



MENDOCINO
COUNCIL OF GOVERNMENTS

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January 27, 2020

To: MCOG Board of Directors
From: Janet Orth, Deputy Director / CFO
Subject: Information Packet of February 3, 2020 Meeting - No Action Required

* * * * *

The following items are attached.


1. CTC Annual Report Summary – Highlights of the California Transportation Commission's 2019 Annual Report to the Legislature. The complete report is available at <http://www.catc.ca.gov/>.
2. Social Services Transportation Advisory Council (SSTAC) – Meeting minutes of December 9, 2019, Unmet Transit Needs workshop.
3. MCOG Technical Advisory Committee (TAC) – Meeting minutes of November 20, 2019.



2019

HIGHLIGHTS OF THE 2019 ANNUAL REPORT TO THE CALIFORNIA LEGISLATURE





The California Transportation Commission (Commission) is responsible for programming and allocating state and federal transportation funds used in the construction of highway, intercity passenger rail, active transportation, transit, and aeronautic improvements throughout California. The Commission is required by law to submit an annual report to the Legislature by December 15 of each year. The report must include a summary of major policies and decisions adopted by the Commission during the previously completed state and federal fiscal year. In addition, the annual report may include a discussion of any significant upcoming transportation issues anticipated to be of concern to the public and the Legislature and recommendations for legislation to improve the transportation system.

The Commission's major activities this year include:

- Continuing to implement Senate Bill (SB) 1 (Beall, Chapter 5, Statutes of 2017) programs by delivering multimodal transportation investments throughout California.
- Holding public workshops to update guidelines for SB 1-funded competitive and non-competitive programs, with a focus on enhancing accountability and measurement of project outcomes.
- Undertaking additional efforts to improve programs under the Commission's purview. For example, the Commission co-hosted an Active Transportation Symposium for the state, regions, and stakeholders to discuss important program issues, such as measuring project benefits.
- Hosting a Transportation Policy Forum to bring together state and local agencies, experts, stakeholders, and the public to discuss ways to increase transit ridership and ensure the resiliency of California's transportation infrastructure in the face of climate change.
- Holding two public meetings with the California Air Resources Board (CARB) to coordinate implementation of transportation policies. In addition, the Commission and CARB held a joint workshop related to potential impacts of the federal vehicle standards rollback.
- Attending two town hall meetings to learn about issues of importance to California's rural communities.
- Holding two project delivery workshops to expand understanding of Caltrans' delivery processes and the delivery of transit projects.
- Holding a Tri-State Transportation Commission meeting with the Oregon and Washington Transportation Commissions to explore rural transportation issues and exchange information on studying a per-mile road charge.
- Approving two toll facilities pursuant to Assembly Bill 194 (Frazier, Chapter 687, Statutes of 2015) – one in San Mateo County and one in Los Angeles County.

2020 LEGISLATIVE RECOMMENDATIONS

Transit Ridership

Transit offers many benefits, including facilitating access to transportation, alleviating congestion, and reducing greenhouse gas emissions. Thus, it is concerning that transit ridership per capita has been falling in California. Moreover, California's transit systems are experiencing challenges to meet a state mandate to convert to a zero-emission bus fleet by 2040. Addressing these issues will be a complex endeavor. Therefore, during Fiscal Year 2019-20, the Commission intends to focus attention towards developing additional recommendations for the Legislature to address these concerns. As a first step in the short term, the Commission recommends the Legislature:

- Authorize additional transit agencies to operate buses on highway shoulders upon approval of the California Highway Patrol and the California Department of Transportation. This would help alleviate congestion, improve travel time reliability, retain and attract more bus riders, and reduce greenhouse gas emissions.
- Create an information exchange for transit operators converting to zero-emission vehicle fleets to identify best practices regarding charging schedules, energy usage, and other maintenance and operations practices. Fund the exchange through the Greenhouse Gas Reduction Fund.

Transportation Funding

SB 1 dedicates revenues deposited into the Road Maintenance and Rehabilitation Account to specified programs. Consistent with the statutory distribution for revenues, the Commission recommends the Legislature:

- Require that interest earnings on funds in the Road Maintenance and Rehabilitation Account be dedicated to the State Highway Operation and Protection Program.

