

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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

BOARD MEETING NOTICE

Meeting No. 267

- DATE:** Thursday, May 8, 2014
- TIME:** **6:30 P.M.**
- PLACE:** San Mateo County Transit District Office
1250 San Carlos Avenue, Second Floor Auditorium
San Carlos, CA
- PARKING:** Available adjacent to and behind building.
Please note the underground parking garage is no longer open.
- PUBLIC TRANSIT:** SamTrans
Caltrain: San Carlos Station.
Trip Planner: <http://transit.511.org>

1.0 CALL TO ORDER/ ROLL CALL

2.0 **PLEDGE OF ALLEGIANCE**

3.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA
Note: Public comment is limited to two minutes per speaker.

4.0 PRESENTATIONS/ ANNOUNCEMENTS

Presentation on the concept of Infrastructure Financing District (IFD), by Shaw/Yoder/Antwih.

5.0 CONSENT AGENDA

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

- 5.1 Approval of the minutes of regular business meeting No. 265 dated March 13, 2014. ACTION p. 1
- 5.2 Review and approval of Resolution 14-09 authorizing the C/CAG Chair to execute a Funding Agreement with the Metropolitan Transportation Commission (MTC) to conduct additional operational data collection required to prepare for the turn on of ramp meters along US 101 from the SR 92 interchange to the San Francisco County Line for an amount not to exceed \$55,000 from C/CAG. ACTION p. 7
- 5.3 Review and approval of Resolution 14-10 authorizing the C/CAG Chair to execute Amendment #2 to the agreement between C/CAG and the City of San Carlos to provide financial services to C/CAG for an amount not to exceed \$77,700 for FY 2014-15, subject to approval of form by legal counsel. ACTION p. 21
- 5.4 Review and approval of Resolution 14-11 authorizing the C/CAG Chair to execute Amendment No. 1 to the Interagency Agreement between C/CAG and MTC for Transportation Planning, Programming, And Transportation/Land Use Coordination for FY 2012/13, FY 2013/14, FY 2014/15 and FY 2015/16. ACTION p. 27
- 5.5 Review and accept the C/CAG State Transportation Improvement Program (STIP) PPM Final Audit Reports from July 1, 2010 through March 31, 2011 and From July 1, 2011 through July 31, 2013. ACTION p. 35
- 5.6 Review and approval of the appointment of Mayor Wayne Lee of the City of Millbrae to the Congestion Management & Environmental Quality Committee. ACTION p. 37
- 5.7 Review and approval of the project list for funding under the C/CAG and San Mateo County Transportation Authority Shuttle Program for FY 2014/2015 and FY 2015/2016 and review and approval of Resolution 14-15 authorizing the C/CAG Chair to execute a funding agreement with the City of Menlo Park for an amount not to exceed \$923,266 for shuttle services. ACTION p. 41
- 5.8 Review and approval of Resolution 14-16 in support of various grant applications from San Mateo County agencies for California Transportation Commission (CTC) Active Transportation Program funding. ACTION p. 47
- 5.9 Receive copy of agreement executed by the C/CAG Executive Director consistent with C/CAG Procurement Policy:
- 5.9.1 Receive a copy of executed agreement between C/CAG and Alexis Petru for consulting services for the San Mateo County Energy Watch Program in an amount not to exceed \$7,000. ACTION p. 53
- 5.9.2 Receive a copy of an executed agreement with PMC for website services in an amount not to exceed \$23,000 in accordance with the C/CAG procurement policy. ACTION p. 61
- 5.10 Review and approval of Countywide Integrated Waste Management Plan five-year review Ad Hoc Committee Roster. ACTION p. 75

- 5.11 Receive update on potential countywide funding initiative for stormwater compliance activities. ACTION p. 77
- 5.12 Review and approval of the reallocation of \$312,000 in Transportation Development Act Article 3 Funds for the City of San Mateo Bay to Transit Trail Phase 1 Project. ACTION p. 79
- 6.0 REGULAR AGENDA
- 6.1 Review and approval of C/CAG Legislative policies, priorities, positions, and legislative update. (A position may be taken on any legislation, including legislation not previously identified.) ACTION p. 83
- 6.2 Review and approval of C/CAG investment recommendations from the Finance Committee and accept the Quarterly Investment Report as of March 31, 2014. ACTION p. 89
- 6.3 Review and approval of the updated San Mateo County Priority Development Area (PDA) Investment & Growth Strategy. ACTION p. 95
- 6.4 Review and approval of Resolution 14-17 to adopt the C/CAG Priority Development Area (PDA) Planning Program list of projects for submission to the Metropolitan Transportation Commission for funding. ACTION p. 97
- 6.5 Review and approval of Resolution 14-14 authorizing the C/CAG Chair to execute an agreement with the San Mateo-Foster City School District for construction of a Green Streets and Parking Lot/Safe Routes to School Demonstration Project in an amount not to exceed \$385,000. ACTION p. 101
- 6.6 Review and approval of Resolution 14-18 authorizing the allocation of remaining AB 1546 (\$4 Vehicle Registration Fee) funds to the Countywide Traffic Congestion Management and Stormwater Pollution Prevention Programs (Special Voting) ACTION p. 113
- 6.7 Initial draft, assumptions, and input on the C/CAG 2014-15 Program Budget and Member Fees. ACTION p. 119
- 6.8 Review and authorize a joint effort with the Metropolitan Transportation Commission (MTC) to conduct traffic analysis for Express Lanes on US 101 from Santa Clara County Line to I-380. ACTION p. 155
- 7.0 COMMITTEE REPORTS
- 7.1 Committee Reports (oral reports).
- 7.2 Chairperson's Report
- 7.3 Boardmembers Report

8.0 EXECUTIVE DIRECTOR'S REPORT

9.0 COMMUNICATIONS - Information Only

Copies of communications are included for C/CAG Board Members and Alternates only. To request a copy of the communications, contact Nancy Blair at 650 599-1406 or nblair@smcgov.org or download a copy from C/CAG's website – www.ccag.ca.gov.

9.1 Letter from Wally Abrazaldo, Transportation Programs Specialist, to David Hogan, Contract Planner, City of Menlo Park, dated 4/14/14. RE: Draft Environmental Impact Report for Commonwealth Corporate Center Project. p. 157

9.2 Letter from Sandy Wong, Executive Director C/CAG, to California Energy Commission, Contracts, Grants & Loans Office, dated 3/18/14. RE: Support for the City of San Mateo's Application for Funding under the CEC Alternative and Renewable Fuel and Vehicle Technology Program, Pilot Scale and Commercial Scale Advanced Biofuels Production Facilities – Wastewater Treatment Plant Digester Gas to Compressed Natural Gas (CNG) for Vehicle Fuel Project. p. 159

10.0 CLOSED SESSION (Pursuant to Government Code Sec. 54957.6):

10.1 Conference with Labor Negotiators

C/CAG Representatives: C/CAG Compensation Committee, Patricia Martel

Unrepresented Employee: Executive Director

11.0 RECONVENE OPEN SESSION

11.1 Report on Closed Session.

12.0 Action on Compensation Adjustment for Executive Director. Approval of agreement between C/CAG and Executive Director. ACTION

13.0 Approval of 2014 Performance Objectives for Executive Director. ACTION

14.0 ADJOURN

Next scheduled meeting: June 12, 2014.

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

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

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

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

Executive Director: Sandy Wong 650 599-1409

Administrative Assistant: Nancy Blair 650 599-1406

MEETINGS

- May 8, 2014 Legislative Committee - SamTrans 2nd Floor Auditorium - 5:30 p.m.
- May 8, 2014 C/CAG Board - SamTrans 2nd Floor Auditorium - 6:30 p.m.
- May 15, 2014 CMP Technical Advisory Committee – SamTrans, 2nd Floor Auditorium - 1:15 p.m.
- May 15, 2014 Stormwater Committee – SamTrans, 2nd Floor Auditorium – 2:30 p.m.
- May 19, 2014 CMEQ Committee - San Mateo City Hall - Conference Room C - 3:00 p.m.
- May 21, 2014 Resource Management and Climate Protection Committee (RMCP) – 155 Bovet Rd, Ground Floor 2 p.m.
- May 22, 2014 BPAC - San Mateo City Hall - Conference Room C - 7:00 p.m.
- May 27, 2014 Administrators' Advisory Committee - 555 County Center, 5th Fl, Redwood City – Noon

C/CAG

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BOARD MEETING MINUTES

Meeting No. 265
March 13, 2014

1.0 CALL TO ORDER/ROLL CALL

Vice Chair Nihart called the meeting to order at 6:37 p.m. Roll call was taken.

David Braunstein – Belmont
Terry O’Connell - Brisbane
Terry Nagel - Burlingame
Joseph Silva - Colma
Carol Klatt - Daly City
Ruben Abrica - East Palo Alto
Art Kiesel - Foster City
John Muller - Half Moon Bay
Jay Benton – Hillsborough
Kirsten Keith - Menlo Park
Wayne Lee – Millbrae
Mary Ann Nihart - Pacifica
Maryann Moise Derwin – Portola Valley
Alicia Aguirre – Redwood City
Mark Olbert - San Carlos
Jack Matthews - San Mateo
Don Horsley - San Mateo County
Karyl Matsumoto - South San Francisco

Absent:

Atherton
San Bruno
Woodside

Others:

Sandy Wong, Executive Director C/CAG
Nancy Blair, C/CAG Staff
Nirit Eriksson, C/CAG Legal Counsel
Tom Madalena, C/CAG Staff
John Hoang, C/CAG Staff
Jean Higaki, C/CAG Staff

ITEM 5.1

Matt Fabry, C/CAG Staff
Wally Abrazaldo, C/CAG Staff
Ellen Barton, C/CAG Staff
Jim Porter, San Mateo County
Kim Springer, San Mateo County
Jeff Hopson, Transform
Adina Nevin
Pat Martel, Daly City
Jim Bigelow, Redwood City/San Mateo County Chamber, CMEQ Member
Scott Hart, PG&E
John Ristow, Congestion Management Chief Officer, VTA
Stuart Ng, Deputy Director Alameda County Congestion Management Agency
John Ford, Executive Director, Peninsula Traffic Congestion Relief Alliance

3.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Scott Hart, PG&E, provided an update on PG&E activities in San Mateo County. At the February meeting, PG&E had met with 19 of the 21 municipalities regarding gas operations. Since then PG&E has met with the Town of Colma and has a meeting scheduled with the Town of Portola Valley.

PG&E met with the City Managers Association on February 21, and gave them an update on the progress, and received feedback. PG&E is doing a follow up survey to solicit more feedback.

4.0 PRESENTATIONS/ ANNOUNCEMENTS

- 4.1 Presentation on Express Lanes implemented in the Bay Area by John Ristow, VTA, and Stuart Ng, Alameda County Congestion Management Agency.

Public comments were received.

- 4.2 Presentation from the Peninsula Traffic Congestion Relief Alliance (Alliance) by John Ford.

5.0 CONSENT AGENDA

Board Member Horsley **MOVED** approval of Items 5.1, 5.2, 5.3, and 5.4. Board Member Lee **SECONDED**. **MOTION CARRIED UNANIMOUSLY 18-0.**

- 5.1 Approval of the minutes of regular business meeting No. 264 dated February 13, 2014.

APPROVED

5.2 Review and approval of the appointments of Vice Mayor Richard Garbarino of the City of South San Francisco and Mayor Pro Tempore Catherine Carlton of Menlo Park to the Legislative Committee, and Councilmember Charles Stone of the City of Belmont to the Congestion Management & Environmental Quality Committee. APPROVED

5.3 Review and approval of Resolution No. 14-06 authorizing the C/CAG Chair to execute Amendment No.1 to the agreement with the Santa Clara Valley Transportation Authority for the Countywide Transportation Model for time extension and minor modification to contract terms. APPROVED

5.4 Review and approval of the reallocation of \$83,500 in Transportation Development Act Article 3 Funds for the City of San Carlos North/South Bike Improvements on Old County Road APPROVED

6.0 REGULAR AGENDA

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

The C/CAG Legislation Committee met, but did not have a quorum. The Legislative Committee had no recommendations. Staff provided an update on Legislative activities going on in Sacramento at this time.

Two bills in particular that C/CAG is watching:

AB 418, the Stormwater Funding Initiative Bill that C/CAG is sponsoring. AB 418 passed in the Senate 27-8, goes before Assembly Local Government Committee for a hearing on April 2. The bill then goes to the assembly floor and needs a 2/3 vote to pass.

C/CAG's Legislative Advocates will give a presentation on the Infrastructure Financing District (ISD) at the May 2014 Board meeting.

No action was taken.

6.2 Review and approval of appointment(s) to fill vacant seat(s) for elected official on the Resource Management and Climate Protection (RMCP) Committee. APPROVED

Two elected officials applied to fill the one appointed seat for an elected official. Per staff recommendation, the Board approved adding one additional seat for an elected official to the RMCP Committee, and approved the appointment of the two candidates to fill the two vacant elected official seats.

Rick DeGolia, Atherton, and Don Horsley, San Mateo County Supervisor, are appointed to fill the two vacant seats for elected officials.

Board Member Nagel MOVED approval of Item 6.2. Board Member Keith SECONDED.
MOTION CARRIED UNANIMOUSLY 18-0.

6.3 Review and approval of funding for Smart Corridor: APPROVED

6.3.1 Review and approval of Resolution 14-07 authorizing allocation of \$350,000 from AB 1546 (\$4 vehicle registration fee) Administrative Reserves to the Smart Corridor project. APPROVED

Board Member Horsley MOVED approval of Item 6.3.1. Board Member Lee SECONDED. **MOTION CARRIED UNANIMOUSLY** 18-0.

6.3.2 Review and approval Resolution 14-08 authorizing the C/CAG Executive Director to increase the amount of construction management by \$350,000 to the Agreement between C/CAG and the County of San Mateo for construction contract advertisement, award and administration of the Smart Corridor north and south segments project, bringing the construction management cost to a new total of \$1,300,000. APPROVED

Jim Porter, San Mateo County Public Works, provided answers to the Board members questions. Board members directed staff to provide a presentation on this project at the next meeting.

Board Member Horsley MOVED approval of Item 6.3.2. Board Member O'Connell SECONDED. **MOTION CARRIED** 16-2. Board Members Matsumoto and Olbert OPPOSED.

6.4 Review and approval of the establishment of an Ad Hoc Committee to study the five-year Countywide Integrated Waste Management Plan (CIWMP) update (**Special Voting Procedure Required**). APPROVED

Board Member Keith MOVED approval of Item 6.3.2. Board Member Aguirre SECONDED. A Super Majority Vote was taken by roll call. **MOTION CARRIED UNANIMOUSLY** 18-0. Results: 18 Agencies approving. This represents 86% of the Agencies representing 93% of the population

6.5 Receive an update on Potential Countywide Funding Initiative for Stormwater Compliance Activities. INFORMATION

The Board received an update on the potential countywide funding initiative for stormwater compliance activities from staff.

6.6 Election of a C/CAG Chairperson and C/CAG Vice Chairperson. APPROVED

Board Member Lee MOVED approval to elect Mary Ann Nihart as C/CAG Chair. Board Member Horsley SECONDED. **MOTION CARRIED UNANIMOUSLY** 18-0.

Board Member Horsley MOVED approval to elect Kirsten Keith as C/CAG Vice Chair. Board Member Olbert SECONDED. **MOTION CARRIED UNANIMOUSLY** 18-0.

7.0 COMMITTEE REPORTS

7.1 Committee Reports (oral reports).

None.

7.2 Chairperson's Report

Chair Nihart approved the letter of support for the highway tax fund. The letter was written within the context of the Board approved legislative policies.

Kirsten Keith is welcomed as C/CAG's Vice Chair.

7.3 Boardmembers Report

None.

8.0 EXECUTIVE DIRECTOR'S REPORT

None.

9.0 COMMUNICATIONS - Information Only

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10.0 CLOSED SESSION (Pursuant to Government Code Sec. 54957):

10.1 Public Employee Performance Evaluation

Title: Executive Director

10.2 Conference with Labor Negotiators

C/CAG Representatives: Mary Ann Nihart

Unrepresented Employee: Executive Director

C/CAG AGENDA REPORT

Date: May 8, 2014

To: City/County Association of Governments, Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 14-09 authorizing the C/CAG Chair to execute a Funding Agreement with the Metropolitan Transportation Commission (MTC) to conduct additional operational data collection required to prepare for the turn on of ramp meters along US 101 from the SR 92 interchange to the San Francisco County Line for an amount not to exceed \$55,000 from C/CAG.

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

RECOMMENDATION:

That the C/CAG Board review and approve of Resolution 14-09 authorizing the C/CAG Chair to execute a Funding Agreement with the Metropolitan Transportation Commission (MTC) to conduct additional operational data collection required to prepare for the turn on of ramp meters along US 101 from the SR 92 interchange to the San Francisco County Line for an amount not to exceed \$55,000 from C/CAG.

FISCAL IMPACT:

\$55,000 will be budgeted for the Ramp Metering program in the 2014/2015 C/CAG budget.

SOURCE OF FUNDS:

Funding for the Ramp Metering program is from the C/CAG Congestion Relief Plan. C/CAG will contribute up to \$55,000 towards this effort. MTC is contributing \$104,500 for a total cost of \$159,500.

BACKGROUND/DISCUSSION:

C/CAG has been involved in a long term effort to implement ramp metering along major corridors in San Mateo County. Ramp meters on the US 101 south of Route 92 have been turned on since 2007, however, the segment of US 101 north of Route 92 is not metered due to the absence of metering equipment. In the winter of 2013, Caltrans completed a capital project to install metering equipment along this segment.

ITEM 5.2

Preparation to turn on the meters requires a Metering Plan which includes traffic data collection and traffic analysis as well as traffic model simulation to determine the optimal metering rates (i.e., the green and red cycle time at each on-ramp during rush hours). Additionally, C/CAG has established a local Ramp Metering Technical Committee (RMTTC) consists of city staff along the corridor to review and approve Metering Plan prior to final implementation.

In anticipation of the completion of Caltrans capital project to install metering equipment by 2013, in the fall of 2012, MTC approved \$350,000 in funding for a project to prepare Metering Plan for this corridor. Staff from MTC, Caltrans, C/CAG, and SMCTA formed a Project Team with Fehr & Peers providing consultant support to prepare the Metering Plan.

Due to unforeseen conditions; including accidents, weather, and special events, some of the traffic data collected in late 2012, was unusable because it did not represent typical or normal traffic conditions for the corridor. Collisions and weather events cannot be predicted because data is collected over multiple days and it takes advanced planning and coordination to lay the equipment out.

The Project Team attempted to mitigate the situation by using traffic data that could have been collected via automation by the newly installed Caltrans equipment. However, that capital project experienced delays and resulted in some data not being available in a timely manner. That coupled with the change in economic conditions and substantive change in freeway traffic congestion patterns since 2012, the Project Team determined it is best to collect an additional traffic dataset. A new set of data was collected in February 2014 using part of the originally approved \$250,000 provided by MTC.

As a result, the overall cost of this project is increased by \$159,500. It is proposed to share the cost between MTC and C/CAG by \$104,500 and \$55,000, respectively.

With the additional dataset, it is currently expected that a model can be calibrated and a draft Metering Plan can be developed this summer and result in turning the meters on this fall for the northbound corridor and the southbound corridor late 2014/early2015.

ATTACHMENTS:

- Resolution 14-09
- Funding Agreement with the Metropolitan Transportation Commission.

RESOLUTION 14-09

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) AUTHORIZING THE C/CAG CHAIR TO EXECUTE A FUNDING AGREEMENT WITH THE METROPOLITAN TRANSPORTATION COMMISSION (MTC) TO CONDUCT ADDITIONAL OPERATIONAL DATA COLLECTION REQUIRED TO PREPARE FOR THE TURN ON OF RAMP METERS ALONG US 101 FROM THE SR 92 INTERCHANGE TO THE SAN FRANCISCO COUNTY LINE FOR AN AMOUNT NOT TO EXCEED \$55,000 FROM C/CAG

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

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

WHEREAS, C/CAG is involved in the effort to develop and implement turning on the north and south bound ramp meters on the US 101 from SR 92 to the San Francisco county line; and

WHEREAS, it has been determined that additional data collection and analysis efforts are needed to complete the existing conditions report and to set metering rates on the northbound and southbound segment of US 101; and

WHEREAS, MTC has contracted with Fehr & Peers Associates, Inc. to provide these additional services; and

WHEREAS, C/CAG has an interest in the completion and turn on of this final phase of ramp metering on the US 101 corridor; and

WHEREAS, C/CAG wishes to enter into a funding agreement with the Metropolitan Transportation Commission (MTC) for the purpose of traffic monitoring and data collection for developing existing traffic condition in connection to US 101 north and south bound ramp metering project from SR 92 to the San Francisco county line.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County that the C/CAG Chair is authorized to execute a Funding Agreement with the Metropolitan Transportation Commission (MTC) to conduct additional operational data collection required to prepare for the turn on of ramp meters along US 101 from the SR 92 interchange to the San Francisco County Line for an amount not to exceed \$55,000 from C/CAG, subject to approval by C/CAG legal counsel as to form.

PASSED, APPROVED, AND ADOPTED THIS 8TH DAY OF MAY 2014.

Mary Ann Nihart, Chair

FUNDING AGREEMENT
BETWEEN THE METROPOLITAN TRANSPORTATION COMMISSION
AND
THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF
SAN MATEO COUNTY
FOR THE DEVELOPMENT OF RAMP METERING IMPLEMENTATION PLAN
ON US-101 IN SAN MATEO COUNTY

THIS AGREEMENT is made and entered into this 1st day of May, 2014, by and between the Metropolitan Transportation Commission, a regional transportation planning agency established pursuant to California Government Code § 66500 *et seq.*, (herein called "MTC"), and the City/County Association of Governments of San Mateo County (herein called "C/CAG"), and collectively referred to as "the Parties."

W I T N E S S E T H

WHEREAS, the Freeway Performance Initiative (FPI) program was recognized as one of the most cost-effective strategies to improve mobility and reducing emissions in MTC's *Plan Bay Area*; and

WHEREAS, the adopted *Plan Bay Area* includes funding for system management elements as part of the FPI; and

WHEREAS, under the FPI, ramp metering infrastructure has already been installed and made operational on Interstate 280, and on US 101 south of State Route 92 in San Mateo County; and

WHEREAS, Caltrans expects installation of ramp metering equipment on US 101 north of State Route 92 to be completed by the Summer of 2014; and

WHEREAS, MTC, C/CAG, and Caltrans have concurred on the limits of the ramp metering extension on US 101, and the need to develop an implementation plan to complete the ramp metering system on US 101 through San Mateo County; and

WHEREAS, additional data collection and a focused analysis for southbound San Bruno Avenue on-ramp is required to complete the implementation plan (herein called "Project"); and

WHEREAS, the total Project cost is one hundred fifty-nine thousand five hundred dollars (\$159,500); and

WHEREAS, MTC has agreed to provide funding of up to one hundred four thousand five hundred dollars (\$104,500) of the estimated Project cost; and

WHEREAS, C/CAG has agreed to provide funding of up to fifty-five thousand dollars (\$55,000) of the estimated Project cost.

NOW, THEREFORE, the Parties hereto agree as follows:

1. SCOPE OF WORK

MTC agrees to engage one or more qualified contractors to perform the Project activities described in Attachment A, Scope of Work, attached hereto and incorporated herein by this reference as though set forth in full. MTC agrees, in addition, to provide all necessary staff support to deliver the activities in Attachment A.

1.1 MTC SAFE CONTRACT MANAGER

Winnie Chung should be the MTC SAFE Contract Manager, responsible for communication with C/CAG and the administration of this Agreement.

2. TIME OF PERFORMANCE

The activities funded by this Agreement shall commence on or after February 1, 2014 and MTC shall complete them by December 31, 2014, unless extended by duly executed amendment or earlier terminated as hereinafter provided.

3. FUNDING AND METHOD OF PAYMENT

A. C/CAG agrees to reimburse MTC up to fifty-five thousand dollars (\$55,000) for the purpose of funding the Project described in Attachment A.

B. MTC shall submit an invoice outlining Project costs and C/CAG's share of Project costs to C/CAG. Payment of C/CAG's share of Project costs shall be made to MTC within thirty (30) days after receipt by C/CAG of an acceptable invoice, which shall be subject to the review and approval of C/CAG's Project Manager. MTC shall deliver or mail the invoice to C/CAG, as follows:

City/County Association of Governments of San Mateo County
555 County Center, Fifth Floor
Redwood City, California 94063
Attn: Jean Higaki

C. Subject only to duly executed amendments, it is expressly understood and agreed that in no event will the total reimbursement to be paid by C/CAG under this Agreement exceed the sum of fifty-five thousand dollars (\$55,000).

4. AMENDMENTS

Any changes in the activities to be performed under this Agreement shall be incorporated in written amendments, which shall specify the changes in work performed and any adjustments in work payment and schedule. All amendments shall be executed by the C/CAG Chair or a designated representative of C/CAG and the MTC Executive Director or a designated representative. No claim for additional compensation or extension of time shall be recognized unless contained in a duly executed amendment.

5. TERMINATION

Either party may terminate this Agreement without cause upon thirty (30) days prior written notice. If this Agreement is so terminated without cause, MTC will be entitled to those amounts necessary to reimburse MTC's contractor for payment for costs incurred for incomplete deliverables as of the effective date of termination, up to the maximum amount payable for such deliverables. If MTC fails to perform as specified in this Agreement, C/CAG may terminate this Agreement for cause by written notice and MTC will be entitled only to those amounts necessary to reimburse MTC's contractor for costs incurred for work that did not contribute to the default as of the effective date of termination, not to exceed the maximum amount payable under this Agreement for such work.

