/81819590894?pwd=cmFPVHkxTC93ZlF5NmZZZ2NtR3pzdz09>

Meeting ID: 818 1959 0894
Passcode: 862700

Join by Phone: +1-669-900-6833
Meeting ID: 818 1959 0894
Passcode: 862700

Persons who wish to address the C/CAG CMEQ Committee on an item to be considered at this meeting, or on items not on this agenda, are asked to submit written comments to jlacap@smcgov.org. Spoken public comments will also be accepted during the meeting through Zoom. Please see instructions for written and spoken public comments at the end of this agenda.

1. Brief Overview of Teleconference Meeting Procedures	Information (Lacap)	No Materials
2. Public comment on items not on the agenda	Presentations are limited to 3 mins	No Materials
3. Issues from the June 2021 C/CAG Board meeting:	Information (Lacap)	No Materials
<ul style="list-style-type: none"> • Approval of a second year of the StreetLight Data Subscription • Adopted the Final 2021 C/CAG San Mateo County Comprehensive Bicycle and Pedestrian Plan • Approval of the FY 21-22 C/CAG Program Budget and Member Fees 		
4. Approval of minutes of May 24, 2021 meeting	Action (O’Neill)	Pages 1 – 4
5. Review and recommend approval of an update to the Congestion Management Plan Land Use Impact Analysis Program	Action (Kalkin)	Page 5 - 31



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

- | | | |
|--|-----------------------|--------------|
| 6. Review and recommend adoption of the Measure M Strategic Plan, including an Implementation Plan that covers fiscal years 2021/22 to 2025/26 | Action (Wever) | Page 32 - 34 |
| 7. Executive Director Report | Information (Wong) | No Materials |
| 8. Member comments and announcements | Information (O'Neill) | No Materials |
| 9. Adjournment and establishment of next meeting date:
August 30, 2021 | Action (O'Neill) | No Materials |

PUBLIC NOTICING: All notices of C/CAG regular Board meetings, standing committee meetings, and special meetings will be posted at the San Mateo County Transit District Office, 1250 San Carlos Ave., San Carlos, CA, and on C/CAG's website at: <http://www.ccag.ca.gov>.

PUBLIC RECORDS: Public records that relate to any item on the open session agenda for a regular Board meeting, standing committee meeting, or special meeting are available for public inspection. Those public records that are distributed less than 72 hours prior to a regular Board 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 public records available for inspection. Such public records are also available on C/CAG's website at: <http://www.ccag.ca.gov>. Please note that C/CAG's office is temporarily closed to the public; please contact Mima Guilles at (650) 599-1406 to arrange for inspection of public records.

PUBLIC PARTICIPATION DURING VIDEOCONFERENCE MEETINGS: Persons with disabilities who require auxiliary aids or services to participate in this meeting should contact Mima Guilles at (650) 599-1406, five working days prior to the meeting date.

Written comments should be emailed in advance of the meeting. Please read the following instructions carefully:

1. Your written comment should be emailed to jlacap@smcgov.org.
2. Your email should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda.
3. Members of the public are limited to one comment per agenda item.
4. The length of the emailed comment should be commensurate with the two minutes customarily allowed for verbal comments, which is approximately 250-300 words.
5. If your emailed comment is received at least 2 hours prior to the meeting, it will be provided to the C/CAG CMEQ Committee members, made publicly available on the C/CAG website along with the agenda. We cannot guarantee that emails received less than 2 hours before the meeting will be read during the meeting, but such emails will be included in the administrative record of the meeting.

Spoken comments will be accepted during the meeting through Zoom. Please read the following instructions carefully:

1. The C/CAG Board meeting may be accessed through Zoom at the online location indicated at the top of this agenda.
2. You may download the Zoom client or connect to the meeting using an internet browser. If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
3. You will be asked to enter an email address and name. We request that you identify yourself by your name as this will be visible online and will be used to notify you that it is your turn to speak.
4. When C/CAG staff or CMEQ Chair call for the item on which you wish to speak, click on "raise hand." Staff will activate and unmute speakers in turn. Speakers will be notified shortly before they are called on to speak.
5. When called, please limit your remarks to the time allotted.

If you have any questions about this agenda, please contact C/CAG staff: Jeff Lacap, jlacap@smcgov.org

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS COMMITTEE ON CONGESTION
MANAGEMENT AND ENVIRONMENTAL QUALITY (CMEQ)**

**MINUTES
MEETING OF MAY 24, 2021**

The meeting was called to order by Chair O’Neill at 3:01 p.m. via Zoom Videoconference. Roll call for attendance was taken. Attendance sheet is attached.

1. Brief Overview of Teleconference Meeting Procedures

Jeff Lacap, C/CAG Staff, provided an overview of the teleconference meeting procedures.

2. Public comment on items not on the agenda

None.

3. Issues from the May 2021 C/CAG Board meeting. (Information)

Jeff Lacap, C/CAG Staff, noted the agenda listed the status of items recently addressed by the C/CAG Board, and offered to respond to any questions.

4. Approval of minutes of the April 26, 2021 meeting. (Action)

Motion – To approve the minutes of the April 26, 2021 CMEQ meeting, Bonilla/Koelling. Beach, Bonilla, O’Neill, Reddy, Brown, Holober, McCune, Sullivan, Roberts, Koelling, and Alba approved. Motion passed 11-0. Member Papan was not present at the time of voting.

5. Review and recommend approval of the draft Measure M Strategic Plan covering Fiscal Years 2021/22 to 2025/26. (Action)

C/CAG staff Kim Wever stated that staff was still reviewing the full draft Measure M Strategic Plan. In the meantime, staff provided an Executive Summary for the Plan as background material. Staff requested to modify the recommended action to review and recommend Board approval of the updated funding allocation percentages for the various Countywide Programs. Staff will bring the full Strategic Plan for the Committee to review and recommend Board approval at the June meeting. This will provide additional time for the Committee to review the full Strategic Plan.

C/CAG staff Kim Wever introduced Steer’s project manager, Julia Wean. Julia described the process of how the allocation percentages were derived and provided the recommended funding allocations as follows:

<u>Countywide Program</u>	<u>Current Allocation</u>	<u>Recommendation</u>	<u>Est. Annual Change</u>
Senior Mobility	22%	18%	(\$250,000)
Technology/Smart Corridor	10%	11%	\$60,000
Safe Routes to School	6%	6%	-
Stormwater	12%	15%	\$190,000

Committee members had the following questions:

- Member Koelling asked about the language in the legislation about allocations and any information about allocation amounts for jurisdictions under the local streets and roads portion of Measure M. Kim responded that under the current Measure M Implementation Plan, 50% of Measure M is allocated to the local jurisdictions on a formula basis of population and road miles with a minimum guaranteed amount of \$75,000 per jurisdiction.
- Member Brown asked for more clarification on the reduction of Senior Mobility. In addition to the response from Julia explaining the qualitative and quantitative models to analyze allocation percentages of the various countywide programs, C/CAG Program Director Kaki Cheung also commented that there are other funding sources in the county such as Measure W that did not exist 10 years ago when Measure M was passed and now can help fund Senior Mobility. C/CAG staff has been engaged with SamTrans staff and they have no concerns about the proposed allocation percentages.
- In response to Member Beach's question about the no change in allocation percentage for Safe Routes to School, Julia explained that there was a good amount of unused funds for SRTS.
- Member Beach asked about the process of establishing a process for measuring the impact of the program. Julia responded that through this development of this strategic plan, the groundwork has been set to easily provide an impact determination for the next implementation plan.

Motion – To recommend C/CAG Board approval of the updated funding allocation percentages for the various Countywide Programs, Bonilla/Koelling. Beach, Bonilla, O'Neill, Reddy, Brown, Holober, McCune, Sullivan, Papan, Roberts, Koelling, and Alba approved. Motion passed 12-0.

6. Review and recommend adoption of the Final 2021 C/CAG San Mateo County Comprehensive Bicycle and Pedestrian Plan. (Action)

C/CAG staff Mikaela Hiatt presented the Final 2021 C/CAG San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP), including information on the work performed since the last meeting with the Committee. Staff expressed appreciation to the Committee for their time and assistance throughout the plan development process. Staff requested the Committee's review and recommendation of the Final Plan adoption by the C/CAG Board.

- Member Papan stressed the importance of all local, county, and regional agencies and stakeholders working together to fully connect networks
- Member Brown asked if there is an analysis of the use of bicycles trips for recreation versus commuting purposes. Mikaela responded that was not part of the scope of the plan, however, staff will be using the 2021 CBPP as a baseline to track future analysis of bicycle trip purposes. Member Sullivan also suggested that time of day bicycle trips to and from major employment hubs can help in analyzing bicycle trip purposes.

- Committee members thanked Mikaela and staff for their hard work in completing the plan for the county. Member Beach added that the plan can help in presenting data driven advocacy for funding to help build out the backbone network.
- Chair O’Neill suggested an idea to help bicyclists from the bayside traveling to the coastside via transit with bicycle racks.
- Member Papan suggested for a press release be distributed for the final plan to help showcase the need for funding in San Mateo County.

Motion – To recommend adoption of the Final 2021 C/CAG San Mateo County Comprehensive Bicycle and Pedestrian Plan, Beach/Koelling. Beach, Bonilla, O’Neill, Reddy, Brown, Holober, McCune, Sullivan, Papan, Roberts, Koelling, and Alba approved. Motion passed 12-0.