Transportation Infrastructure Resiliency

Climate change is affecting California's transportation infrastructure. During the winter of 2016-17, unusually heavy and frequent storms caused over \$1 billion in damage to the state highway system. Exceptionally large wildfires also have caused significant damage throughout the state in recent years. To improve the resiliency of California's transportation infrastructure to withstand such events, the Commission recommends the Legislature:

- Require that the forecasted transportation infrastructure impacts of climate change are addressed in the California Transportation Plan and the Transportation Asset Management Plan.
- Create a new program to fund climate change adaptation planning for transportation impacts, data collection, modeling, and training. Fund the program through the Greenhouse Gas Reduction Fund.

Road Charge

To further the California Road Charge Technical Advisory Committee's ability to assess alternatives to the existing gas tax, the Commission, in consultation with the Technical Advisory Committee, has identified the following recommended actions for the Legislature to consider:

- Authorize the California State Transportation Agency, in consultation with the Commission and the Technical Advisory Committee, to create a demonstration program to test the collection of revenue for a per-mile road charge program; prepare recommendations for a vehicle telematics standard; and conduct additional research, such as an evaluation of the potential impacts of a road charge on disadvantaged communities.

FY 2018-19 PROGRAM ACCOMPLISHMENTS

Fiscal Year (FY) 2018-19 actions on programs under the purview of the Commission include the following:

- » **Solutions for Congested Corridors Program** – This program funds projects to reduce congestion in highly traveled and highly congested corridors through performance improvements that balance transportation improvements and community impacts, and that provide environmental benefits. In FY 2018-19, the Commission allocated more than \$543 million to seven project segments and approved Baseline Agreements for eight projects. The Commission also held workshops to update program guidelines.
- » **Local Partnership Program** – This program funds projects for transportation agencies that have sought and received voter approval of taxes, or that have imposed fees, that are solely dedicated to transportation improvements. In FY 2018-19, the Commission allocated \$125.6 million in formulaic program funds and \$56.7 million in competitive program funds. The Commission also held workshops to update program guidelines.
- » **Trade Corridor Enhancement Program** – This program contributes funding for infrastructure improvements on federally designated trade corridors of national and regional significance, on the primary freight network, and along other corridors that have a high volume of freight movement. In FY 2018-19, the Commission allocated more than \$225.9 million to 13 project segments. The Commission also held workshops to update program guidelines.
- » **Active Transportation Program** – This program funds projects to encourage increased use of active modes of transportation, such as biking and walking. In FY 2018-19, the Commission adopted the 2019 Active Transportation Program, which includes \$456 million

for 119 projects, and an additional \$4 million for 17 projects recommended for funding by the California Conservation Corps and Certified Local Community Conservation Corps. The Commission also held workshops to develop guidelines for the 2021 program and co-hosted, with Caltrans, an Active Transportation Symposium for the state, regions, and stakeholders to share information and learn from experts to improve the program.

- » **Local Streets and Roads Program** – For this program, the State Controller apportions funds to cities and counties for basic road maintenance, rehabilitation, and critical safety projects. During FY 2018-19, the Commission deemed 539 cities and counties eligible for FY 2019-20 funding apportionments totaling \$1.3 billion.
- » **State Highway Operation and Protection Program** – This program funds capital improvements for safety, operation, preservation, and rehabilitation of the state highway system. In FY 2018-19, the Commission allocated \$2.9 billion to 286 projects and approved updated program guidelines that strengthen accountability over projects with the potential for higher risks.
- » **State Transportation Improvement Program** – This program funds state highway, intercity rail, and regional highway and transit improvements. In FY 2018-19, the Commission allocated \$725 million to projects; approved the 2020 fund estimate; and adopted updated program guidelines.

The California Transportation Commission was established in 1978 as an independent state entity. The functions of the Commission are assigned in state statutes, with primary responsibilities that include:

- Program and allocate state and federal funds for the construction of highway, passenger rail, transit, and active transportation improvements throughout California.
- Advise and assist the Secretary of Transportation and the Legislature in formulating and evaluating state policies and plans for state transportation programs.
- Participate in the development of state and federal legislation and adopt policies to implement enacted laws.