6. RETENTION OF RECORDS

MTC agrees to keep all records pertaining to the project being funded for audit purposes for a minimum of four (4) years following the fiscal year of the last expenditure under this Agreement in accordance with generally accepted accounting principles.

7. AUDITS

MTC agrees to grant C/CAG and its authorized representatives access to MTC's books and records for the purpose of verifying that funds are properly accounted for and proceeds are expended in accordance with the terms of this Agreement. All documents shall be available for inspection during normal business hours at any time while the Project is underway and for the retention period specified in Article 6.

8. INDEMNIFICATION

MTC shall indemnify and hold harmless C/CAG, its commissioners, directors, officers, agents and employees from any and all claims, demands, suits, loss, damages, injury and/or

liability (including any and all costs and expenses in connection therewith), incurred by reason of any negligent or otherwise wrongful act or omission of MTC, its officers, commissioners, directors, employees, and agents, or any of them, under or in connection with this Agreement; and MTC agrees at its own cost, expense and risk to defend any and all claims, actions, suits, or other legal proceedings brought or instituted against C/CAG, its commissioners, directors, officers, agents, and employees, or any of them, arising out of such act or omission, and to pay and satisfy any resulting judgments.

C/CAG shall indemnify and hold harmless MTC, their commissioners, directors, officers, agents and employees from any and all claims, demands, suits, loss, damages, injury and/or liability (including any and all costs and expenses in connection therewith), incurred by reason of any negligent or otherwise wrongful act or omission of C/CAG, its officers, directors, employees, and agents, or any of them, under or in connection with this Agreement; and C/CAG agrees at its own cost, expense and risk to defend any and all claims, actions, suits, or other legal proceedings brought or instituted against MTC, their commissioners, directors, officers, agents, and employees, or any of them, arising out of such act or omission, and to pay and satisfy any resulting judgments.

9. MEETINGS

MTC agrees to invite C/CAG to participate in all meetings held in connection with this project, including public meetings and project team meetings.

10. NOTICES

All notices or other communications to either party by the other shall be deemed given when made in writing and delivered or mailed to such party at their respective addresses as follows:

To MTC: Attention: Winnie Chung
Metropolitan Transportation Commission
101 8th Street
Oakland, CA 94607-4700
Email: wchung@mtc.ca.gov
Fax: (510) 817-5848

To C/CAG: Attention: Jean Higaki
City/County Association of Governments of San Mateo
County
555 County Center, Fifth Floor
Redwood City, CA 94063

Email: jhigaki@smcgov.org
Fax: (650) 361-8227

11. INDEPENDENT CONTRACTOR

The parties agree and understand that the work/services performed by MTC, or its agents, contractors or other Project partners (including San Mateo County Transportation Authority (SMCTA)), under this Agreement are performed as independent contractors and not as employees or agents of C/CAG. Nothing herein shall be deemed to create any joint venture or partnership arrangement between C/CAG and MTC.

12. ASSIGNMENT

Neither party shall assign, transfer or otherwise substitute its interest or obligations in this Agreement without the prior written consent of the other party.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto as of the day and year first written above.

METROPOLITAN TRANSPORTATION
COMMISSION

CITY/COUNTY ASSOCIATION OF
GOVERNMENTS OF SAN MATEO
COUNTY

Steve Heminger, Executive Director

Mary Ann Nihart, Chair

C/CAG Legal Counsel

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FundingAgreement final.docx

ATTACHMENT A
SCOPE OF WORK

**SAN MATEO COUNTY US-101 RAMP METERING IMPLEMENTATION PLAN,
ADDITIONAL DATA COLLECTION, SAN BRUNO SENSITIVITY ANALYSIS**

Task 1: Northbound US 101 Data Collection

Collect northbound data on three consecutive days mid-week (Tuesday, Wednesday, and Thursday) during the AM (5:00 am to 10:00 am) and PM (2:00 to 8:00 pm) peak periods. The data to be collected shall include:

- Tach runs to collect travel time and speed data using GPS units at 15-minute intervals.
- Freeway ramp counts at the 19 northbound locations (14 off-ramps and 5 on-ramps) identified in Attachment A-1. Caltrans will provide ramp count data for all other locations.

Task 2: Southbound US 101 Data Collection

Collect southbound data on three consecutive days mid-week (Tuesday, Wednesday, and Thursday) during the AM (5:00 am to 10:00 am) and PM (2:00 to 8:00 pm) peak periods. The data to be collected shall include:

- Tach runs to collect travel time and speed data using GPS units at 15-minute intervals.
- Freeway mainline counts at the four southbound locations identified in Attachment A-2.
- Freeway ramp counts at the 37 southbound locations (15 off-ramps and 22 on-ramps) identified in Attachment A-2. Caltrans will provide ramp count data for all other locations.

Task 3: Process and Review Data (both directions)

Upon receipt of the data, process and review the data to provide volume summary graphics. This task assumes that the data collection firm performing the tach runs will process the tach run data and provide the necessary speed profile graphs and data.

Deliverable Task 3: Technical Memorandum summarizing and discussing data collected, observations made, and incidents recorded during study periods for both directions.

Task 4: Calibrate Northbound US 101 Models

Develop demand volumes for the northbound corridor. Input the initial data collected/demand volumes into the latest version of FREQ and recalibrate to existing traffic conditions, including travel time runs, observed queues, and bottlenecks.

Deliverable Task 4: Technical memorandum that describes the existing facilities and documents the method used for calibrating the models.

Task 5: Attend Team Meetings/Conference Calls

Attend up to four (4) team meetings/conference calls.

Task 6: San Bruno Southbound On-ramp Sensitivity Analysis

Perform a planning level analysis using Excel spreadsheet calculations for the following three ramp configuration alternatives for the southbound US 101 on-ramp at San Bruno Avenue:

- 2 mixed-flow lanes on the on-ramp (as proposed)
- 1 mixed-flow lane and 1 HOV lane on the on-ramp
- 1 mixed flow lane at the collector/distributor roadway merge to US 101 (just north of the San Francisco International Airport interchange)

The three alternatives will be evaluated during the AM (5:00 to 10:00 am) and PM (2:00 to 8:00 pm) peak periods using data collected in November 2013.

Deliverable Task 6: Brief technical memorandum that summarizes the results of the planning level evaluation of the effects of ramp-metering for the three different southbound on-ramp configurations. This task includes up to 2 hours of staff time to respond to comments.

Attachment A-1
List of Ramp Locations – Northbound

#	Location	Type	Source
1	Ralston Avenue/Marine Parkway	Off-ramp	Caltrans
2	Ralston Avenue EB Loop	On-ramp	Caltrans
3	Marine Parkway WB Diagonal	On-ramp	Caltrans
4	Hillsdale Boulevard	Off-ramp	Caltrans
5	Hillsdale Boulevard EB Loop	On-ramp	Caltrans
6	Hillsdale Boulevard WB Diagonal	On-ramp	Caltrans
7	EB/WB SR 92	Off-ramp	Contractor
8	SR 92 EB Loop	On-ramp	Contractor
9	SR 92 WB Diagonal	On-ramp	Caltrans
10	Fashion Island Boulevard	On-ramp	Caltrans
11	Kehoe Avenue	Off-ramp	Caltrans
12	Kehoe Avenue	On-ramp	Caltrans
13	3rd Avenue	Off-ramp	Contractor
14	3rd Avenue	On-ramp	Contractor
15	Dore Avenue	Off-ramp	Contractor
16	Peninsula Avenue/Airport Boulevard	Off-ramp	Contractor
17	Peninsula Avenue/Airport Boulevard	On-ramp	Caltrans
18	Anza Boulevard	Off-ramp	Caltrans
19	Anza Boulevard	On-ramp	Caltrans
20	Broadway/Old Bayshore Hwy	Off-ramp	Contractor
21	Broadway/Old Bayshore Hwy	On-ramp	Caltrans
22	Millbrae Avenue	Off-ramp	Contractor
23	SFO Domestic	Off-ramp	Contractor
24	Millbrae Avenue Collector Ramp	On-ramp	Caltrans
25	SFO Domestic	On-ramp	Caltrans
26	San Bruno Avenue	Off-ramp	Contractor
27	SR 380 WB	Off-ramp	Contractor
28	North Access Road	Off-ramp	Contractor
29	San Bruno/SFO International	On-ramp	Caltrans
30	SR 380 EB	On-ramp	Caltrans
31	SR 380 WB/North Access Road	On-ramp	Contractor
32	SR 380 WB/South Airport Boulevard	On-ramp	Contractor
33	South Airport Boulevard	Off-ramp	Contractor
34	South Airport Boulevard	On-ramp	Caltrans
35	Grand Avenue	Off-ramp	Contractor
36	Grand Avenue/Airport Boulevard	On-ramp	Caltrans
37	Oyster Point Boulevard	Off-ramp	Contractor
38	Oyster Point Boulevard	On-ramp	Contractor
39	Bayshore Boulevard	Off-ramp	Contractor
40	Sierra Point Parkway	Off-ramp	Caltrans
41	Sierra Point Parkway	On-ramp	Caltrans
42	Harney Way	Off-ramp	Caltrans
43	Harney Way	On-ramp	Caltrans

Attachment A-2
List of Mainline and Ramp Locations – Southbound

#	Location	Type	Source
A	Between Beatty Avenue On-ramp & Lagoon Road/Sierra Point Parkway Off-ramp	Mainline	Contractor
B	Between Millbrae Avenue EB On-ramp & Broadway/Rollins Road Off-ramp	Mainline	Contractor
C	Between US 101 Southbound SR 92/Fashion Island Boulevard Off-ramp & US 101 Southbound SR 92 WB Loop On-ramp	Mainline	Contractor
D	Between Hillsdale Boulevard EB Diagonal On-ramp & Ralston Avenue/Harbor Blvd Off-ramp	Mainline	Contractor
1	Ralston Avenue/Harbor Blvd	On-ramp	Contractor
2	Ralston Avenue/Harbor Blvd	Off-ramp	Contractor
3	Hillsdale Boulevard EB Diagonal	On-ramp	Contractor
4	Hillsdale Boulevard WB Loop	On-ramp	Contractor
5	Hillsdale Boulevard	Off-ramp	Contractor
6	SR 92 EB Diagonal	On-ramp	Contractor
7	Fashion Island Boulevard	On-ramp	Contractor
8	SR 92 WB Loop	On-ramp	Contractor
9	SR 92/Fashion Island Boulevard	Off-ramp	Contractor
10	4th Avenue EB Diagonal	On-ramp	Contractor
11	3rd Avenue WB Loop	On-ramp	Contractor
12	3rd Avenue	Off-ramp	Contractor
13	Poplar Avenue	On-ramp	Contractor
14	Poplar Avenue	Off-ramp	Contractor
15	Broadway/Rollins Road	On-ramp	Contractor
16	Broadway/Rollins Road	Off-ramp	Contractor
17	Millbrae Avenue EB	On-ramp	Contractor
18	Millbrae Avenue WB	On-ramp	Contractor
19	Millbrae Avenue	Off-ramp	Contractor
20	SFO Domestic Terminal	On-ramp	Contractor
21	SFO International Terminal	On-ramp	Contractor
22	San Bruno Avenue Collector	On-ramp	Contractor
23	SR 380 EB	On-ramp	Contractor
24	SR 380 WB/North Access Road	On-ramp	Contractor
25	SR 380 EB/North Access Road	Off-ramp	Contractor
26	SR 380 WB	Off-ramp	Contractor
27	Produce Avenue	On-ramp	Contractor
28	Produce Avenue/Airport Boulevard	Off-ramp	Contractor
29	Airport Boulevard/Grand Avenue	Off-ramp	Contractor
30	Oyster Point Boulevard	On-ramp	Contractor
31	Airport Boulevard/Bayshore Road	On-ramp	Contractor
32	Oyster Point Boulevard	Off-ramp	Contractor
33	Airport Boulevard/Bayshore Road	Off-ramp	Contractor
34	Lagoon Road/Sierra Point Parkway	On-ramp	Contractor
35	Lagoon Road/Sierra Point Parkway	Off-ramp	Contractor
36	Beatty Avenue/Alana Way	On-ramp	Contractor
37	Beatty Avenue/Alana Way	Off-ramp	Contractor

C/CAG AGENDA REPORT

Date: May 8, 2014

TO: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 14-10 authorizing the C/CAG Chair to execute Amendment #2 to the agreement between C/CAG and the City of San Carlos to provide financial services to C/CAG for an amount not to exceed \$77,700 for FY 2014-15, subject to approval of form by legal counsel.

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

RECOMMENDATION:

Review and approval of Resolution 14-10 authorizing the C/CAG Chair to execute Amendment #2 to the agreement between C/CAG and the City of San Carlos to provide financial services to C/CAG for an amount not to exceed \$77,700 for FY 2014-15, subject to approval of form by legal counsel.

FISCAL IMPACT:

A total of \$77,700 for FY 2014-15. It is included in the proposed C/CAG budget for FY 14-15.

REVENUE SOURCE:

Member assessments, parcel fee, motor vehicle fee (AVA/ TFCA/ AB1546), and State/ Federal Transportation Funds.

BACKGROUND/ DISCUSSION:

The City of San Carlos is the Financial Agent for C/CAG. C/CAG annually negotiates a fee for these services. On June 14, 2012, C/CAG Board approved Resolution 12-42 authorizing the Chair to execute the agreement between C/CAG and City of San Carlos to provide financial services to C/CAG in an amount of \$73,600 for fiscal year 2012-13. On June 13, 2013, C/CAG Board approved Resolution 13-16 authorizing the Chair to execute Amendment No. 1 to said agreement in an amount of \$75,366 for fiscal year 2013-14. Amendment No. 1 also included additional language regarding background check for Management personnel. A high level of service has been achieved by the City of San Carlos. All reports were provided on a timely basis. Additionally, the City of San Carlos staff has been very responsive to requests from C/CAG staff.

The City of San Carlos has proposed to increase the fee by approximately 3% over last year's fee. The proposal is reasonable. The cost for bank fees, storage, postage, as well as costs for audit services are not included in the original agreement or any amendment. Those costs are billed separately.

ATTACHMENT:

- Resolution 14-10
- Amendment No. 2.

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RESOLUTION 14-10

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE AMENDMENT NO. 2 TO THE AGREEMENT BETWEEN C/CAG AND THE CITY OF SAN CARLOS TO PROVIDE FINANCIAL SERVICES TO C/CAG FOR A TOTAL OF \$77,700 FOR FY 2014-15

WHEREAS, the City/County Association of Governments (C/CAG) of San Mateo County is a Joint Powers Authority created by the Cities and the County; and,

WHEREAS, C/CAG utilizes the services of its member agencies in order to minimize staff and cost; and,

WHEREAS, the City of San Carlos has been designated as the C/CAG Financial Agent; and,

WHEREAS, C/CAG Resolution 12-42 (June 14, 2012) authorized the Chair to execute an agreement between C/CAG and City of San Carlos to provide financial services to C/CAG in an amount of \$73,000 for fiscal year 2012-13; and,

WHEREAS, C/CAG Resolution 13-16 (June 13, 2013) authorized the Chair to execute an amendment to said agreement to provide financial services to C/CAG in an amount of \$75,366 for fiscal year 2013-14; and

WHEREAS, the City of San Carlos has proposed a fee \$77,700 for the financial services for fiscal year 2014-15; and,

WHEREAS, C/CAG and the City of San Carlos wish to set forth the terms and conditions, funding, and scope of work for the financial services as provided in Amendment #2.

THEREFORE BE IT RESOLVED NOW, by the Board of Directors of the City/County Association of Governments of San Mateo County authorizing the Chair to execute Amendment No. 2 to the Financial Service Agreement for fiscal year 2014-15 between the City of San Carlos and C/CAG in an amount not to exceed \$77,700, subject to approval of form by legal counsel.

PASSED, APPROVED, AND ADOPTED THIS 8TH DAY OF MAY 2014.

Mary Ann Nihart, C/CAG Chair

AMENDMENT No. 2

AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE CITY OF SAN CARLOS AND CITY COUNTY ASSOCIATION of GOVERNMENTS

This Second Amendment to the Agreement for Professional Services is made and entered into as of July 1, 2014, by and between the City of San Carlos, hereinafter referred to as "CITY" and the City County Association of Governments, hereinafter referred to as "C/CAG".

WITNESSETH:

WHEREAS, on June 14, 2012, the City and C/CAG entered into an agreement for the performance of the agreed financial services by the City's Administrative Services Department through the Finance Division (the "Original Agreement"); and

WHEREAS, on July 1, 2013, the City and C/CAG executed Amendment One to the Agreement which adjusted the compensation, added background check requirement for certain City employees providing financial services to C/CAG, amended scope of services to include City serving as C/CAG's Controller with duties limited to making or contracting for an annual audit, and amending Notice delivery to Sandy Wong; and

WHEREAS, pursuant to Section B.3 set forth in Exhibit A of the original agreement, the City will provide financial services to C/CAG for a fixed annual fee and this fixed fee will be adjusted on an annual basis; and

WHEREAS, both parties now wish to amend that section of the Professional Services Agreement.

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

1. C/CAG agrees to reimburse CITY for Financial Services. The fixed annual fee for FY 2015 (July 1, 2014 to June 30, 2015) will be adjusted from \$75,366 to \$77,700
2. All other terms of the Original Agreement and Amendment One remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this amendment to the Original Agreement between C/CAG and the City of San Carlos to be executed effective as of the date first above written.

CITY OF SAN CARLOS

DATE: _____

Jeff Maltbie, City Manager

C/CAG

DATE: _____

Mary Ann Nihart, Chair

APPROVED AS TO FORM

DATE: _____

Gregory J Rubens, City Attorney

APPROVED AS TO FORM

DATE: _____

C/CAG Legal Counsel

C/CAG AGENDA REPORT

Date: June 14, 2012
To: C/CAG Board of Directors
From: Sandy Wong, Executive Director
Subject: Review and approval of Resolution 14-11 authorizing the C/CAG Chair to execute Amendment No. 1 to the Interagency Agreement between C/CAG and MTC for Transportation Planning, Programming, And Transportation/Land Use Coordination for FY 2012/13, FY 2013/14, FY 2014/15 and FY 2015/16.

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

RECOMMENDATION

That C/CAG Board review and approve Resolution 14-11 authorizing the C/CAG Chair to execute Amendment No. 1 to the Interagency Agreement between C/CAG and MTC for Transportation Planning, Programming, And Transportation/Land Use Coordination for FY 2012/13, FY 2013/14, FY 2014/15 and FY 2015/16.

FISCAL IMPACT

Execution of Amendment No. 1 to the interagency agreement between MTC and C/CAG will allow C/CAG to receive an additional \$752,000 in planning grant, to a new total of \$3,425,000 for congestion management planning and programming and transportation-land use coordination for the four fiscal years (2012/13 through 2015/16).

FUND SOURCE

Funding source for Transportation Planning, Programming, and Transportation/Land Use Coordination comes from Federal Surface Transportation Program (STP).

BACKGROUND/DISCUSSION

The Transportation Planning and Programming fund is allocated to C/CAG to provide MTC with assistance in implementing federal and state transportation planning, programming, and transportation/land use coordination, and to represent the local transportation interests within the county and coordinating with regional, state and federal interests.

On June 12, 2012, C/CAG Board adopted Resolution 12-29 authorized the execution of the Interagency Agreement between C/CAG and MTC for the four fiscal years from FY 2012/13 through FY 2015/16 in an amount of \$2,673,000 for transportation planning, programming, and transportation/land use coordination. An additional \$752,000 via Amendment No. 1 consists of \$672,000 for OBAG administration approved by C/CAG Board on February 14, 2013 and \$80,000 PDA Planning grant 5% administration.

ATTACHMENT

- Resolution 14-11
- Amendment No. 1

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RESOLUTION 14-11

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE AMENDMENT No. 1 TO THE INTERAGENCY AGREEMENT BETWEEN C/CAG AND MTC for TRANSPORTATION PLANNING, PROGRAMMING, AND TRANSPORTATION/LAND USE COORDINATION FOR FISCAL YEARS 2012/13, 2013/14, 2014/15, and 2015/16.

WHEREAS, the City/County Association of Governments (C/CAG) of San Mateo County is the designated Congestion Management Agency (CMA) for San Mateo County; and,

WHEREAS, the Metropolitan Transportation Commission (MTC) has been designated as the Metropolitan Planning Organization (MPO) and the Regional Transportation Planning Agency (RTPA) for the San Francisco Bay Region; and,

WHEREAS, the Surface Transportation Program (STP) funds may be allocated for planning and programming activities; and,

WHEREAS, MTC may allocate federal planning funds to C/CAG to assist local transportation planning projects which are necessary components of the urban transportation planning process; and

WHEREAS, C/CAG and MTC executed the Interagency Agreement for Transportation Planning, Programming, and Transportation/Land Use Coordination for fiscal years 2012/13, 2013/14, 2014/15, and 2015/16; and

WHEREAS, C/CAG and MTC wish to execute Amendment No. 1 to said Interagency Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County authorizing the Chair to execute Amendment No. 1 to the Interagency Agreement between C/CAG and MTC for transportation planning, programming, and transportation/land use coordination for FY 2012/13 through 2015/16.

PASSED, APPROVED, AND ADOPTED THIS 8TH DAY OF MAY 2014.

Mary Ann Nihart, Chair

AMENDMENT NO. 1 TO THE INTERAGENCY AGREEMENT
Between METROPOLITAN TRANSPORTATION COMMISSION
And CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
For TRANSPORTATION PLANNING, PROGRAMMING, AND
TRANSPORTATION/LAND USE COORDINATION
FOR FY 2012/13 through 2015/16

THIS AMENDMENT, effective as of March 20, 2014, is Amendment No. 1 to the Agreement by and between the Metropolitan Transportation Commission ("MTC") and the City/County Association of Governments of San Mateo County ("AGENCY"), dated July 1, 2012 ("Agreement").

NOW, THEREFORE, the parties agree to modify the subject Agreement as follows:

1. Article 2.0, Interagency Agreement Administration is revised, in part, as follows:
 - a. The MTC Project Manager is changed to: Ross McKeown, rmckeown@mtc.ca.gov

2. Article 3.0, Funding, is revised, in part, as follows:

- a. Subarticle A, is revised to add:

AGENCY and MTC agree that, pursuant to this Agreement, MTC shall allocate to AGENCY an additional seven hundred fifty two thousand dollars (\$752,000).

- b. Subarticle D, is revised to increase the total compensation to three million four hundred twenty five thousand dollars (\$3,425,000).

3. Article 4.0, Scope of Work and Budget, second paragraph, is revised as follows (additions in *italics*):

Subject to annual federal appropriations, MTC agrees to pay AGENCY up to six hundred thirty eight thousand dollars (\$638,000) in FY 2012-2013, six hundred fifty eight thousand dollars (\$658,000) in FY 2013-2014, six hundred seventy eight thousand dollars (\$678,000) in FY 2014-2015, and six hundred ninety nine thousand dollars (\$699,000) in FY 2015-2016 as set out in Attachment B, Budget, for the planning and programming activities described under the Scope of Work (Attachment A) to this Agreement. *MTC agrees to pay AGENCY an additional amount of up to seven hundred fifty two thousand dollars (\$752,000) for the planning and programming activities described in Attachment A, and available in FY 2012-2013 through FY 2015-16.*

4. Attachment B, Budget, is deleted in its entirety and replaced with the attached Attachment B, Budget.

5. Retention of Contract Provisions. Except as provided herein, all other terms and conditions of the Agreement remain unchanged.

IN WITNESS WHEREOF, this Amendment has been executed by the parties hereto as of the day and year first written above.

METROPOLITAN TRANSPORTATION
COMMISSION

CITY/COUNTY ASSOCIATION OF
GOVERNMENTS OF SAN MATEO CO.

Steve Heminger, Executive Director

Mary Ann Nihart, Chair

ATTACHMENT B

BUDGET

Estimated Cost by Funding Source:

Fund Source	Amount	Agency	Percent
Federal - STP	\$ 3,425,000	MTC	88.53%
Local	\$ 443,745	CMA	11.47%
Total:	\$ 3,868,745		100.00%

C/CAG AGENDA REPORT

Date: May 8, 2014
To: City/County Association of Governments Board of Directors
From: Sandy Wong, Executive Director
Subject: Review and accept the C/CAG State Transportation Improvement Program (STIP) PPM Final Audit Reports from July 1, 2010 through March 31, 2011 and from July 1, 2011 through July 31, 2013

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

RECOMMENDATION

That the C/CAG Board review and accept the C/CAG State Transportation Improvement Program (STIP) Planning, Programming & Monitoring (PPM) Final Audit Reports from July 1, 2010 through March 31, 2011 and from July 1, 2011 through July 31, 2013.

FISCAL IMPACT

None

SOURCE OF FUNDS

These two audit reports pertain to the State Transportation Improvement Program (STIP) Planning, Programming & Monitoring (PPM) grant fund for San Mateo County.

BACKGROUND/DISCUSSION

C/CAG received two State grants for Planning, Programming & Monitoring (PPM) fund from the State Transportation Improvement Program (STIP). They are, \$460,000 for FY 2010/11, and \$690,000 for FY 2011/12. The \$460,000 PPM grant was fully expended from July 1, 2010 through March 31, 2011. The \$690,000 PPM grant was fully expended from July 1, 2011 through July 31, 2013.

To comply with grantor's requirement, an independent audit was performed on each of these state grants. Final Audit Report are attached. No issues were identified that required correction. The audits did not disclose any deficiencies, or material weaknesses or instances of noncompliance material to the basic financial statements.

ATTACHMENT

The following attachments are provided to Board Members and Alternate Members. Also available at: <http://www.ccag.ca.gov/ccag.html>

1. C/CAG State Transportation Improvement Program (STIP) Planning, Programming, & Monitoring (PPM) Final Audit Report From July 1, 2010 through March 31, 2013.
2. C/CAG State Transportation Improvement Program (STIP) Planning, Programming, & Monitoring (PPM) Final Audit Report From July 1, 2011 through July 31, 2013.

