

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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AGENDA

Congestion Management & Environmental Quality (CMEQ) Committee

Date: Monday, June 29, 2009 3:00 p.m. to 5:00 p.m.
Place: San Mateo City Hall
330 West 20th Avenue, San Mateo, California
Conference Room C (across from Council Chambers)

PLEASE CALL SANDY WONG (599-1409) IF YOU ARE UNABLE TO ATTEND.

- | | | | | |
|----|--|-------------------------------------|----------------------|-----------------------|
| 1. | Public comment on items not on the agenda | Presentations are limited to 3 mins | | 3:00 p.m.
10 mins. |
| 2. | Minutes of May 18, 2009 meeting. | Action
(Richardson) | Pages 1 - 4 | 3:10 p.m.
5 mins. |
| 3. | Staff update on the Resource Management & Climate Protection (RMCP) committee, formerly USTF | Information
(Springer) | Oral
Presentation | 3:15 p.m.
5 mins |
| 4. | Review and recommend approval of the Draft 2009 Congestion Management Plan (CMP) and Monitoring Report | Action
(Hoang) | Pages 5 - 8 | 3:20 p.m.
15 mins |
| 5. | Presentation on the Countywide shuttle programs by Alliance and SamTrans staff | Information
(Stevens/Cook) | Pages 9 - 10 | 3:35 p.m.
40 mins. |
| 6. | Informational update on the Burlingame Trolley service | Potential Action
(Madalena) | Pages 11 - 23 | 4:15 p.m.
10 mins |
| 7. | Executive Director Report | Potential Action
(Napier) | Oral
Presentation | 4:25 p.m.
5 mins |
| 8. | Member comments and announcements. | Information
(Richardson) | | 4:30 p.m.
10 mins. |
| 9. | Adjournment and establishment of next meeting date (No scheduled meeting in July). | Action
(Richardson) | | 4:40 p.m. |

NOTE: All items appearing on the agenda are subject to action by the Committee. Actions recommended by staff are subject to change by the Committee.

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

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Other enclosures/Correspondence - None

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

**MINUTES
MEETING OF May 18, 2009**

The meeting was called to order by Vice Chair Pierce in Conference Room B at the San Carlos Library at 3:07 PM. The meeting was later presided by Chair Richardson.

Attendance sheet is attached.

1. Public comment on items not on the agenda.

None

2. Minutes of April 27, 2009 meeting.

Motion: To approve the Minutes of the April 27, 2009 meeting. Bigelow/Garbarino. Motion approved.

3. Update on San Mateo County projects funded by American Recovery and Reinvestment Act (ARRA) funding.

Sandy Wong provided a brief summary update on the streets and highways programs funded by American Recovery and Reinvestment Act (ARRA) funds. All Tier 1 Local Streets and Roads projects met the first deadline set forth by MTC.

City of Belmont has an almost ready-to-go Bike/Pedestrian Bridge project crossing US 101 near Ralston Ave. The total project cost is about \$8 million. C/CAG staff have been working with both the Metropolitan Transportation Commission (MTC) and the California Transportation Commission (CTC) requesting for discretionary ARRA Transportation Enhancement (TE) funds to fill the \$4.7 million shortfall for this project. With MTC Commissioner Lempert's support, MTC is moving ahead to recommend \$2.1 million ARRA TE regional discretionary fund for this project. Another \$2.49 million is being recommended by Caltrans, awaiting approval by the CTC. At the mean time, C/CAG staff have been helping Belmont in getting the project ready including obtaining approvals from Caltrans. The committee thanked Member Lempert's support on the project.

4. Review and recommend approval of the funding recommendations for the provision of Congestion Relief Program shuttle services for a total cost not to exceed \$786,398 from July 1, 2009 through June 30, 2010.

Tom Madalena presented the shuttle funding recommendation for FY 09/10 for a total cost not to exceed \$786,398. C/CAG budget for shuttles for FY 09/10 is \$500,000 and there is an additional \$300,000 in matching funds from the Transportation Authority for shuttles that take riders to a Caltrain Station. Funding for the shuttle program is derived from the Congestion Relief Plan.

For the FY 09/10 there are 7 shuttle operations that span 8 jurisdictions. Staff convened a Review Committee to review the shuttle application. The Review Committee has recommended approval of the shuttles as presented in the staff report. The Burlingame Trolley was not recommended for funding because it is questionable as to whether it meets the Shuttle Program objectives and guidelines.

Staff is currently working on revised program policy for the shuttle program. A Shuttle Task Force has been formed and is evaluating the existing benchmark standards were developed in February of 2005. They will likely be modified to better reflect current market conditions. Additionally, staff believes that the program will have to become a competitive program in the future.

Committee members had the following comments and questions:

- If the C/CAG Local Shuttle program does not fund the Burlingame Trolley, will there be other funding sources to keep this shuttle in operation? Christine Maley-Grubl, Executive Director of the Alliance, informed the committee that hotels will continue to fund this shuttle, however, services will be reduced.
- How can mid-coast unincorporated county area start a new shuttle?
- Suggested to invite representatives from Pacifica, Half Moon Bay, and Mid-Coast to participate in the Shuttle Task Force.
- Suggested to tap into Diane Howard's expertise in this area.
- Look for ways to stretch the money, i.e., put more emphasis on low cost per rider.
- Look for ways to share best management practices.
- There will be a lot more money coming down the pipeline from the new Measure A Sales Tax program going towards shuttles in the county.
- Would like to see a bigger picture regarding shuttles in San Mateo County, including those not funded by C/CAG. However, a caveat is that we don't tell other Boards how to spend their money.