7. Executive Director Report (Information)

Sandy Wong, C/CAG Executive Director, provided the following updates:

- A special C/CAG Board meeting is scheduled for May 24 at 6pm with presentations on *Reimagine SamTrans* Phase 2 update and a presentation from MTC/ABAG, highlighting the Plan Bay Area 2050 Preferred Alternative.
- The San Mateo County Express Lane JPA approved the equity program for the express lane project. The program will provide a pre-loaded Fastrak or Clipper card for eligible low-income individuals.

8. Member comments and announcements (Information)

None.

9. Adjournment and establishment of next meeting date

The meeting adjourned at 4:02 pm.

The next regular meeting was scheduled for June 28, 2021.

2021 C/CAG Congestion Management & Environmental Quality (CMEQ) Committee Attendance Report

Name	Representing	Jan	Feb	Mar	Apr	May	Jun	Jul (No Mtg.)	Aug	Sept	Oct	Nov	Dec (No Mtg.)
Emily Beach (Burlingame City Council Member)	Elected Official	X	X	X	X	X							
Rick Bonilla (San Mateo City Council Member)	Elected Official	X		X	X	X							
Julia Mates (Belmont City Council Member)	Elected Official		X	X	X								
Mike O'Neill (Pacifica City Council Member)	Elected Official	X	X	X	X	X							
Diana Reddy (Redwood City Council Member)	Elected Official		X	X	X	X							
Dick Brown (Woodside Town Council Member)	Elected Official	X	X	X	X	X							
Reuben Holober (Millbrae City Council Member)	Elected Official	X	X	X	X	X							
Tom McCune (Belmont City Council Member)	Elected Official		X	X	X	X							
Patrick Sullivan (Foster City Council Member)	Elected Official	X			X	X							
Gina Papan (MTC Commissioner)	Metropolitan Transportation Commission (MTC)	X	X	X	X	X							
Lennie Roberts	Environmental Community	X			X	X							
Adina Levin	Agencies with Transportation Interests		N/A	N/A	N/A	N/A							
Linda Koelling	Business Community	X	X	X	X	X							
Peter Ratto	San Mateo County Transit District (SamTrans)		X	X	X	X							
Jessica Alba	Public Member	X	X	X	X	X							
<i>Peninsula Corridor Joint Powers Board (Caltrain)</i>	<i>Vacant</i>												

Staff and Guests in attendance for the May 24, 2021 Meeting

Sandy Wong, Sean Charpentier, Kaki Cheung, Kim Wever, Jeff Lacap, Matt Fabry, Mima Guilles, Mikaela Hiatt - C/CAG Staff

Julia Wean – Steer

C/CAG AGENDA REPORT

Date: June 28, 2021

To: C/CAG Congestion Management and Environmental Quality Committee

From: Susy Kalkin, Transportation Systems Coordinator

Subject: Review and recommend approval of an update to the Congestion Management Plan Land Use Impact Analysis Program

(For further information, contact Susy Kalkin at kkalkin@smcgov.org)

RECOMMENDATION

That the CMEQ Committee review and recommend approval of the Congestion Management Plan Land Use Impact Analysis Program Update

BACKGROUND

The Land Use Impact Analysis Program Policy was adopted in 2000 (updated in FY 2004/05) and is included in Appendix I of each subsequent cycle of the Congestion Management Plan (CMP) update (see Attachment 1). The policy provides guidelines for analyzing the impact of land use decisions made by local jurisdictions on the CMP network. 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. Currently 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 Transportation Demand Management (TDM) programs to mitigate new peak hour trips.

In 2018, the C/CAG Board authorized staff to enter into a contract with Advanced Mobility Group (AMG) to assist in an effort to update the C/CAG TDM Policy to reflect TDM best practices, provide updated performance targets, and standardize monitoring and reporting requirements.

Early Efforts – After extensive data collection, looking at existing efforts in San Mateo County and best practices in various locations including SF and Portland, the initial approach focused on creating a model ordinance which would be adopted by each jurisdiction. In developing this, staff and the consultant team met several times with a Stakeholder’s group comprised of staff members from cities, SamTrans, Commute.org and a few private-sector TDM coordinators, who helped formulate recommendations for a model TDM Ordinance, including the following.

- Recommended a 35% mode shift target, with the expectation that each city would adopt it, or a more aggressive target, as a baseline.
- Recommended 100 Average Daily Trip (ADT) as the baseline threshold.
- Created a menu of required, recommended and optional TDM measures, broken down into four land use categories: large residential, small residential, large non-residential and small non-residential.

- Developed monitoring and reporting requirements for each separate category.

These recommendations were subsequently discussed with the County Planning Directors group who had several questions and concerns:

- Questioned use of mode shift vs. trip reduction
- Questioned how this effort relates to the CEQA VMT reduction requirements
- Requested better data to demonstrate effectiveness of individual measures
- Desire for a simplified process – preferred the ease of a point system
- Concern about the capacity of their staffs to take this on, particularly the monitoring portion which was fairly robust (ex. annual surveys, triennial cord counts)

These comments and concerns have formed the basis of the current draft which includes a streamlined point-based system, similar to the existing program but updated to include current best practices and a more data driven methodology. The draft has now been reviewed by both small stakeholder groups (in late 2020), and more recently by the full county planner group through two workshops that were held on March 30, 2021 and April 13, 2021 (presentations are available on our website at: <https://ccag.ca.gov/cmp-tdm-update/>). A summary of comments received from county planning agencies, along with responses, is included as Attachment 2.

GENERAL OVERVIEW

Applicability

As proposed, the updated TDM Policy will apply to all C/CAG member jurisdictions (unless expressly exempted by C/CAG¹). In general, the policy applies to any project that is estimated to generate 100 ADT or more and requires implementation of trip reduction measures targeted to achieve 25-35% trip reduction based on project size and location. Below is a table indicating general sizes of projects that would meet the threshold for compliance.

Proposed ADT Thresholds

	Small Projects	Large Projects
Non-Residential: Office, Industrial, R&D and Institutional	100 – 499 ADT; 10,000 – 49,999 sq. ft.	500+ ADT; 50,000+ sq. ft.
Non-Residential: Medical & Lodging	100 – 499 ADT; 10,000 – 49,999 sq. ft.	500+ ADT; 50,000+ sq. ft.
Non-Residential: Retail and restaurant	100 – 499 ADT; 30-99 employees	500+ ADT; 100+ employees
Residential: Multi-Family*	100 – 499 ADT; 20 - 49 units	500+ ADT; 50+ units

¹ An exemption process is outlined in the document for jurisdictions whose locally adopted TDM requirements meet or exceed those proposed.

Trip Reduction Targets

As indicated below, the program update recommends implementation of trip reduction measures targeted to achieve 25-35% trip reduction based on project size and location.

Proposed Vehicle Trip Reduction Targets

	Small Projects	Large Projects	TOD (Small & Large)
Non-Residential: Office, Industrial, and Institutional	35%	35%	25%
Non-Residential: Medical & Lodging	35%		
Non-Residential: Retail	35%		
Residential: Multi-Family	25%		

Trip Reduction Measures/TDM Checklists – Point Based System

As shown in the Large Office, Industrial, Institutional example provided in Attachment 3, all projects would be required to implement a set of required baseline TDM measures. Such measures include site design and physical improvements (ex. inclusion of design features to encourage bike/ped access, secure bicycle parking and shower/locker facilities) in addition to programmatic measures (ex. active participation in Commute.org or equivalent TMA, transit subsidies, ride-matching programs, etc.) that will require implementation and monitoring post-occupancy. Each measure has a corresponding numerical value, based on literature review of transportation research, best practices, and stakeholder feedback, that equates to a trip reduction percentage identified in the Column titled “Vehicle Trip Reduction Impact.”

Once required baseline measures are fulfilled, developers can select from additional (recommended) TDM measures that are most appropriate to the site and will help the site achieve its trip reduction goals. The final “score” of the required and recommended measures must meet or exceed the applicable trip reduction target.

To facilitate implementation, as well as for future TDM monitoring and data collection, it is proposed that development applicants submit the TDM Checklist to the governing jurisdiction Planning Department as part of the development review process, and the expectation is that the local jurisdiction will condition any project approval on the implementation of the measures over the life of the project.

Monitoring and Reporting

Reporting requirements and duration of requirements will vary depending on project ADT and land use. To implement this, C/CAG will partner with Commute.org to administer the monitoring and reporting process primarily through project tenant and employee surveys. These surveys will be intended to capture the completeness of TDM implementation as well as trip-making behavior. Commute.org will assist with distribution, collection, and synthesis of survey data.

Projects will only be found non-compliant if they either fail to implement the measures or amenities

as indicated in their approved TDM Plan or do not participate in the implementation surveys as required. Projects that do not meet vehicle trip reduction and SOV mode share targets would not otherwise be penalized if they demonstrate these good-faith efforts to meet the TDM Policy goals. In general, the reporting requirements for large non-residential projects span 18 years, with a biennial surveys in the first 6 years, and a triennial surveys in years 7-18; large residential projects are subject to a biennial survey for the first 6 years; and small residential projects are not subject to reporting requirements.

Existing vs. Proposed TDM Policy

The Land Use Impact Analysis Program and its requirements for local jurisdictions to ensure project sponsors mitigate impacts on the CMP Network have been in place in some form since 2000. This update builds on the existing program by providing better metrics and up to date measures. In crafting this document, we have worked closely with multiple stakeholders to solicit input at many stages, and we have teamed with Commute.org to serve as the primary conduit for monitoring efforts, with the expectation that this will streamline review and minimize the burden on local agency staff. Included as Attachment 4 is a summary comparing the existing vs. proposed policies, with the main differences being 1) the size of project that will meet the threshold for inclusion in the program and 2) the greatly improved data sources behind the metrics used to determine likelihood of effectiveness of the individual measures to reduce trips.