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City of Millbrae
621 Magnolia Avenue, Millbrae, CA 94030

WAYNE J. LEE
Mayor

April 28, 2014

Dear C/CAG Board:

I am writing to request an appointment by this board to the Congestion Management Program and Environmental Quality Committee.

As an Environmental Engineer/Manager for the past 20 years, I have been involved in creating or enforcing all areas of environmental policy: air, water, hazardous waste, storm water and climate change on a nationwide and local level. As a planning commissioner, councilmember, an engineer at the Bay Area Air Quality Management District and director on the Peninsula Traffic Congestion Relief Alliance, I have a unique view on strategic policies on balancing the needs of economic growth, quality of life issues and conservation of nature resources.

It is my desire to apply my knowledge and expertise to solving the needs of the Peninsula.

Thank you for taking the time to consider my request.

Respectfully yours,

A handwritten signature in black ink that reads "Wayne J. Lee". The signature is written in a cursive style.

Wayne J. Lee
Mayor, City of Millbrae

C/CAG AGENDA REPORT

Date: May 8, 2014
To: C/CAG Board of Directors
From: Tom Madalena
Subject: Review and approval of the project list for funding under the C/CAG and San Mateo County Transportation Authority Shuttle Program for FY 2014/2015 and FY 2015/2016 and review and approval of Resolution 14-15 authorizing the C/CAG Chair to execute a funding agreement with the City of Menlo Park for an amount not to exceed \$923,266 for shuttle services.

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

RECOMMENDATION

That the C/CAG Board review and approve the project list for funding under the C/CAG and San Mateo County Transportation Authority Shuttle Program for FY 2014/2015 and FY 2015/2016 and review and approve Resolution 14-15 authorizing the C/CAG Chair to execute a funding agreement with the City of Menlo Park for an amount not to exceed \$923,266 for shuttle services.

FISCAL IMPACT

For the FY 14/15 and FY 15/16 funding cycle there is up to a combined total of \$7,000,000 available from SMCTA and C/CAG. Of that amount, \$1,000,000 is from C/CAG Congestion Relief Fund.

SOURCE OF FUNDS

Funding to support the shuttle programs will be derived from the Congestion Relief Plan adopted by C/CAG and includes \$1,000,000 in funding (\$500,000 for FY 14/15 and \$500,000 for FY 15/16). The San Mateo County Transportation Authority (TA) Measure A Program will provide approximately \$6,000,000 for the two-year funding cycle. The C/CAG funding will be predicated on the C/CAG Board of Directors approving shuttle funding in the amount of \$500,000 for each fiscal year through the budget adoption process.

BACKGROUND/DISCUSSION

For the FY 14/15 & FY15/16 cycle the San Mateo County Transportation Authority (TA) and C/CAG created a call for projects that combines two years of funding for shuttles in an amount up to \$7,000,000 from both agencies. Staff issued the call for projects on January 13, 2014 and applications were due on February 14, 2014. C/CAG and TA staff held an application workshop on January 21, 2014 to guide project sponsors through the application process. Staff received a

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total of 18 applications from 8 sponsors which encompass 35 separate shuttles. These shuttles will provide services in 11 cities in San Mateo County. The total amount requested was approximately \$7,100,000.

Staff convened a Shuttle Evaluation Panel to review and score the shuttle program applications. The panel consisted of staff from the San Mateo County Transit District (SamTrans), the TA, and C/CAG. The panel has developed a recommended list of projects for funding which is presented in Attachment A. The Bayshore Technology Park Shuttle is being deferred due to a request from the sponsor, the Peninsula Traffic Congestion Relief Alliance, so that better coordination can occur between existing and nearby Joint Powers Board shuttles. The Colma Circulator shuttle was not recommended for funding by the Shuttle Evaluation Panel due to significant overlap with SamTrans bus service and the potential adverse impact it could have on SamTrans ridership. Additionally, the San Mateo County Medical Center withdrew their Fair Oaks Health Center shuttle application as the shuttle was not ready to proceed.

The project list for funding has been reviewed and recommended for approval by both the Congestion Management Program Technical Advisory Committee and Congestion Management and Environmental Quality Committee.

The funding agreement shall be in a form to be approved by C/CAG Legal Counsel and is available for review at www.ccag.ca.gov/ccag.html.

ATTACHMENTS

- Attachment A – Recommendations for FY 2014/2015 & FY 2015/2016 Funding for San Mateo County Shuttle Program
- Resolution 14-35
- Shuttle Program Agreement between City/County Association of Governments and the City of Menlo Park (available for review and download at www.ccag.ca.gov/ccag.html)

Attachment A
Recommendations for FY 14/15 and FY 15/16 Funding for San Mateo County Shuttle Program

Rank	Score	Sponsor	Shuttle Name	Primary Service Area	New or Existing	Service Type	Total Cost	Requested Allocation	Proposed Fund Source	Total Matching Funds	Percent Matching Funds	Private Sector Match	Notes
1	83	JPB	Sierra Point	South San Francisco	Existing	Commuter	\$309,000	\$46,300	Measure A	\$262,700	85%	yes, 68%	
2	82	JPB	Genentech/Gateway - Main	South San Francisco	Existing	Commuter	\$510,800	\$92,000	Measure A	\$418,800	82%	yes, 82%	
3	81	JPB	Bayside/Burlingame	Burlingame	Existing	Commuter	\$218,700	\$131,200	Measure A	\$87,500	40%	yes, 25%	
4	79	Alliance	North Foster City	Foster City	Existing	Commuter	\$429,318	\$160,994	Measure A	\$268,324	63%	yes, 25%	
5	79	Alliance	South San Francisco BART	South San Francisco	Existing	Commuter	\$897,991	\$224,498	Measure A	\$673,493	75%	yes, 32%	
6	78	JPB	Lincoln Centre	San Mateo/Foster City	Existing	Commuter	\$293,000	\$175,800	Measure A	\$117,200	40%	yes, 25%	
7	78	JPB	Mariners Island	San Mateo/Foster City	Existing	Commuter	\$293,000	\$175,800	Measure A	\$117,200	40%	yes, 25%	
8	78	JPB	Pacific Shores	Redwood City	Existing	Commuter	\$376,800	\$226,100	Measure A	\$150,700	40%	yes, 25%	
9	78	Alliance	Seaport Centre Caltrain	Redwood City	Existing	Commuter	\$227,896	\$113,948	Measure A	\$113,948	50%	yes, 50%	
10	78	Menlo Park	Willow Road	Menlo Park	Existing	Commuter	\$339,505	\$254,112	C/CAG	\$85,393	25%	yes, 4%	
11	77	JPB	Bridge Park	Redwood Shores	Existing	Commuter	\$293,000	\$175,800	Measure A	\$117,200	40%	yes, 25%	
12	77	JPB	Broadway/Millbrae	Burlingame	Existing	Commuter	\$264,400	\$198,400	Measure A	\$66,000	25%	no	
13	77	JPB	Electronic Arts	Redwood Shores	Existing	Commuter	\$309,900	\$124,000	Measure A	\$185,900	60%	yes, 50%	
14	77	Alliance	North Burlingame	Burlingame	Existing	Commuter	\$244,355	\$122,177	Measure A	\$122,178	50%	yes, 50%	
15	76	Alliance	Brisbane/Crocker Park BART/Caltrain	Brisbane	Existing	Commuter/Community	\$775,335	\$465,201	Measure A	\$310,134	40%	yes, 20%	
16	76	JPB	Campus Drive	San Mateo	Existing	Commuter	\$237,000	\$142,200	Measure A	\$94,800	40%	yes, 25%	
17	76	Menlo Park	Marsh Road	Menlo Park	Existing	Commuter	\$330,846	\$248,001	C/CAG	\$82,845	25%	yes, 4%	
18	76	Menlo Park	Mid-day	Menlo Park	Existing	Community	\$448,875	\$337,313	C/CAG	\$111,562	25%	yes, 8%	
19	76	Alliance	Redwood City Midpoint Caltrain	Redwood City	Existing	Commuter	\$232,547	\$174,410	Measure A	\$58,137	25%	yes, 25%	
20	75	JPB	Oracle	Redwood Shores	Existing	Commuter	\$376,800	\$226,100	Measure A	\$150,700	40%	yes, 25%	
21	74	JPB	Clipper	Redwood Shores	Existing	Commuter	\$246,100	\$147,700	Measure A	\$98,400	40%	yes, 25%	
22	73	JPB	Belmont/Hillsdale	Belmont	Existing	Commuter	\$218,700	\$164,100	Measure A	\$54,600	25%	no	
23	71	JPB	Bayshore/Brisbane	Brisbane/Daly City	Existing	Commuter/Community	\$455,600	\$341,700	Measure A	\$113,900	25%	no	
24	70	JPB	Norfolk	San Mateo	Existing	Commuter	\$237,000	\$142,200	Measure A	\$94,800	40%	yes, 25%	
25	69	Menlo Park	Shoppers	Menlo Park	Existing	Community	\$111,795	\$83,840	C/CAG	\$27,955	25%	yes, 10%	
26	68	Alliance	Centennial Towers	South San Francisco	Existing	Commuter	\$232,548	\$116,274	Measure A	\$116,274	50%	yes, 50%	
27	68	Alliance	South San Francisco Caltrain	South San Francisco	Existing	Commuter	\$511,604	\$383,703	Measure A	\$127,901	25%	yes, 25%	
28	64	East Palo Alto	East Palo Alto Caltrain	East Palo Alto	New	Commuter/Community	\$662,760	\$489,268	Measure A	\$173,492	26%	no	
29	63	South San Francisco	South San Francisco East-West Community	South San Francisco	New	Commuter/Community	\$376,045	\$282,034	Measure A	\$94,011	25%	no	
30	62	Alliance	South San Francisco Ferry	South San Francisco	Existing	Commuter	\$429,319	\$279,057	Measure A	\$150,262	35%	yes, 10%	
31	58	Foster City	Foster City Mid-day	Foster City	New	Community	\$380,000	\$285,000	Measure A	\$95,000	25%	no	
32	51	Pacifica	Pacifica Weekend Community	Pacifica	Existing	Community	\$140,600	\$105,450	Measure A	\$35,150	25%	yes, 11%	Existing performance falls far below benchmarks, staff will closely monitor impact after opening of Devil's Slide trail
33	49	Alliance	Colma Circulator	Colma	New	Commuter	\$220,025	\$165,019		\$55,006	25%	no	Not recommended for funding, significant overlap w/ SamTrans bus service

Subtotals: \$11,631,164 \$6,799,699 \$4,831,465 42%

Recommended TA-C/CAG Shuttle Funding Allocation: \$6,634,680

Total Funding Available for FY2015 & 2016 shuttle Call for Projects: \$7,000,000

Attachment A

Recommendations for FY 14/15 and FY 15/16 Funding for San Mateo County Shuttle Program

Funding Recommendation To Be Determined

Sponsor	Shuttle Name	Primary Service Area	New or Existing	Service Type	Total Cost	Requested Allocation	Proposed Fund Source	Total Matching Funds	Percent Matching Funds	Private Sector Match	Notes
Alliance	Bayshore Technology Park	Redwood Shores	New	Commuter	\$250,436	\$125,218		\$125,218	50%	yes, 50%	sponsor has requested deferral to better coordinate service plan with JPB Bridge Park shuttle

Withdrawn Application

Sponsor	Shuttle Name	Primary Service Area	New or Existing	Service Type	Total Cost	Requested Allocation	Proposed Fund Source	Total Matching Funds	Percent Matching Funds	Private Sector Match	Notes
San Mateo Medical Center	Fair Oaks Health Center Shuttle	North Fair Oaks	New	Community	\$213,000	\$159,750		\$53,250	25%	no	application withdrawn, sponsor unable to commit matching funds

RESOLUTION 14-15

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE FUNDING AGREEMENTS WITH THE CITY OF MENLO PARK FOR AN AMOUNT NOT TO EXCEED \$923,266 FOR SHUTTLE SERVICES.

WHEREAS, the Board of Directors of the City/County Association of Governments at its February 14, 2002 meeting approved the Congestion Relief Plan and subsequently reauthorized the Congestion Relief Plan in 2007 and 2010; and,

WHEREAS, one component of that Plan was support for the Local and Employer Based Shuttle Programs; and,

WHEREAS, on December 12, 2013 the C/CAG Board of Directors approved the process for the C/CAG and San Mateo County Transportation Authority combined San Mateo County Shuttle Program for FY 14/15 & FY 15/16; and,

WHEREAS, on January 13, 2014 C/CAG and the San Mateo County Transportation Authority issued a call for projects for the FY 14/15 & FY 15/16 San Mateo County Shuttle Program; and,

WHEREAS, a project list of eligible projects as presented in Attachment A has been recommended for funding by the Congestion Management Program Technical Advisory Committee and the Congestion Management and Environmental Quality Committee; and,

WHEREAS, as presented in Attachment A C/CAG will allocate funding for four shuttle routes sponsored by the City of Menlo Park; and

WHEREAS, C/CAG has determined that the cost of these shuttles shall not cumulatively exceed nine hundred twenty-three thousand, two hundred and sixty-six dollars (\$923,266) for C/CAG.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County that on behalf of C/CAG the Chair is authorized to execute agreements with the City of Menlo Park through June 30, 2016. The agreement shall be in a form approved by C/CAG Legal Counsel.

PASSED, APPROVED, AND ADOPTED THIS 8TH DAY OF MAY 2014.

Mary Ann Nihart, Chair

C/CAG AGENDA REPORT

Date: May 8, 2014
To: City/County Association of Governments Board of Directors
From: Sandy Wong, Executive Director
Subject: Review and approval of Resolution 14-16 in support of various grant applications from San Mateo County agencies for California Transportation Commission (CTC) Active Transportation Program funding.

(For further information or questions contact Ellen Barton at (650) 599-1420)

RECOMENDATION

That the C/CAG Board Review and approve Resolution 14-16 in support of various grant applications from San Mateo County agencies for California Transportation Commission (CTC) Active Transportation Program funding.

FISCAL IMPACT

None.

SOURCE OF FUNDS

Active Transportation Program (ATP) funds are derived from the following sources:

- Federal sources: Transportation Alternative Program (TAP) (includes Safe Routes to Schools, and a portion (about 40%) of the Recreational Trails grant programs)
- State sources: Bicycle Transportation Account, Environmental Enhancement and Mitigation Program (partially) and California's state-funded Safe Routes to Schools program.

BACKGROUND

CTC issued a call for projects on March 21, 2014. Under this call, \$180 million is made available for statewide competition. Jurisdictions and organizations in San Mateo County will submit applications for ATP statewide competitive process by May 21, 2014.

ATP rolls most of California's existing state and federal sources of funding for trails, biking, and walking into one competitive grant fund. The creation of one larger program is expected to raise the profile of active transportation projects in the state, and streamline the process for financing biking and walking infrastructure by reducing administrative costs. Projects funded through ATP will encourage increased use of active modes of transportation, such as biking and walking, increase safety and mobility for non-motorized users, reduce greenhouse gas emissions, enhance public health, and provide environmental mitigation that supports active transportation.

ITEM 5.8

Jurisdictions that are successful in the statewide funding process will implement projects that carry out the goals of the *San Mateo County Comprehensive Bicycle and Pedestrian Plan*. The Bicycle and Pedestrian Advisory Committee (BPAC) voted at its April 24, 2014 meeting to recommend C/CAG support for the ATP proposals from San Mateo County agencies, as shown in Attachment A.

ATTACHMENTS

- List and Summary Descriptions of ATP Projects
- Resolution 14 -16

Attachment A:

List and Summary Descriptions of ATP Projects

Applicant	Project Title	Description
San Mateo County Office of Education	San Mateo County Safe Routes for Student Health and Wellness	<ul style="list-style-type: none">• Expand traffic safety education for walking and bicycling• Reduce crashes and risk• Increase walking, bicycling and transit mode share
Town of Woodside	Woodside Road School Pathway Project	<ul style="list-style-type: none">• Construct pathway separate from roadway on south side• Crossing enhancements at driveways and Mountain Home Road
City of Belmont	Ralston Avenue Corridor Complete Streets Improvement Project	<ul style="list-style-type: none">• Curb ramps, sidewalks• Bike lanes, fill gaps• Traffic safety campaign• Bicycle activated signals
San Mateo County Public Works	Sand Hill Road and I-280 Bicycle Lane Improvements	<ul style="list-style-type: none">• Fill gaps in bike lanes along segment• Install green lanes• Improve visibility of transition zones
City of Pacifica	Rockaway Beach to Pacifica State Beach Trail	<ul style="list-style-type: none">• Install cable railings• Improve surface of trail• Install bike racks
City of San Mateo	Safe Routes to School Program	<ul style="list-style-type: none">• Install curb ramps, sidewalks, lighting at all schools• Conduct school and public education, promotion, enforcement
Town of Hillsborough	Eucalyptus Trail Project	<ul style="list-style-type: none">• Construct a 5000 ft. paved trail creating a loop route connecting to Elementary School, etc.

Applicant	Project Title	Description
Cabrillo Unified School District <i>(with City of Half Moon Bay)</i>	Cunha Intermediate School Safety Project	<ul style="list-style-type: none"> • Install crossing and stop-control at school (Kelly Avenue)
City of San Mateo	North Central Pedestrian Infrastructure Improvements	<ul style="list-style-type: none"> • Curb ramps, landscaping, lighting, bulb-outs, etc. • Eight locations
City of Belmont	Old County Road Bike and Pedestrian Improvement Project	<ul style="list-style-type: none"> • Install bike lane and improve sidewalks • Fill gaps in sidewalk system along segment
City of South San Francisco	Linden Avenue Pedestrian and Bicycling Improvements	<ul style="list-style-type: none"> • Median refuge islands, curb ramps, crosswalks, etc. • Install Class 3 Bikeway
City of South San Francisco	Sunshine Gardens Traffic Calming Improvements	<ul style="list-style-type: none"> • Reduce speed limits in school zone • Install traffic circles, stop signs, etc.
City of South San Francisco	Spruce Avenue Traffic Calming Improvements	<ul style="list-style-type: none"> • Landscaping, medians, curb ramps • Crosswalk and flashing beacon, etc.

RESOLUTION 14-16

* * * * *

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY IN SUPPORT OF THE APPLICATIONS BY THE SAN MATEO COUNTY OFFICE OF EDUCATION, THE TOWN OF WOODSIDE, THE CITY OF BELMONT, SAN MATEO COUNTY, THE CITY OF PACIFICA, THE CITY OF SAN MATEO, THE TOWN OF HILLSBOROUGH, THE CABRILLIO UNIFIED SCHOOL DISTRICT, AND THE CITY OF SOUTH SAN FRANCISCO FOR ACTIVE TRANSPORTATION PROGRAM GRANTS.

* * * * *

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

WHEREAS, C/CAG currently provides pedestrian and bicycle (Active Transportation) planning and program management in San Mateo County; and

WHEREAS, C/CAG recognizes the benefit of supporting jurisdictions in seeking additional funding for Active Transportation planning, infrastructure, and programs; and

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

WHEREAS, C/CAG's 2013 Congestion Management Program for San Mateo County includes pedestrian and bicycle improvements in its performance measures;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of C/CAG that the Chair is hereby authorized and directed to execute this Resolution in support of the application by the aforementioned jurisdictions for Active Transportation Program Grants.

PASSED, APPROVED, AND ADOPTED THIS 8TH DAY OF MAY 2014.

Mary Ann Nihart, Chair

C/CAG AGENDA REPORT

Date: May 8, 2014
To: City/County Association of Governments, Board of Directors
From: Sandy Wong, Executive Director
Subject: Receive a copy of executed agreement between C/CAG and Alexis Petru for consulting services for the San Mateo County Energy Watch Program in an amount not to exceed \$7,000.

(For further information contact Kim Springer at (650) 599-1412

RECOMMENDATION

That the C/CAG Board receive a copy of executed agreement between C/CAG and Alexis Petru for consulting services for the San Mateo County Energy Watch (SMCEW) Program in an amount not to exceed \$7000.

FISCAL IMPACT

The agreement with Alexis Petru is for \$7,000.

SOURCE OF FUNDS

This agreement for services for the SMCEW program is paid for under the C/CAG – PG&E Local Government Partnership (LGP) agreement.

BACKGROUND/DISCUSSION

San Mateo County Energy Watch is a LGP between C/CAG and PG&E and is managed and staffed by RecycleWorks, a program of the County of San Mateo.

For the last few years, the SMCEW program has leveraged an agreement with consultant William Klein to provide support for two outreach newsletters to cities staff and other stakeholders and other services. Mr. Klein is no longer available to complete the outreach scope of his contract.

Staff requested cost proposals from potential consultants, in accordance with the C/CAG procurement policy, and selected Alexis Petru as the new consultant.

The Agreement between C/CAG and Alexis Petru, with the scope of work is provided as an attachment to this staff report.

ATTACHMENTS

- Executed agreement with between C/CAG and Alexis Petru.

ITEM 5.9.1

AGREEMENT BETWEEN
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
AND ALEXIS PETRU FOR CONSULTING SERVICES TO THE
SAN MATEO COUNTY ENERGY WATCH PROGRAM

This Agreement is entered this 16th day of April, 2014, by and between the City/County Association of Governments of San Mateo County, a joint powers agency, hereinafter called "C/CAG" and Alexis Petru, an individual, hereinafter called "Contractor."

WITNESSETH

WHEREAS, C/CAG is a joint powers agency formed for the purpose of preparation, adoption and monitoring of a variety of county-wide, state-mandated, and other programs and plans; and,

WHEREAS, C/CAG is prepared to award funding for contracted staff time to support ongoing work on the San Mateo County Energy Watch and related marketing efforts; and,

WHEREAS, C/CAG has reviewed proposals consistent with C/CAG's procurement policy, and has determined that Contractor has the requisite qualifications to perform this work.

NOW, THEREFORE, IT IS HEREBY AGREED by the parties as follows:

1. Services to be provided by Contractor. In consideration of the payments hereinafter set forth, Contractor agrees to perform the services described in Exhibit A, attached hereto (the "Services"). All Services are to be performed and completed by March 15, 2015.
2. Payments. In consideration of Contractor providing the Services, C/CAG shall reimburse Contractor based on the cost rates set forth in Exhibit A for an amount not to exceed Seven Thousand dollars (\$7,000) for Services provided during the Contract Term as set forth below. Payments shall be made to Contractor based on an invoice submitted by Contractor that identifies expenditures and describes services performed in accordance with the agreement. C/CAG shall have the right to receive, upon request, documentation substantiating charges billed to C/CAG.
3. Relationship of the Parties. It is understood that Contractor is an Independent Contractor and this Agreement is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of Independent Contractor.
4. Contract Term. This Agreement shall be in effect as of April 11, 2014 and shall terminate on March 15, 2015; provided, however, C/CAG may terminate this Agreement at any time for any reason by providing 30 days' notice to Contractor. Termination is to be effective on the date specified in the notice. In the event of termination under this

paragraph, Contractor shall be paid for all Services provided through the date of termination.

5. Hold Harmless/ Indemnity: Contractor shall indemnify and save harmless C/CAG, its agents, officers and employees from all claims, suits or actions to the extent caused by the negligence, errors, acts or omissions of the Contractor, its agents, officers or employees related to or resulting from performance or non-performance under this Agreement.

Contractor's duty to indemnify and save harmless as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

6. Compliance with PG&E Contracts. The Contractor has been provided a copy of the C/CAG Local Government Partnership Agreement between C/CAG and PG&E, and agrees to comply with all contract requirements contained therein with regard to requirements for contractors and subcontractors, specifically including Data Security, Background Checks, Confidentiality and Data Security, Customer Satisfaction, and Escalation of Complaints and Safety.
7. Sole Property of C/CAG. Work products of Contractor which are delivered under this Agreement or which are developed, produced and paid for under this Agreement, shall be and become the property of C/CAG. Contractor shall not be liable for C/CAG's use, modification or re-use of products without Contractor's participation or for purpose other than those specifically intended pursuant to this Agreement.
8. Governing Law. This Agreement shall be governed by the laws of the State of California and any suit or action initiated by either party shall be brought in the County of San Mateo, California.
9. Notices. All notices hereby required under this agreement shall be in writing and delivered in person or sent by certified mail, postage prepaid and addressed as follows:

City/County Association of Governments of San Mateo County
555 County Center, 5th Floor
Redwood City, CA 94063
Attention: Kim Springer

Notices required to be given to Contractor shall be addressed as follows:
3500 Crestmoor Drive
San Bruno, CA 94066
Attention: Alexis Petru

IN WITNESS WHEREOF, the parties hereto have affixed their hands on the day and year first above written.

Alexis Petru (Contractor)

By Alexis Petru

9/16/14
Date

City/County Association of Governments (C/CAG)

By Sandy Wong
Sandy Wong, C/CAG Executive Director

4-22-14
Date

C/CAG Legal Counsel

By [Signature]

EXHIBIT A

SCOPE OF SERVICES

Task 1: San Mateo County Energy Watch – Two versions of email newsletters

The Contractor will publish two versions of the SMCEW email newsletter monthly – municipal and general – using the existing Constant Contact template. The SMCEW Coordinator will forward content ideas to the Contractor in between issues. The Coordinator should compile these ideas and suggest additional content to fill in the issue (especially for the general newsletter). The Contractor will have a brief phone conversation with the SMCEW Coordinator each month to discuss the proposed content for each newsletter and strategies for improvements based on quantitative and qualitative feedback.

Both versions of the newsletter go out on the same day. Many of the content items will be the same in both newsletters (see examples below). The number of items varies each issue, but tends to be between three and six items in each section (news, training, and webinars). Many of the items are short introductions to existing content. The SMCEW Coordinator will provide the Contractor with “talking points” for items about SMCEW programs.