Motion: Recommend approval of funding for the shuttle services as presented, and direct staff to report back on further information regarding the Burlingame Trolley service. Further, seek a big-picture view on shuttles at a countywide level. Bigelow/Lloyd, Motion Approved, unanimously.

5. Presentation on San Mateo County Green Business program (Information)

Kim Springer from San Mateo County Public Works Department introduced this item and Danielle Lee of his staff made a presentation on the San Mateo County Green Business program. The San Mateo County Green Business program, initiated as part of the Bay Area Green Business Program through a collaborative effort, coordinated by ABAG and implemented by individual counties. It has certified over 1,8000 businesses and public agencies. The San Mateo County Green Business Program focuses on "energy efficiency", "water conservation", "solid waste diversion", "pollution prevention". Currently, there are nine cities in San Mateo County participating in the program.

CMEQ members suggested working with Chambers of Commerce and Sustainable San Mateo County to further the goal of the Green Business program.

6. Information sharing from the May 4, 2009 BAAQMD Climate Summit (Information)

Chair Richardson and a few CMEQ members attended the May 4, 2009 Air District sponsored Climate Summit. They reported that it was an energizing event, and came back with lots of useful information. Some of the information was handed out at this CMEQ meeting. Richardson quoted a speaker at the Summit saying "Don't be afraid to give up the good for the great". She also suggested to invite the Air District to make similar presentation at a future CMEQ meeting.

7. Review and comment on the FY 2009/10 C/CAG Draft Budget.

Richard Napier, C/CAG Executive Director, presented a brief highlight of the C/CAG Budget. He mentioned some of the revenue and expenditure assumptions. He also mentioned the issue with the General Fund in which the expenditure exceeds the revenue due to the increased staff effort in the Airport/Land Use program. Sandy Wong provided a powerpoint presentation, outlining the various programs funded by the seven enterprise funds. The proposed C/CAG member fees for next fiscal year will stay at the same level as last year.

Motion: Recommend approval of the FY 2009/10 C/CAG Draft Budget. Robinson/Lloyd, Motion Approved.

8. Executive Director Report

None

9. Member comments and announcements.

The meeting room was too cold.

10. Adjournment and establishment of next meeting date.

Meeting was adjourned at 4:45 pm.

CMEQ 2009 Attendance Record				
Name	Jan 26	Feb 23	April 27	May 18
Arthur Lloyd	Yes	Yes	Yes	Yes
Barbara Pierce	Yes	Yes	Yes	Yes
Daniel Quigg	Yes			
Gina Papan	Yes	Yes	Yes	Yes
Heyward Robinson	NA	Yes	Yes	Yes
Irene O'Connell	Yes	Yes	Yes	
Jim Bigelow	Yes	Yes	Yes	Yes
Karyl Matsumoto	Yes	Yes	NA	NA
Lennie Roberts	Yes	Yes	Yes	
Linda Koelling	Yes	Yes	Yes	Yes
Naomi Patridge		Yes	Yes	Yes
Onnolee Trapp	Yes	Yes	Yes	Yes
Richard Garbarino	NA	Yes		Yes
Sepi Richardson	Yes		Yes	Yes
Steve Dworetzky	Yes	Yes	Yes	Yes
Sue Lempert		Yes	Yes	Yes
Zoe Kersteen- Tucker	Yes	Yes	Yes	Yes
Other attendees at May 18, 2009 meeting:				
Richard Napier, Sandy Wong, Tom Madalena	C/CAG Staff			
Richard Cook	SamTrans			
Christine Maley-Grubl	Alliance			
Joe La Mariana, Kim Springer, Danniell Lee	San Mateo County RecycleWorks			
Kari Binley	Sustainable San Mateo County			

C/CAG AGENDA REPORT

Date: June 29, 2009
To: Congestion Management and Environmental Quality (CMEQ) Committee
From: John Hoang
Subject: Review and recommend approval of the Draft 2009 Congestion Management Program (CMP) and Monitoring Report

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

RECOMMENDATION

That the CMEQ review and recommend approval of the Draft 2009 Congestion Management Program (CMP) and Monitoring Report for San Mateo County

FISCAL IMPACT

It is not anticipated that the changes in the 2009 document will result in any increase in the current fiscal commitment that C/CAG has made to the Program.

BACKGROUND/DISCUSSION

Every two years, C/CAG as the Congestion Management Agency for San Mateo County, is required to prepare and adopt a Congestion Management Program (CMP). The Draft 2009 CMP (attached to this report) includes updated information and changes from the adopted 2007 CMP. The majority of the document is unchanged from the 2007 CMP. Updated and new text are shown as underlined in the document (deleted or superseded text are not shown). Some key updated are highlighted as follows:

- Updated Chapter 5 – Trip Reduction and Travel Demand Element
 - Reflects current Transportation Demand Element (TDM) and Transportation System Management (TSM) measures.
- Updated Chapter 7 – Deficiency Plan Guidelines
 - Reflects updated 2009 monitoring results and San Mateo County Congestion Relief Plan (CRP).
- Chapter 8 – 7-Year Capital Improvement Program
 - The updated 2008 State Transportation Improvement Program (STIP) project list (not currently included) will be provided separately.