Fran Inman, Chair
Paul Van Konyenburg, Vice Chair
Bob Alvarado
Yvonne B. Burke
Tamika Butler
Lucetta Dunn
Carl Guardino
Christine Kehoe
Hilary Norton
Joseph Tavaglione
Susan Bransen, Executive Director



MINUTES
SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL

December 9, 2019
UC Extension - Farm Advisors' Conference Room
890 North Bush Street, Ukiah

MEMBERS PRESENT

Jacob King, Mendocino Transit Authority
Diana Clarke, Ukiah Senior Center (Alternate)
Richard Baker, Willits Harrah Senior Center

STAFF PRESENT

Nephele Barrett, MCOG Executive Director
Janet Orth, MCOG Deputy Director / CFO
Monica Galliani, MCOG Admin. Assistant
Dawn White, MTA

MEMBERS ABSENT

Carla Meyer, MTA
Sheila Keys, Redwood Coast Regional Center
Arlene Peterson, Action Network
Doris Sloan, Consolidated Tribal Health
Dena Eddings, Area Agency on Aging (Interim)
Jill Rexrode, Redwood Coast Seniors

MEMBER VACANCIES

Potential "handicapped" transit user
Potential transit user at least 60 years of age

1. Call to Order & Introductions. The meeting was called to order at 1:08 p.m. Self-introductions were made around the table.

2. Public Expression. None.

3. Minutes. The meeting minutes of May 21, 2019 were provided for information. No action was taken.

4. Annual Review of SSTAC Membership. The membership roster was reviewed, noting two positions will expire in April 2020 (one of these positions is filled by two members).

Also long-time member Marilyn DeFrange (whose term expires in 2022) is due to retire in April, and Alternate Diana Clarke plans to retire in 2020. Marilyn and Diana of Ukiah Senior Center represent the "Local social service provider for the handicapped that provides transportation." Discussion of who could fill the seat; two nominations were made, both employees of Ukiah Seniors: Heather Haydon, outreach coordinator, and Kathy Sheehy, dispatcher (retired from DMV). Also Dawn White of Mendocino Transit Authority was nominated as an Alternate for "Representative of local Consolidated Transportation Services Agency."

A total of three positions are due for appointment. Typically the SSTAC nominates volunteers to be formally appointed by MCOG's Board of Directors.

Recommendation:

Upon motion by King, seconded by Clarke, and carried unanimously by those present, the SSTAC nominated the following for appointment to the SSTAC:

- "Representative of local Consolidated Transportation Services Agency" (MTA) – *reappoint Carla Meyer and appoint Dawn White as Alternate*
- "Local social service provider for the handicapped that provides transportation" – *appoint Kathy Sheehy and Heather Haydon as Alternate*

5. 2020/21 Unmet Transit Needs Workshop and Recommendation – *Compile a list of Unmet Transit Needs and identify other transportation needs and potential solutions.* Nephele referred to Janet's written staff report outlining the annual process. Today's workshop is the first step of the funding cycle for the coming fiscal year. Discussion of unmet needs included the following.

- Diana noted that a passenger van did not appear on last year's list as it was to be separately funded, but is still a need. The new list was started with a replacement passenger mini-van for expanded service to remote or inaccessible roads in Ukiah Senior Center territory.
- Richard reported a recent maintenance issue with a Willits Seniors vehicle, such that the senior center now needs a new vehicle. They did not apply for federal grant funds as the need was unknown during the application time frame.
- Diana stated that MTA had characterized its Dial-A-Ride service as equivalent to senior center specialized services. She suggested listing a future need on the SSTAC's list of General Transportation Recommendations, since the seniors' contracted service may be in jeopardy.
- Jacob reviewed status of last year's needs that MCOG found "reasonable to meet" as listed in the staff report:
 - 1) #M-7, bus stop on East Gobbi Street, has been reviewed by City of Ukiah's traffic engineering committee and awaits City Council approval, expected by end of January.
 - 2) #M-10, more service on Talmage Road, MTA has addressed by reducing fares for Talmage Road service and expanding the service area, intended to alleviate the problem.
 - 3) #M14, pulse system at Navarro Junction, was addressed by MTA's Route Committee with some initial planning, but a shortage of drivers makes this infeasible for the near term. "Pulse system" is described as multiple short trips of the same runs and timing of three routes to meet at a central point for transfers. It was agreed to add this need to the new list.