Before sending out newsletters, the Contractor will send each version to the SMCEW Coordinator for final input and approval. The Contractor will send out the newsletters on the 4th Thursday of the month (or another mutually agreed on schedule).

The Contractor will post content from the newsletters on the SMCEW website and link content from the newsletters to the site. The Contractor will keep the SMCEW calendar updated with additional events, trainings, and classes related to energy efficiency and climate action planning. The content will come from the newsletter, plus a few additional items forwarded to the Contractor by email.

Task 2: Analytics

The Contractor will update the SMCEW tracking spreadsheet with website and newsletter analytics monthly (unique page views, time spent per page, newsletter opens and click throughs) and make adjustments and improvements to future newsletters based on the findings.

Task 3: “Success story” articles

Contractor will produce one “success story” highlighting a project or initiative relating to the SMCEW program every other month. (SMCEW Coordinator will provide story ideas and contact information.) The content should be published in the email newsletter and posted on the SMCEW website.

Task 4: Additional writing as requested

Contractor shall write additional short articles for the website or to be distributed through other email newsletters (e.g. San Mateo County Office of Education and/or individual realtors).

Payment:

Contractor shall invoice C/CAG \$400 per month upon completion of the deliverables listed in Tasks 1, 2, and 3 above.

Contractor shall invoice C/CAG for hours of work performed under Task 4 at a rate of \$50 per hour. Total payments for work under this Agreement shall not exceed Seven Thousand dollars (\$7,000).

C/CAG AGENDA REPORT

Date: May 8, 2014
To: C/CAG Board of Directors
From: Sandy Wong, Executive Director
Subject: Receive a copy of an executed agreement with PMC for website services in an amount not to exceed \$23,000 in accordance with the C/CAG procurement policy.

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

RECOMMENDATION

That the C/CAG Board receive a copy of an executed agreement with PMC for website services in an amount not to exceed \$23,000 in accordance with the C/CAG procurement policy.

FISCAL IMPACT

The fiscal impact will be \$23,000.

SOURCE OF FUNDS

Funding for the C/CAG website is derived from the C/CAG general fund.

BACKGROUND/DISCUSSION

Based on the need for a more modern website and feedback from the member agencies and the public, C/CAG staff embarked upon a process to update the C/CAG website. Staff solicited quotes from four consultants and two responded with proposals. Five members of the C/CAG staff then reviewed the two proposals and met to discuss the merits of each consultant. Staff met with PMC, one of the two website consultants, to interview them in person on their work and approach. The evaluation team then selected PMC based upon sample work, the consultant providing in person training for C/CAG staff, the structure of the ongoing support and the non-proprietary software that will be used for the website. The proposals from both consultants were very close to each in terms of cost for the update work and ongoing maintenance, hosting and support. Finally, staff negotiated the agreement with PMC and executed it in March.

Attached is the agreement for the new website services. This agreement is structured for the redesign of the website along with approximately two years of website maintenance, hosting and support.

ATTACHMENTS

- Agreement between C/CAG and PMC for the C/CAG Website Services

ITEM 5.9.2

ORIGINAL

**AGREEMENT BETWEEN
CITY/COUNTY ASSOCIATION OF GOVERNMENTS AND PMC FOR THE
C/CAG WEBSITE SERVICES**

Term: 9-30-2016
San Mateo County

This Agreement, effective **March 19, 2014**, by and between CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY, a joint powers agency formed for the purpose of preparation, adoption and monitoring of a variety of county-wide state-mandated plans, hereinafter called "C/CAG" and PMC, a consulting firm, hereinafter called "PMC."

W I T N E S S E T H

WHEREAS, C/CAG requires professional consulting services in conjunction with the redesign and maintenance of the C/CAG website; and

WHEREAS, PMC is qualified to provide these services and is willing to provide them according to the terms of the agreement; and

WHEREAS, it is necessary and desirable that the PMC be engaged by C/CAG for the purpose of performing services hereinafter described.

NOW, THEREFORE, IT IS HEREBY AGREED by the parties as follows:

1. **Services to be provided by PMC.** In consideration of the payments hereinafter set forth, PMC shall provide services in accordance with the terms, conditions and specifications set forth herein and in Exhibit A attached hereto and by this reference made a part hereof.
2. **Payments.** In consideration of the services rendered in accordance with all terms, conditions and specifications set forth herein and in Exhibit A, C/CAG shall make payment to PMC as follows. PMC shall submit to C/CAG monthly invoices in a total contract amount not to exceed twenty-three thousand dollars (\$23,000). Payments shall be made within 45 days after receipt and approval of the monthly invoice from PMC. In the event that C/CAG makes any advance payments, PMC agrees to refund any amounts in excess of the amount owed by C/CAG at the time of termination of this Agreement. C/CAG agrees to pay PMC for services described in Exhibit A, performed under this Agreement. Total compensation for Tasks 1-4 under this Agreement shall be \$11,434 as outlined in more detail in Exhibit A. Optional Tasks as outlined in Exhibit A may in the future be approved by C/CAG. Should there be any change in the estimated cost of any requested Optional Tasks, PMC shall inform C/CAG in writing of the revised cost. PMC shall not proceed on any optional task except with the express written consent of C/CAG.
3. **Relationship of the Parties.** It is understood that this is an Agreement by and between Independent Contractor(s) and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of Independent Contractor.

4. **Non-Assignability.** PMC shall not assign this Agreement or any portion thereof to a third party without the prior written consent of C/CAG, and any attempted assignment without such prior written consent in violation of this Section automatically shall terminate this Agreement.
5. **Contract Term.** This Agreement shall be in effect as of March 19, 2014 and shall terminate on September 30, 2016; provided, however, C/CAG may terminate this Agreement at any time for any reason by providing 30 days' notice to PMC. Termination to be effective on the date specified in the notice. In the event of termination under this paragraph, PMC shall be paid for all services provided to the date of termination.
6. **Notices.** Any notice which may be required under this Agreement shall be in writing, shall be effective when received, and shall be given by personal service, by U.S. Postal Service mail, or by certified mail (return receipt requested), to the address set forth below, or to such addresses which may be specified in writing to the parties hereto.

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

Philip O. Carter
PMC
2729 Prospect Park Drive, Suite 220
Rancho Cordova, CA 95670

7. **Hold Harmless/Indemnity.** PMC shall indemnify and save harmless C/CAG, its officers, directors, employees, and servants from all claims, suits, damages or actions of every name, kind, and description, to the extent caused by any negligent acts, errors, omissions or willful misconduct by PMC in the performance or failure to perform under this Agreement.
 - (a) The duty of PMC to indemnify and save harmless as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.
 - (b) The obligations set forth in this section shall continue beyond the term of this Agreement as to any negligent act, error, omission or willful misconduct which occurred during or under this Agreement.
8. **Insurance.** PMC or its subcontractors performing the services on behalf of PMC shall not commence work under this Agreement until all Insurance required under this section has been obtained and such insurance has been approved by the C/CAG Staff. PMC shall furnish the C/CAG Staff with Certificates of Insurance evidencing the required coverage and there shall be a specific contractual liability endorsement extending PMC's coverage to include the contractual liability assumed by PMC pursuant to this Agreement. These Certificates shall specify or be endorsed to provide that thirty (30) days notice must be given, in writing, to C/CAG of any cancellation of the policy, except

ten (10) days advance notice shall be given for cancellation due to non-renewal of a policy.

Workers' Compensation and Employer Liability Insurance: PMC shall have in effect, during the entire life of this Agreement, Workers' Compensation and Employer Liability Insurance providing full statutory coverage.

Liability Insurance. PMC shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect PMC, its employees, officers and agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all operations under this Agreement, whether such operations be by PMC or by any sub-contractor or by anyone directly or indirectly employed by either of them. In the event PMC's insurance cannot cover subconsultants, PMC shall require that such subconsultant comply with the insurance terms herein to the same extent as PMC. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall be not less than \$1,000,000 unless another amount is specified below and shows approval by C/CAG Staff.

Required insurance shall include:

	Required Amount	Approval by C/CAG Staff if under \$ 1,000,000
a. Comprehensive General Liability	\$ 1,000,000	_____
b. Workers' Compensation	\$ Statutory	_____

Except for Worker's Compensation insurance, C/CAG and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to C/CAG, its officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy. and that if C/CAG, or its officers and employees have other insurance against a loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, C/CAG, at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.

9. **Non-discrimination.** PMC and its subcontractors performing the services on behalf of PMC shall not discriminate or permit discrimination against any person or group of persons on the basis or race, color, religion, national origin or ancestry, age, sex, sexual orientation, marital status, pregnancy, childbirth or related conditions, medical condition, mental or physical disability or veteran's status, or in any manner prohibited by federal,

state or local laws.

10. **Accessibility of Services to Disabled Persons.** PMC, not C/CAG, shall be responsible for compliance with all applicable requirements regarding services to disabled persons, including any requirements of Section 504 of the Rehabilitation Act of 1973.
11. **Substitutions.** If particular people are identified in Exhibit A as working on this Agreement, PMC will not assign others to work in their place without written permission from C/CAG. Any substitution shall be with a person of commensurate experience and knowledge.
12. **Sole Property of C/CAG.** As between C/CAG and PMC any system or documents developed, produced or provided under this Agreement shall become the sole property of C/CAG. PMC shall not be held liable for any modification or re-use of C/CAG-owned work product for purposes outside this Agreement.
13. **Access to Records.** C/CAG, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of PMC which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcriptions.

PMC shall maintain all required records for three years after C/CAG makes final payments and all other pending matters are closed.
14. **Merger Clause.** This Agreement, including Exhibit A attached hereto and incorporated herein by reference, constitutes the sole agreement of the parties hereto with regard to the matters covered in this Agreement. Any prior agreement, promises, negotiations or representations between the parties not expressly stated in this document are not binding.

15. **Governing Law.** This Agreement shall be governed by the laws of the State of California and any suit or action initiated by either party shall be brought in the County of San Mateo, California.

IN WITNESS WHEREOF, the parties hereto have affixed their hands to this agreement for the C/CAG website update on the day and year as indicated below.

PMC

By  3-21-14
Philip O. Carter, President Date

By _____
PMC Legal Counsel

City/County Association of Governments (C/CAG)

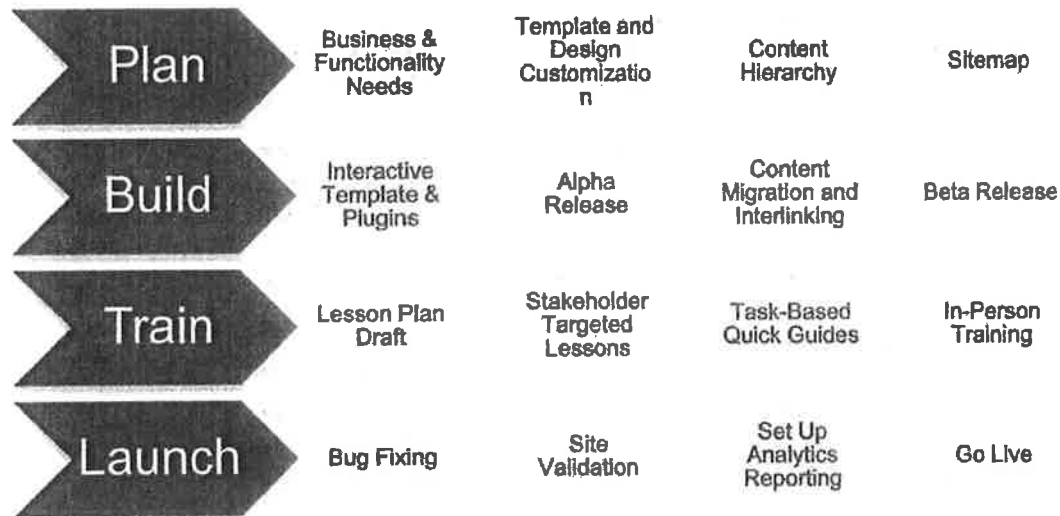
By  3-19-14
Sandy Wong, Executive Director Date

By 
C/CAG Legal Counsel

EXHIBIT A

PROJECT PLAN

The following is an example of our typical website design and development process. Steps may be repeated if varied designs or skins are required. This is a highly collaborative process where PMC's progress is always visible and available on the development server. PMC will provide an FTP drive or website to store collaborative documents. Our process consists of the following phases and deliverables:



Based on the information provided, PMC is confident that Kentico or WordPress will be a great fit for the City/County Association of Governments of San Mateo County. Both are very powerful tools. Kentico is easier to use, grows better, is more feature rich, and comes with Kentico support but at the cost of buying the software. We can discuss the differences and options at any time to help you find the best solution to fit your needs. Our process remains the same, although some objectives may be met differently based on software limitations and capabilities. Below, we detail how each of your objectives will be accomplished.

GUARANTEE

- Service level meets 99.9% operability and accessibility 24X7X365.
- PMC monitors the site every five minutes for server outages. If the site is having issues, our staff is notified.
- Web content is mirrored between two servers instantaneously. The content is also backed up off-site every hour, and a snapshot of the server is taken every night. Database data is backed up hourly externally. We keep backup data for two weeks.

- If PMC is hosting the site, any server/site crash would be resolved by PMC staff. Depending on the event, PMC will take the best path to correct the issue.

QUALITY CONTROL

PMC strives to create award-winning solutions. Web design is our passion we're in it for the long haul, and we thrive on return business. To ensure that we stay on budget and maintain good client relationships, we:

- Conduct informal user testing 25%, 50%, and 75% of the way through the project.
- Stay up to date on current trends and technologies through research, seminars, conferences, and continuing education.
- Have frequent brainstorming and critique sessions. We rely on each other to finesse our products into something outstanding before delivery to the client.
- Meet briefly in a weekly conference call to discuss the development of the projects. We can also create a project management blog to track projects as needed.
- Work from everywhere. We all have password-protected access to our company servers (and all your files) from any web-enabled computer. In a pinch, we can make updates at late hours, from anywhere.
- Record our time specifically to the task in order to constantly learn from our experience and adjust our anticipated task hours.
- Plan, test, and realign. PMC will work diligently to create a realistic project plan and schedule. Often, once a client sees what is possible, new ideas emerge. At times this may mean that we provide a number of solutions, most within budget but some that may require a readjustment of the scope of the contract. It is our job to keep the project within budget, but to let the client know when a splurge may be beneficial.

TASK 1. PLAN AND PREPARE TEMPLATE DESIGN

Deliverables: Business and technology brief; installed CMS with customized template.

- a) Kickoff discussion. Business requirements, design direction, content review, wireframe creation, and stakeholder meet and greet. Includes one PMC staff member at a location of your choice for up to two hours.
- b) Create style tile (tile of fonts, colors, and button and image treatments) based on colors and fonts from kickoff. Client will have one round of review.
- c) Create one design option of home and sub page template based on style tile and wireframe; submit for review and approval. Client will have one round of review.

TASK 2. INSTALL AND CONFIGURE CMS FOR ALPHA RELEASE

Deliverables: Alpha release with third-party services functional.

- a) Install CMS on PMC development server.
- b) Implement design template in CMS (HTML and CSS). Includes home page and interior two-column template.
- c) Run tests: complaint code, ADA/508, cross-browser/platform.
- d) Set up or integrate/link to third-party systems as needed, including Google Analytics, YouTube, Facebook, Flickr, and Twitter.

TASK 3. CONTENT MIGRATION (UP TO 50 PAGES) FOR BETA RELEASE

Deliverables: Beta release and final release candidate.

- a) PMC will migrate up to 50 pages and 50 PDFs of provided finalized content. PMC may assist with content editing as an optional task. Additional content may be migrated as a training exercise by staff or on an hourly basis by PMC. We have found that bringing in staff to assist in content migration not only is a great way to save client costs but also assists in user familiarity with the CMS.
- b) PMC will link pages to navigation systems as dictated in the design, as well as provide links to other sources as applicable.
- c) PMC will provide a beta release site for review. Edits must be requested in writing all at one time; changes will be made by PMC within two weeks. Release candidate will then be provided.

TASK 4. TRAINING AND LAUNCH

Deliverable: Final site released and training provided.

- a) PMC will prepare a quick guide for common editing tasks to be provided in PDF. A resource guide of links and documentation will also be provided.
- b) One PMC staff member will provide on-site training for up to two hours for up to 10 editors.
- c) Phone support will be provided throughout the project and after site launch as part of the maintenance contract.
- d) PMC will redirect the web address to point to the new site.

SCHEDULE

PMC Website Design and Development Schedule			
Task 1	Task 2	Task 3	Task 4
4 weeks	3 weeks	3 weeks	2 weeks

CLIENT TRAINING

To accommodate up to 10 editors, the training course will take place in one two-hour session, led in person by PMC staff, at the location of the client's choice. The only prerequisite for training is a familiarity with Microsoft Word, on which many aspects of the CMS program are based for universal ease of use. A quick guide document as well as CMS training materials will be created for reference. Additionally, the CMS provides an exhaustive help library and developer forum online.

Our standard training session/timeline is organized into three segments, the content for which is outlined below. Modifications may be made to fit the needs of the students.

BUDGET

Phase	Cost
Task 1. Plan and Prepare Template Design	\$2,690
Task 2. Install and Configure CMS for Alpha Release	\$3,828
Task 3. Content Migration (up to 50 pages) for Beta Release	\$2,980
Task 4. Training and Launch	\$1,936
TOTAL	\$11,434

* We do not anticipate any custom programming for this project.

OPTIONAL SERVICES

The following pages are devoted to optional tasks which C/CAG may choose to have PMC implement in the future. Stated costs are estimates as of the time of the execution of the agreement and are subject to change. PMC will not perform work on any optional task until C/CAG has been informed in writing of any change in such estimated costs and upon approval, has subsequently given written approval for PMC to proceed.

HOSTING, MAINTENANCE, AND SUPPORT

PMC has internal advanced and redundant hosting that includes the following features:

- Hosting provided through PMC includes site backups, 24x7x365 uptime, and any server upgrades and maintenance needed.
- PMC staff is available by phone or e-mail from 9 a.m. to 5 p.m. Monday through Friday. We will reply to your inquiry within four hours or less.
- Site monitoring is performed every five minutes and will alert PMC of any site issues.
- We perform monthly vulnerability checks to ensure new threats are closed before they can be exploited.
- Server maintenance and CMS hot-fixes are included as part of the hosting cost.

CMS Options

Product	First Year	Yearly Maintenance
A. WordPress	Free (There may be a cost for some plugins. Estimate: \$300)	Free (There may be a cost for some plugins. Estimate: \$300)
B. Kentico License (CMS base)	\$1,999*	\$599.70 (30% of purchase)

**Until 12/31/13, then Kentico price is increasing for new purchase only, yearly maintenance is based on initial purchase price*

Hosting

Product	First Year	Yearly Maintenance
C. Hosting support <ul style="list-style-type: none"> • Backups • Bimonthly hot-fix updates 	<ul style="list-style-type: none"> • Uptime monitoring • Vulnerability monitoring \$1,512	\$1,512
D. Yearly upgrade to new version of CMS		\$944 (PMC labor billed upon number of

hours worked) *

* Should any upgrade require hours in excess of the \$944 amount for Task D, PMC will notify C/CAG in writing and provide an estimate for any additional budget needed.

Maintenance Support Services

Phase	Detail	Cost
E. Extended Support**	PMC may provide additional expanded support for up to two hours every month. Unused hours will roll over to the next month. Time can be used for any needed task (phone/e-mail support, style changes, feature additions or enhancements).	\$236 per month
F. Hourly Support**	The client will be billed at the end of each month for services provided in the prior month at PMC's hourly rate. The invoice will include a description for each occurrence showing the tasks completed in the billed hour(s).	\$118 per hour

** Support services are accounted for and billed in 15-minute increments

SOFTWARE (CMS)

- Both CMS options require a password for editing the site and implement many security measures. We can also add additional security measures: Secure Connection Editing – SSL certificate and dedicated IP address (additional \$200 per year) and/or we can limit editing to specific IP addresses (only allow editing from your office for example, no cost.)

C/CAG AGENDA REPORT

Date: May 8, 2014
To: C/CAG Board of Directors
From: Sandy Wong, Executive Director
Kim Springer, County of San Mateo, RecycleWorks, Staff
Subject: Review and approval of Countywide Integrated Waste Management Plan five-year review Ad Hoc Committee Roster

(For further information, contact Sandy Wong at 650-599-1409 or Kim Springer 650-599-1412)

RECOMMENDATION

Review and approve Countywide Integrated Waste Management Plan five-year review Ad Hoc Committee roster.

FISCAL IMPACT

None.

SOURCE OF FUNDS

N/A.

BACKGROUND/DISCUSSION

The C/CAG Board serves as the solid waste Local Task Force for San Mateo County. At its March 13, 2014 meeting, the C/CAG Board approved the composition of an Ad Hoc Committee to complete a review process of current Countywide Integrated Waste Management Plan (CIWMP) elements and to prepare a letter of findings for C/CAG Board approval. The letter will be sent to the County, Director of Public Works and the state oversight agency, CalRecycle.

Staff has been working to fill the committee seats based on the Board approved composition.

STAFF RECOMMENDATION

Staff's recommended roster for the CIWMP five-year review Ad Hoc Committee is provided as an attachment to this staff report. Two public member seats are yet to be filled. An updated roster with the remaining seats filled, will be provided at the Board meeting.

ATTACHMENTS

CIWMP Ad Hoc Committee Roster

ITEM 5.10

CIWMP Ad Hoc Committee Roster:

Number of Members	Representation	1	2	3	4
2	Elected Officials	Maryann Moise Derwin (Portola Valley)	Ray Miller (Brisbane)		
2	Solid Waste Company Staff	Barbara Bernardini (SSF Scavenger)	Kevin Eiler (Ox Mountain Landfill)		
1	County Environmental Health Staff	Elizabeth Rouan (County Env. Health)			
1	Environmental Organization	Adrienne Ethrington (Sustainable SMC)			
4	Environmental Staff from Cities	Rebecca Futo (Menlo Park)	Michelle Daher (East Palo Alto)	Brandi de Garmeaux (Portola Valley)	Susan McCue (South San Francisco)
2	Members of the Public	TBA	TBA		
2	County DPW Staff	Kim Springer (County)	Erin McNichol (County)		

C/CAG AGENDA REPORT

Date: May 8, 2014
To: City/County Association of Governments Board of Directors
From: Sandy Wong, Executive Director
Subject: Receive update on potential countywide funding initiative for stormwater compliance activities

(For further information or questions contact Matthew Fabry at 650 599-1419)

RECOMMENDATION

That the C/CAG Board receives an update on the potential countywide funding initiative for stormwater compliance activities.

BACKGROUND/DISCUSSION

C/CAG staff has been working with a consultant team lead by SCI Consulting Group since January 2013 on preliminary efforts to evaluate the potential for a countywide funding initiative to assist member agencies in meeting compliance costs associated with municipal stormwater runoff requirements mandated in the San Francisco Bay Regional Water Quality Control Board's Municipal Regional Permit. In March, staff indicated it would bring a variety of documents back to the C/CAG Board for approval in May, in anticipation of seeking approval to move ahead with a potential property-related fee process in June. Since March, however, staff has been discussing the various aspects of the potential initiative with individual member agencies and C/CAG's Stormwater Committee and has received unanimous support for not aggressively pursuing an initiative in 2014. Staff supports this approach given there are significant remaining activities that need to be addressed before asking the C/CAG Board to make a decision on whether to move forward on an initiative.

Staff plans to bring the results of the public opinion research to the Board in June along with an updated timeline for completing the various steps that need to occur in advance of a C/CAG Board decision on an initiative.

ATTACHMENTS

None

C/CAG AGENDA REPORT

Date: May 8, 2014
To: City/County Association of Governments Board of Directors
From: Sandy Wong, Executive Director
Subject: Review and approval of the reallocation of \$312,000 in Transportation Development Act Article 3 Funds for the City of San Mateo Bay to Transit Trail Phase 1 Project.

(For further information please contact Ellen Barton at (650) 599-1420)

RECOMMENDATION

That the C/CAG Board review and approve the reallocation of \$312,000 in Transportation Development Act (TDA) Article 3 Funds for the City of San Mateo Bay to Transit Trail Phase 1 Project.

FISCAL IMPACT

\$312,000 (Funds were allocated during the FY 11/12 Transportation Development Act Article 3 funding cycle.)

SOURCE OF FUNDS

- TDA Article 3 funds are derived from the following sources:
 - Local Transportation Funds (LTF), derived from a ¼ cent of the general sales tax collected statewide
 - State Transit Assistance fund (STA), derived from the statewide sales tax on gasoline and diesel fuel.

BACKGROUND/DISCUSSION

During the FY 11/12 Transportation Development Act (TDA) Article 3 funding cycle, the City of San Mateo received a grant award of \$312,000 for a project to construct Phase 1 of the Bay to Transit Trail along a city-owned drainage channel from Hayward Park Caltrain Station to the regional San Francisco Bay Trail. The City has completed significant design and permitting tasks required for the trail construction and has determined that ownership of a required easement was not correctly documented. Completion of the acquisition of the easement will require more time than permitted by the funding guidelines.

TDA Article 3 Program guidelines require that the funds be expended within three years or be rescinded. For the FY 11/12 TDA Article 3 Program the expiration date for the funds is June 30, 2014.

ITEM 5.12

The City of San Mateo has requested a time extension for the grant funds to enable sufficient time for the acquisition of the required easements and to then construct the project. Completion of the property acquisition is expected by December, 2014.

At its meeting on April 24, 2014, the C/CAG Bicycle and Pedestrian Advisory Committee (BPAC) recommended approval of a time extension for the TDA Article 3 grant for the San Mateo Bay to Transit Trail Phase 1 Project.