- Updated Chapter 11 – Vehicle License Fee Program
 - Reflects current program totals.
- Addition of Chapter 12 – Traffic Impact Analysis Policy
 - The policy provides uniformed procedures to analyze traffic impacts on the CMP network resulting from roadway changes or land use decisions.
- Appendices that were updated includes the following:
 - Appendix F - 2009 CMP Monitoring,
 - Appendix G - Status of Capital Improvement Projects,
 - Appendix I - Land Use Guidelines and Compliance Monitoring (Program Compliance List
 - Appendix J – Regional Transportation Plan (RTP) Projects
 - Appendix L – Traffic Impact Analysis (TIA) Policy

C/CAG is also required to measure the roadway segments and intersections on the Congestion Management Program roadway network to determine the change in LOS from one period to the next. As part of the 2009 CMP update, C/CAG has retained Fehr & Peers Transportation Consultants to monitor the roadway segments and intersections on the Congestion Management Program roadway network. As a result of this monitoring, C/CAG is required to determine what location(s), if any, has(have) exceeded the LOS standard that was established by C/CAG in 1991. Deficient locations are determined after deducting the traffic attributable to:

- Interregional travel.
- Construction, rehabilitation, or maintenance of facilities that impact the system.
- Freeway ramp metering.
- Traffic signal coordination by the state or multi-jurisdictional agencies.
- Traffic generated by the provision of low-income and very low income housing.
- Traffic generated by high-density residential development or mixed-use development (half of the mixed use development must be used for high density residential) within one-fourth mile of a fixed rail passenger station.

If, after applying the above exclusions, a deficient location is identified, the C/CAG Travel Demand Forecasting Model is used to determine the origins of the traffic at the deficient locations to determine which jurisdictions must participate in the development of a deficiency plan. A jurisdiction must participate if the traffic it is contributing is greater than ten percent (10%) of the capacity of the deficient location. C/CAG's San Mateo County Congestion Relief Plan (CRP), adopted in 2002, fulfills the requirement of a Countywide Deficiency Plan for all roadway segment and intersection deficiencies identified through the monitoring done for the 1999 through 2007 Congestion Management Programs. The CRP was reauthorized in 2007 for an additional four years, therefore no jurisdiction will be required to develop a deficiency plan as a result of this monitoring report.

Based on the monitoring report and after the exclusions for interregional traffic has been applied, two (2) of the 53 roadway segments exceeded the LOS standard. The two roadway segments in violation of the LOS Standard in 2009 are:

- SR 1 - San Francisco County Line to Linda Mar Boulevard
- SR 84 - US 101 to Willow Road

The SR 1 segment indicated above was also in violation in 2007. The following roadway segment that violated the LOS Standard in 2007 was found not to be in violation in 2009:

- SR 84, Willow Road to University Avenue

A summary of the number of deficient roadway segments since the 1999 CMP is as follows:

Year	No. of Deficiencies	Year	No. of Deficiencies
1999	8	2005	5
2001	9	2007	2
2003	4	2009	2

For the sixteen intersections monitored, the 2009 traffic volumes, lane configurations, and signal phasing were used as inputs to the intersection level of service calculations. The 2009 monitoring continued to utilize both the Circular 212 methodology (volume to capacity ratio) and 2000 Highway Capacity Manual method (average control delay) in parallel to calculate a second set of LOS results, however, the results obtained from the 2000 HCM methodology were used to compare changes in LOS. No reductions for inter-regional travel were applied to the intersection volumes. Similar to 2007 results, there were no LOS standard violations for intersections in 2009.

A summary of the number of LOS F (F designated the worse possible congestion) for roadway segments and intersections since the 1999 CMP are as follows:

Year	LOS F	
	Roadways	Intersections*
1999	18	3
2001	16	1
2003	13	0
2005	12	0
2007	14	2
2009	10	3

* Majority of intersections monitored were along Route 82 (El Camino Real)

Travel times were also measured for the U.S. 101 corridor between the San Francisco and Santa Clara County Lines. The U.S. 101 corridor was selected because, in addition to mixed-flow lanes, it includes High Occupancy Vehicle (HOV) lanes, bus routes, and passenger rail. Results are summarized in Table 3 below.

**TABLE 3
AVERAGE TRAVEL TIME IN U.S. 101 CORRIDOR (IN MINUTES)¹**

Mode	AM ²										PM ³									
	Northbound					Southbound					Northbound					Southbound				
	2009	2007	2005	2003	2001	2009	2007	2005	2003	2001	2009	2007	2005	2003	2001	2009	2007	2005	2003	2001
Auto ⁴	30	26	31	29	27	28	35	38	37	49	33	33	33	39	31	29	30	35	30	26
Carpool	30	26	30	28	25	26	31	31	29	38	32	31	32	34	31	27	29	32	25	25
Caltrain ⁵	35	35	42	43	44	31	34	42	49	48	34	38	42	49	49	35	34	42	46	45
SamTrans Route KX	79	75	72	68	66	85	78	72	74	76	83	80	79	75	75	89	81	75	72	71

Notes:

¹ Between San Francisco and Santa Clara County Lines.

² Morning commute period.

³ Evening commute period.

⁴ Single Occupancy Auto.

⁵ Includes both local and express service.