Next Steps

Projected Timeline

- C/CAG Board Presentation – July 8
- C/CAG Board Adoption – Sept 9
- Effective Date – Jan. 1, 2022

ATTACHMENTS

1. 2019 CMP Appendix I: Guidelines for Implementing the Land Use Component of the Congestion Management Program.
2. Planning Agency comments/responses
3. Sample TDM Checklist
4. Summary - Comparison of Existing vs. Proposed TDM Policy
5. Final Draft Transportation Demand Management Policy Update Approach - June 2021 (https://ccag.ca.gov/wp-content/uploads/2021/06/5A5-Final-Draft-CCAG_TDM-Policy-Update-Approach-Document-6-10-2021.pdf)

(Updated link to document)

GUIDELINES FOR IMPLEMENTING THE LAND USE COMPONENT OF THE CONGESTION MANAGEMENT PROGRAM

All land use changes or new developments that require a negative declaration or an Environmental Impact Report (EIR) and that are projected to generate a net (subtracting existing uses that are currently active) 100 or more trips per hour at any time during the a.m. or p.m. peak hour period, must be reported to C/CAG within ten days of completion of the initial study prepared under the California Environmental Quality Act (CEQA). Peak period includes 6:00 a.m. to 10:00 a.m. and 3:00 p.m. to 7:00 p.m. **Peak hour is defined as the hour when heaviest daily traffic volume occurs and generally occurs during morning and afternoon commute times. Traffic counts are obtained during AM and PM peak periods and the volume from the heaviest hour of AM or PM traffic is used to define peak hour for those time periods. The highest number of net trips resulting from AM or PM peak hour will be used. Net trips are calculated by subtracting trips for existing uses from those generated by the new project.** Although projects that generate less than 100 peak hour trips are not subject to these guidelines, local jurisdictions are strongly encouraged to apply them to all projects, particularly where the jurisdiction has determined that the impacts of the project will have an adverse effect on traffic in that jurisdiction.

These guidelines are not intended to establish a Countywide **threshold** of significance of 100 peak hour trips for CEQA purposes. The determination of what level of traffic results in a significant impact is left in the first instance to the local jurisdiction. These guidelines do contemplate, however, that all trips resulting from projects that are reviewed by C/CAG and fall under these guidelines will be mitigated, whether or not it rises to a level of significance under CEQA.

Local jurisdictions must ensure that the developer and/or tenants will reduce the demand for all new peak hour trips (including the first 100 trips) projected to be generated by the development. The local jurisdiction can select one or more of the options that follow or may propose other methods for mitigating the trips. It is up to the local jurisdiction working together with the project sponsor to choose the method(s) that will be compatible with the intended purpose of the project and the community that it will serve. The options identified in these guidelines are not intended to limit choices. Local jurisdictions are encouraged to be creative in developing options that meet local needs while accomplishing the goal of mitigating new peak hour trips. The additional measures that are not specifically included in these guidelines should be offered for review by C/CAG staff in advance of approving the project. Appeals to the decisions by C/CAG staff will be taken to the full C/CAG Board for consideration.

The Congestion Management Program roadway network includes all state highways and selected principal arterials. When considering land use projects, local jurisdictions may either require that mitigation for impacts to the Congestion Management Program roadway network be finally determined and imposed as a condition of approval of the project, or may conditionally approve such project, conditioned on compliance with the requirements to mitigate the impacts to the Congestion Management Program roadway network. In those instances where conditional approval is given, a building permit may not be issued for the project until the required mitigation is determined and subsequently imposed on the project.

**Note: This is the EXISTING PLAN
- Provided for Background
Reference Only**

Some of the choices for local jurisdictions include:

1. Reduce the scope of the project so that it will generate less than 100 net peak hour trips.
2. Build adequate roadway and/or transit improvements so that the added peak hour trips will have no measurable impact on the Congestion Management Program roadway network.
3. If a local jurisdiction currently collects traffic mitigation fees, any portion of the fees that are used to mitigate the impacts of the project's traffic on the Congestion Management Program roadway network will count as a credit toward the reduction in the demand for trips required under the Congestion Management Program. The developer may also contribute a one-time only payment of \$20,000 per peak hour trip (including the first 100 trips) to a special fund for the implementation of appropriate transportation demand management system measures at that development. These funds will be used to implement transportation demand management programs that serve the development making the contribution.
4. Require the developer and all subsequent tenants to implement Transportation Demand Management programs that have the capacity to fully reduce the demand for new peak hour trips. The developer/tenants will not be held responsible for the extent to which these programs are actually used. **The developer shall pay for a monitoring program for the first three years of the development. The purpose of the monitoring program is to assess the compliance of the project with the final TDM plan.** The following is a list of acceptable programs and the equivalent number of trips that will be credited as reduced. Programs can be mixed and matched so long as the total mitigated trips is equal to or greater than the new peak hour trips generated by the project. These programs, once implemented, must be on going for the occupied life of the development. Programs may be substituted with prior approval of C/CAG, so long as the number of **mitigated trips** is not **reduced**. Additional measures may be proposed to C/CAG for consideration. Also there may be special circumstances that warrant a different amount of credit for certain measures. For example, a developer may elect to contract with the Alliance or another provider of TDM services to meet this requirement. These situations can also be submitted to C/CAG in advance for consideration. It is up to each local jurisdiction to use its best judgment to determine the extent to which certain measures are "reasonable and effective." For example, there will be a point where additional showers will not result in more people riding bicycles or walking to work.
5. Adopt Congestion Management Program guidelines for projects within its jurisdiction and submit those guidelines for approval by C/CAG. The local jurisdiction would then apply these guidelines to the appropriate level of project and provide an annual report describing affected projects and guidelines applied. C/CAG would review the jurisdiction's efforts on an annual basis and could require amendments to the jurisdiction's guidelines if the jurisdiction's guidelines were not meeting Congestion Management Program goals.

**Note: This is the EXISTING PLAN
- Provided for Background
Reference Only**

6. Adopt the C/CAG guidelines for application to the appropriate level of project in the jurisdiction, and submit an annual report describing affected projects and guidelines applied. C/CAG would review the jurisdiction's efforts on an annual basis and could require amendments to the jurisdiction's guidelines if the jurisdiction's guidelines were not meeting Congestion Management Program goals.
7. Negotiate with C/CAG staff for other acceptable ways to mitigate the trips for specific developments on a case-by-case basis.
8. **C/CAG recognizes that for retail or special uses appropriate TDM measures may be difficult to implement. Please contact C/CAG to develop appropriate measures for these types of projects.**

Transportation

<u>Demand Management Measure</u>	<u>Number of Trips Credited</u>	<u>Rationale</u>
Secure bicycle storage	One peak hour trip will be credited for every 3 new bike lockers/racks installed and maintained. Lockers/racks must be installed within 100 feet of the building.	Experience has shown that bicycle commuters will average using this mode one-third of the time, especially during warmer summer months.
Showers and changing rooms.	Ten peak hour trips will be credited for each new combination shower and changing room installed. An additional 5 peak hour trips will be credited when installed in combination with at least 5 bike lockers	10 to 1 ratio based on cost to build and the likelihood that bicycle utilization will increase.
Operation of a dedicated shuttle service during the peak period to a rail station or an urban residential area. Alternatively the development could buy into a shuttle consortium.	One peak hour trip will be credited for each peak-hour round trip seat on the shuttle. Increases to two trips if a Guaranteed Ride Home Program is also in place. Five additional trips will be credited if the shuttle stops at a child-care facility enroute to/from the worksite.	Yields a one-to-one ratio (one seat in a shuttle equals one auto trip reduced); utilization increases when a guaranteed ride home program is also made available.

**Note: This is the EXISTING PLAN
- Provided for Background
Reference Only**

Charging employees for parking.	Two peak hour trips will be credited for each parking spot charged out at \$20 per month for one year. Money shall be used for TDM measures such as shuttles or subsidized transit tickets.	Yields a two -to-one ratio
Subsidizing transit tickets for employees.	One peak hour trip will be credited for each transit pass that is subsidized at least \$20 per month for one year. One additional trip will be credited if the subsidy is increased to \$75 for parents using transit to take a child to childcare enroute to work.	Yields a one-to-one ratio (one transit pass equals one auto trip reduced).
Subsidizing pedestrians/bicyclists who commute to work.	One peak hour trip will be credited for each employee that is subsidized at least \$20 per month for one year.	Yields a one-to-one ratio (One pedestrian/bicyclist equals one auto trip reduced).
Creation of preferential parking for carpoolers.	Two peak hour trips will be credited for each parking spot reserved.	Yields a two-to-one ratio (one reserved parking spot equals a minimum of two auto trips reduced).
Creation of preferential parking for vanpoolers.	Seven peak hour trips will be credited for each parking spot reserved.	Yields a seven-to-one ratio (one reserved parking spot equals a minimum of seven auto trips reduced).
Implementation of a vanpool program.	Seven peak hour trips will be credited for each vanpool arranged by a specific program operated at the site of the development. Increases to ten trips if a Guaranteed Ride Home Program is also in place.	The average van capacity is seven.