Staff recommends approval to reallocate the \$312,000 to the FY 2013/14 TDA Article 3 Program, which will enable the City of San Mateo to retain the funds. With approval, staff will coordinate with the Metropolitan Transportation Commission for the reallocation of funds. The reallocation will provide that the funds will become part of the FY 13/14 allocation which will then have an expiration date of June 30, 2016.

ATTACHMENTS

- Letter from City of San Mateo



DEPARTMENT OF PUBLIC WORKS
Larry A. Patterson, P. E., Director

330 West 20th Avenue
San Mateo, California 94403-1388
Telephone (650) 522-7300
FAX: (650) 522-7301
www.cityofsanmateo.org

VIA FACSIMILE: (650) 361-8227

March 28, 2014

Ms. Sandy Wong
City/County Association of Governments of San Mateo County
555 County Center, Fifth Floor
Redwood City, CA 94063

Re: ***Request for Reallocation of FY12/13 TDA Article 3 Funds Allocated to Bay to Transit Trail Phase I Project***

Dear Ms. Wong:

In December 2011, the Metropolitan Transportation Commission (MTC) approved an allocation of the Transportation Development Act (TDA) Article 3 funds to the City of San Mateo (City) for FY12/13 in the total amount of \$410,783, of which \$312,000 was allocated to the Bay to Transit Trail Phase I project.

The overall Bay to Transit Trail project envisions the development of a paved two mile pedestrian and bicycle pathway along the existing city-owned creek drainage channel from the Hayward Park Caltrain Station to the regional San Francisco Bay Trail. Phase I of the project which will be the construction of the pathway from the Hayward Park Caltrain Station to South Delaware Avenue along 16th Avenue Channel, acting as a demonstration of the future Bay to Transit Trail development. Phase I consists of two connecting pathway sections. The first section (Path 1) is the existing north-south pathway parallel to the railroad tracks where new lighting and landscaping is to be installed. The second section (Path 2) is a new east-west pathway connecting from Path 1 to South Delaware Street and will include fencing, lighting, new pavement and striping.

Since the award of the grant, the City has hired a design consultant to develop project plans, specifications, and estimate (PS&E), an environmental consultant to meet CEQA requirements and to coordinate with regulatory agencies, and a Crime Prevention through Environmental Design (CPTED) consultant to review development of plans for the City's Police Department's concurrence. To date, the project has completed environmental clearance requirements, obtained the required Streambed Alteration Agreement permit from California Department of Fish and Game for construction, and achieved 100% PS&E design.

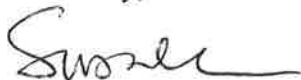
During design of Phase I, City Staff discovered that the City's underground maps displayed incorrect information where an easement granted to the City was shown within the limits of Path 2 on the adjoining USPS property. This easement is approximately eight (8) feet wide along approximately 460 feet of Path 2 and is required for the implementation of the project due to the limited space along the channel's top of bank. City Staff performed research to determine the allowable usage of the easement and found that an easement was proposed but never formally recorded. Further research found two parcel maps with inconsistent information, where the older parcel map displayed information showing that the property line to be outside of the project limits and would not affect implementation of Path 2, and the later parcel map showed the USPS property line within project limits of Path 2.

The City hired Wilsey Ham to perform a record of survey to reconcile the differences between the parcel maps and determine if there were any conflicts and to research the chain to title of the property within the project area. On February 19, 2014, Wilsey Ham's findings concluded that the City does not have the necessary right-of-way from the USPS to construct the project and brought forward additional concerns that the City may not have the necessary right-of-way along the remaining length of Path 2, approximately 120 feet. On March 7, 2014, Wilsey Ham's continued research confirmed that the recorded maps did not correctly display property lines and that a second easement would need to be acquired from the adjacent carwash property.

The City will be proceeding to assemble documents required for USPS review of the easement request. Early conversations with the USPS indicated that the easement request and review process would take between 6-12 months to approve and record the easement. The City has also made initial contact with the property owners of the adjacent carwash property and intends on coordinating to request an easement as needed for the implementation of Path 2.

Based on the new and unforeseen information, the City would like to request that the TDA Article 3 funds in the amount of \$312,000 be reallocated in the next three year cycle in order to first acquire the necessary easements from USPS and Concar Ranch and Enterprises, Inc. and then to implement the project. Please consider the City's time extension request. If you have any questions or would like a copy of Wilsey Ham's memorandum documenting the right-of-way findings, please contact Aaron Lam, Associate Engineer, at (650) 522-7320 or by email at alam@cityofsanmateo.org.

Sincerely,



Susanna Chan

Deputy Director of Public Works

c: Gary Heap, Senior Engineer
Ken Chin, Project Manager
Aaron Lam, Associate Engineer
Jean Hill, Business Administrator
Tom Madalena, C/CAG of San Mateo County
Ellen Barton, C/CAG of San Mateo County
Chron/File

C/CAG AGENDA REPORT

Date: May 8, 2014
To: City/County Association of Governments, Board of Directors
From: Sandy Wong, Executive Director
Subject: Review and approval of C/CAG legislative policies, priorities, positions, and legislative update (A position may be taken on any legislation, including legislation not previously identified)

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

RECOMMENDATION

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

FISCAL IMPACT

Unknown.

SOURCE OF FUNDS

NA.

BACKGROUND/DISCUSSION

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

ATTACHMENTS

- May 8, 2014 State Legislative Update from Shaw Yoder Antwih
- Full Legislative information is available for specific bills at <http://leginfo.legislature.ca.gov/>



ADVOCATION



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

DATE: May 8, 2014
TO: Board Members, City/County Association of Governments, San Mateo County
FROM: Matt Robinson and Andrew Antwih, Shaw / Yoder / Antwih, Inc.
Chuck Cole, Advocation, Inc.
RE: STATE LEGISLATIVE UPDATE – May 2014

Legislative Update

On April 21, the Legislature returned from Spring Break and begin the rush hear bills in policy committees before the May 9 deadline for committees to hear bills introduced in the same house. Most of May will be spent in the Appropriations Committees as May 30 marks the “house of origin” deadline. The budget bill must be sent to the Governor by June 15.

We continue to monitor and engage members on bills on C/CAG’s behalf, none more important than AB 418 [Mullin] which would clarify C/CAG’s authority to submit a property-related fee to the voters for stormwater management programs. AB 418, which requires a two-thirds vote due to the bill’s urgency clause, is currently on the Assembly Floor.

Cap and Trade and the Steinberg Plan

Over the last several weeks, the Senate and Assembly budget committees have held numerous hearings on the Governor’s FY 2014-15 budget proposals, including his proposal to spend \$850 million in Cap and Trade revenues on a myriad of programs in 2014-15. The Governor’s plan proposes \$100 million for sustainable communities implementation, to be administered by the Strategic Growth Council as a competitive grant program funding affordable housing, transit capital, active transportation, transit-oriented development, agricultural land preservation projects, as well as sustainable communities planning. The Bay Area Congestion Management Agency Association, of which C/CAG is a member, is advocating to have these funds flow directly to MTC, add additional eligible uses such as complete streets, goods movement & transit operations, and increase the size of the program to \$500 million.

On April 14, Senate President Pro Tem Darrell Steinberg announced a complementary Cap and Trade proposal that would begin in FY 2015-16 and appropriate some funding on an annual basis for programs identified by the Governor promoting energy efficiency, emissions reduction through clean vehicles and effective natural resources management, as well as a climate dividend program. Of the remaining Cap and Trade revenues, the proposal calls for an ongoing investment in transportation by directing 40 percent toward sustainable communities and affordable housing near transit, 30 percent to transit agencies for uses related to GHG emission reduction and sustainable communities goals, 20 percent to rail modernization, and 10 percent for road rehabilitation and complete streets projects that reduce GHG emissions. The proposal by Senator Steinberg sets the stage for a discussion between both houses of the Legislature and the Governor’s office as the budget comes together. We continue to work with both the Governor, Senator Steinberg, and other members of the Legislature & Administration to ensure the proposed programs are successfully implemented.

Water Bonds and the Drought Package

Finally, multiple water bonds continue to move through the Legislative process. SB 848 (Wolk) passed the Senate Governance and Finance Committee on February 26 and AB 1331 (Rendon), after being significantly amended, passed the Senate Natural Resources and Water on March 25. A couple of newcomers to the water bond discussion are Assembly Members Perea and Senator Hueso, who introduced AB 2686 (Perea) and SB 1250 (Hueso), respectively, which propose a larger bond with an emphasis on storage projects. All of these bills are included in C/CAG's bill matrix. On a recent visit to Sacramento, C/CAG staff had an opportunity to visit with Assembly Member Rendon's office and discuss AB 1331's impacts in San Mateo County.

As we reported in February, in addition to the water bonds mentioned above, the Governor signed SB 103 [Committee on Budget and Fiscal Review, Chapter 2, Statutes of 2014] and SB 104 [Committee on Budget and Fiscal Review, Chapter 3, Statutes of 2014] to provide \$677.3 million for drought relief programs throughout the state. At its February meeting, the Committee requested a breakdown of the funding provided in the drought relief package, which we provide below:

- \$549 million for infrastructure grants for local and regional projects that are already planned or partially completed to increase local reliability, including recapturing of storm water, expanding the use and distribution of recycled water, enhancing the management and recharging of groundwater storage and strengthening water conservation.
- \$30 million from the Greenhouse Gas Reduction Fund to the Department of Water Resources (DWR) for direct expenditures and grants to state and local agencies to improve water use efficiency, save energy and reduce greenhouse gas emissions from state and local water transportation and management systems.
- \$14 million for groundwater management across the state, including assistance to disadvantaged communities with groundwater contamination exacerbated by the drought.
- \$10 million from the Greenhouse Gas Reduction Fund for the California Department of Food and Agriculture to invest in irrigation and water pumping systems that reduce water use, energy use and greenhouse gas emissions.
- \$15 million from the General Fund for the Emergency Drinking Water Fund to address emergency water shortages due to drought.
- \$13 million from the General Fund to augment the California Conservation Corps and local community conservation corps to expand water use efficiency and conservation activities and to reduce fuel loads to prevent catastrophic fires.
- \$25.3 million from the General Fund for food assistance, which will be structured to maximize the potential federal drought assistance that can be provided to provide food assistance to those impacted by the drought.
- \$21 million from the General Fund and federal funds for housing related assistance for individuals impacted by the drought.

Bills of Interest

AB 418 [Mullin] – Property-Related Fee for Storm Water Management

Summary: This bill would enable San Mateo City/County Association of Governments (C/CAG) to put a special tax or property related fee before the voters for stormwater management activities consistent with C/CAG's joint powers agreement. Any action must be consistent with the California Constitution. **C/CAG is the sponsor of this bill.**

Status: This bill is on the Assembly Floor.

AB 1970 [Gordon] – Cap and Trade Funding for Community Investment

Summary: This bill would create the Community Investment and Innovation Program and would require moneys to be available from the Greenhouse Gas Reduction Fund, upon appropriation by the Legislature, for purposes of awarding grants and other financial assistance to eligible applicants, as defined, who submit plans to develop and implement integrated community-level greenhouse gas emissions reduction projects in their region. The bill would require the Strategic Growth Council, in consultation with the state board, to administer the program, as specified.

Status: This bill passed the Assembly Local Government Committee by a vote of 8-0 on April 23. It is now in the Assembly Appropriations Committee.

AB 2170 [Mullin] – Clarification of a JPA's Authority

Summary: This bill would clarify that parties to a Joint Powers Agreement may exercise any power common to the contracting parties, including, the authority to levy a fee or tax. **C/CAG is in support of this bill.**

Status: This bill passed the Assembly Floor by a vote of 41-20 on April 28.

AB 2194 [Mullin] – Mello-Roos Financing for Stormwater

Summary: This bill would amend the Mello-Roos Community Facilities Act to allow a community facilities district to finance stormwater management, including compliance with state and federal stormwater permit requirements.

Status: This bill passed the Assembly Local Government Committee by a vote of 9-0 on April 23. It is now on the Assembly Floor.

AB 2197 [Mullin] – Temporary License Plates

This bill would require the DMV to develop a temporary license plate system to enable vehicle dealers and lessor-retailers to affix temporary license plates to vehicles.

Status: This bill passed the Assembly Transportation Committee by a vote of 10-1 on April 21. It is now in the Assembly Appropriation Committee.

AB 2403 [Rendon] – Proposition 218 Clarification

Summary: This bill would change the definition of "water" under the Proposition 218 Omnibus Implementation Act to include recycled water and stormwater intended for water service. The Act defines terms used in Articles XIII C and XIII D of the Constitution.

Status: This bill is scheduled to be heard in the Assembly Local Government Committee on May 7.

SB 391 [DeSaulnier] – Real Estate Transaction Fee for Affordable Housing

Summary: This bill would impose a fee, beginning January 1, 2014, of \$75 on every real estate instrument, paper, or notice that is required or permitted by law, excluding real estate instruments, papers, or notices recorded in connection with a transfer subject to a documentary transfer tax. Revenue from this fee would be used to fund projects and programs that support the development, acquisition, rehabilitation, and preservation of housing affordable to low- and moderate-income households, emergency shelters and rapid rehousing services, among other identified, related projects.

Status: This bill is on the Assembly Appropriations Suspense File and may still be moved.

SB 556 [Corbett] – Identification of Non-Governmental Employees

Summary: This bill would prohibit a person, firm, corporation, or association that is a nongovernmental entity and contracts to perform labor or services relating to public health or safety for a public entity from displaying on a vehicle or uniform a logo that reasonably could be interpreted as implying that the labor or services are being provided by employees of the public agency, unless the vehicle or uniform conspicuously displays a disclosure.

The bill was last amended on September 4, 2013 to further narrow the bill so that their proposed notice requirements would only apply to health and public safety services that are contracted out by a public agency. Despite the latest amendments, many public agencies around the state remained opposed to the bill.

Status: This bill is on the Assembly Floor Inactive File and may still be moved.

SB 731 [Steinberg] – CEQA Relief for Infill Development Projects

Summary: This bill would provide that aesthetic and parking impacts of a residential, mixed-use residential, or employment center project, on an infill site, within a transit priority area, shall not be considered significant impacts on the environment. The bill would require the Office of Planning and Research to prepare and submit to the Secretary of the Natural Resources Agency, and the secretary to certify and adopt, revisions to the guidelines for the implementation of CEQA establishing thresholds of significance for noise and transportation impacts of projects within transit priority areas

Status: This bill is in the Assembly Local Government Committee and has not been set for hearing.

SB 990 [Vidak] – Disadvantaged Communities Funding for Transportation

This bill would require at least 5% of funds programmed in the regional transportation improvement program to be spent in disadvantaged small communities. This bill defines disadvantaged small community as having 25,000 or fewer people and a median household income less than 80 percent of the statewide median household income.

Status: This bill is scheduled to be heard in the Senate Transportation and Housing Committee on April 29.

SB 1077 [DeSaulnier] Vehicle Miles Traveled Pilot Program

This bill would the California State Transportation Agency (CalSTA) to develop a pilot program designed to assess specified issues related to implementing a mileage-based fee (MBF) in California to replace the state's existing fuel excise tax by January 1, 2016. The bill would require the CalSTA to assess certain issues related to implementing an MBF, including different methods for calculating mileage and collecting road use information, processes for managing, storing, transmitting, and destroying data to protect the integrity of the data and ensure drivers' privacy, and costs associated with the implementation and operation of the MBF system.

Status: This bill is scheduled to be heard in the Senate Transportation and Housing Committee on April 29.

SB 1156 [Steinberg] – Carbon Tax to Fund Earned Income Tax Credits and Transit

Summary: Under the Cap and Trade program, the manufacturers of transportation fuels are required to begin purchasing GHG emissions allowances on January 1, 2015. The revenues from the sale of these emissions would be available for the state for programs that reduce GHG emissions. This bill would remove transportation fuels from the Cap and Trade program, and instead impose a carbon tax on suppliers of fossil fuels to be deposited in the Carbon Tax Revenue Special Fund to be rebated to taxpayers. While there is no mention of mass transportation funding in the current version of the bill, Senator Steinberg has stated his intention to provide a third of the revenues collected to mass transportation.

Status: This bill is in the Senate Governance and Finance Committee and has not been set for hearing.

C/CAG AGENDA REPORT

Date: May 8, 2014
To: City/County Association of Governments, Board of Directors
From: Sandy Wong, Executive Director
Subject: Review and approval of C/CAG investment recommendations from the Finance Committee and accept the Quarterly Investment Report as of March 31, 2014.

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

RECOMMENDATION:

That the C/CAG Board review and approve of C/CAG investment recommendations from the Finance Committee and accept the Quarterly Investment Report as of March 31, 2014.

FISCAL IMPACT:

Potential for higher or lower yields and risk associate with C/CAG investments.

SOURCE OF FUNDS:

The Investment Policy applies to all C/CAG funds held by the C/CAG Financial Agent (City of San Carlos).

BACKGROUND/DISCUSSION:

According to the C/CAG Investment Policy adopted on Oct 10, 2013:

“The portfolio should be analyzed not less than quarterly by the C/CAG Finance Committee, and modified as appropriate periodically as recommended by the Finance Committee and approved by the C/CAG Board, to respond to changing circumstances in order to achieve the Safety of Principal.”

The Finance Committee will seek to provide a balance between the various investments and maturities in order to give C/CAG the optimum combination of Safety of Principle, necessary liquidity, and optimal yield based on cash flow projections.

C/CAG’s financial agent (City of San Carlos) provides quarterly investment reports. Attached is the Quarterly Investment Report as of March 31, 2014. The total portfolio value is \$18,062,525 producing a weighted average yield of 0.38%. The total portfolio decreased by \$3.7 million,

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primarily due to payments totaling \$2.4 million for the Smart Corridor projects and \$1.3 million for Measure M Traffic Congestion and consulting services.

In this quarter, the County Treasurer’s Office has made two distributions totaling \$7,482 that are associated with the Lehman Officers and Directors settlement.

A summary of the January, February, and March 2014 earning rates are as follows:

	Local Agency	San Mateo County
January	0.244%	0.63%
February	0.236%	0.63%
March	0.236%	0.65%

On November 14, 2013 the C/CAG Board approved the C/CAG investment portfolio as follows:

Local Agency Investment Fund (LAIF)	50% to 70%
San Mateo County Investment Pool (COPOOL)	30% to 50%

On February 7, 2014 the Finance Committee reviewed the investment earnings and recommended no change to the investment portfolio. On February 13, 2014 the C/CAG Board approved the recommendation of the Finance Committee. As a result, current investment portfolio as of March 31, 2014 is as follows:

	12/31/2013		3/31/2014	
	Amount	Percent	Amount	Percent
LAIF	\$15,263,407	70%	\$11,523,029	64%
COPOOL	\$6,526,384	30%	\$6,539,496	36%
Total	\$21,789,791	100%	\$18,062,525	100%

The C/CAG Finance Committee met on May 2, 2014. Since this meeting will occur after packet printing, staff will verbally present Finance Committee recommendations at the C/CAG Board meeting.

ATTACHMENT:

- Quarterly Investment Report as of March 31, 2014 from San Carlos

C/CAG
CITY/COUNTY ASSOCIATION OF GOVERNMENTS
of San Mateo County

Board of Directors Agenda Report

To: Sandy Wong, Executive Director
From: Tracy Kwok, Financial Services Manager
Date: April 25, 2014

SUBJECT: Quarterly Investment Report as of March 31, 2014

RECOMMENDATION:

It is recommended that the C/CAG Board review and accept the Quarterly Investment Report.

ANALYSIS:

The attached investment report indicates that on March 31, 2014, funds in the amount of \$18,062,525 were invested producing a weighted average yield of 0.38%. Of the total investment portfolio, 64% were invested in the Local Agency Investment Fund (LAIF) and 36% in the San Mateo County Investment Pool (COPOOL). These percentages are within the range specified by the CCAG Board. Accrued interest earnings for this quarter totaled \$17,267.

Below is a summary of the changes in the portfolio:

	Qtr Ended 3/31/14	Qtr Ended 12/31/13	Increase (Decrease)
Total Portfolio	\$ 18,062,525	\$ 21,789,793	\$ (3,727,268)
Weighted Average Yield	0.38%	0.36%	0.02%
Accrued Interest Earnings	\$ 17,267	\$ 15,173	\$ 2,094
Lehman Recovery Payment	\$ 7,482	\$ -	\$ 7,482

The total portfolio decreased by \$3.7 million, primarily due to payments totaling \$2.4 million for the Smart Corridor projects and \$1.3 million for Measure M, Traffic Congestion and consulting services. The weighted average yield and the accrued interest earnings were higher this quarter than the last quarter mainly because of the cash transfer from LAIF to COPOOL in December to earn a higher yield.

In this quarter, the County Treasurer's Office has made two distributions totaling \$7,482 that are associated with the Lehman Officers and Directors settlement.

Historical cash flow trends are compared to current cash flow requirements on an ongoing basis to ensure that C/CAG's investment portfolio will remain sufficiently liquid to meet all reasonably anticipated operating requirements. As of March 31, 2014, the portfolio contains enough liquidity to meet the next six months of expected expenditures by C/CAG. All

investments are in compliance with the Investment Policy. Attachment 2 shows a historical comparison of the portfolio for the past nine quarters.

The primary objective of the investment policy of the CCAG remains to be the SAFETY OF PRINCIPAL. The permitted investments section of the investment policy also states:

Local Agency Investment Fund (LAIF) which is a State of California managed investment pool, and San Mateo County Investment pool, may be used up to the maximum permitted by California State Law. A review of the pool/fund is required when they are part of the list of authorized investments.

The Investment Advisory Committee has reviewed and approved the attached Investment Report.

Attachments

- 1 – Investment Portfolio Summary for the Quarter Ended March 31, 2014
- 2 – Historical Summary of Investment Portfolio

CITY & COUNTY ASSOCIATION OF GOVERNMENTS

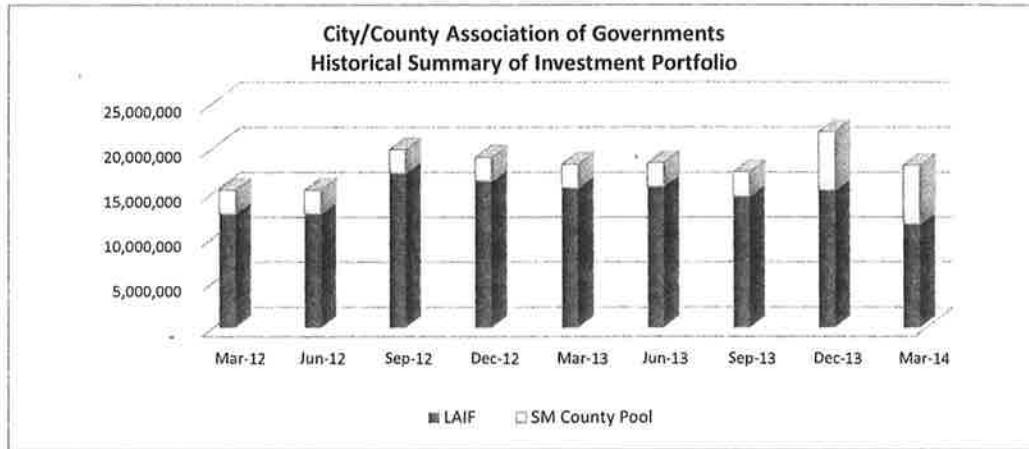
SUMMARY OF ALL INVESTMENTS
For Quarter Ending March 31, 2014

Category	Weighted Average Interest Rate	HISTORICAL Book Value	% of Portfolio	GASB 31 ADJ Market Value
Liquid Investments:				
Local Agency Investment Fund (LAIF)	0.23%	11,523,029	64%	11,526,683
San Mateo County Investment Pool (COPOOL)	0.64%	6,539,496	36%	6,539,496
Agency Securities				
<i>none</i>				
Total - Investments	0.38%	18,062,525	100%	18,066,179
GRAND TOTAL OF PORTFOLIO	0.38%	\$ 18,062,525	100%	\$ 18,066,179
Total Interest Earned This Quarter				17,267
Total Interest Earned (Loss) Fiscal Year-to-Date				46,952

Note: CCAG Board approved the following investment portfolio mix at its November 14, 2013 meeting:

LAIF - 50% to 70%
COPOOL - 30% to 50%

**C/CAG Investment Report
March 31, 2014**



City/County Association of Governments Investment Portfolio

	Mar-12	Jun-12	Sep-12	Dec-12	Mar-13	Jun-13	Sep-13	Dec-13	Mar-14
LAIF	12,685,059	12,696,529	17,207,806	16,319,895	15,532,855	15,693,902	14,603,467	15,263,408	11,523,029
SM County Pool	2,602,633	2,621,911	2,627,815	2,641,320	2,646,873	2,662,308	2,721,814	6,526,385	6,539,496
Total	\$ 15,287,692	15,318,440	19,835,621	18,961,215	18,179,727	18,356,210	17,325,281	21,789,793	18,062,525

C/CAG AGENDA REPORT

Date: May 8, 2014
To: C/CAG Board of Directors
From: Sandy Wong, Executive Director
Subject: Review and approval of the updated San Mateo County Priority Development Area (PDA) Investment & Growth Strategy

(For further information or questions contact Wally Abrazaldo at 650-599-1455)

RECOMMENDATION

That the Board review and approve the updated San Mateo County Priority Development Area (PDA) Investment & Growth Strategy and authorize staff to forward it to the Metropolitan Transportation Commission (MTC).

FISCAL IMPACT

None.

SOURCE OF FUNDS

N/A.

BACKGROUND/DISCUSSION

Metropolitan Transportation Commission (MTC) Resolution 4035 requires that each County Congestion Management Agency (CMA) in the nine-county San Francisco Bay Area develop a Priority Development Area (PDA) Investment & Growth Strategy to guide transportation investments in support of growth in the region's PDAs. PDAs are locally-identified areas near existing or planned transit service that are planning to accommodate the majority of the region's projected growth in housing and jobs over the next three decades. These areas play a key role in the region's Sustainable Communities Strategy, which seeks to coordinate future land uses with transportation investments to reduce greenhouse gas emissions.