Travel time surveys were also conducted for the HOV lanes on U.S. 101, which currently extend from the Santa Clara County Line to Whipple Avenue. The total travel time for carpools was estimated by adding the travel time in the HOV lanes between the Santa Clara County Line and Whipple Avenue to the travel time in the mixed-flow lanes between Whipple Avenue and the San Francisco County Line.

Travel times for bus and passenger rail modes were estimated based on SamTrans and Caltrain published schedules. SamTrans bus route KX operates in the U.S. 101 corridor. This route provides service through San Mateo County from San Francisco to Palo Alto. Travel times were based on the average travel time between County lines during the commute hours. Travel time via Caltrain was calculated in a similar manner.

The complete Monitoring Report is included in Appendix F of the Draft 2009 Congestion Management Program.

ATTACHMENT

2009 San Mateo County Congestion Management Program (draft)

(Provided to CMEQ members only. Public members may contact John Hoang at 650-363-4105 if interested in receiving the document.)

C/CAG AGENDA REPORT

Date: June 29, 2009
To: Congestion Management and Environmental Quality Committee
From: Tom Madalena
Subject: Presentation on the Countywide shuttle programs by Alliance and SamTrans staff
(For further information or questions contact Tom Madalena at 599-1460)

RECOMMENDATION

That the Congestion Management and Environmental Quality (CMEQ) Committee receive the presentation on the Countywide shuttle programs by Alliance and SamTrans staff.

FISCAL IMPACT

Not applicable

SOURCE OF FUNDS

C/CAG provides funding to support shuttle programs through the Congestion Relief Plan adopted by C/CAG which includes \$500,000 for the Fiscal Year 09/10 budget. The San Mateo County Transportation Authority (TA) provides matching funds of up to \$300,000 for shuttles that take riders to a Caltrain Station. C/CAG has also allocated \$570,000 in Transportation Fund for Clean Air (TFCA) Program funds towards the SamTrans BART Shuttle Bus Program for FY 09/10.

BACKGROUND/DISCUSSION

At the May 28, 2009 CMEQ meeting staff presented the FY 09/10 Local Transportation Services Program. The CMEQ Committee had asked staff to bring back more information about the overall picture of shuttles in San Mateo County. Staff has asked both SamTrans and the Peninsula Traffic Congestion Relief Alliance to give a presentation on their respective shuttle programs and activities.

C/CAG provides \$500,000 per year to help the cities fund their shuttle programs. C/CAG has an agreement with the San Mateo County Transportation Authority (SMCTA) that provides C/CAG up to \$300,000 per year on a reimbursement basis for shuttles that take riders to a Caltrain station. In actuality, over the last few fiscal years C/CAG has only been able to be reimbursed approximately \$141,000-\$195,000 per year from the SMCTA. The SMCTA Budget for shuttles for FY 09/10 is \$1,431,768, which includes the matching amount of \$300,000 for C/CAG.

In San Mateo County shuttles are operated and managed by numerous entities. There are cities that operate their own shuttle programs. There are cities that utilize the Peninsula Traffic

Congestion Relief Alliance (Alliance) to manage and operate the shuttles. There are cities that also utilize the Alliance as the fiscal agent for the city shuttle program. Other cities utilize SamTrans/Joint Powers Board staff to manage and operate the shuttle programs. One city (Millbrae) has their own vehicle that they operate with hired drivers. Many of the shuttle services are provided through contracts with private vendors such as the Parking Company of America (PCA). Overall, shuttles in San Mateo County are unique to the individual city they serve and are managed, funded, and operated by a multitude of people and organizations.

The San Mateo County Transportation Authority (SMCTA) has approved \$200,000 in the FY 09/10 SMCTA budget for the development of a San Mateo County Shuttle Inventory and Needs Assessment. This needs assessment has an anticipated completion date of November 2009 and C/CAG staff will be sure to bring this needs assessment forward to the CMEQ once it is completed. The SMCTA has a tentatively set February 2010 as the date for SMCTA Shuttle Call for Projects to be issued. The SMCTA is still working to determine the estimated amount of money that will be available for the program.

C/CAG AGENDA REPORT

Date: June 29, 2009
To: Congestion Management and Environmental Quality Committee
From: Tom Madalena
Subject: Informational update on the Burlingame Trolley service

(For further information or questions contact Tom Madalena at 599-1460)

RECOMMENDATION

That the Congestion Management and Environmental Quality (CMEQ) Committee receive the informational update on the Burlingame Trolley service

FISCAL IMPACT

The Local Transportation Services Program was oversubscribed by approximately \$130,000 for FY 09/10.

SOURCE OF FUNDS

Funding to support the shuttle programs will be derived from the Congestion Relief Plan adopted by C/CAG and included in the Fiscal Year 09/10 budget. The San Mateo County Transportation Authority (TA) is providing matching funds of up to \$300,000 for shuttles that take riders to a Caltrain Station.

BACKGROUND/DISCUSSION

At the May 28, 2009 CMEQ meeting staff presented the FY 09/10 Local Transportation Services Program. For FY 09/10 staff received shuttle applications for 8 jurisdictions that totaled \$887,298. At the June 11th C/CAG Board of Directors meeting, the C/CAG Board of Directors approved the CMEQ recommendation to fund all of the shuttles as requested, with the exception of the Burlingame Trolley, in the amount of \$786,398.