The group next reviewed MTA's list of needs comprising public testimony at board meetings:

- Janet noted needs for the new cycle start with January 2019; prior listings were considered last year.
- Richard discussed Brooktrails needs and the difficulty of getting transit vehicles to some areas, where roads or driveways are too steep or lack sufficient undercarriage clearance. Private taxis might be able to reach these areas. It was agreed to add "Service for disabled transit riders on inaccessible roads and driveways" to the list.
- Richard reported that Willits Seniors has spoken with Adventist Health Howard Memorial Hospital about Non-Emergency Medical Transportation and a future possibility of contracting for service with the appropriate types of vehicles. He noted the vehicles were costly at \$50,000 to \$60,000 each.
- It was confirmed that service to The Woods retirement community is still a need.
- It was noted MTA stops at the Food Bank in Willits currently, so is not an unmet need. (This will be addressed in the analysis step.)
- The group agreed to endorse MTA's list of 13 needs for the SSTAC's recommended unmet needs.

Discussion of last year's (FY 2019/20) list included:

- #S-4, Wheelchair accessible door-through-door assisted services...Wednesdays in Ukiah, was considered still a need and added to the new list.
- #M-5, Willits Senior Center request for more Local Transportation Funds, was considered. It was agreed to add this to General Transportation Recommendations for any of the senior centers to maintain current service levels.
- #S-2, Weekend and after-hours rides for seniors and disabled adults, was added to the new list, noting opportunities for transportation to various entertainment venues.
- #M-4, Willits High School service, is a need that cannot be provided by MTA due to regulations. However, MTA staff reported a new agreement with Superintendent Mark Westerburg that MTA will be allowed to use the school's driveway to drop off students on its regular route.

Five needs were recommended for the new list, in addition to MTA's 13 new needs. Janet reviewed procedure for submitting more testimony between now and the February public hearing.

Recommendation:

By consensus, the SSTAC recommended submittal of the attached list of 18 Unmet Transit Needs as testimony for MCOG's public hearing and one General Transportation Recommendation.

6. Miscellaneous / Information / Announcements. Janet stated her requested analysis of Transportation Development Act (TDA) reporting guidelines, for the senior centers under contract with MTA, was nearly complete and would be distributed imminently for review and comment. Discussion followed. A second meeting to continue the September 17 senior centers workshop likely will be scheduled in the coming months.

7. Adjournment. The meeting was adjourned at 2:31 p.m.

Submitted by Janet Orth, Deputy Director / CFO

Attached:
FY 2020/21 SSTAC recommendations



MENDOCINO COUNCIL OF GOVERNMENTS

FY 2020/21 Unmet Transit Needs
Recommended by
MCOG's Social Services Transportation Advisory Council

Identified at Annual SSTAC Workshop
(not in any order of priority)

December 9, 2019

Needs Identified by SSTAC:

1. Passenger van for expanded service to remote or inaccessible areas in Ukiah Senior Center's service territory
2. Reconsider a pulse system at the Navarro Junction for buses to Fort Bragg, Ukiah, Gualala and Point Arena
3. Service for disabled transit riders on inaccessible roads and driveways
4. Wheelchair accessible door-through-door assisted services for seniors and disabled adults on Wednesdays in the Ukiah area
5. Weekend and after-hours rides for seniors and disabled adults.

Needs Identified by Mendocino Transit Authority (MTA):

1. Increased round trips between Ukiah and Hopland – evening, morning and weekend
2. Increased weekend round trips between Santa Rosa and Fort Bragg
3. Increased service along Highway 1 to and from Fort Bragg
4. Increased service between Willits and Fort Bragg, and Fort Bragg and Mendocino
5. Service to The Woods retirement community in Little River, either fixed route or as needed
6. Summer service to Todd Grove Park in Ukiah
7. Additional northbound stops in Willits
8. Brooktrails service
9. Connection with Humboldt Transit
10. Service to Covelo, Leggett, and Laytonville
11. Round trip to City of Ten Thousand Buddhas Temple in Ukiah/Talmage
12. Saturday service on Willits Local Route 1
13. Additional stop in Willits at Food Bank

TOTAL of 18 Recommended Unmet Transit Needs



MENDOCINO COUNCIL OF GOVERNMENTS

FY 2020/2021

General Transportation Recommendations of MCOG's Social Services Transportation Advisory Council

December 9, 2019

1. Consideration of additional allocations of Local Transportation Funds to maintain service levels of Senior Centers' existing transportation programs.