**Note: This is the EXISTING PLAN
- Provided for Background
Reference Only**

Operation of a commute assistance center, offering on site, one stop shopping for transit and commute alternatives information, preferably staffed with a live person to assist building tenants with trip planning.

One peak hour trip will be credited for each feature added to the information center; and an additional one peak hour trip will be credited for each hour the center is staffed with a live person, up to 20 trips per each 200 tenants. Possible features may include:

- Transit information brochure rack
- Computer kiosk connected to Internet
- Telephone (with commute and transit information numbers)
- Desk and chairs (for personalized trip planning)
- On-site transit ticket sales
- Implementation of flexible work hour schedules that allow transit riders to be 15-30 minutes late or early (due to problems with transit or vanpool).
- Quarterly educational programs to support commute alternatives

This is based on staff's best estimate. Short of there being major disincentives to driving, having an on site TDM program offering commute assistance is fundamental to an effective TDM program.

Survey Employees to examine use and best practices.

Three peak hour trips will be credited for a survey developed to be administered twice yearly

This is based on staff's best estimate with the goal of finding best practices to achieve the mode shift goal.

Implementation of a parking cash out program.

One peak hour trip will be credited for each parking spot where the employee is offered a cash payment in return for not using parking at the employment site.

Yields a one-to-one ratio (one cashed out parking spot equals one auto trip reduced).

**Note: This is the EXISTING PLAN
- Provided for Background
Reference Only**

Implementation of ramp metering.	Three hundred peak hour trips will be credited if the local jurisdiction in cooperation with CalTrans, installs and turns on ramp metering lights during the peak hours at the highway entrance ramp closest to the development.	This is a very difficult and costly measure to implement and the reward must be significant.
Installation of high bandwidth connections in employees' homes to the Internet to facilitate home telecommuting	One peak hour trip will be credited for every three connections installed. This measure is not available as credit for a residential development.	Yields a one-to- three ratio.
Installation of video conferencing centers that are available for use by the tenants of the facility.	Five peak hour trips will be credited for a center installed at the facility.	This is based on staff's best estimate.
Implementation of a compressed workweek program.	One peak hour trip will be credited for every 5 employees that are offered the opportunity to work four compressed days per week.	The workweek will be compressed into 4 days; therefore the individual will not be commuting on the 5 th day.
Flextime: Implementation of an alternate hours workweek program.	One peak hour trip will be credited for each employee that is offered the opportunity to work staggered work hours. Those hours can be a set shift set by the employer or can be individually determined by the employee.	This is based on staff's best estimate.
Provision of assistance to employees so they can live close to work.	If an employer develops and offers a program to help employees find acceptable residences within five miles of the employment site, a credit of one trip will be given for each slot in the program.	This assumes that a five-mile trip will generally not involve travel on the freeways.

**Note: This is the EXISTING PLAN
- Provided for Background
Reference Only**

Implementation of a program that gives preference to hiring local residents at the new development site.	One peak hour trip will be credited for each employment opportunity reserved for employees recruited and hired from within five miles of the employment site.	This assumes that a five-mile trip will generally not involve travel on the freeways.
Provision of on-site amenities/accommodations that encourage people to stay on site during the workday, making it easier for workers to leave their automobiles at home.	<p>Five peak hour trips will be credited for each feature added to the job site. Possible features may include:</p> <ul style="list-style-type: none"> banking grocery shopping clothes cleaning exercise facilities child care center 	This is based on staff's best estimate.
Provide use of motor vehicles to employees who use alternate commute methods so they can have access to vehicles during breaks for personal use.	<p>Five peak hour trips will be credited for each vehicle provided.</p>	This is based on staff's best estimate.
Provide use of bicycles to employees who use alternate commute methods so they can have access to bicycles during breaks for personal use.	<p>One peak hour trip will be credited for every four bicycles provided.</p>	This is based on staff's best estimate.
Provision of child care services as a part of the development	<p>One trip will be credited for every two child care slots at the job site. This amount increases to one trip for each slot if the child care service accepts multiple age groups (infants=0-2yrs, preschool=3&4 yrs, school-age=5 to 13 yrs).</p>	<p>This is based on staff's best estimate.</p>

**Note: This is the EXISTING PLAN
- Provided for Background
Reference Only**

Developer/property owner may join an employer group to expand available child care within 5 miles of the job site or may provide this service independently	One trip will be credited for each new child care center slot created either directly by an employer group, by the developer/property owner, or by an outside provider if an agreement has been developed with the developer/property owner that makes the child care accessible to the workers at the development.	This is based on staff's best estimate.
Join the Alliance's guaranteed ride home program.	Two peak hour trips will be credited for every 2 slots purchased in the program.	Experience shows that when a Guaranteed Ride Home Program is added to a TDM program, average ridership increases by about 50%.
Combine any ten of these elements and receive an additional credit for five peak hour trips.	Five peak hour trips will be credited.	Experience has shown that offering multiple and complementary TDM components can magnify the impact of the overall program.
Work with the Alliance to develop/ implement a Transportation Action Plan.	Ten peak hour trips will be credited.	This is based on staff's best estimate.
The developer can provide a cash legacy after the development is complete and designate an entity to implement any (or more than one) of the previous measures before day one of occupancy.	Peak hour trip reduction credits will accrue as if the developer was directly implementing the items.	Credits accrue depending on what the funds are used for.
Encourage infill development.	Two percent of all peak hour trips will be credited for each infill development.	Generally acceptable TDM practices (based on research of TDM practices around the nation and reported on the Internet).

**Note: This is the EXISTING PLAN
- Provided for Background
Reference Only**

Encourage shared parking.	Five peak hour trips will be credited for an agreement with an existing development to share existing parking.	Generally acceptable TDM practices (based on research of TDM practices around the nation and reported on the Internet).
Participate in/create/sponsor a Transportation Management Association.	Five peak hour trips will be credited.	Generally acceptable TDM practices (based on research of TDM practices around the nation and reported on the Internet).
Coordinate Transportation Demand Management programs with existing developments/employers.	Five peak hour trips will be credited.	This is based on staff's best estimate.
For employers with multiple job sites, institute a proximate commuting program that allows employees at one location to transfer/trade with employees in another location that is closer to their home.	One peak hour trip will be credited for each opportunity created.	Yields a one-to-one ratio.
Pay for parking at park and ride lots or transit stations.	One peak hour trip will be credited for each spot purchased.	Yields a one-to-one ratio.

Additional Measures for Residential Developments

**Note: This is the EXISTING PLAN
- Provided for Background
Reference Only**

Develop schools, convenience shopping, recreation facilities, and child care centers in new subdivisions.	Five peak hour trips will be credited for each facility included.	This is based on staff's best estimate.
Provision of child care services at the residential development and/or at a nearby transit center	One trip will be credited for every two child care slots at the development/transit center. This amount increases to one trip for each slot if the child care service accepts multiple age groups (infants, preschool, school-age).	This is based on staff's best estimate.
Make roads and streets more pedestrian and bicycle friendly.	Five peak hour trips will be credited for each facility included.	This is based on staff's best estimate.
Revise zoning to limit undesirable impacts (noise, smells, and traffic) instead of limiting broad categories of activities.	Five peak hour trips will be credited.	This is based on staff's best estimate.
Create connections for non-motorized travel, such as trails that link dead-end streets.	Five peak hour trips will be credited for each connection make.	This is based on staff's best estimate.
Create alternative transportation modes for travel within the development and to downtown areas - bicycles, scooters, electric carts, wagons, shuttles, etc.	One peak hour trip will be credited for each on-going opportunity created (i.e. five bicycles/scooters/wagons = five trips, two-seat carts = two trips, seven passenger shuttle = seven trips).	This is based on staff's best estimate.
Design streets/roads that encourage pedestrian and bicycle access and discourage automobile access.	Five trips will be credited for each design element.	This is based on staff's best estimate.
Install and maintain	Five trips will be credited for each	This is based on staff's best

**Note: This is the EXISTING PLAN
- Provided for Background
Reference Only**

alternative transportation kiosks.	kiosk.	estimate.
Install/maintain safety and security systems for pedestrians and bicyclists.	Five trips will be credited for each measure implemented.	This is based on staff's best estimate.
Implement jitneys/vanpools from residential areas to downtowns and transit centers.	One trip will be credited for each seat created.	Yields a one-to-one ratio.
Locate residential development within one-third mile of a fixed rail passenger station.	All trips from a residential development within one-third mile of a fixed rail passenger station will be considered credited due to the location of the development.	This is based on staff's best estimate.

The local jurisdiction must also agree to maintain data available for monitoring by C/CAG, that supports the on-going compliance with the agreed to trip reduction measures.