C/CAG staff spoke to City of Burlingame staff to inquire as the effect of the lack of C/CAG Local Transportation Services Program funding on the trolley service. Burlingame staff stated that the Burlingame Trolley has been in place for 15 years. The City of Burlingame (City) has determined that the City could no longer afford to fund the Burlingame Trolley service. As a result, the City has asked to replace their funding with C/CAG funding. The City staff stated that at this time it appears that the trolley service will continue to be funded by the hotels it was designed to serve, although the service will be cut. The Burlingame Trolley service schedule will change from the old schedule of 7 days a week from 11:30 a.m. – 9:30 p.m. to the new schedule of Monday – Saturday from 11:30 a.m. – 8:15 p.m. The hotels have also decided that they will no longer contract with Parking Company of America to run the “Red Trolley”. The hotels will

now contract with SFO Shuttle to operate a regular passenger shuttle van.

The Burlingame Trolley service is managed by the Peninsula Traffic Congestion Relief Alliance. The City of Burlingame has four shuttles. Only one of these shuttles is funded by C/CAG, the North Burlingame Shuttle. The Peninsula Traffic Congestion Relief Alliance manages three of the four Burlingame shuttles. The fourth shuttle (Broadway/Millbrae) is managed by the Joint Powers Board and is funded by the Transportation Authority.

C/CAG staff has concerns about the fact that the Burlingame Trolley has been funded without C/CAG funds for 15 years. C/CAG staff questions whether it is appropriate for C/CAG to help backfill the Burlingame Trolley.

ATTACHMENTS

1. C/CAG Local Transportation Services Program – 7th Cycle guidelines
2. Burlingame Trolley application

C/CAG

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TO: City/County Managers
Public Works Directors

FROM: Tom Madalena

DATE: April 9, 2009

RE: C/CAG Local Transportation Services Program – 7th Cycle

This memo transmits the guidelines and criteria for the 7th Cycle of funding for Local Transportation Services programs under the Countywide Congestion Relief Plan. Under this program, local jurisdictions (cities and County) in San Mateo County can apply for funding to establish local transportation services that are designed to assist residents to travel within that jurisdiction or to connect with a regional transportation service (major SamTrans routes, Caltrain, BART). Jurisdictions may also join together to form programs that serve the residents and destinations in multiple jurisdictions. The funding under the Congestion Relief Plan is to start new local transportation services, augment existing services, or continue projects previously funded under the Congestion Relief Plan.

In order to qualify for funding, the local jurisdiction must provide a minimum of 50% of the total cost of the program. The source of funds for the local jurisdiction's share of the cost is at the discretion of the local jurisdiction, although matching funds must not be C/CAG funds or San Mateo County Transportation Authority funds. The C/CAG grant funds must be used toward the cost of the direct services and may not be used for administration, overhead or other staff costs.

Local jurisdictions must be the applicant for the funds; however they may use other entities such as SamTrans or the Peninsula Traffic Congestion Relief Alliance (Alliance) or others to manage and/or operate the service.

Applications may be emailed to tmadalena@co.sanmateo.ca.us or mailed to:

Tom Madalena
City/County Association of Governments
555 County Center, 5th Floor
Redwood City, CA 94063

The application deadline is 5:00 p.m. Friday, May 1, 2009. The applications are to include the information listed below and are to be completed with the attached Microsoft Word and Excel application forms.

Existing service that is proposed to change significantly, as determined by the scoring committee, will be considered as new service. Projects (both new and renewal) may be considered for reduced funding in the event that there is not enough money to fully fund the requested amount. Projects that are coordinated among multiple jurisdictions are encouraged.

APPLICATIONS TO RE-FUND EXISTING PROJECTS

A. Service Performance (maximum of 50 points)

Provide the following data for the past 12 months of service based on the definitions provided. A Microsoft Excel Quarterly Report Form template is attached for providing the information for the calculations for questions 1 through 3.

1. Operating cost per passenger for prior 12 months (up to 15 points).
 - a. This measure is calculated by dividing all operating costs by total passengers. This includes contract costs (if applicable), maintenance, insurance, fuel and administrative costs to the service. Operating costs and passenger data should be provided separately for each route.
2. Operating cost per revenue hour for prior 12 months (up to 15 points).
 - a. This measure is calculated by dividing all operating costs (as defined above) by the total number of vehicle service hours (defined as time when the vehicle is actually in passenger service). Operating cost per revenue hour measures service efficiency. The data should be provided separately for each route.
3. Passengers per revenue hour for prior 12 months (up to 20 points).
 - a. Passengers per revenue hour is calculated by dividing the total number of passengers by the total number of vehicle service hours. Passengers per revenue hour should be calculated for each route.

B. Service Plan (up to 50 points)

1. Describe how the service was delivered for the prior 12 months and any proposed changes for the new funding period, including:
 - a. Service area (show routes, if applicable, and destinations served)
 - b. Does the shuttle serve a Caltrain station?
 - c. Schedule (days, times, frequency)
 - d. Marketing (advertising, signage, schedules, etc.)
 - e. Service provider
 - f. Administration and oversight
 - g. Methods to monitor performance and service quality (performance data, complaints/complements, surveys)
 - h. Projected ridership, service hours, and service miles for funding period (including methodology) if different than existing service levels from the prior 12 months

C. Bonus Points (up to 40 points)

1. Use of clean fuel vehicles (up to 5 points)

2. Special accommodations to serve transit dependents or other special needs populations such as the elderly or disabled (up to 5 points)
3. Provides transportation to vital services that are not otherwise served by transit (up to 5 points)
4. Service results in an increase to fixed route transit ridership (up to 5 points)
5. Service results in a decreased demand for SamTrans Redi-Wheels service (up to 5 points)
6. Service has private sector financial contribution (up to 10 points)
7. Partnership with a social service agency (up to 5 points)

D. Minimum Requirements

Each program must meet the following minimum requirements in order to be considered for funding. Failure to meet 100% of these requirements will exclude the project from further consideration or cause funding to be withdrawn. Ideally this means that you will have a joint meeting with SamTrans and Alliance staff.