The C/CAG Board of Directors approved the initial San Mateo County PDA Investment & Growth Strategy on May 9, 2013. MTC Resolution 4035 requires that CMAs update their growth strategies on an annual basis to assess changes in local jurisdiction housing production and, where appropriate, to assist local jurisdictions in implementing policy changes to facilitate achieving housing targets set through the Regional Housing Need Allocation (RHNA) process.

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This update of the San Mateo County PDA Investment & Growth Strategy provides new information on the housing production and policies of local jurisdictions in the county. Additionally, the document has been updated and reorganized based on feedback from staff of the Association of Bay Area Governments (ABAG).

The primary objectives of the San Mateo County PDA Investment & Growth Strategy are to:

- Provide background on the 17 PDAs in San Mateo County;
- Track the progress of local jurisdictions in meeting the housing objectives established through their adopted Housing Elements and the Regional Housing Need Allocation (RHNA) process;
- Document ongoing transportation and land use planning efforts throughout the county to further growth and development in the PDAs; and
- Establish a framework to inform local PDA funding programs and the evaluation of OneBayArea Grant (OBAG) projects that support multi-modal transportation priorities based on connections to housing, jobs, and commercial activity.

In updating the growth strategy, C/CAG staff consulted with planners from the 21 jurisdictions in the county and compiled information from a number of local and countywide planning efforts. Activities include:

- Reviewing local jurisdictions' Housing Elements and Annual Element Progress Reports;
- Reviewing local and countywide plans and studies, such as specific plans, community-based transportation plans, and reports produced by the Grand Boulevard Initiative;
- Conducting PDA site visits in Fall 2013 with MTC and ABAG; and
- Consulting local planners across the county about housing production and policies.

Additionally, staff presented the San Mateo County PDA Investment & Growth Strategy to the 21 Elements Technical Advisory Committee on April 10, the C/CAG Congestion Management Program Technical Advisory Committee (CMP TAC) on April 17, and the C/CAG Congestion Management & Environmental Quality (CMEQ) Committee on April 28 for review and feedback. The C/CAG CMP TAC and CMEQ Committee both recommended approval of the updated San Mateo County PDA Investment & Growth Strategy during their April meetings.

ABAG is currently accepting applications for new PDAs and revisions/changes to existing PDAs. Applications are accepted on a rolling basis from January 1, 2014 through June 30, 2015 and will be reviewed by ABAG on a quarterly basis.

ATTACHMENTS

- San Mateo County Priority Development Area Investment & Growth Strategy (provided to Board members and Alternate members. Also available at <http://ccag.ca.gov/ccag.html>)

C/CAG AGENDA REPORT

Date: May 8, 2014
To: C/CAG Board of Directors
From: Sandy Wong, Executive Director
Subject: Review and approval of Resolution 14-17 to adopt the C/CAG Priority Development Area (PDA) Planning Program list of projects for submission to the Metropolitan Transportation Commission for funding

(For further information or questions contact Wally Abrazaldo at 650-599-1455)

RECOMMENDATION

That the Board review and approve Resolution 14-17 to adopt the C/CAG Priority Development Area (PDA) Planning Program list of projects for submission to the Metropolitan Transportation Commission for funding.

FISCAL IMPACT

The fiscal impact will be \$1,390,000 in recommended funding for planning projects in Belmont, Millbrae, and Redwood City.

SOURCE OF FUNDS

Federal Surface Transportation Program (STP) funds are the funding source for this program.

BACKGROUND/DISCUSSION

In November 2012, the Metropolitan Transportation Commission (MTC) finalized the establishment of a \$20 million planning program for county congestion management agencies (CMAs) to support planning activities in their local priority development areas (PDAs). PDA planning funds were allocated to CMAs based on the OneBayArea Grant (OBAG) program distribution formula, and, following the addition of OBAG funds from the last funding cycle that remained un-programmed, C/CAG had \$1,692,000 available to award to eligible projects.

On October 10, 2013, the C/CAG Board of Directors approved a call for projects for the C/CAG PDA Planning Program. The goals of this program are to:

- Support intensified land uses and increase the supply of housing, including affordable housing, and jobs in areas around transit stations, downtowns, and transit corridors;

ITEM 6.4

- Assist in streamlining the entitlement process and help PDAs become more development ready; and
- Address challenges to achieving infill development and higher densities.

Staff issued a call for projects for the C/CAG PDA Planning Program on October 11, 2013, with applications being due on January 31, 2014. The minimum grant amount was set at \$250,000, and the maximum amount that could be allocated per agency was set at \$500,000. Additionally, the program guidelines provided the C/CAG Board of Directors the flexibility to increase the maximum grant amount to \$600,000 for local jurisdictions with regionally significant projects if the program were undersubscribed.

C/CAG staff received four applications from four jurisdictions, totaling \$1,758,000 in funds requested. All four applications were screened by staff for meeting the program's minimum eligibility requirements. After consultation with MTC, the San Bruno Complete Streets Case Study project was determined to be ineligible for funding because the proposed project did not constitute a planning project. The total amount of funds requested by the three remaining projects is \$1,390,000.

A scoring panel made up of staff from the San Mateo County Transportation Authority (SMCTA), the Association of Bay Area Governments (ABAG), MTC, C/CAG, and the City of South San Francisco reviewed and scored the three remaining applications. The project ranking is presented in the attached table. The scoring panel recommended all three applications for funding. The Millbrae Priority Development Area Specific Plan project was conditionally recommended for funding based on the development of a satisfactory scope of work and timeline. Staff will work with the city to make sure that this requirement is addressed.

Jurisdictions that are awarded projects under the C/CAG PDA Planning Program will directly access the funds through Caltrans Local Assistance and must provide a minimum 11.47% local cash match. All three jurisdictions that are being recommended for funding committed to providing more than the minimum local match in their applications.

Staff are in the process of formulating a recommendation for the \$302,000 leftover in PDA planning funds and will bring this recommendation to the Board for approval in June.

The C/CAG Congestion Management Program Technical Advisory Committee (CMP TAC) and Congestion Management & Environmental Quality (CMEQ) Committee both reviewed and recommended approval of the C/CAG PDA Planning Program project list during their respective meetings on April 17 and April 28.

ATTACHMENTS

- Resolution 14-17
- C/CAG PDA Planning Program Project Listing

RESOLUTION 14-17

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/ COUNTY ASSOCIATION
OF GOVERNMENTS OF SAN MATEO COUNTY TO ADOPT THE PROJECT LIST FOR
THE C/CAG PRIORITY DEVELOPMENT AREA (PDA) PLANNING PROGRAM FOR
FISCAL YEARS 2014/15 THROUGH 2015/16.

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

WHEREAS, the joint Metropolitan Transportation Commission (MTC) and Association of Bay Area Governments (ABAG) adopted Resolution No. 4035 outlining policies and procedures of the local PDA planning and implementation funds to be used in the selection of projects to be funded with Surface Transportation Planning (STP) funds for the Cycle 2 STP Program (23 U.S.C. Section 133); and

WHEREAS, local responsibility for administration of the PDA planning and implementation funds was assigned to Congestion Management Agencies; and

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

WHEREAS, the C/CAG Board of Directors approved the C/CAG PDA Planning Program at the October 10, 2013 C/CAG Board meeting; and

WHEREAS, C/CAG has through a competitive process developed a list of projects to submit for the C/CAG PDA Planning Program; and

WHEREAS, C/CAG is submitting the San Mateo County projects to the Metropolitan Transportation Commission (MTC) for funding from the local PDA planning and implementation funds, as shown in Table 1.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County to adopt the C/CAG PDA Planning Program list of projects to be submitted to the Metropolitan Transportation Commission (MTC) and authorize the C/CAG Executive Director to negotiate with the Metropolitan Transportation Commission (MTC) to make minor modifications as necessary.

PASSED, APPROVED, AND ADOPTED THIS 8TH DAY OF MAY 2014.

Mary Ann Nihart, C/CAG Chair

**C/CAG PDA Planning Program
Recommended Project List**

Jurisdiction	Project	Funds Requested	Scoring Panel Recommendation	Notes/ Comments
Redwood City	Downtown Transit Area Improvements and Streetcar Feasibility	\$450,000	\$450,000	
Belmont	Belmont Village Implementation Plan	\$440,000	\$440,000	
Millbrae	Millbrae Priority Development Area Specific Plan	\$500,000	\$500,000	Conditional on development of satisfactory scope of work and timeline
San Bruno	San Bruno Complete Streets Case Study	\$368,000	\$0	Not a planning project; ineligible for funding
Total		\$1,758,000	\$1,390,000	

C/CAG AGENDA REPORT

Date: May 8, 2014

To: City/County Association of Governments Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 14-14 authorizing the C/CAG Chair to execute an agreement with the San Mateo-Foster City School District for construction of a Green Streets and Parking Lot/Safe Routes to School Demonstration Project in an amount not to exceed \$385,000

(For further information or questions contact John Hoang at 363-4105 or Matt Fabry at 599-1419)

RECOMMENDATION

That the C/CAG Board review and approve Resolution 14-14 authorizing the C/CAG Chair to execute an agreement with the San Mateo-Foster City School District for construction of a Green Streets and Parking Lot/Safe Routes to School Demonstration Project in an amount not to exceed \$385,000.

FISCAL IMPACT

\$385,000 (Total project cost is \$460,000)

SOURCE OF FUNDS

\$192,500 - \$4 Vehicle Registration Fee; \$192,500 - Measure M (\$10 Vehicle Registration Fee)

BACKGROUND/DISCUSSION

The C/CAG Board, at the December 2013 Meeting, approved Resolution 13-44 authorizing execution of a funding agreement with the San Mateo-Foster City School District (SMFCSD) for the design phase of the Green Streets and Parking Lot/Safe Routes to School Demonstration Project at Laurel Elementary School (referred to as Project) located in the City of San Mateo.

Sustainable, Green Streets and Parking Lot Program

C/CAG's Countywide Water Pollution Prevention Program (Countywide Program) works with member agencies to address water quality issues associated with urban runoff. In 2007, using AB 1546 (\$4 vehicle registration fee) revenue, the Countywide Program developed the Sustainable, Green Streets and Parking Lot Program (Green Streets Program) to help address the negative impact on creeks, streams, bays, and the ocean caused by motor vehicles and the

ITEM 6.5

infrastructure supporting motor vehicle travel. Under this program, the Countywide Program provided funding for the design and construction of stormwater treatment demonstration projects on local streets, and parking lots. These projects utilize attractive landscapes to slow down and capture stormwater runoff, allowing water to gradually infiltrate into specially designed soils that filter out pollutants. Through the Green Streets Program, C/CAG provided funding for six demonstration projects, although only four projects were ultimately able to be built.

San Mateo County Safe Routes to School Program

The overall goal of the San Mateo County Safe Routes to School (SR2S) Program is to enable and encourage children to walk or bicycle to schools by implementing projects and activities to improve health and safety, and also reduce traffic congestion due to school-related travels. The San Mateo County SR2S Program, initiated in June 2011, is funded by a combination of federal Surface Transportation Program (STP) and Congestion Mitigation and Air Quality (CMAQ) funding received from the Metropolitan Transportation Commission's (MTC's) Regional Safe Routes to School Program and local Measure M (\$10 Vehicle Registration Fee). In addition to providing student safety education, outreach, encouragement, and evaluation activities, the SR2S Program includes performing walk and bike audits to document factors that impacts safe walking and bicycling as well as traffic congestion attributed to school-related travels.

Green Streets and Parking Lot/Safe Routes to School Demonstration Project

Issues with children walking and biking to school are well known and the basis for state and federal Safe Routes to School programs and funding, and school campuses can be significant contributors to stormwater concerns due runoff from large impervious areas, so a successful demonstration project in San Mateo County of an integrated approach to addressing both problems would be of great value. The intent of this project is to demonstrate such an integrated approach for achieving multiple benefits at a school site, including safer environments for children walking or biking to school, improved vehicle circulation during pick-up and drop-off events, capture and treatment of stormwater runoff from streets and parking lots, increased landscaping and trees, and more aesthetically pleasing environments. This will be achieved through combining two existing C/CAG programs (Green Streets and Parking Lots and Safe Routes to Schools) to design and construct a demonstration project that integrates green infrastructure for stormwater treatment and safe routes to school improvements to show a cost-effective, multi-benefit project approach.

School site selection considerations

Beginning with the schools that have completed the walk and bike audits, C/CAG and County Office of Education staff, together with a consultant team used the following evaluative approach for selecting the best opportunities for SR2S enhancements as well as stormwater and other green elements.

- Preference for a small parking lot requiring improvements to address safety and access issues, but with strong potential for parking lot safety improvements for pedestrian and bicyclists as well as for vehicles during pick-up/drop-off periods.
- Focused on schools that are interested in making improvements to the school parking lot
- Focused on school districts that can commit staff time to the project.
- Gauged community support including parents, school wellness/safe routes coordinators,

and principals.

- Focused on school districts that had passed bond measures to address school facility maintenance. With the introduction of stormwater elements in the parking lot and adjacent school facilities, the school district would need resources to maintain the stormwater facilities in the long-term.
- Performed preliminary assessment of school site, parking lot, and adjacent streets and stormwater treatment measure potentials.
- Performed on-site field assessment at a short list of sites to determine opportunities to manage stormwater and to showcase multiple techniques to manage stormwater from the street and parking lot that could be replicated at other schools.

Based on the above considerations, Laurel Elementary School in the City of San Mateo was selected for the demonstration project.

Laurel Elementary School Demonstration Project Description

The goal of the demonstration project is to improve safe routes to school through construction of pedestrian, bicycle, and vehicle safety enhancements within and around school facilities and utilizing green design features to make the safer student environment better for our natural environment. The project will demonstrate an integrated approach for achieving multiple benefits at the school site, including safer environments for children walking or biking to school, improved vehicle movements, elements for the capture and treatment of stormwater runoff from impervious areas such as streets and parking lots, increased landscaping and trees and more aesthetically pleasing environments.

The project will include construction of SR2S and stormwater treatment elements on Hacienda Drive and 36th Avenue frontage as well as the intersections of Hacienda/Winway and Hacienda/36th Avenue. The existing parking lot will be improved to create a drop-off and pickup area for students on campus including a one-way aisle with a new driveway entry access from Hacienda Drive and which compliments safety elements for student passengers. Other improvements include changes to parking lot layout, safety enhancement for students and parents, and stormwater treatment features.

The cost for design was \$70,000. The project construction cost is estimated at \$460,000. Funding contributions include \$27,000 from SMFCSD, \$48,000 from the City of San Mateo, with C/CAG providing \$385,000.

Project Coordination and Phasing

The foundation of this pilot project is the coordination of multiple organizations to develop an exceptional and cost efficient example for future projects. In this regard, a Project Technical Advisory Committee (TAC) will be established to engage stakeholders from each organization during the planning and design of the pilot project. Members of the TAC include staff from C/CAG, COE, SMFCSD, City of San Mateo and the consultant team. The SMFCSD will be the lead agency for the design and construction of the demonstration project since most of the improvements will be on property owned by the District.

The design project began in January 2014 and is expected to be completed by the end of May

2014. The construction phase is expected to begin in June 2014, with the majority of the work to be completed by the end of August 2014 and prior to the beginning of the 2014-15 school year. SMFCSD will be the lead agency responsible for advertising, awarding, and administering the construction phase of the Project.

ATTACHMENTS

- Resolution 14-14
- Funding Agreement between C/CAG and San Mateo-Foster City School District

RESOLUTION 14-14

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE AN AGREEMENT WITH SAN MATEO-FOSTER CITY SCHOOL DISTRICT FOR CONSTRUCTION OF A GREEN STREETS AND PARKING LOT/SAFE ROUTES TO SCHOOL DEMONSTRATION PROJECT IN AN AMOUNT NOT TO EXCEED \$375,000

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

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

WHEREAS, C/CAG is the administrator of the San Mateo County Safe Routes to School (SR2S) Program; and

WHEREAS, C/CAG is the agency responsible for the development and implementation of the Countywide Water Pollution Prevention Program for San Mateo County; and

WHEREAS, AB 1546, the \$4 Vehicle Registration Program, allocates 25% of the net fees collected for the Countywide Stormwater Pollution Prevention Program; and

WHEREAS, Measure M, the \$10 Vehicle Registration Program, provides 6% of the net fees collected for Safe Routes to School Programs; and

WHEREAS, C/CAG established a Sustainable, Green Streets and Parking Lot Program providing funds for demonstration projects that showcase the use of stormwater pollution prevention, treatment, and flow control best management practices; and

WHEREAS, C/CAG intends to provide funding for Green Streets and Parking Lot/Safe Routes to School Demonstration Project at Laurel Elementary School located in the City of San Mateo (Project) that integrates green infrastructure for stormwater treatment and safe routes to school improvements to show a cost-effective, multi-benefit project approach; and

WHEREAS, the construction cost of the Project is estimated at \$460,000; and

WHEREAS, the funding for the construction of the Project will include \$27,000 from the San Mateo-Foster City School District, \$48,000 from the City of San Mateo, and \$385,000 from C/CAG; and

WHEREAS, C/CAG has determined that the San Mateo-Foster City School District will be the lead agency for the Green Streets and Parking Lot/Safe Routes to School Demonstration Project in charge of design and construction of the project.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County that the Chair is authorized to execute an agreement with San Mateo-Foster City School District for the construction of a Green Streets and Parking Lot/Safe Routes to School in the amount not to exceed \$385,000. Be it further resolve that the C/CAG Executive Director is authorized to negotiate the final terms of said agreement prior to its execution by the C/CAG Chair, subject to approval as to form by C/CAG Legal Counsel.

PASSED, APPROVED, AND ADOPTED THIS 8TH DAY OF MAY 2014.

Mary Ann Nihart, Chair

**FUNDING AGREEMENT
BETWEEN
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
AND
SAN MATEO-FOSTER CITY SCHOOL DISTRICT
FOR CONSTRUCTION OF THE
GREEN STREETS AND PARKING LOT/SAFE ROUTES TO SCHOOL
DEMONSTRATION PROJECT**

THIS AGREEMENT, entered into this _____ day of _____ 20____, by and between the CITY/COUNTY ASSOCIATION OF GOVERNMENTS, a Joint Powers Agency within the County of San Mateo, hereinafter called "C/CAG" and the SAN MATEO-FOSTER CITY SCHOOL DISTRICT, a public agency, hereinafter called "SMFCSD".

WITNESSETH

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

WHEREAS, SMFCSD is the School District operating 20 elementary and middle schools in the City of San Mateo and City of Foster City; and

WHEREAS, C/CAG has identified a Green Streets and Parking Lot/Safe Routes to School Demonstration Project located at Laurel Elementary School in the City of San Mateo, hereinafter called "Project"; and

WHEREAS, SMFCSD will act as the lead agency for the construction phase of the Project; and

WHEREAS, the total capital construction cost of the Project is estimated at \$460,000 with SMFCSD providing \$27,000 and City of San Mateo providing \$48,000; and

WHEREAS, C/CAG will provide SMFCSD up to \$385,000 towards the capital construction costs of the Project; and

WHEREAS, C/CAG and SMFCSD desire to enter into a funding agreement to specify each party's obligations for the construction phase of the Project.

NOW, THEREFORE, IT IS HEREBY AGREED by the parties hereto, as follows:

SCOPE OF SERVICES

SMFCSD shall serve as the lead agency for the Project and agrees to advertise, award, and administer the construction contract for the Project, as described in the Plans, Specifications, and Estimates. The Project is further described in Exhibit A attached hereto.

TIME OF PERFORMANCE

The services funded by this agreement shall commence upon full execution of this agreement and, unless earlier terminated, shall be terminated upon completion of the Project ("Project Close Out"). Either party may terminate the Agreement without cause by providing thirty (30) days advance written notice to the other party. C/CAG shall reimburse SMFCSD for all Reimbursable Expenses incurred up to the date of termination of this Agreement.

FUNDING AND METHOD OF PAYMENT

- a) C/CAG agrees to reimburse SMFCSD up to \$385,000 as match to the SMFCSD funds for construction of the Project.
- b) SMFCSD shall submit billings, on a quarterly basis, accompanied by the activity reports and paid invoices issued by contractor or progress payments as proof that Project construction-related services were rendered and paid for by the SMFCSD ("Reimbursable Expenses"). Upon receipt of the invoice and its accompanying documentation, C/CAG shall pay the amount claimed under each invoice, up to the maximum amount described by this agreement, within thirty (30) days of receipt of the invoice, delivered or mailed to C/CAG as follows:

City/County Association of Governments
555 County Center, 5th Floor
Redwood City, CA 94063
Attention: John Hoang

- c) Subject to duly executed amendments, it is expressly understood and agreed that in no event will the total funding commitment by C/CAG under this Agreement exceed \$385,000, unless revised in writing and approved by C/CAG and SMFCSD.

AMENDMENTS

Any changes in the services to be performed under this Agreement shall be incorporated in written amendments, which shall specify the changes in work performed and any adjustments in compensation and schedule. All amendments must be executed by C/CAG and SMFCSD in order to be effective. No claim for additional compensation or extension of time shall be recognized unless contained in a duly executed amendment.

NOTICES

All notices or other communications to either party by the other shall be deemed given when made in writing and delivered or mailed to such party at their respective addresses as follows:

To C/CAG: Attention: John Hoang, Program Manager
 City/County Association of Governments
 555 County Center, 5th Floor
 Redwood City, CA 94063

To SMFCSD: Attention: Laura Tran Phan, Chief Business Official
 San Mateo-Foster City School District

1170 Chess Drive
Foster City, CA 94404

INDEPENDENT CONTRACTOR

SMFCSD and its employees, agents and consultants shall be deemed independent contractors of C/CAG. Nothing herein shall be deemed to create any joint venture or partnership arrangement between the C/CAG and SMFCSD.

HOLD HARMLESS

SMFCSD agrees to indemnify and defend C/CAG from any and all claims, damages and liability in any way occasioned by or arising out of the negligence of SMFCSD, or its employees, contractors, consultants or agents in the performance of this Agreement.

C/CAG agrees to indemnify and defend SMFCSD from any and all claims, damages and liability in any way occasioned by or arising out of the negligence of C/CAG, or its employees or agents in the performance of this Agreement.

IN WITNESS WHEREOF, the Agreement has been executed by the parties hereto as of the day and year first written above.

SAN MATEO-FOSTER CITY
SCHOOL DISTRICT

CITY/COUNTY ASSOCIATION OF
GOVERNMENTS

Name/Title

Mary Ann Nihart, C/CAG Chair

Attest:

Name/Title

Approved as to form:

SMFCSD Attorney

Counsel for C/CAG

EXHIBIT A

Green Streets and Parking Lot/Safe Routes to School (SRTS) Demonstration Project

The goal of the demonstration project is to improve safe routes to school through construction of pedestrian, bicycle, and vehicle safety enhancements within and around school facilities and utilizing green design features to make the safer student environment better for our natural environment. The project will demonstrate an integrated approach for achieving multiple benefits at the school site, including safer environments for children walking or biking to school, improved vehicle movements, elements for the capture and treatment of stormwater runoff from impervious areas such as streets and parking lots, increased landscaping and trees and more aesthetically pleasing environments. The improvements include curb extensions with both safe route to school and stormwater treatment elements on Hacienda Drive at Winway Circle, and 36th Avenue at Hacienda Drive intersection, and 36th Avenue frontage; landscaped areas and walking paths; drop-off and pickup waiting area improvements, bicycle parking, school garden enhancements and/or relocation; changes to parking lot layout, and safety enhancements for students and parents.

C/CAG AGENDA REPORT

Date: May 8, 2014

To: City/County Association of Governments Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 14-18 authorizing the allocation of remaining AB 1546 (\$4 Vehicle Registration Fee) funds to the Countywide Traffic Congestion Management and Stormwater Pollution Prevention Programs (Special Voting)

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

RECOMMENDATION

That the C/CAG Board review and approve Resolution 14-18 authorizing the allocation of remaining AB 1546 (\$4 Vehicle Registration Fee) funds to the Countywide Traffic Congestion Management and Stormwater Pollution Prevention Programs.

FISCAL IMPACT

Approximately \$660,000

SOURCE OF FUNDS

AB 1546 - \$4 Vehicle Registration Fee (Unused administration reserves & accumulated interest)

BACKGROUND/DISCUSSION

The C/CAG sponsored Assembly Bill 1546 (AB 1546) imposed an annual motor vehicle registration fee (VRF) of four dollars (\$4) in San Mateo County to fund traffic congestion management and stormwater pollution prevention programs. Collection of the \$4 VRF began July 1, 2005 and ended January 1, 2013. Per legislation, up to 5% can be used for administration of the program. After deducting 5% for administration, the net total of the funds collected are distributed evenly to the following four C/CAG adopted program categories:

- 25% - Local Cities/County Traffic Congestion Management
- 25% - Local Cities/County Stormwater Pollution Prevention
- 25% - Countywide Traffic Congestion Management
- 25% - Countywide Stormwater Pollution Prevention

The total amount C/CAG has received through Fiscal Year 2013 is \$20,051,945. Five percent of this total amount, \$1,002,597, was deducted off the top and put in reserve for administration with

ITEM 6.6

the net balance of \$19,049,347 divided evenly and allocated to the above four program categories, each receiving approximately \$4.76 million. Through FY 2013, C/CAG has spent \$477,438 administration and have budgeted an additional \$29,255 for FY 2014. Interest and investment income accumulated through FY 2013 totaled \$453,113. This amount had not been included as part of the previous allocations. In addition, residual fees collected through January 2014 have totaled \$60,257.