Draft TDM Update

Comments and Responses from Planning Agencies: March – June 2021

Question	Response
<i>Clarity around legal framework and enforcement</i>	
<p>Page 5 of the Approach document states that a local jurisdiction will condition any project approval on the implementation of the measures selected from the TDM checklist by the project applicant. Depending on framing, non-compliance as part of conditions of approval could be a trigger for other entities to take action against an applicant and may unintentionally burden a local jurisdiction and/or an applicant (like affordable housing developer).</p>	<p>This is addressed more thoroughly in the “Monitoring” section below, but from C/CAG’s perspective monitoring is limited to ensuring the project sponsor continues to implement the agreed upon TDM measures over the review period. C/CAG looks to the cities to be a partner in implementing this TDM Land Use Policy Update and acknowledges that cities maintain authority of enforcement of their particular entitlement policies.</p>
<p>Since applicants are likely to use TDM strategies to address transportation impacts under CEQA, mitigation strategies must be enforceable. It would be helpful to have further discussion about what could be leveraged with C/CAG’s approach to monitoring and tracking and how this might be leveraged for enforceability under CEQA.</p>	<p>Cities and / the County should continue to enforce CEQA measures as required by State law. This TDM Land Use Policy Update is part of the C/CAG CMP versus CEQA, and, as mentioned above, monitoring is limited to ensuring that the agreed upon TDM measures continue to be implemented.</p>
<p>Has C/CAG assessed the interactions between the TDM policy and other state legislation to streamline the provision of housing (e.g., SB 35, SB 330)? What should local jurisdictions advise an applicant in these situations?</p>	<p>Yes. Where State-mandated timing of development review is concerned, this TDM Land Use Policy Update effects reporting of a TDM policy that is already required of local jurisdictions and is therefore not considered to be an additive action. For example, the adopted CMP includes a Land Use Impact Analysis Program that requires local jurisdictions to report to C/CAG any development or land use policy change projected to generate 100 or more net peak hour trips on the CMP network and to mitigate those trips. This TDM Land Use Policy Update simply converts the qualifying reporting metric from 100 peak hour trips to 100 average daily trips.</p> <p>The proposed TDM Checklist was developed in response to local agency requests for a streamlined process with better data to demonstrate the effectiveness of the individual measures. The Checklist is a spreadsheet that involves simple math of point-based measures designed to set the developer up for success in achieving the stated goal of 25- 35% single occupant vehicle</p>

	<p>trip reduction, depending on the project size/location. The expectation is that it be folded into the local development review process - completed and delivered by the applicant at the outset of their project development submittal. It is intended that the local jurisdiction would verify this submitted Checklist in tandem with all other local project submittal requirements.</p> <p>Local jurisdictions should make project applicants aware of the C/CAG TDM Land Use Policy Update in pre-application meetings and materials (online, permitting handbooks, guidance sheets, etc.) as necessary.</p> <p>While it is unclear how each jurisdiction, as a member agency of C/CAG, formally acknowledges its commitment to compliance with the adopted Congestion Management Plan, including its current Land Use Impact Analysis Program, C/CAG would encourage including this reference in each agencies' municipal code and application completeness checklist so requirements can be more seamlessly incorporated into standard development review procedures. Since compliance with the trip reduction targets is based on application of clear objective standards it should not result in any project approval delays or conflict with other provisions of State housing law.</p>
<p>Will the new C/CAG TDM Policy apply to SB330 housing development projects and if yes, how will it be integrated in the application processing, monitoring and compliance?</p>	<p>It is not anticipated that the TDM Checklist would conflict with nor complicate the processes set forth under SB 330. In fact, as required by the State Permit Streamlining Act, it is foreseeable that a local agency would include the proposed TDM Checklist on the list of required application materials given to a project applicant. Therefore, the TDM Checklist is expected to be included in the preliminary application submitted at the outset of development review, alongside other required documents such as parcel maps, etc., and would not create additional, undue burden.</p>
<p>Are single family subdivisions included?</p>	<p>All single-family residential developments shall be exempt from C/CAG TDM Policy, including planned subdivisions. It is expected that these will be adequately analyzed and mitigated under the separate CEQA review process.</p>
<p>How are mixed-use developments addressed?</p>	<p>Mixed-Use development projects must account for cumulative ADT from all land uses at the project site. To select the TDM Checklist with the corresponding land use that is most appropriate to evaluate a Mixed-Use development, the project applicant choose the Checklist that reflects the site land use estimated to generate the most daily trips. By this rationale, the selected TDM Checklist will mitigate impacts stemming from the most trip-</p>

	<p>intensive land use documented at the Mixed-Use site. For example, if a Mixed-Use project will cumulatively generate over 500 ADT and a Non-Residential Office land use at the site will generate most of those trips, then the applicant should complete and submit the Large Non-Residential (Office, Industrial, Institutional) TDM Checklist.</p>
<p><i>Equity Implications</i></p>	
<p>Has C/CAG assessed equity impacts as part of the TDM policy and implementation approach to these requirements? E.g., racial equity toolkit approach to the policy and implementation program and how that might impact development or programs in communities of color, low income communities? We want to ensure that our most vulnerable communities would benefit from this policy.</p>	<p>C/CAG has been working with a number of agencies on the US 101 Mobility Action Plan (101 MAP) to develop non-infrastructure strategies to increase throughput in the corridor, and one of those strategies is to develop a county-wide TDM plan. The MAP also identifies equity actions that can accompany each strategy and has identified two equity actions related to the recommended development of county-wide TDM developer requirements: “build requirements that provide transportation solutions 24 hours a day” and “Encourage subsidized transit passes and memberships for new mobility services for affordable housing residents.”</p> <p>In developing this TDM Land Use Policy Update and the associated trip reduction measures that promote a wide variety of alternative travel modes, we have included ADT as the standard metric to address all trips rather than just peak hour trips and have included subsidized transit passes as a required measure throughout. The C/CAG Land Use Policy Update is aimed at a more regional and consistent approach to TDM Program requirements and measures. The C/CAG Land Use Policy Update TDM Checklist measures are accessible to all individuals regardless of income.</p>
<p><i>Monitoring</i></p>	
<p>Page 4 of Implementation Approach states that “local jurisdictions shall assist monitoring and reporting efforts by also engaging in follow-up with developers or responsible project tenants that have not implemented TDM measures...” It also appears that for certain cases, monitoring is in perpetuity, every 2-3 years.</p> <p>Typically, Planning’s engagement with an applicant (typically developer and less often owner) ends once a certificate of occupancy is issued. Any ongoing monitoring that requires interaction with owners or managers would require additional staff resources. Please clarify the expectations</p>	<p>The edit was erroneously not captured in the Implementation Approach version shared with stakeholders. The Implementation Approach document and TDM Land Use Policy Update document have been edited to correctly reflect that non-residential project monitoring has been changed from life of the project to 18 years.</p> <p>Monitoring applies to non-residential projects for 18 years and for large residential projects for 6 years after project completion and occupancy. The monitoring and reporting process is a team effort that will be led by C/CAG, in partnership with Commute.org. Commute.org will assist this task by facilitating standardized surveys on a biennial and triennial basis. Local staff assistance should only be required if the project sponsor is unresponsive in</p>

<p>around coordination needed of local jurisdictions with C/CAG and Commute.org moving forward with project owners and tenants. We do not have staff capacity budgeted for ongoing monitoring or reaching out to owners/tenants, since this is atypical. A regional approach may be helpful in achieving goals for monitoring in addition to enforcement (under CEQA as flagged above).</p>	<p>the required monitoring efforts or is not implementing the measures as required pursuant to the project approvals.</p> <p>One year after occupancy the tenant will self-certify that the TDM Measures chosen during project approval and included in the entitlement by the jurisdiction, are being implemented. The self-certification form will be provided by C/CAG. Every two years (biennially), Commute.org will distribute a standardized commute mode survey to the non-residential tenants of approved and occupied development projects subject to compliance under the C/CAG TDM Example:</p> <p>Year 2025: Project completion & occupation 2026: Self-Certification Form 2027: Self-Certification Form and 1st biennial (two-year) survey 2029: Self-Certification Form and 2nd biennial survey 2031: Self Certification Form 3rd biennial survey. This is the 6-year mark post-occupancy. From this point forward, surveys are to be conducted triennially for non-residential projects (three-year periods). 2034: Self-Certification Form and 4th survey 2037: Self-Certification Form and 5th survey 2040: Self-Certification Form and 6th survey 2043: Self-Certification Form and final survey</p>
<p>Could post-occupancy monitoring could be shortened to 10-20 years instead of life of the project?</p>	<p>See above</p>
<p>Self-certification seems light and may not be trusted, particularly for larger commercial development. What if cities want more stringent requirements, like actual driveway counts? Can they include those requirements in COAs?</p>	<p>Cities are free to require any additional measures in accordance with their own more stringent regulations and conditions of approval and need to accept the associated monitoring responsibility.</p>
<p>How will monitoring and compliance of C/CAQ TDM Policy be carried out? Who is responsible, how, when, for how long? I understand that there is a partnership proposed with Commute.org to assist with this, but our staff will lack the time or resources to do the monitoring and compliance for all of the development projects with projects that will generate at least 100 average daily trips. We will likely require</p>	<p>Monitoring and reporting are a team effort that will be led by C/CAG, in partnership with Commute.org. Commute.org will assist this task by facilitating standardized surveys on a biennial and triennial basis. Local staff assistance should only be required if the project sponsor is unresponsive in the required monitoring efforts or is not implementing the measures as required pursuant to the project approvals.</p>