1. Evidence of coordination with SamTrans and the Alliance. Evidence means confirmation of the coordination in writing by these two agencies. Shuttle routes shall not duplicate SamTrans service.
2. Any change to the proposed service prior to implementation or during the funding period must be approved by C/CAG with the concurrence of SamTrans and the Alliance.
3. Service schedules must be designed to ensure timed transfers between routes and with regional carriers such as SamTrans, CalTrain, and BART.
4. To qualify for funding a project must have a minimum overall score of 50 points in order to be considered.

APPLICATIONS FOR NEW PROJECTS

A. Projected Ridership and Performance (up to 50 points)

Project the following data for the first 12 months of service based on the definitions provided. A Microsoft Excel Quarterly Report Form template is attached for providing the information for the calculations for questions 1 through 3. As a footnote to the chart, explain the methodology for your projection of the number of passengers for each proposed route:

1. Operating cost per passenger for prior 12 months (up to 15 points).
 - a. This measure is calculated by dividing all operating costs by total passengers. This includes contract costs (if applicable), maintenance, insurance, fuel and administrative costs to the service. Operating costs and passenger data should be provided separately for each route.

2. Operating cost per revenue hour for prior 12 months (up to 15 points).
 - a. This measure is calculated by dividing all operating costs (as defined above) by the total number of vehicle service hours (defined as time when the vehicle is actually in passenger service). Operating cost per revenue hour measures service efficiency. The data should be provided separately for each route.
3. Passengers per revenue hour for prior 12 months (up to 20 points).
 - a. Passengers per revenue hour is calculated by dividing the total number of passengers by the total number of vehicle service hours. Passengers per revenue hour should be calculated for each route.

B. Service Plan and Budget (up to 50 points)

1. Describe how the service will be delivered for the first 12 months of service including:
 - a. Service area (show routes, if applicable, and destinations served)
 - b. Does the shuttle serve a Caltrain station?
 - c. Schedule (days, times, frequency)
 - d. Marketing (advertising, signage, schedules, etc.)
 - e. Service provider
 - f. Administration and oversight
 - g. Monitoring (performance data, complaints/complements, surveys)

C. Bonus Points (up to 40 points)

1. Use of clean fuel vehicles (up to 5 points)
2. Special accommodations to serve transit dependents or other special needs populations such as the elderly or disabled (up to 5 points)
3. Provides transportation to vital services that are not otherwise served by transit (up to 5 points)
4. Service results in an increase to fixed route transit ridership (up to 5 points)
5. Service results in a decreased demand for SamTrans Redi-Wheels service (up to 5 points)
6. Service has private sector financial contribution (up to 10 points)
7. Partnership with a social service agency (up to 5 points)

D. Minimum Requirements

Each program must meet the following minimum requirements in order to be considered for funding. Failure to meet 100% of these requirements will exclude the project from further consideration or cause funding to be withdrawn. Ideally this means that you will have a joint meeting with SamTrans and Alliance staff.

1. Evidence of coordination with SamTrans and the Alliance. Evidence means confirmation of the coordination in writing by these two agencies. Shuttle routes shall not duplicate SamTrans service.

2. Any change to the proposed service prior to implementation or during the funding period must be approved by C/CAG with the concurrence of SamTrans and the Alliance.
3. Service schedules must be designed to ensure timed transfers between routes and with regional carriers such as SamTrans, CalTrain, and BART.
4. To qualify for funding a project must have a minimum overall score of 50 points in order to be considered.

EVALUATION PROCESS (Dates are subject to change)

An evaluation panel will review the applications and develop recommendations for publication by May 12, 2009. These recommendations will be presented to the C/CAG Congestion Management and Environmental Quality Committee (CMEQ) at its May 18, 2009 meeting. The CMEQ recommendation will go to the C/CAG Technical Advisory Committee (TAC) at its meeting on May 21, 2009. The C/CAG Board of Directors will develop a program of projects after consideration of the recommendations provided by TAC and CMEQ at its June 11, 2009 meeting.

Please contact Tom Madalena at 650-599-1460 or tmadalena@co.sanmateo.ca.us if you have any questions.

Attachments:

- C/CAG Shuttle Program Application FY 09/10 (Microsoft Word)
- Quarterly Report Form (Microsoft Excel)

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS
OF SAN MATEO COUNTY

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Millbrae • Pacifica • Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo • San Mateo County • South San Francisco • Woodside*

Local Transportation Services Shuttle Program FY 2009/2010

Jurisdiction or shuttle route location: **City of Burlingame – Burlingame Trolley**

Amount of funding requested: **\$100,900** funding for estimated \$201,800 annual service expense.