MINUTES

MENDOCINO COUNCIL OF GOVERNMENTS TECHNICAL ADVISORY COMMITTEE

November 20, 2019
MCOG Conference Room

Members Present

Rick Seanor, City of Ukiah
Richard Shoemaker, City of Point Arena
Alicia Meier, County DOT
Dusty Duley, City of Willits
Rex Jackman, Caltrans (*for Tasha Ahlstrand*)

Members Absent

Mitch Stogner, NCRA (*Non-Voting*)
Jesse Davis, County DPBS
Barbara Moed, AQMD
Jacob King, MTA
Tom Varga, City of Fort Bragg

Staff & Others Present

Nephele Barrett, MCOG Administration
Lisa Davey-Bates, MCOG Planning
Loretta Ellard, MCOG Planning
James Sookne, MCOG Planning
Danielle Casey, MCOG Administration
Andrew Stricklin, City of Ukiah
Valency Fitzgerald, Caltrans
Richard Mullin, Caltrans
Talitha Hodgson, Caltrans

1. **Call to Order/Introductions** – Nephele called the meeting to order at approx. 10:05 a.m. Self-introductions were made.
2. **Public Expression** – None.
3. **Input from Native American Tribal Governments' Representatives** – This is a standing agenda item to allow input from tribal representatives. There were no tribal representatives present.
4. **Approval of 10/16/19 Minutes** – Motion by Alicia Meier, seconded by Rick Seanor, and carried unanimously, to approve the minutes of 10/16/19.
5. **Presentation by Caltrans – State Highway Operation and Protection Program (SHOPP) Project and Program Development Collaboration**- Talitha Hodgson and Valency Fitzgerald, Caltrans District One staff, gave a PowerPoint presentation and overview on development of the 2020 State Highway Operation and Protection Program (SHOPP) and several SB 1 funding programs. They distributed handouts on 2020 SHOPP candidate projects and 2022 PID (Project Initiation Documents) nominations, and advised that Caltrans would like to coordinate state priorities with local priorities.

They, along with Richard Mullin and Rex Jackman, Caltrans District One staff, reviewed the SHOPP management process and 2020 SHOPP candidate project list, and 2022 PID nominations and project nomination process, and advised that there are multiple opportunities for agency input. The SHOPP is a ten-year plan, and project nominations and needs assessment occurs in

March of odd-numbered years, with programming in the following October. SHOPP quarterly reports are posted on Caltrans' website.

Caltrans representatives discussed needs assessment and statewide performance goals, and SB 1 programs including Solutions for Congested Corridors, Trade Enhancement and Goods Movement, explaining that most of the funding is focused on urban areas, but there are some opportunities for rural areas. They addressed the upcoming ATP Cycle 5, stating that Caltrans is an eligible ATP applicant but has not been successful in the past, so they would prefer to partner with others as applicants. They have identified potential ATP candidate projects (including Haul Road resurfacing, north of Fort Bragg).

They recommended that agencies keep bike and pedestrian plans updated, communicate multimodal needs to Caltrans, and keep Caltrans informed of future projects adjacent to the State system. The schedule for SB 1 project nominations is March of odd years, with PID development starting in July of odd years, and programming in the following October. There will be a four week request to RTPAs for input, and although a formal policy for input currently does not exist, one is being developed. It was noted that a PID for the North State Street ramps project was completed in the last cycle, and Caltrans is now looking for funding.

Nephele thanked the Caltrans representatives for the informational presentation.

6. Local Roadway Safety Plan (LRSP) Requirements for Highway Safety

Improvement Program (HSIP) – James advised that Highway Safety Improvement Program (HSIP) funding is available to assist local agencies with developing Local Roadway Safety Plans (LRSP). Beginning with HSIP Cycle 11 (around April 2022) an LRSP will be required for an agency to be eligible to apply for HSIP funds. Nephele advised that there is new legislation (SB 137) that allows federal HSIP funds to be exchanged for state funds.

James explained that up to \$72,000 per applicant is available (on a first come, first served basis) to assist agencies in preparing their LRSPs. If MCOG requests the funding, it will be limited to \$72,000, but if local agencies apply for funding, they may be awarded up to \$72,000 each. A discussion ensued regarding the possibility of having each agency apply for the funds, and then having MCOG administer one contract to do separate plans for all entities, and how this would work. Issues discussed included whether the funds would be received up front or on a reimbursement basis. Agencies would have 36 months to complete the project once money is allocated, so there would need to be coordination of the allocation date.