assistance of consultants for monitoring and compliance of C/CAP TDM Policy.	
<i>Data Collection</i>	
Is there an intention to automate data sharing, entry and analysis to help minimize review and sharing across agencies? Our agency uses Accela and Bluebeam to facilitate interagency review – would C/CAG and Commute.org consider this approach?	Automating the review process to the highest degree possible is viable and could be looked at in the future.
<i>Training Resources for Applicants and Staff</i>	
The revised requirements are likely to implicate a larger number of projects that will need to engage in weekday average daily traffic calculations. C/CAG points to various methodologies that could be employed, but our experience is many smaller applicants do not know how to engage in traffic impact analyses. Does C/CAG intend to provide additional training, resources, or tools to make this initial calculation of ADT easier for inexperienced applicants?	It is estimated that projects that trigger 100 ADT are of a size that would necessitate a TIA and it is likely that the project sponsor would be familiar with the technical analysis to be pursued either in-house or through a contracted professional transportation planner/engineer/firm. Absent that, estimated daily trip generation for the proposed use may be based on the published ITE trip generation rates or other sources determined acceptable by the local jurisdiction. For example, the C/CAG TDM Land Use Policy Update Implementation Guide contains text that refers to the U.S. Environmental Protection Agency <i>Smart Growth Mixed-Use Trip Generation Tool</i> (US EPA MXD) as an additional reference tool for determining trip generation. Appendix C of the C/CAG TDM Policy Update Approach contains references specific to ADT Trip Reduction Methodology.
The revised requirements will necessitate additional review by staff that may not have experience evaluating appropriateness of TDM strategies for a certain project – or advising on such. Could staff refer applicants directly to Commute.org to work with applicants on TDM strategies and to iron out any necessary processes for ongoing monitoring? For example, how would Planner’s assess whether an applicant’s plan for “providing active transportation subsidies” is appropriate?	The intent of the TDM Land Use Update Checklist is not to have cities make a judgment on the efficacy of a TDM measure unless an applicant chooses to substitute something outside of the recommended measures. Utilizing the correlative point system within the TDM Land Use Update Checklist a project applicant simply needs to do the math and in doing so is being set up for success for the targeted single occupant trip reduction percentage. That said, Commute.org is available as a resource for applicants to discuss implementation of TDM plans, including assistance in determining which of the “recommended” measures/programs might be more beneficial for their specific workplace, providing training for property managers/TDM Coordinators, and otherwise helping them promote their TDM programs.
<i>Coordination and consistency with VMT Tool</i>	
Since applicants are likely to use TDM strategies to address transportation impacts under CEQA, it would be helpful if the	C/CAG will coordinate with the working group managing the VMT Estimation Tool for San Mateo County to ensure the C/CAG TDM Land Use Policy Update

<p>TDM strategies are consistent across the C/CAG TDM Spreadsheet tool for TDM Policy Compliance and for VMT calculations.</p> <p>Will the spreadsheet of strategies and associated points/reduction numbers be reviewed and revised at a regular cadence? Will these updates be incorporated into the VMT tool?</p>	<p>Checklist updates are congruent with the intent of VMT goals. The TDM Policy Update and the C/CAG VMT Estimation Tool are distinct, but complementary efforts. The TDM Policy Update is focused on reducing vehicle travel on the CMP Network using the ADT metric and a points-based TDM reduction analysis, whereas, to help with a CEQA analysis, the VMT Estimation Tool is used to conduct baseline VMT screening and VMT reduction analysis for specific land use projects. The VMT Estimation Tool relies on empirical data collected from the VTA/CCAG travel model and CAPCOA VMT reduction research, which is typically updated every 5 to 10 years. Travel models undergo moderate to major updates every 5 to 10 years to remain calibrated to local conditions.</p> <p>The VMT Estimation Tool addresses TDM measures in two ways. First, the VMT Estimation Tool includes built-in TDM measures, such as assumptions of shuttle service. Second, the VMT Estimation Tool includes specific TDM measures, many of which are included in the C/CAG TDM Measure Checklist. The VMT Estimation Tool will identify which specific TDM measures are also offered as part of the C/CAG TDM Land Use Policy.</p> <p>State legislation governing congestion management programs does not require VMT. In fact, California Government Code Section 65089 (b) still requires that Level of Service (LOS) standards apply to the countywide CMP Network.</p>
<p><i>Distance-based threshold approach</i></p>	
<p>Distance for thresholds related to transit proximity is “as the crow flies” which does not consider physical barriers that may prevent human-powered transportation (like freeways). Network analysis (e.g., distance along the roadway network) is preferred.</p>	<p>We have shifted the recommendation from “as the crow flies” to a measurable, traversable route distance. Wherever there is reference to the superseded definition in project documents, we will make the necessary edit to reflect the updated recommendation.</p>
<p><i>Additional supportive resources</i></p>	
<p>Can C/CAG develop an informational presentation (narrated slides are great) that cities can hand out to developers, CEQA consultants, city staff, Planning Commissioners, etc. when the program is finalized? The narrated presentation was extremely helpful to staff not familiar with the program</p>	<p>This could be done in the future.</p>
<p>How will C/CAG get the word out about these new requirements? Has any outreach been done to property</p>	<p>Cities are expected to notify new development project sponsors of the C/CAG TDM Land Use Policy and direct the project sponsors to a web page</p>

<p>managers and developers currently implementing plans? Or should cities plan on outreach strategies? It would be good to give developers a heads up early on, especially if they haven't been involved in creating this program.</p>	<p>containing Policy documents provided by C/CAG. C/CAG will look into developing associated supportive materials to assist local jurisdictions in getting the word out to the local development community.</p>
<p>It could be helpful to hear from other jurisdictions that have more experience administering a transportation demand management program, including advising on some of the nuances of policy implementation and interaction.</p> <p>Could C/CAG share which jurisdictions in SMC have a more robust TDM strategy and approach?</p>	<p>To name a few: San Mateo, Redwood City, Menlo Park, South San Francisco, and Belmont.</p>
<p><i>General Process Questions</i></p>	
<p>Does C/CAG recommend that cities formally adopt this new program (and rescind the existing TSM ordinance)? If so, can C/CAG create template documents to use during the adoption process?</p>	<p>The existing C/CAG TDM Land Use Policy should still be something the cities are following. This effort is an update to C/CAG's Land Use Policy that was in existence since the first CMP. This effort updates project analysis using ADT, provides a numeric checklist to help developers, and calls out specific monitoring procedures.</p> <p>A review of several local TSM Ordinances identified a reference to the original BAAQMD Reg 13, Rule 1, employer trip reduction requirements that were adopted in the early 1990s, which have since been rescinded/replaced. This might be a logical place for local jurisdictions to replace with a reference to compliance with the C/CAG CMP TDM requirements but is not required.</p>
<p>What is C/CAG's formal role in the TDM-related development review process and how do cities require adherence to the program without a local ordinance? Will C/CAG formally "approve" developer-submitted documents? Or will C/CAG staff review and make a recommendation to city staff? Finally, will C/CAG staff work directly with the CEQA consultants that a city hires, or will all communication go through city staff?</p>	<p>C/CAG Will not formally "approve" developer-submitted documents. C/CAG envisions the utilization of the TDM Checklist as a method to demonstrate a qualifying project applicant will successfully mitigate single occupant vehicle trips. As noted above, C/CAG encourages local jurisdictions to codify their commitment to compliance with the adopted Congestion Management Plan, including its Land Use Impact Analysis Program.</p>
<p>How quickly can C/CAG staff review TDM plans? Cities are under legally mandated development review timelines, especially for housing.</p>	<p>The TDM Land Use Policy Update has been simplified to be a matter of a checklist and points, therefore C/CAG will not be a required reviewing agency.</p>

	It is the role of the jurisdiction to review and approve TDM Plans as part of the jurisdiction's routine project application review.
How would the new policy apply to pipeline projects, and projects which were analyzed under a Program EIR that was certified prior to the new state requirements for VMT analysis and this C/CAG policy?	It is currently anticipated that this updated TDM Land Use Policy will take effect on or about January 1, 2022, to provide enough time for C/CAG to produce the final TDM checklist and monitoring materials and ease local jurisdictions into the process. This assumes the C/CAG Board ratifies the Update in the fall of 2021. As presently proposed, pipeline projects analyzed under a program EIR that do not have an application that has been deemed complete by the local jurisdiction prior to the effective date of the Updated TDM Policy would be subject to these requirements.
<i>TDM Checklist</i>	
Clarifying differences in assigned point values – or relative lack thereof – between Transit Proximate and Non-Transit Proximate project types, in the context of active transportation site design	<p>We understand this comment was posed in the context of whether active transportation site design TDM measures have the same effectiveness regardless of distance from high-quality transit service. We concur with the commentor that users are less likely to choose active transportation modes at a Non-Transit Proximate versus Transit Proximate or TOD site.</p> <p>It would conflict with local and regional transportation goals to devalue site design TDM measures simply because there is a relative lack of nearby high-quality transit. Establishing TDM measure efficacy is “art mixed with science” making certain assumptions, efficacy based on available data, and best practices. Non-SOV travel can be encouraged by the implementation of active transportation site design measures, allowing users to at least have the option of improved first- and last-mile non-vehicular supportive amenities. Not encouraging such site design measures risks inequity by relying on fewer travel mode options, rather than facilitating greater choices, at new developments.</p>
Is a project that is exempted from the TDM Policy and Checklist review also exempt from periodic surveys by Commute.org?	A project within a local jurisdiction that is exempt from the C/CAG TDM Policy and Checklist process is also exempt from required follow-up TDM surveys conducted by Commute.org on behalf of C/CAG. However, this survey exemption does not preclude TDM coordination between Commute.org and the subject project and/or the exempt jurisdiction outside of this TDM Policy.

Office, Industrial, Institutional - Large Project (500+ ADT; 50,000+ sft)

Commit to all REQUIRED measures and select sufficient ADDITIONAL Measures to satisfy 35% private automobile trip reduction goal. TOD Projects located within 0.5 miles of station with high-quality transit service shall be subject 25% trip reduction goal.