Amount and source of matching funds:

Employer contributions: **50%**

Crowne Plaza – SFO: 6.9%

DoubleTree – SFO: 8.8%

Embassy Suites – SFO: 7.6%

Hyatt Regency – SFO: 17.6%

Sheraton Gateway – SFO: 9.0%

Contact person: **Jane Gomery – Engineering Department**

Phone: **(650) 558-7240**

Email: **JGomery@burlingame.org**

Reporting Responsibility

Contact person: **Michael Stevenson – Shuttle Program Manager**

– Peninsula Traffic Congestion Relief Alliance

Phone: **(650) 588-8170**

Email: **mike@commute.org**

Shuttle project summary:

The Burlingame Trolley connects the Bayside Area hotels with the business district of Burlingame in addition to the Burlingame Caltrain Station. It also enables residential mobility moving between the residential area the north end of the route and the two business districts.

The 32-passenger, ADA accessible shuttle, currently operates 9.25 daily service hours, seven days a week (11:35a – 2:30p, 3:24p – 7:30p and 7:54p – 9:50p), with its 13 daily trips. See the attached map and schedule. The service operates every day except Thanksgiving and New Years Day providing service for transit dependant airline crews and other hotel guests. The vehicle meets applicable CARB emission requirements for a transit agency operated vehicle.

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The requested grant funding is being matched with funds from a public/private partnership between the City of Burlingame, Crowne Plaza, DoubleTree, Embassy Suites, Hyatt Regency and Sheraton Gateway hotels. The Broadway Merchant Association and Downtown Burlingame Business Association are expected to contribute in some form as well. The San Mateo County Convention and Visitors Bureau and the Burlingame Chamber provide in kind services.

As of 12 month period ending in March 2009, the Trolley experienced almost 45,650 boardings (126 Average Weekday Riders - AWR). During this period and after the deduction of shuttle trips, almost 41,000 SOV trips were eliminated by this shuttle. Management is targeting a 2% ridership increase or 46,600 annual boardings in FY 09/10. The annual service miles travelled in FY 08/09 was 42,500. That is the same mileage expected in FY 09/10.

The operator is Parking Company of America Management and the service is managed by the Peninsula Traffic Congestion Relief Alliance. Vendor supervisors and Alliance staff monitor the drivers ensuring consistent quality of service. Ridership is collected by the drivers and submitted to the Alliance on a regular basis.

The Alliance, through its outreach efforts, produces and distributes flyers that provide shuttle route and schedule information. These flyers are distributed directly to the employer for their employees and other potential riders, on the shuttle bus, on the Alliance's website, www.commute.org, and mirrored on Caltrain's and the city's websites: Caltrain.com, burlingame.org.

The Alliance marketing also includes agency decals on the shuttle that include the name of the shuttle and the Alliance's contact information for customer service issues.

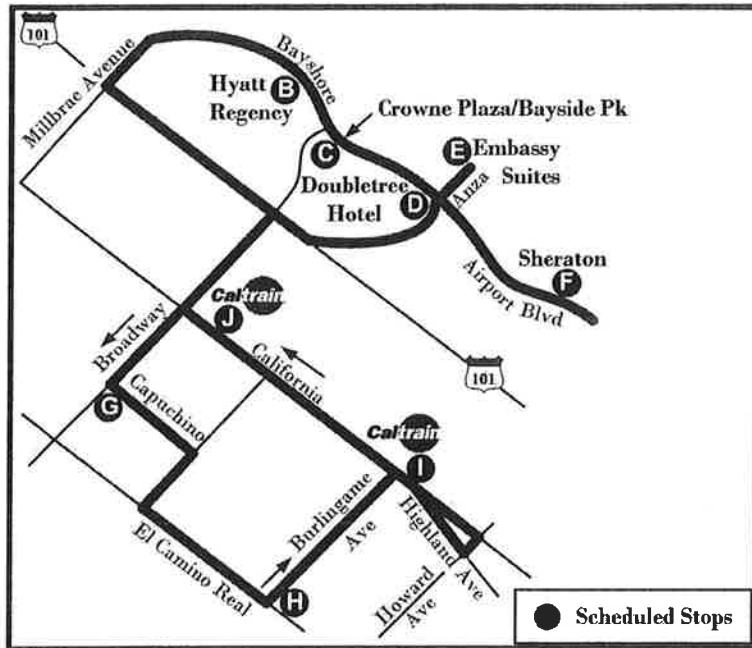
The Alliance outreach staff also provides presentations about the shuttle service program directly to riders through pre-arranged meetings with the employer. All stops are identified with a shuttle sign. The Alliance is the point of contact for the ridership and receives feedback regarding the service and distributes as necessary. Riders are surveyed periodically by the San Mateo County Convention and Visitors Bureau to obtain a variety of user information.

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Attach a shuttle route map for each shuttle route that is being considered for funding.