The final allocations to the jurisdictions for the Local Traffic Congestion Management and Stormwater Pollution Prevention programs were issued in March 2013 and final disbursements are expected to be completed this fiscal year. In September 2012, the C/CAG Board approved Resolution 12-58 authorizing the Countywide Stormwater Pollution Prevention Expenditure Plan. In December 2012, the C/CAG Board approved Resolution 12-71 authorizing the Countywide Traffic Congestion Management Expenditure Plan. The Countywide programs, which are expected to be completed within the next couple of years, include the following project categories:

Countywide Traffic Congestion Management

- Intelligent Transportation System (ITS)/ San Mateo County Smart Corridors
- Hydrogen Shuttle Program
- Matching Funds for Regionally Significant Projects
- Supplemental Allocation to the jurisdictions

Countywide Stormwater Pollution Prevention

- Consultant Services
- Green Streets and Parking Lots Demonstration Project
- GIS Screening Tool and Alternative Compliance
- Green Street/Trash Distribution
- Supplemental trash distribution to the jurisdictions

In March 2014, the C/CAG Board approved Resolution 14-07 authorizing the allocation of \$350,000 from the unspent administration balance to fund the Smart Corridor construction project. The remaining unspent administration reserve balance after subtracting for budgeted administration cost for FY 2014 is \$145,904. Combined with the \$453,113 of accumulated interest/investment income and additional residual revenue of \$60,257, the total remaining funds available for reallocation is \$659,274.

<u>Unallocated Funds</u>	<u>Amount</u>
DMV Fee (Residual)	\$60,257
Interest/Investment Income	\$453,113
Unspent Admin Reserve	\$145,904
Total	\$659,274

It is recommended that \$529,229 of the remaining funds be allocated to the Countywide Traffic Congestion Management Program, specifically for the Regionally Significant Projects category. The total amount allocated to this category, combined with funds previously allocated, is \$888,762 and will fund two projects: 1) the Willow Road improvement projects at Bayfront Expressway and Newbridge Avenue in the City of Menlo Park (\$700,000) and 2) the Traffic

Improvement Projects on University Avenue and East Bayshore Road in the City of East Palo Alto (\$188,762). These projects were near-term project recommendations from the C/CAG sponsored 2020 Peninsula Gateway Corridor Study, which evaluated near and long-term traffic improvement options for addressing traffic congestion and local community impacts due to regional traffic between US 101 and the Dumbarton Bridge. The projects in the City of East Palo Alto, which the C/CAG Board previously approved to provide matching funds, were recently completed. For the projects in Menlo Park, the Board approved Resolution 13-35 to provide matching funds for the design phase. Funding will also be provided towards the construction phase, anticipated to begin in 2015.

In addition, it is recommended that the remaining \$130,045 be allocated to the County Stormwater Pollution Prevention Program. Any future interest income and residual revenue would also be allocated to this Program.

ATTACHMENTS

Resolution 14-18

RESOLUTION 14-18

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE ALLOCATION OF REMAINING AB 1546 (\$4 VEHICLE REGISTRATION FEE) FUNDS TO THE COUNTYWIDE TRAFFIC CONGESTION MANAGEMENT AND STORMWATER POLLUTION PREVENTION PROGRAMS

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

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

WHEREAS, Assembly Bill 1546 (AB 1546) and amended California Government Code Section 65089.11 et. seq. authorizes C/CAG to impose an annual fee of \$4 on motor vehicles registered within San Mateo County from the period of July 1, 2005 to January 1, 2009 and Senate Bill 348 (SB 348) reauthorized the \$4 vehicle registration fee (VRF) through December 31, 2012 to fund traffic congestion management and stormwater pollution prevention programs and projects; and

WHEREAS, the remaining unallocated balance is \$659,274 which is comprised of unspent administrative reserve (\$145,904), accrued interest and investment income (\$453,113), and residual revenue (\$60,257); and

WHEREAS, \$529,229 of the remaining funds shall be allocated to the Countywide Traffic Congestion Management Program for the Regionally Significant Projects category; and

WHEREAS, \$130,046 of the remaining funds in addition to all future interest income and residual revenue shall be allocated to the Countywide Stormwater Pollution Prevention Program.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County to authorize allocation of approximately \$660,000 of the remaining funds from the AB 1546 (\$4 Vehicle Registration Fee) program and future residual revenue to the Countywide Traffic Congestion Management and Stormwater Pollution Prevention Programs.

PASSED, APPROVED, AND ADOPTED THIS 8TH DAY OF MAY 2014.

Mary Ann Nihart, Chair

C/CAG AGENDA REPORT

Date: May 8, 2014
TO: C/CAG Board of Directors
From: Sandy Wong, Executive Director - C/CAG
Subject: Initial draft, assumptions, and input on the C/CAG 2014-15 Program Budget and Member Fees

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

RECOMMENDATION:

That the C/CAG Board of Directors review the initial draft, assumptions, and input on the C/CAG 2014-15 Program Budget and Member Fees.

FISCAL IMPACT:

In accordance with the proposed C/CAG 2014-15 Program Budget.

REVENUE SOURCES:

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

BACKGROUND:

Each year, the C/CAG Board reviews the Draft Budget in May and approves the Final Budget in June. At the February 13, 2014 C/CAG meeting, the C/CAG Board reviewed the proposed 5% increase in member fees for FY 2014-15 to keep pace with cost of operations. The increase was necessary to keep pace with cost of services. Member fees have been flat for the past seven years. The proposed increase was sent to City/County Managers for budgeting purposes on February 3, 2014. Approval of fiscal year 2014-15 budget and fees will be submitted to C/CAG Board on June 12, 2014.

The proposed C/CAG 2014-15 Program Budget has been reviewed by the C/CAG Finance Committee at the May 2, 2014 meeting. Any changes recommended by the committee will be presented to the C/CAG Board at the May 8th meeting.

Budget Assumption Highlights:

The following are some highlights on assumptions and issues:

- 1- Member Assessments for FY 2014/15 will be increased by 5%.
- 2- Administration Service expenses are related to C/CAG Executive Director and Administrative Assistant only.
- 3- Professional Services expenses are related to all other C/CAG staff and contract staff. C/CAG

- contracts with many of its member agencies to provide Professional Services including Program Managers, Financial Services, and Legal Counsel Support.
- 4- Smart Corridor - Segments 2 and 3 construction will be largely completed during fiscal year 2013-14. System integration and signal system development will continue in FY 2014-15.
 - 5 San Mateo Congestion Relief Program assumes \$200,000 in funding for climate action planning. This includes cost for climate action partnerships to assist the cities and County as was done in the past two budget cycles.
 - 6 No new revenue for AB 1546 DMV Fee (\$4) Program since this program sunset on January 1, 2013. Cash balance in this fund is being drawn down in FY 2013/14 and FY 2014/15 in accordance with C/CAG Board allocations.
 - 7 San Mateo Energy Watch - Requires \$200,000 transfer from San Mateo County Congestion Relief Fund for Climate Action Planning, (See item 5 above).
 - 8 NPDES (Fund C007) – Part of the revenue and expenditures for Stormwater are shown in Measure M (C010) Fund. In FY 2014/15, it is anticipated the cash balance in this fund will be drawn down significantly. This program will likely not be able to sustain its current level of service starting in FY 2015/16 without additional sources of revenue.
 - 9 General Fund – Using the same allocation formula as past years, the overhead expenses in General Fund are shared by other funds. The shared costs include: professional services, supplies, conferences and meetings, printing/ postage, publications, bank fee and audit services. The share is based on the proportion of the sum of the administration and professional services to the total for all the funds. The funds that share these General Fund cost are General Fund, Transportation Programs, San Mateo Congestion Relief Program (SMCRP), LGP Energy Watch, Transportation Fund for Clean Air (TFCA), National Pollutant Elimination Discharge System, NPDES, DMV Fee Program, and Measure M.
 - 10 TFCA - Programmed Projects are 100% reimbursed in current and budget year.
 - 11 AVA – The Abandon Vehicle Abatement (AVA) program will be closed out.

ATTACHMENTS

- Attachment 1 – Key Budget Definitions/Acronyms
- Attachment 2 – C/CAG Project Statement of Revenues, Expenditures, and Changes in Fund Balance for FY 2013-14 and FY 2014-15.
- Attachment 3 – Individual fund descriptions and fund summaries.
- Attachment 4 -- FY 2014/15 C/CAG Member Fee, Assessment, and Revenue.

- Detail C/CAG 2014/15 Program Budget (Provided to members and alternate members. Also available at <http://www.ccag.ca.gov/ccag.html>)

Attachment 1

Key Budget Definitions/ Acronyms

AB 434 - Transportation Fund for Clean Air Program
AB 1546 Program - San Mateo County Environmental/ Transportation Pilot Program
AVA - Abandoned Vehicle Abatement
BAAQMD - Bay Area Air Quality Management District
BPAC - Bicycle and Pedestrian Advisory Committee
Cal PUC - California Public Utilities Commission
C/CAG - City/ County Association of Governments
CMAQ - Congestion Mitigation and Air Quality
CMP - Congestion Management Program
DMV - Department of Motor Vehicles
ECR - El Camino Real
ISTEA - Intermodal Surface Transportation Equity Act (or Federal Transportation Act)
ITS - Intelligent Transportation Study
LGP - Local Government Partnership with PG&E and Cal PUC
Measure A - San Mateo County Sales Tax for Transportation
Measure M - C/CAG \$10 Motor Vehicle Fee
MTC - Metropolitan Transportation Commission
Normalized - Years in a multi-year analysis all referred to a base year.
NPDES - National Pollutant Discharge Elimination System
Peninsula 2020 Gateway Study - San Mateo and Santa Clara County study on Highway 101 and access to the Dumbarton Bridge.
PPM - Planning Programming and Monitoring
PSR - Project Study Report
RWQCB - San Francisco Bay Area Regional Water Quality Control Board
SFIA - San Francisco International Airport
SMCRP - San Mateo Congestion Relief Plan Program
SMCEW - San Mateo County Energy Watch
STIP - State Transportation Improvement Program (State and Federal Transportation Funds)
STOPPP - Storm-water Pollution Prevention Program
STP - Surface Transportation Program (Federal Funds)
TA - San Mateo County Transportation Authority
TAC - Congestion Management Technical Advisory Committee
TDA - Transportation Development Act Article III Funding
TFCA - Transportation Fund for Clean Air (Also known as AB 434)
TLSP - Traffic Light Synchronization Program - Part of Proposition 1B Infrastructure Bond
VTA - Santa Clara Valley Transportation Authority

Attachment 2

04/29/14	C/CAG PROJECTED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE										
	FY 2013-14										
	Administrative Program (General Fund)	Transportation Programs	SMCRP Program	Smart Corridor	LGP Energy Watch	TFCA	NPDES	AVA	DMV Fee Program	Measure M (DMV Fee)	Total
BEGINNING BALANCE	(34,909)	1,046,536	2,730,371	548,079	125,357	80,451	1,323,857	541,174	4,753,837	5,352,621	16,467,374
RESERVE BALANCE	43,346	131,863	0	0	0	0	200,903	0	50,000	0	426,112
PROJECTED REVENUES											
Interest Earnings	226	8,789	23,530	0	0	1,867	9,320	1,029	26,934	38,153	109,848
Member Contribution	250,025	390,907	2,058,000	0	0	0	116,270	0	0	0	2,815,202
Cost Reimbursements-SFIA	0	0	0	0	0	0	0	0	0	0	0
MTC/ Federal Funding	0	691,230	0	0	0	0	0	0	0	635,000	1,326,230
Grants	115,000	25,000	0	0	420,000	0	0	0	0	0	560,000
DMV Fee	0	0	0	0	0	1,050,000	0	15,392	30,000	6,515,704	7,611,096
NPDES Fee	0	0	0	0	0	0	1,340,416	0	0	0	1,340,416
TA Cost Share	0	0	0	0	0	0	0	0	0	0	0
Miscellaneous/ SFIA	361	125	0	0	0	0	0	0	0	0	486
Street Repair Funding	0	0	0	0	0	0	0	0	0	0	0
PPM-STIP	0	495,213	0	4,026,478	0	0	0	0	0	0	4,521,691
Assessment	0	0	0	0	0	0	0	0	0	0	0
TLSP	0	0	0	2,129,247	0	0	0	0	0	0	2,129,247
	0	0	0	0	0	0	0	0	0	0	0
Total Revenues	365,612	1,611,264	2,081,530	6,155,725	420,000	1,051,867	1,466,006	16,421	56,934	7,188,857	20,414,216
TOTAL SOURCES OF FUNDS	330,703	2,657,800	4,811,901	6,703,804	545,357	1,132,318	2,789,863	557,595	4,810,771	12,541,478	36,881,590
PROJECTED EXPENDITURES											
Administration Services	79,166	121,835	39,828	19,450	5,936	1,551	34,291	0	12,262	38,768	353,087
Professional Services	206,702	679,421	18,444	808,168	298,154	34,728	100,538	0	0	155,302	2,301,457
Consulting Services	140,290	57,711	774,000	4,078,900	275,745	0	1,352,566	0	0	1,997,510	8,676,722
Supplies	12,289	96	0	0	0	0	0	0	0	0	12,385
Prof. Dues & Memberships	461	0	0	0	0	0	46,518	0	0	0	46,979
Conferences & Meetings	6,667	905	0	36	4,000	0	4,000	0	0	0	15,608
Printing/ Postage	13,036	0	0	0	0	0	500	0	0	0	13,536
Publications	1,000	1,491	0	0	0	0	0	0	0	0	2,491
Distributions	0	95,000	548,000	0	0	1,011,000	0	534,600	1,335,678	3,796,782	7,321,060
Calpers - Unfunded Liability	0	0	0	0	0	0	0	0	0	0	0
Miscellaneous	3,727	0	0	0	0	0	0	22,955	0	0	26,682
Bank Fee	2,165	0	0	0	0	0	0	0	0	0	2,165
Audit Services	23,520	0	0	0	0	0	0	0	0	0	23,520
Project Management	0	0	0	96,840	0	0	0	0	0	0	96,840
Total Expenditures	489,023	956,459	1,380,272	5,003,394	583,835	1,047,279	1,538,413	557,555	1,347,940	5,988,362	18,892,532
TRANSFERS											
Transfers In	0	0	0	850,000	200,000	0	0	0	0	0	1,050,000
Transfers Out	0	0	200,000	0	0	0	0	0	350,000	500,000	1,050,000
Administrative Allocation	(168,646)	87,686	6,377	0	33,278	3,970	14,755	0	1,342	21,238	0
Total Transfers	(168,646)	87,686	206,377	(850,000)	(166,722)	3,970	14,755	0	351,342	521,238	0
NET CHANGE	45,235	567,119	494,881	2,002,331	2,887	618	(87,162)	(541,134)	(1,642,348)	679,257	1,521,684
TRANSFER TO RESERVES	0	0	50,000	0	0	0	0	0	0	50,000	100,000
TOTAL USE OF FUNDS	320,377	1,044,145	1,636,649	4,153,394	417,113	1,051,249	1,553,168	557,555	1,699,282	6,559,600	18,992,532
ENDING FUND BALANCE	10,326	1,613,655	3,175,252	2,550,410	128,244	81,069	1,236,695	40	3,111,489	5,981,878	17,889,058
RESERVE FUND BALANCE	43,346	131,863	50,000	0	0	0	200,903	0	50,000	50,000	526,112
NET INCREASE (Decrease) IN FUND BALANCE	45,235	567,119	444,881	2,002,331	2,887	618	(87,162)	(541,134)	(1,642,348)	629,257	1,421,684

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

C/CAG PROGRAM BUDGET: REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE											
FY 2014-15											
	Administrative Program (General Fund)	Transportation Programs	SMCRP Program	Smart Corridor	LGP Energy Watch	TFCA	NPDES	AVA	DMV Fee Program	Measure M (DMV Fee)	Total
BEGINNING BALANCE	10,326	1,613,655	3,175,252	2,550,410	128,244	85,039	1,236,695	40	3,111,489	5,981,878	17,893,028
RESERVE BALANCE	43,346	131,863	50,000	0	0	0	200,903	0	50,000	50,000	526,112
PROJECTED REVENUES											
Interest Earnings	2,000	3,000	8,000	0	0	2,500	6,226	0	8,000	17,000	46,726
Member Contribution	262,525	410,452	1,850,000	0	0	0	118,695	0	0	0	2,641,672
Cost Reimbursements-SFIA	0	0	0	0	0	0	0	0	0	0	0
MTC/ Federal Funding	0	750,000	0	0	0	0	0	0	0	635,000	1,385,000
Grants	141,711	25,000	0	0	420,000	0	0	0	0	0	586,711
DMV Fee	0	0	0	0	0	1,092,837	0	0	0	6,515,704	7,608,541
NPDES Fee	0	0	0	0	0	0	1,356,265	0	0	0	1,356,265
TA Cost Share	0	0	0	0	0	0	0	0	0	0	0
Miscellaneous/ SFIA	0	0	0	0	0	0	0	0	0	0	0
Street Repair Funding	0	0	0	0	0	0	0	0	0	0	0
PPM-STIP	0	353,000	0	970,212	0	0	0	0	0	0	1,323,212
Assessment	0	0	0	0	0	0	0	0	0	0	0
TLSP	0	0	0	0	0	0	0	0	0	0	0
Total Revenues	406,236	1,541,452	1,858,000	970,212	420,000	1,095,337	1,481,186	0	8,000	7,167,704	14,948,127
TOTAL SOURCES OF FUNDS	416,562	3,155,107	5,033,252	3,520,622	548,244	1,180,376	2,717,881	40	3,119,489	13,149,582	32,841,155
PROJECTED EXPENDITURES											
Administration Services	95,373	130,000	55,000	7,500	3,692	7,000	35,000	0	5,000	15,000	353,565
Professional Services	215,000	940,000	60,000	226,000	320,000	35,000	102,419	0	7,000	151,543	2,056,962
Consulting Services	153,510	545,000	1,033,000	739,889	267,500	0	2,120,973	0	0	2,322,511	7,182,383
Supplies	17,000	2,000	0	0	0	0	0	0	0	0	19,000
Prof. Dues & Memberships	1,000	1,000	0	0	0	0	46,309	0	0	0	48,309
Conferences & Meetings	9,500	5,000	1,000	100	4,500	0	5,000	0	0	0	25,100
Printing/ Postage	300	6,000	0	0	0	0	2,500	0	0	0	8,800
Publications	17,000	3,000	0	0	0	0	0	0	0	0	20,000
Distributions	0	95,000	500,000	100,000	0	1,039,500	26,000	0	2,969,835	3,951,782	8,682,117
Contractor	185,000	0	0	2,465,239	0	0	0	0	0	0	2,650,239
Miscellaneous	10,000	1,000	1,000	0	0	0	1,000	0	0	0	13,000
Bank Fee	2,500	0	0	0	0	0	0	0	0	0	2,500
Audit Services	29,000	0	0	0	0	0	0	0	0	0	29,000
Project Management	0	0	0	80,000	0	0	0	0	0	0	80,000
Total Expenditures	735,183	1,728,000	1,650,000	3,618,728	595,692	1,081,500	2,339,201	0	2,981,835	6,440,836	21,170,975
TRANSFERS											
Transfers In	0	0	0	200,000	200,000	0	0	0	0	0	400,000
Transfers Out	0	0	200,000	0	0	0	0	0	0	200,000	400,000
Administrative Allocation	-366,327	209,985	22,569	0	63,524	8,242	26,968	0	2,355	32,684	-1
Total Transfers	-366,327	209,985	222,569	-200,000	-136,476	8,242	26,968	0	2,355	232,684	-1
NET CHANGE	37,380	-396,533	-14,569	-2,448,516	-39,216	5,595	-884,983	0	-2,976,190	494,184	-6,222,847
TRANSFER TO RESERVES	0	50,000	50,000	0	0	0	0	0	0	50,000	150,000
TOTAL USE OF FUNDS	368,856	1,987,985	1,922,569	3,418,728	459,216	1,089,742	2,366,169	0	2,984,190	6,723,520	21,320,974
ENDING FUND BALANCE	47,706	1,167,122	3,110,683	101,894	89,028	90,634	351,712	40	135,299	6,426,062	11,520,180
RESERVE FUND BALANCE	43,346	181,863	100,000	0	0	0	200,903	0	50,000	100,000	676,112
NET INCREASE (Decrease) IN FUND BALANCE	37,380	-446,533	-64,569	-2,448,516	-39,216	5,595	-884,983	0	-2,976,190	444,184	-6,372,847

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

Attachment 3

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS
PROGRAM BUDGET
JULY 1, 2014 – JUNE 30, 2015
(by fund)**

Fund: **General Fund (Fund C001)**

Program The C/CAG General Fund covers the functions of general
Description: administration, Airport Land Use planning as C/CAG is the designated
Airport/Land Use Commission for San Mateo County, and waste
management.

General Fund revenues come from member agencies as well as grants received for airport land use planning.

Appropriate expenses in the General Fund are allocated to the other C/CAG funds based on a formula proportion to the pro rata share of each program.

Planned Activities: For fiscal year 2014-15, it is assumed that the Airport Land Use Compatibility Plan (ALUCP) update for the environs of Half Moon Bay Airport will be completed. And that the ALUCP update for the environs of San Carlos Airport will be substantively completed.

Issues: The beginning fund balance for fiscal year 2013/14 is negative. The ending fund balance for that year turns positive.

C/CAG member assessment has been staying flat for the past 7 years. In FY 2014-15, there will be a 5% increase.

(Detailed Budget information can be found on the following attachment)

GENERAL FUND BUDGET(C001) BY FISCAL YEAR			
	Projected		
	Actual	Budgeted	
	FY 2013-14	FY 2014-15	
BEGINNING BALANCE	(34,909)	10,326	
RESERVE BALANCE	43,346	43,346	
PROJECTED REVENUES			
Interest Earnings	226	2,000	
Member Contribution	250,025	262,525	
Cost Reimbursements-SFIA	0	0	
MTC/ Federal Funding	0	0	
Grants	115,000	141,711	
DMV Fee	0	0	
NPDES Fee	0	0	
TA Cost Share	0	0	
Miscellaneous/ SFIA	361	0	
Street Repair Funding	0	0	
PPM-STIP	0	0	
Assessment	0	0	
TLSP	0	0	
	0	0	
Total Revenues	365,612	406,236	
TOTAL SOURCES OF FUNDS	330,703	416,562	
PROJECTED EXPENDITURES			
Administration Services	79,166	95,373	
Professional Services	206,702	215,000	
Consulting Services	140,290	153,510	
Supplies	12,289	17,000	
Prof. Dues & Memberships	461	1,000	
Conferences & Meetings	6,667	9,500	
Printing/ Postage	13,036	300	
Publications	1,000	17,000	
Distributions	0	0	
Calpers - Unfunded Liability	0	185,000	
Miscellaneous	3,727	10,000	
Bank Fee	2,165	2,500	
Audit Services	23,520	29,000	
Project Management	0	0	
Total Expenditures	489,023	735,183	
TRANSFERS			
Transfers In	0	0	
Transfers Out	0	0	
Administrative Allocation	(168,646)	(366,327)	
Total Transfers	(168,646)	(366,327)	
NET CHANGE	45,235	37,380	
TRANSFER TO RESERVES	0	0	
TOTAL USE OF FUNDS	320,377	368,856	
ENDING FUND BALANCE	10,326	47,706	
RESERVE FUND BALANCE	43,346	43,346	
NET INCREASE (Decrease) IN FUND BALANCE	45,235	37,380	

Note: Beginning/ Ending Reserve Fund Balance is not included in Beginning/ Ending Fund Balance

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS
PROGRAM BUDGET
JULY 1, 2014 – JUNE 30, 2015
(by fund)**

Fund: **Transportation Fund (Fund C002)**

Program The Transportation fund revenues come from three main sources:
Description: member assessment; MTC annual planning grant; and State Planning,
Programming, and Monitoring (PPM) fund. C/CAG receives the MTC
planning grant and the PPM fund because C/CAG is the Congestion
Management Agency. These are the main fund sources for C/CAG
staff to carry out transportation activities such as Congestion
Management Plan update, Transportation Planning related work, support
of all member agencies in the delivery of Federally funded projects,
support of C/CAG bicycle and pedestrian program

Planned Activities: Implementation of Plan Bay Area and OBAG as adopted by the
Metropolitan Transportation Commission and Association of Bay Area
Governments; Congestion Management Program related activities;
update and maintenance of countywide travel demand forecasting
model; Active Transportation planning and coordination; Studies of
improvements to US 101 and other highways; pass-through of Regional
Ride Share fund.

Issues: There is positive cash balance in this fund. For FY 2014-15, it is
budgeted to spend down the balance by \$450,000.