Required Measures										
ID	Measures	Type	Measure Description	Point Value	Vehicle Trip Reduction Impact	% SOV Trip Reduction Estimate Range	% SOV Mitigated Trip Reduction	Citation	Notes	
Parking Mgmt. for Ridesharing	1	Free/Preferential Parking for Carpools	Programmatic	Provide free or preferential parking, including reserved spaces or spaces near an entrance or other desirable location, to incentivize ridesharing.	1	1.0%	.05-5%	5.0%	3,6	Financial incentives are consistently cited in research as one of the most effective travel behavior modifiers. (Consider observed carpooling aka "slugging" in major metro areas w/ tolled roadways & bridges).
TDM Mgmt. & Admin	2	TDM Coordinator/Contact Person	Programmatic	Provide a TDM coordinator or contact person. This may be an individual who is an employee of - or at - the development project; or may be contracted through a third-party provider, such as Commute.org.	1	0.5%	1-2%	2.0%	6	A person whose responsibility it is to provide, measure, and track transportation programs ensures continued effort to reducing SOV trips
	3	Actively Participate in Commute.org, or Transportation Management Association (TMA) Equivalent	Programmatic	Obtain certification of registration from Commute.org or equivalent TMA incorporation documents.	13	16.5%	7.8-26%	26.0%	1,3,6	Examples: Emeryville TMA, Mission Bay TMA (SF)
	3A	Certified participation in Commute.org, or equivalent program such as TMA		Obtain certification of registration from Commute.org or equivalent TMA incorporation documents.	2	4.0%	5.0%	5.0%	3	
	3B	Commute assistance and ride-matching		Establish a commute assistance program to provide individualized trip planning services.	4	1.0%	1-3%	3.0%	6	
	3C	Shuttle Program/Shuttle Consortium/Fund Transit Service		Establish a shuttle service to regional transit hubs or commercial centers. Shuttle service should be provided free of charge to employees and guests.	5	10.0%	0.3-13%	13.0%	1	FOR TRANSIT PROXIMATE PROJECTS ONLY * ^
	3D	Guaranteed Ride Home		Offer employees a Guaranteed Ride Home (GRH) program (or participate in the Commute.org GRH program).	1	0.5%	<1%	1.0%	1	
	3E	Orientation, Education, Promotional Programs and/or Materials		Offer new employees an orientation or education program or materials.	1	1.0%	0.8-4%	4.0%	1	
Shuttles, Transit & Ridesharing	4	Carpool or Vanpool Program	Programmatic	Establish carpool or vanpool program for tenant-occupants and register program with Commute.org for active users to become eligible for fiscal rewards.	3	2.0%	1-5%	5.0%		
	5	Transit or Ridesharing Passes/Subsidies	Programmatic	Offer public transit passes or subsidies; or carpool/vanpool subsidies to tenants equivalent to 30% of the value of their monthly fare or \$50 monthly, to incentivize transit use and ridesharing and comply with regional environmental sustainability goals. NOTE: Funding contributions towards and/or participation in Commute.org shuttle program does not count for this measure. Passes/subsidies provided must be valid for public transportation options, including but not limited to BART, Caltrain, SamTrans, and ridesharing platforms and vanpool subscription (or costs).	8	10.0%	0-20%	20.0%		
	6	Pre-Tax Transportation Benefits	Programmatic	Offer option for tenants to participate in a pre-tax transit program to encourage the use of sustainable transportation modes and leverage pre-tax income to pay for commute trip costs.	3	1.0%	0-3%	3.0%	0	
Active Transportation	7	Secure Bicycle Storage	Site Design	Comply with CALGreen minimum bicycle parking requirements: Provide safe and convenient long-term (Class I) bicycle parking equating to 5 percent of the tenant-occupant vehicular parking spaces with a minimum of one bicycle parking facility (for 10+ tenant-occupants). Short-term (Class II) bicycle parking should be within 200 feet of the visitors' entrance, readily visible to passers-by, for 5 percent of new visitor motorized vehicle parking spaces being added, with a minimum of 1 two-bike capacity rack. May also be in the public right-of-way.	1	1.0%	0.5%	0.5%	6	Lockers or indoor parking (in addition to racks for short-term parking).
	8	Showers, Lockers, and Changing Rooms for Cyclists	Site Design	These amenities serve as end of trip facilities for employees arriving by bike or other active transportation forms.	2	2.0%	2-5%	3.0%	3	Facilities to store personal hygiene items and change of clothes is an effective measure to encourage active transportation to/from work.
Site Design Initiatives	9	Design Streets to Encourage Bike/Ped Access	Site Design	Design street or roadways that provide multimodal travel choices and give people the option to avoid vehicular traffic congestion, increasing the overall capacity of the transportation network.	1	1.0%	0-2%	2.0%	1,6	Direct pedestrian connection to transit, front setback <20 feet. Given Complete Streets, this is requirement with most jurisdictions.
				Maximum Weighted Points from Required Measures, for TOD Projects	25	25.0%				
				Maximum Weighted Points from Required Measures, for Projects NOT "Transit Proximate"	25	25.0%				
				Maximum Weighted Points from Required Measures, for "Transit Proximate" Projects	30	35.0%				

* "Transit Proximate" : Project located between 0.5 - 3 miles from a transit station or stop with "high quality" transit service.

^ "High quality" transit service : Rail station or a transit stop featuring bus service with maximum 15-minute headways during weekday peak hours of 6-10AM and 3-7PM.

Additional Recommended Measures . Select sufficient, additional measures to reach 35% trip reduction threshold (25% for TODs).										
		Additional Measures	Type	Measure Description	Additional Point Values	Vehicle Trip Reduction Impact	% SOV Trip Reduction Estimate Range	% SOV Mitigated Trip Reduction	Citation	Notes
Employee Programs	10	Flex Time, Compressed Work Week, Telecommute	Programmatic	Flex time allows employees some flexibility in their daily work schedules. Compressed work week allows employees to work fewer but longer days. Telecommuting functions similarly, allowing employees to work from home rather than the office, reducing vehicle travel on the days they work remotely.	5	5.0%	1-27%	16.0%	2,9	With COVID-19 shelter-in-place laws, telecommute surveys have shown and increase in the propensity for employers to allow telecommuting on a regular basis. Increased percentage from original 4%.
Parking Mgmt.	11	Paid Parking at Market Rate	Programmatic	Motorists pay directly for using parking facilities. Parking rates should be at the market rate and not subsidized by property owners or employers.	10	25.0%	0.5-20%	10.0%	1	
	12	Short Term Daily Parking	Programmatic	Offer daily or hourly parking rates that are proportional to the monthly rate or approximately the cost of a transit fare.	2	2.0%	2.0%	1.0%		
	13	Reduced Parking	Site Design	Provide off-street private parking at least 10% below local zoning code required minimums, on a per unit or square foot basis. Where regulations stipulate parking maximums, full credit may be issued if applicant provides parking below the applicable maximum rate. Consideration may be required of potential spillover parking into surrounding areas.	8	10.0%	5-12%	8.0%	1	Would have project sponsor to reduce parking to 10% below local zoning code required minimums; and where less than 10 spaces are in question - remove at least 1 space (see VTPI research citation in Methodology).
TDM Mgmt. & Admin	14	Developer TDM Fee/TDM Fund	Programmatic	Impact fees can be collected from developers, generally on a per-unit or square footage basis, to fund the implementation of TDM programs. These TDM fees can be put in an escrow account for the developer or subsequent property manager to spend to implement programmatic elements of the TDM plan. NOTE: "Double dipping" with the already required "TMA Participation" measure (above) is not allowed. This measure cannot be given credit for TDM fund payment or developer fees already required by fee nexus ordinance by the governing jurisdiction. Credit here may only be given for voluntary TDM fund payment or developer fee negotiated separately with the governing jurisdiction.	5	4.0%	5.0%	5.0%		
Transit, Shuttles, & Ridesharing	15	Car Share On-Site	Programmatic	Provide on-site car share or vehicle fleets.	3	1.0%	<2%	2.0%	2	
	16	Land Dedication or Capital Improvements for Transit	Site Design	Contribute space on, or adjacent to, the project site for transit improvements. NOTE: Scoring for this measure is tiered, based how many improvements are implemented from the list of sub-types below. Each improvement type is worth 2 points. Achieving 4 improvements equals the full 8 points. Land dedication sufficient to accommodate at least 4 improvements will also score the full amount of points.	8	4.0%	0-4%	3.0%	1	
	16A		Bus Pullout Space		2					
	16B		Bus Shelter		2					
	16C		Visual/Electrical Improvements (i.e., Lighting, Signage)		2					
	16D		Other (i.e., Micromobility Parking Zone, TNC Loading Zone)		2					
	17	Shuttle Program/Shuttle Consortium/Fund Transit Service	Programmatic	Establish a shuttle service to regional transit hubs or commercial centers. Shuttle service should be provided free of charge to employees and guests.	5	10.0%	0.3-13%	13.0%	1	
Active Transportation	18	Bike/Scooter Share On-Site	Programmatic	Allocate space for bike or scooter share stations, docks, or parking areas.	2	1.0%	<2%	2.0%	7	
	19	Active Transportation Subsidies	Programmatic	Offer employees or residents who use active transportation subsidies other incentives (gift cards, prizes).	3	2.0%	0.5-3%	3.0%	5	
	20	Gap Closure	Site Design	Establish new, or enhance the quality of, pedestrian and bicycle facilities to facilitate active transportation from a project site to existing trails, bikeways, or adjacent streets. Pedestrian improvements should be within 0.5 miles of project site (approx. 10-15 minute walk); bicycling improvements within 2 miles of site (approx. 15-min ride at 10mph).	5	7.0%	3-21%	15.0%	8	Research identifies maximum 0.5-mile walkshed (radius) from project site and 2-mile biking radius (15 minutes @10mph; leisurely ride).
	21	Bike Repair Station	Site Design	Offer a bicycle repair station or toolkit, within a designated, secure area of the building, such as a bicycle storage room, to encourage bicycling and support employees and residents who cycle.	1	0.5%	0.5%	1.0%		
Site Design Initiatives	22	Pedestrian Oriented Uses & Amenities on Ground Floor	Site Design	Include active, pedestrian-oriented commercial uses on the ground floor to create more walkable and inviting areas. Provide on-site amenities, such as cafés, gym, childcare, retail stores, or banks.	4	3.0%	0.5-2%	3.0%	10	
					<i>Maximum Weighted Points from Additional Measures, for TOD Projects</i>	56	64.5%			
					<i>Maximum Weighted Points from Additional Measures, for Projects NOT "Transit Proximate"</i>	61	74.5%			
					<i>Maximum Weighted Points from Additional Measures, for "Transit Proximate" Projects</i>	56	64.5%			
					<i>Cumulative Total for TOD Projects</i>	81				
					<i>Cumulative Total for Projects NOT "Transit Proximate"</i>	86				
					<i>Cumulative Total for "Transit Proximate" Projects</i>	86				