Standard Report Template

Operating Data	Apr 08-Mar 09		Cumulative YTD
	Trolley	Shuttle #2	
Total Operating Costs	\$184,762	\$0	\$184,762
Contractor Cost	\$184,762		\$184,762
In House Cost			\$0
Maintenance Cost			\$0
Fuel			\$0
Insurance			\$0
Administrative Costs (Personnel expenses)	\$0		\$0
Other Direct Costs (printing marketing materials, promotions, etc)	\$0		\$0
Vehicle Service Hours	3,367		3,367
Passengers	45,644		45,644
<u>Performance Indicators</u>			
Operating Cost/Passenger	\$4.05	#DIV/0!	\$4.05
Operating Cost/Hour	\$54.87	#DIV/0!	\$54.87
Passengers/Revenue Hour	13.6	#DIV/0!	13.6

Burlingame Trolley

**Revised
Service
January 1, 2009**



Dining • Shopping • Entertainment

**FREE!
Service
Downtown**

**Connects the hotels
east of Hwy 101
with downtown
Burlingame.**

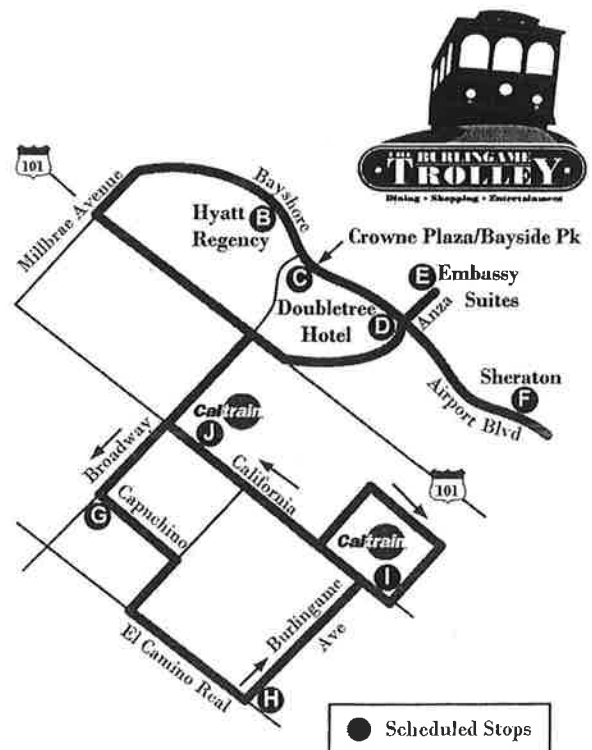
Burlingame Trolley sponsored by:

- **City of Burlingame**
- **Broadway Merchants Association**
- **Burlingame Chamber of Commerce**
- **Downtown Burlingame Business Association**
- **San Mateo County Convention and Visitors Bureau**
- **Participating listed hotels**

Trolley managed by:



WWW.COMMUTE.ORG
650-588-8170
Shuttle Service Information
650-588-1600




Revised: 12/8/08

BURLINGAME TROLLEY - Daily Schedule

Sunday through Saturday

Read schedule left to right.

Trip No.	 B → C → D → F → E → G → H → I → J 								
	Hyatt Regency (Door)	Crowne Plaza & Bayside Park (Door)	Doubletree Hotel (Door)	Sheraton Hotel (Door)	Embassy Suites Hotel (Door)	Broadway Avenue Shopping (Capuchino & Broadway)	Burlingame Avenue Shopping (Burlingame Ave & El Camino)	Burlingame Avenue Shopping (Caltrain Station)	Broadway Avenue Shopping (Caltrain Station)
1	11:35 AM	11:38 AM	11:43 AM	11:47 AM	11:50 AM	11:54 AM	11:59 AM	12:06 PM	12:08 PM
2	12:20 PM	12:23 PM	12:28 PM	12:32 PM	12:35 PM	12:39 PM	12:44 PM	12:51 PM	12:53 PM
3	1:05 PM	1:08 PM	1:13 PM	1:17 PM	1:20 PM	1:24 PM	1:29 PM	1:36 PM	1:38 PM
4	1:50 PM	1:53 PM	1:58 PM	2:02 PM	2:05 PM	2:09 PM	2:14 PM	2:21 PM	2:23 PM
5	Drop-Off Riders As Necessary Only								
6	Driver Break					3:24 PM	3:29 PM	3:36 PM	3:38 PM
7	3:50 PM	3:53 PM	3:58 PM	4:02 PM	4:05 PM	4:09 PM	4:14 PM	4:21 PM	4:23 PM
8	4:35 PM	4:38 PM	4:43 PM	4:47 PM	4:50 PM	4:54 PM	4:59 PM	5:06 PM	5:08 PM
9	5:20 PM	5:23 PM	5:28 PM	5:32 PM	5:35 PM	5:39 PM	5:44 PM	5:51 PM	5:53 PM
10	6:05 PM	6:08 PM	6:13 PM	6:17 PM	6:20 PM	6:24 PM	6:29 PM	6:36 PM	6:38 PM
11	6:50 PM	6:53 PM	6:58 PM	7:02 PM	7:05 PM	7:09 PM	7:14 PM	7:21 PM	7:23 PM
12	Drop-Off Riders As Necessary Only								
13	Driver Break					7:54 PM	7:59 PM	8:06 PM	8:08 PM
14	8:20 PM	8:23 PM	8:28 PM	8:32 PM	8:35 PM	8:39 PM	8:44 PM	8:51 PM	8:53 PM
15	9:05 PM	9:08 PM	9:13 PM	9:17 PM	9:20 PM	9:24 PM	9:29 PM	9:36 PM	9:38 PM
16	Drop-Off Riders As Necessary Only								



1150 Bayhill Drive, Suite 107
 San Bruno, CA 94066
 V: 650.588.8170
 F: 650.588.8171
shuttles@commute.org

The Burlingame Trolley operates 7-days a week with the above schedule. The Trolley does not operate on Thanksgiving or Christmas Days.

Schedule Effective 01/01/09