During discussion, agencies were encouraged to apply separately for the funds. James offered to send out the link to the application, and said he would look into cost information.

7. 2020 Regional Transportation Improvement Program (RTIP)/State Transportation Improvement Program (STIP) (Review & Recommendation) – James and Nephele reported on this item, noting that the TAC's RTIP funding recommendation (from the October TAC meeting) was presented to MCOG at their November board meeting.

MCOG Board members had no comments on the RTIP funding recommendation; however, there were some questions from the Ukiah representative on the Bush/Low Gap roundabout. Rick Seanor advised that the related traffic study should go to the Ukiah City Council in a couple of months. Nephele advised that once the results of the traffic study are available, if there is a change in direction regarding the roundabout, a decision would need to be made by the City Council as soon as possible.

James distributed and reviewed the proposed programming schedule changes. He and Nephele reviewed the various components of the RTIP, which had been prepared using the required template. The final RTIP document will also include the maps, schedule table, and PPRs (Project Programming Report), and will be adopted by resolution. The 2020 RTIP is due December 15, and will be considered by MCOG at the December 2 meeting.

Motion by Richard Shoemaker, seconded by Rick Seanor, and carried unanimously, the TAC recommends that MCOG adopt the 2020 Regional Transportation Improvement Program (RTIP) with the revised schedule changes, and with the addition of appendices.

8. Staff Reports

8a. SB 137 (Dodd) – Federal Transportation Funds: State Exchange Programs – Nephele noted this legislation which allows federal funds to be exchanged for State funds.

8b. Housing – Planning Grants – Nephele said she's received no updates, but thought the guidelines would have been received from Housing and Community Development (HCD) by now. HCD should be reaching out directly to planning departments, but she will let members know if she receives any information. She believes the deadline is in January for local agencies to apply for these grants.

8c. SB 743/Vehicle Miles Traveled – Regional Baseline Study – Loretta reported that the consultant is working on this project, and staff recently participated in the monthly status call. She advised that there will be a Technical Advisory Group (TAG) meeting scheduled in conjunction with the December 18 TAC meeting. (*The TAG will meet even if there is no December TAC meeting.*)

8d. Fire Vulnerability Assessment & Fire Evacuation Preparedness Plan – Nephele gave a brief update on this grant project. She advised that the consultants (Category Five Professional Consultants, Inc.) and MCOG staff attended the monthly fire chiefs' meeting in Laytonville, and introduced the project. The first TAG meeting, composed largely of emergency service agency representatives, was recently held. A member of the consultant team will attend the December MCOG meeting to provide an update to the MCOG Board. A public outreach survey has been developed and will be distributed through various means (possibly social media, with water/sewer bills, copies available at city halls, etc.).

9. Miscellaneous

FY 2020/21 OWP Applications – Staff noted the upcoming December 2 application deadline (*since December 1 falls on Sunday*) for FY 2020/21 OWP applications.

SB 1 Local Partnership Program (LPP) – Nephele advised that she and Lisa have been participating in LPP guidelines workshops. She distributed and reviewed a handout listing four funding distribution options that the CTC is considering. The options were presented at a teleconference yesterday, and Options 1, 2 and 3 propose increasing the minimum formulaic funding to \$200,000. Option 4 (which retains the \$100,000 formula minimum) mirrors the legislation that was vetoed. CTC staff is working on the guidelines which are expected to be finalized in the next few months, before the “call for projects” in the spring.

Lisa advised that staff will continue to push for language that gives a set-aside or allows for rehab projects to be eligible in the competitive program, and Nephele added that MCOG submitted a comment letter to CTC addressing that issue. She also noted that CTC staff is considering adding performance measures for condition improvements. The good news is that, based on the options under consideration, there will be an increase to the minimum funding.

Rick Seanor – Retirement – Rick Seanor announced his upcoming retirement at the end of December. Members and staff noted his long tenure on the TAC and said they will miss him.

9a. Next Meeting – 12/18/19 (if needed).

10. Adjournment – 12:20 p.m.

Respectfully Submitted,

Loretta Ellard
Deputy Planner

/le