Compliance Monitoring																												
Current	Proposed																											
<p>Developer to pay for monitoring for first three years. Purpose of monitoring is to assess compliance of the project with the Final TDM plan.</p>	<p>Monitoring required for non-residential projects for 18 years and for large residential projects for six years after project completion and occupancy, consisting of a TDM status form and mode share surveys (non-residential only) to be completed per the schedule listed below:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="2"></th> <th colspan="2" style="background-color: #002060; color: white;">Multi-Family Residential</th> <th colspan="2" style="background-color: #002060; color: white;">Non-Residential</th> </tr> <tr> <th style="background-color: #A9A9A9;">Small Projects</th> <th style="background-color: #A9A9A9;">Large Projects</th> <th style="background-color: #A9A9A9;">Small Projects</th> <th style="background-color: #A9A9A9;">Large Projects</th> </tr> </thead> <tbody> <tr> <td style="background-color: #A9A9A9;">TDM Plan Checklist Survey Reporting (1-6 Years Post-Occupancy)</td> <td>Not Required</td> <td>Biennial survey</td> <td>Biennial survey</td> <td>Biennial survey</td> </tr> <tr> <td style="background-color: #A9A9A9;">TDM Plan Checklist Survey Reporting (6+ Years Post-Occupancy)</td> <td>Not Required</td> <td>Not Required</td> <td>Triennial survey</td> <td>Triennial survey</td> </tr> <tr> <td style="background-color: #A9A9A9;">Mode Share Surveys</td> <td>Not Required</td> <td>Not required</td> <td>Required</td> <td>Required</td> </tr> </tbody> </table> <p>Projects will be found non-compliant only if the following occurs:</p> <ul style="list-style-type: none"> - Failure to implement measures or amenities as indicated in the submitted TDM Plan or TDM Checklist; or - Failure to submit TDM status forms 					Multi-Family Residential		Non-Residential		Small Projects	Large Projects	Small Projects	Large Projects	TDM Plan Checklist Survey Reporting (1-6 Years Post-Occupancy)	Not Required	Biennial survey	Biennial survey	Biennial survey	TDM Plan Checklist Survey Reporting (6+ Years Post-Occupancy)	Not Required	Not Required	Triennial survey	Triennial survey	Mode Share Surveys	Not Required	Not required	Required	Required
	Multi-Family Residential		Non-Residential																									
	Small Projects	Large Projects	Small Projects	Large Projects																								
TDM Plan Checklist Survey Reporting (1-6 Years Post-Occupancy)	Not Required	Biennial survey	Biennial survey	Biennial survey																								
TDM Plan Checklist Survey Reporting (6+ Years Post-Occupancy)	Not Required	Not Required	Triennial survey	Triennial survey																								
Mode Share Surveys	Not Required	Not required	Required	Required																								

C/CAG AGENDA REPORT

Date: June 28, 2021

To: C/CAG Congestion Management and Environmental Quality (CMEQ) Committee

From: Kim Wever, Transportation Program Specialist

Subject: Review and recommend adoption of the Measure M Strategic Plan, including an Implementation Plan that covers fiscal years 2021/22 to 2025/26

(For further information, contact Kim Wever at kwever@smcgov.org)

RECOMMENDATION

That the Congestion Management and Environmental Quality (CMEQ) Committee review and recommend C/CAG Board's adoption of the Measure M Strategic Plan, which includes an Implementation Plan covering Fiscal Years 2021/22 to 2025/26.

FISCAL IMPACT

The cost to develop and prepare the five-year Measure M Strategic Plan is \$93,804.

SOURCE OF FUNDS

This project is funded using the \$10 vehicle registration fee collected as part of the Measure M program, specifically from the Program Administration category.

BACKGROUND

Approved by the voters of San Mateo County in 2010, C/CAG sponsors and manages Measure M, the annual ten dollars (\$10) vehicle registration fee in San Mateo County for transportation-related 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 Measure M Expenditure Plan approved by the voters, 50% of the net proceeds will be allocated to cities/County for local streets and roads, and the remaining 50% will be used for Countywide Transportation and water pollution mitigation Programs. The Measure M legislation states that a program implementation plan is to be adopted every five years, determining how funding would be allocated to the various programs. The current implementation plan, covering Fiscal Years 2016/17 to 2020/21, funds the following programs: transit operations/senior mobility, intelligent transportation system (ITS)/Smart Corridor, safe routes to school (SRTS), and stormwater pollution prevention.

The consultant team, Steer, was selected to develop a current programs status report, identify programs needs and priorities, make recommendations on resource needs and investment priorities, and outline performance measures that can indicate program progress, both on an annual basis and at the end of a five-year period. In July 2020, the team began the process of developing the Measure M Strategic Implementation Plan. The process began with a

comprehensive review of the current Measure M program through a Performance Assessment using data available through the end of fiscal year 2020. The next tasks included forward planning and goal setting with program partners and stakeholders. The team conducted extensive stakeholder outreach: all Local Streets and Roads funding recipients provided survey responses, a representative group of local jurisdictions and all Countywide Transportation Program managers and partners participated in interviews, and the C/CAG’s Technical Advisory Committee (TAC), Congestion Management and Environmental Quality Committee (CMEQ) and Board of Directors received project updates and offered feedback at key milestones throughout the Plan development process. The team also performed a review of best practices nationwide. The information obtained from the performance assessment, goal setting workshop, and the best practices research all helped to guide the Measure M Strategic Plan.

The Plan is broken into two sections. The Strategy section identifies a list of recommended actions for C/CAG to implement and outlines the reasons behind the funding allocations.

With the vision of modernizing the Measure M program, the table below summarizes a list of proposed recommendations based on five guiding principles: flexible planning, innovative programming, efficient delivery, monitoring and evaluation, and insight driven planning.

Summary of Proposed Recommendations

Guiding Principle	Recommendations
Flexible Planning	<ul style="list-style-type: none"> Continued flexible use of funds Expand fund usage guidance for Local Streets and Roads recipients
Innovative Programming	<ul style="list-style-type: none"> Repurpose unused admin funds for innovative Countywide Program pilots Encourage innovation among Countywide Program operators Support knowledge sharing across funding recipients
Efficient Operation	<ul style="list-style-type: none"> Move reporting online Streamline back-end budget systems
Accountable Monitoring and Evaluation	<ul style="list-style-type: none"> Require annual reporting through streamlined template Publish online dashboard for public (non-immediate)
Insight-driven Planning	<ul style="list-style-type: none"> Standardize evaluation framework for each funding recipient Review countywide program allocation based on updated need Develop longer term structure that considers impact in allocation decisions

The second section of the Plan is the Implementation Plan. It acts as a guide for the funding recipients, outlining allocation percentages by program and defining program objectives and performance measures for the next five years. The Plan used a need-based estimation model to recommend allocation percentages for the various Countywide Programs. At the May 20th

meeting, the Committee reviewed and recommended approval of the updated funding allocations as shown below:

Countywide Program	Current Allocation	Recommendation	Est. Annual Change
Senior Mobility	22%	18%	(\$270,000)
Technology/Smart Corridor	10%	11%	\$68,000
Safe Routes to School	6%	6%	-
Stormwater	12%	15%	\$181,000

Recommendation and Next Steps

At the June 28th CMEQ meeting, staff will present highlights of the Measure M Strategic Plan. Staff requests that the Committee reviews and recommends the Plan, including the Implementation Plan that covers Fiscal Years 2021/22 to 2025/26, to the C/CAG Board for adoption.

Once the C/CAG Board adopts the Measure M Strategic Implementation Plan, staff will work with the local jurisdictions to execute formal funding agreements outlining data collection and reporting responsibilities. Additionally, staff will be streamlining the reimbursement request process, including updated reimbursement request forms, and developing a public-facing dashboard to report on Measure M program projects.

ATTACHMENTS

1. Measure M Strategic Implementation Plan (*will be available online at <https://ccag.ca.gov/committees/congestion-management-and-environmental-quality-committee/>*)
2. Steer PowerPoint Presentation (*will be available online at <https://ccag.ca.gov/committees/congestion-management-and-environmental-quality-committee/>*)