(Detailed Budget information can be found on the following attachment)

04/29/14	TRANSPORTATION PROGRAMS (FUNDS C002) BUDGET BY FISCAL YEAR	
	Projected	Budgeted
	Actual	
	FY 2013-14	FY 2014-15
BEGINNING BALANCE	1,046,536	1,613,655
RESERVE BALANCE	131,863	131,863
PROJECTED REVENUES		
Interest Earnings	8,789	3,000
Member Contribution	390,907	410,452
Cost Reimbursements-SFIA	0	0
MTC/ Federal Funding	691,230	750,000
Grants	25,000	25,000
DMV Fee	0	0
NPDES Fee	0	0
TA Cost Share	0	0
Miscellaneous/ SFIA	125	0
Street Repair Funding	0	0
PPM-STIP	495,213	353,000
Assessment	0	0
TLSP	0	0
	0	0
Total Revenues	1,611,264	1,541,452
TOTAL SOURCES OF FUNDS	2,657,800	3,155,107
PROJECTED EXPENDITURES		
Administration Services	121,835	130,000
Professional Services	679,421	940,000
Consulting Services	57,711	545,000
Supplies	96	2,000
Prof. Dues & Memberships	0	1,000
Conferences & Meetings	905	5,000
Printing/ Postage	0	6,000
Publications	1,491	3,000
Distributions	95,000	95,000
Street Repair	0	0
Miscellaneous	0	1,000
Bank Fee	0	0
	0	0
	0	0
Total Expenditures	956,459	1,728,000
TRANSFERS		
Transfers In	0	0
Transfers Out	0	0
Administrative Allocation	87,686	209,985
Total Transfers	87,686	209,985
NET CHANGE	567,119	(396,533)
TRANSFER TO RESERVES	0	50,000
TOTAL USE OF FUNDS	1,044,145	1,987,985
ENDING FUND BALANCE	1,613,655	1,167,122
RESERVE FUND BALANCE	131,863	181,863
NET INCREASE (Decrease) IN FUND BALANCE	567,119	(446,533)

Note: Beginning/ Ending Reserve Fund Balance is not included in Beginning/ Ending Fund Balance

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS
PROGRAM BUDGET
JULY 1, 2014 – JUNE 30, 2015
(by fund)**

Fund: **Congestion Relief Plan (SMCRP) Program Fund (Fund C004)**

Program
Description: The San Mateo County Congestion Relief Plan (SMCRP) goal is to reduce congestion by improving efficiency of the transportation infrastructure, and to increase transit ridership and reduce automobile usage. Funding for this program comes from member jurisdictions. As required by State law, C/CAG conducts biennial transportation monitoring. Individual jurisdictions are responsible for the preparation of Deficiency Plan if traffic level of service (LOS) violation is found. By contributing to the SMCRP fund, jurisdictions are absolved from the responsibility of preparing Deficiency Plan.

Planned Activities: Local transportation shuttles, Intelligent Transportation System (ITS) improvements, Ramp Metering, Transportation Demand Management (TDM) managed by the Peninsula Traffic Congestion Relief Alliance, Linking Transportation and Housing, Green House Gas Reduction, and Major transportation studies. This fund provides partial support for the state lobbyist.

Issues: \$200,000 from this fund is transferred to the San Mateo County Energy Watch Fund (Fund 006) for fiscal years 2013/14 and 2014/15, each year.

This fund needs to be reauthorized by the C/CAG Board every four years. Current authorization will sunset on June 30, 2015, if not reauthorized.

Ramp metering expenditures were not incurred in the past few years due to success in obtaining funding from MTC.

(Detailed Budget information can be found on the following attachment)

04/29/14		
SAN MATEO CONGESTION RELIEF PROGRAM (SMCRP) FUNDS (C004) BUDGET BY FISCAL YEAR		
	Projected	Budgeted
	Actual	
	FY 2013-14	FY 2014-15
BEGINNING BALANCE	2,730,371	3,175,252
RESERVE BALANCE	0	50,000
PROJECTED REVENUES		
Interest Earnings	23,530	8,000
Member Contribution	2,058,000	1,850,000
Cost Reimbursements-SFIA	0	0
MTC/ Federal Funding	0	0
Grants	0	0
DMV Fee	0	0
NPDES Fee	0	0
TA Cost Share	0	0
Miscellaneous/ SFIA	0	0
Street Repair Funding	0	0
PPM-STIP	0	0
Assessment	0	0
TLSP	0	0
	0	0
Total Revenues	2,081,530	1,858,000
TOTAL SOURCES OF FUNDS	4,811,901	5,033,252
PROJECTED EXPENDITURES		
Administration Services	39,828	55,000
Professional Services	18,444	60,000
Consulting Services	774,000	1,033,000
Supplies	0	0
Prof. Dues & Memberships	0	0
Conferences & Meetings	0	1,000
Printing/ Postage	0	0
Publications	0	0
Distributions	548,000	500,000
Calpers - Unfunded Liability	0	0
Miscellaneous	0	1,000
Bank Fee	0	0
Audit Services	0	0
Project Management	0	0
Total Expenditures	1,380,272	1,650,000
TRANSFERS		
Transfers In	0	0
Transfers Out	200,000	200,000
Administrative Allocation	6,377	22,569
Total Transfers	206,377	222,569
NET CHANGE	494,881	-14,569
TRANSFER TO RESERVES	50,000	50,000
TOTAL USE OF FUNDS	1,636,649	1,922,569
ENDING FUND BALANCE	3,175,252	3,110,683
RESERVE FUND BALANCE	50,000	100,000
NET INCREASE (Decrease)	444,881	-64,569

Note: Beginning/ Ending Reserve Fund Balance is not included in Beginning/ Ending Fund Balance

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS
PROGRAM BUDGET
JULY 1, 2014 – JUNE 30, 2015
(by fund)**

Fund: Smart Corridor (Fund C005)

Program Design, construction, testing, and integration of the San Mateo Smart Corridors Project. The entire smart corridors project is divided into
Description: several projects because of the need to track and manage state grants, and to manage contracts. They are:

1. Demo Project (this also includes the Design of the overall project).
2. Segment 2 (from San Bruno Ave to Whipple Ave)
3. Segment 3 (from Whipple Ave to Santa Clara County Line)
4. System Integration (Software and hardware for the entire corridor)
5. In-House Staff (for tracking of expenses purpose)

Funding for this program comes from State grants as well as \$10 (Fund C010) Vehicle License Fees. Annual fund transfer from C010 is based on need.

- Planned Activities:**
- Demonstration project is completed.
 - Construction of infrastructure equipment for Segment 2 and 3 is estimated to be completed in the 2013/2014 fiscal year.
 - Integration of the system has started and is estimated to conclude in this fiscal year.
 - Work on configuration of the signal system has started and is estimated to conclude in this fiscal year.

Issues: Most of the state grant funds will be claimed in 2014/2014 fiscal years and remaining project tasks will be locally funded from Measure M (Fund C010). There is no reserve in this fund. However, both the Measure M and SMCRP funds have unused fund balances slated for Intelligent Transportation System (ITS) which can be used for Smart Corridor for contingency purposes. Future maintenance cost is anticipated to be provided through the Measure M (Fund C010).

(Detailed Budget information can be found on the following attachment)

04/29/14			
SMART CORRIDOR FUND (C005) BUDGET BY FISCAL YEAR			
	Projected		
	Actual	Budgeted	
	FY 2013-14	FY 2014-15	
BEGINNING BALANCE	548,079	2,550,410	
RESERVE BALANCE	0	0	
PROJECTED			
REVENUES			
Interest Earnings	0	0	
Member Contribution	0	0	
Cost Reimbursements-SFIA	0	0	
MTC/ Federal Funding	0	0	
Grants	0	0	
DMV Fee	0	0	
NPDES Fee	0	0	
TA Cost Share	0	0	
Miscellaneous/ SFIA	0	0	
Street Repair Funding	0	0	
PPM-STIP	4,026,478	970,212	
Assessment	0	0	
TLSP	2,129,247	0	
	0	0	
Total Revenues	6,155,725	970,212	
TOTAL SOURCES OF FUNDS	6,703,804	3,520,622	
PROJECTED			
EXPENDITURES			
Administration Services	19,450	7,500	
Professional Services	808,168	226,000	
Consulting Services	4,078,900	739,889	
Supplies	0	0	
Prof. Dues & Memberships	0	0	
Conferences & Meetings	36	100	
Printing/ Postage	0	0	
Publications	0	0	
Distributions	0	100,000	
Calpers - Unfunded Liability	0	2,465,239	
Miscellaneous	0	0	
Bank Fee	0	0	
Audit Services	0	0	
Project Management	96,840	80,000	
Total Expenditures	5,003,394	3,618,728	
TRANSFERS			
Transfers In	850,000	200,000	
Transfers Out	0	0	
Administrative Allocation	0	0	
Total Transfers	-850,000	-200,000	
NET CHANGE	2,002,331	-2,448,516	
TRANSFER TO RESERVES	0	0	
TOTAL USE OF FUNDS	4,153,394	3,418,728	
ENDING FUND BALANCE	2,550,410	101,894	
RESERVE FUND BALANCE	0	0	
NET INCREASE (Decrease)	2,002,331	-2,448,516	

Note: Beginning/ Ending Reserve Fund Balance is not included in Beginning/ Ending Fund Balance

**COUNTY ASSOCIATION OF GOVERNMENTS
PROGRAM BUDGET
JULY 1, 2014 – JUNE 30, 2015
(by fund)**

San Mateo County Energy Watch Fund (C006)

- am**
- Description:** This fund was set up because C/CAG has established a Local Government Partnership (LGP) with PG&E to provide funding to San Mateo County for energy efficiency projects. C/CAG is also developing Climate Action Planning tool for used by all member agencies. C/CAG contracts with San Mateo County Public Works for staffing of this program.
- Planned Activities:** This program support C/CAG climate related activities including the Resource Management and Climate Protection (RMCP) Committee.
- Issues:** Although the main fund sources comes from PG&E, local funds for matching purposes as well as for non-PG&E related work must come from local. The only local source of fund comes from the San Mateo County Congestion Relief Plan (SMCRP) Fund (Fund C004). \$200,000 each year is transferred from Fund 006 for fiscal years 2013/14 and 2014/15.

(Detailed Budget information can be found on the following attachment)

04/29/14

SAN MATEO LGP ENERGY WATCH FUND (C006) BUDGET BY FISCAL YEAR

	Projected	
	Actual	Budgeted
	FY 2013-14	FY 2014-15
BEGINNING BALANCE	125,357	128,244
RESERVE BALANCE	0	0
PROJECTED REVENUES		
Interest Earnings	0	0
Member Contribution	0	0
Cost Reimbursements-SFIA	0	0
MTC/ Federal Funding	0	0
Grants	420,000	420,000
DMV Fee	0	0
NPDES Fee	0	0
TA Cost Share	0	0
Miscellaneous/ SFIA	0	0
Street Repair Funding	0	0
PPM-STIP	0	0
Assessment	0	0
TLSP	0	0
	0	0
Total Revenues	420,000	420,000
TOTAL SOURCES OF FUNDS	545,357	548,244
PROJECTED EXPENDITURES		
Administration Services	5,936	3,692
Professional Services	298,154	320,000
Consulting Services	275,745	267,500
Supplies	0	0
Prof. Dues & Memberships	0	0
Conferences & Meetings	4,000	4,500
Printing/ Postage	0	0
Publications	0	0
Distributions	0	0
Calpers - Unfunded Liability	0	0
Miscellaneous	0	0
Bank Fee	0	0
Audit Services	0	0
Project Management	0	0
Total Expenditures	583,835	595,692
TRANSFERS		
Transfers In	200,000	200,000
Transfers Out	0	0
Administrative Allocation	33,278	63,524
Total Transfers	-166,722	-136,476
NET CHANGE	2,887	-39,216
TRANSFER TO RESERVES	0	0
TOTAL USE OF FUNDS	417,113	459,216
ENDING FUND BALANCE	128,244	89,028
RESERVE FUND BALANCE	0	0
NET INCREASE (Decrease)	2,887	-39,216

Note: Beginning/ Ending Reserve Fund Balance is not included in Beginning/ Ending Fund Balance

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS
PROGRAM BUDGET
JULY 1, 2014 – JUNE 30, 2015
(by fund)**

Fund: TFCA PROGRAM

Program
Description: The Bay Area Air Quality Management District (BAAQMD) is charged under AB 434 to levy a surcharge on motor vehicle registration fees to fund projects and programs to reduce air pollution. This provides the revenues for the Transportation for Clean Air (TFCA) Program. Forty percent (40%) of the revenues generated within San Mateo County are allocated to C/CAG to be used to fund local programs implementing specified transportation control measures to improve air quality in the San Francisco Bay Area. The primary focus in San Mateo County is on shuttles and Countywide Transportation Demand Management (TDM).

Planned Activities: Continue to fund SamTrans' Employer-Based Shuttles and the Alliance's Countywide Voluntary Trip Reduction Program for FY 2015.

Issues: The actual funds received may be less than programmed; therefore, C/CAG may need to reduce payment to project sponsors. The funding source guideline does not allow fund reserve for this fund.

(Detailed Budget information can be found on the following attachment)

04/29/14	TFCA FUND BUDGET BY FISCAL YEAR	
	Projected	
	Actual	Budgeted
	FY 2013-14	FY 2014-15
BEGINNING BALANCE	80,451	85,039
RESERVE BALANCE	0	0
PROJECTED REVENUES		
Interest Earnings	1,867	2,500
Member Contribution	0	0
Cost Reimbursements	0	0
ISTEA Funding	0	0
Grants	0	0
DMV Fee	1,050,000	1,092,837
TFCA	0	0
NPDES	0	0
AVA	0	0
Miscellaneous	0	0
	0	0
	0	0
	0	0
Total Revenues	1,051,867	1,095,337
TOTAL SOURCES OF FUNDS	1,132,318	1,180,376
PROJECTED EXPENDITURES		0
Administration Services	1,551	7,000
Professional Services	34,728	35,000
Consulting Services	0	0
Supplies	0	0
Prof. Dues & Memberships	0	0
Conferences & Meetings	0	0
Publications	0	0
TFCA Distributions	0	0
Distributions	1,011,000	1,039,500
AVA Distributions	0	0
Miscellaneous	0	0
	0	0
	0	0
	0	0
Total Expenditures	1,047,279	1,081,500
TRANSFERS		
Transfers In	0	0
Transfers Out	0	0
Administrative Allocation	3,970	8,242
Total Transfers	3,970	8,242
NET CHANGE	618	5,595
TRANSFER TO RESERVES	0	0
TOTAL USE OF FUNDS	1,051,249	1,089,742
ENDING FUND BALANCE	81,069	90,634
RESERVE FUND BALANCE	0	0
NET INCREASE (Decrease) IN FUND BALANCE	618	5,595

Note: Beginning/ Ending Reserve Fund Balance is not included in Beginning/ Ending Fund Balance

CITY/COUNTY ASSOCIATION OF GOVERNMENTS
2013-14 PROGRAM BUDGET
JULY 1, 2013 – JUNE 30, 2014
(by fund)

Fund: NPDES Stormwater (Fund C007)

Program

Description: The NPDES (Stormwater) fund provides resources for the Countywide Water Pollution Prevention Program (Countywide Program), which assists C/CAG’s member agencies in meeting stormwater management requirements in the Municipal Regional Permit issued by the San Francisco Bay Regional Water Quality Control Board. The Countywide Program utilizes technical consultants to provide regulatory support services to the member agencies, including staff support for C/CAG Committees and technical subcommittees, providing training, performing compliance activities, and preparing annual reporting materials. C/CAG staff also serves on the Board of Directors of the Bay Area Stormwater Management Agencies Association (BASMAA) to help direct regional compliance activities

Planned Activities: Support C/CAG Stormwater Committee, NPDES Technical Advisory Committee, and seven technical subcommittees, provide training workshops, perform water quality monitoring, implement public outreach and education programs, including maintaining the Countywide Program’s website, assist member agencies in planning for trash, mercury, and PCB reduction programs, participate in negotiations on reissuance of the Municipal Regional Permit, prepare and assist with 2013-14 annual reporting. Continue pursuing potential Countywide Funding Initiative, including funding needs analysis, public opinion research, development of a revenue report, and public education

Issues: The Countywide Program is funded through annual property tax assessments totaling approximately \$1.5 million and Measure M vehicle license funds of about \$780,000 per year. Expected Countywide Program costs for 2014-15 exceed \$3.7 million, to be funded through property tax revenue, accumulated fund balance, and accumulated Measure M vehicle license funds. A significant portion of the 2014-15 budget is reserved for a potential Countywide Funding Initiative (\$600K), which is intended to generate additional revenue for both C/CAG and its member agencies to meet the ongoing costs to comply with the Municipal Regional Permit. **It is important to note the Countywide Program will likely not be able to sustain its current level of support to its member agencies starting in 2015/16 without additional sources of revenue.**

(Detailed Budget information can be found on the following attachment)

04/29/14		
NPDES FUND (C007) BUDGET BY FISCAL YEAR		
	Projected	
	Actual	Budgeted
	FY 2013-14	FY 2014-15
BEGINNING BALANCE	1,323,857	1,236,695
RESERVE BALANCE	200,903	200,903
PROJECTED REVENUES		
Interest Earnings	9,320	6,226
Member Contribution	116,270	118,695
Cost Reimbursements-SFIA	0	0
MTC/ Federal Funding	0	0
Grants	0	0
DMV Fee	0	0
NPDES Fee	1,340,416	1,356,265
TA Cost Share	0	0
Miscellaneous/ SFIA	0	0
Street Repair Funding	0	0
PPM-STIP	0	0
Assessment	0	0
TLSP	0	0
Total Revenues	1,466,006	1,481,186
TOTAL SOURCES OF FUNDS	2,789,863	2,717,881
PROJECTED EXPENDITURES		
Administration Services	34,291	35,000
Professional Services	100,538	102,419
Consulting Services	1,352,566	2,120,973
Supplies	0	0
Prof. Dues & Memberships	46,518	46,309
Conferences & Meetings	4,000	5,000
Printing/ Postage	500	2,500
Publications	0	0
Distributions	0	26,000
Calpers - Unfunded Liability	0	0
Miscellaneous	0	1,000
Bank Fee	0	0
Audit Services	0	0
Project Management	0	0
Total Expenditures	1,538,413	2,339,201
TRANSFERS		
Transfers In	0	0
Transfers Out	0	0
Administrative Allocation	14,755	26,968
Total Transfers	14,755	26,968
NET CHANGE	(87,162)	(884,983)
TRANSFER TO RESERVES	0	0
TOTAL USE OF FUNDS	1,553,168	2,366,169
ENDING FUND BALANCE	1,236,695	351,712
RESERVE FUND BALANCE	200,903	200,903
NET INCREASE (Decrease) IN FUND BALANCE	(87,162)	(884,983)

Note: Beginning/ Ending Reserve Fund Balance is not included in Beginning/ Ending Fund Balance

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS
PROGRAM BUDGET
JULY 1, 2014 – JUNE 30, 2015
(by fund)**

Fund: DMV Fee (AB1546 \$4 VRF) (Fund C008)

Program AB 1546 was signed into law and took effect on January 1, 2005 and reauthorized as SB 348 in 2008. It provides authorization for C/CAG to impose an annual fee of \$4 on motor vehicles registered within San Mateo County to fund traffic congestion management and stormwater pollution prevention programs within San Mateo County. The collection of the fee ended December 31, 2012.

Description:

Five (5) percent for is allocated for program administration with the net revenue distributed evenly to the following programs: Local Cities/County Stormwater Pollution Prevention (25%); Local Cities/County Traffic Congestion Management (25%); Countywide Stormwater Pollution Prevention (25%); and Countywide Traffic Congestion Management (25%).

Planned Activities: Implement Countywide stormwater pollution prevention and municipal regional permit (MRP) compliance projects. Make funds available as match for regionally significant projects. Issue reimbursements to cities.

Issues: The fund balance is expected to continue to decrease once the reimbursements to cities are issued and NPDES/MPR projects implemented.

(Detailed Budget information can be found on the following attachment)

04/29/14	DMV FEE PROGRAM FUND (C008) BUDGET BY FISCAL YEAR	
	Projected	
	Actual	Budgeted
	FY 2013-14	FY 2014-15
BEGINNING BALANCE	4,753,837	3,111,489
RESERVE BALANCE	50,000	50,000
PROJECTED REVENUES		
Interest Earnings	26,934	8,000
Member Contribution	0	0
Cost Reimbursements-SFIA	0	0
MTC/ Federal Funding	0	0
Grants	0	0
DMV Fee	30,000	0
NPDES Fee	0	0
TA Cost Share	0	0
Miscellaneous/ SFIA	0	0
Street Repair Funding	0	0
PPM-STIP	0	0
Assessment	0	0
TLSP	0	0
	0	0
Total Revenues	56,934	8,000
TOTAL SOURCES OF FUNDS	4,810,771	3,119,489
PROJECTED EXPENDITURES		
	Program	Program
Administration Services	12,262	5,000
Professional Services	0	7,000
Consulting Services	0	0
Supplies	0	0
Prof. Dues & Memberships	0	0
Conferences & Meetings	0	0
Printing/ Postage	0	0
Publications	0	0
Distributions	1,335,678	2,969,835
Calpers - Unfunded Liability	0	0
Miscellaneous	0	0
Bank Fee	0	0
Audit Services	0	0
Project Management	0	0
Total Expenditures	1,347,940	2,981,835
TRANSFERS		
Transfers In	0	0
Transfers Out	350,000	0
Administrative Allocation	1,342	2,355
Total Transfers	351,342	2,355
NET CHANGE	(1,642,348)	(2,976,190)
TRANSFER TO RESERVES	0	0
TOTAL USE OF FUNDS	1,699,282	2,984,190
ENDING FUND BALANCE	3,111,489	135,299
RESERVE FUND BALANCE	50,000	50,000
NET INCREASE (Decrease) IN FUND BALANCE	(1,642,348)	(2,976,190)

Note: Beginning/ Ending Reserve Fund Balance is not included in Beginning/ Ending Fund Balance

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS
PROGRAM BUDGET
JULY 1, 2014 – JUNE 30, 2015
(by fund)**

Fund: **Abandon Vehicle Abatement (AVA) (Fund C009)**

Program Description: This program assists cities and the county in the abatement of abandoned vehicles. Revenues provide cost recovery for the expenses incurred by member jurisdictions. 17 cities as well as the county participate in this program. The City of San Carlos provides administrative and finance support for this program. AVA funds are distributed to those agencies (18) participating, base half on population and half on proportionate share of vehicles abated.

Revenue for this program sunset on May 31, 2013. During FY 2013/14, C/CAG received \$15,000 in residual revenue. \$0 is anticipated in FY 2014/15.

As approved by C/CAG Resolution 12-64, \$22,955 is returned to the State. The remaining fund balance in this fund is being used to continue this program in fiscal year 2013/14.

Planned Activities: This program will be closed out by the end of fiscal year 2013/14.

Issues: The San Mateo County AVA Fee Program sunsets, by statute, on May 31, 2013.

(Detailed Budget information can be found on the following attachment)

04/29/14	FUND (C009)	BUDGET BY FISCAL YEAR	
ABANDONED VEHICLE ABATEMENT (AVA)	Actual	Projected	Budgeted
	FY 2013-14		FY 2014-15
BEGINNING BALANCE	541,174		40
RESERVE BALANCE	0		0
PROJECTED REVENUES			
Interest Earnings	1,029		0
Member Contribution	0		0
Cost Reimbursements-SFIA	0		0
MTC/ Federal Funding	0		0
Grants	0		0
DMV Fee	15,392		0
NPDES Fee	0		0
TA Cost Share	0		0
Miscellaneous/ SFIA	0		0
Street Repair Funding	0		0
PPM-STIP	0		0
Assessment	0		0
TLSP	0		0
	0		0
Total Revenues	16,421		0
TOTAL SOURCES OF FUNDS	557,595		40
PROJECTED EXPENDITURES			
Administration Services	0		0
Professional Services	0		0
Consulting Services	0		0
Supplies	0		0
Prof. Dues & Memberships	0		0
Conferences & Meetings	0		0
Printing/ Postage	0		0
Publications	0		0
Distributions	534,600		0
Calpers - Unfunded Liability	0		0
Miscellaneous	22,955		0
Bank Fee	0		0
Audit Services	0		0
Project Management	0		0
Total Expenditures	557,555		0
TRANSFERS			
Transfers In	0		0
Transfers Out	0		0
Administrative Allocation	0		0
Total Transfers	0		0
NET CHANGE	(541,134)		0
TRANSFER TO RESERVES	0		0
TOTAL USE OF FUNDS	557,555		0
ENDING FUND BALANCE	40		40
RESERVE FUND BALANCE	0		0
NET INCREASE (Decrease) IN FUND BALANCE	(541,134)		0

Note: Beginning/ Ending Reserve Fund Balance is not included in Beginning/ Ending Fund Balance

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS
PROGRAM BUDGET
JULY 1, 2014 – JUNE 30, 2015
(by fund)**

Fund: Measure M (Fund C010)

Program Measure M, approved by the voters in November 2010 and effective for 25 years (May 2, 2011 - May 1, 2036); impose an annual fee of ten

Description: dollars (\$10) on motor vehicles registered in San Mateo County to fund transportation-related congestion management and water pollution prevention programs.

The 5-Year Measure M Implementation Plan, adopted in 2011 and in effect until May 2016, allocates 5% for program administration with the net revenue distributed to the following programs: Local Streets and Roads (50%); Transit Operations/Senior Mobility (22%); Intelligent Transportation System(ITS)/Smart Corridor (10%); Safe Routes to School (6%); and NPDES/Municipal Regional Permit (MRP) administration (12%)

Planned Activities: Issue Local streets and roads allocations in September 2014 and March 2015. Provide funds to SamTrans’ paratransit service Redi-Wheels and senior mobility programs and the San Mateo County Safe Routes to School. Provide local match for construction of the Smart Corridor. Initiate activities and projects to address NPDES and MRP compliance requirements.

Issues: The fund balance will remain relatively high due to the timing of the Stormwater program implementation. The fund balance will gradually be drawn down once the programs and projects costs are expended. As funds are allocated for local streets and roads, cities need to promptly submit requests for cost reimbursements.

(Detailed Budget information can be found on the following attachment)

04/29/14 MEASURE M PROGRAM FUND (C010) BUDGET BY FISCAL YEAR			
	Projected		
	Actual		Budgeted
	FY 2013-14		FY 2014-15
BEGINNING BALANCE	5,352,621		5,981,878
RESERVE BALANCE	0		50,000
PROJECTED			
REVENUES			
Interest Earnings	38,153		17,000
Member Contribution	0		0
Cost Reimbursements-SFIA	0		0
MTC/ Federal Funding	635,000		635,000
Grants	0		0
DMV Fee	6,515,704		6,515,704
NPDES Fee	0		0
TA Cost Share	0		0
Miscellaneous/ SFIA	0		0
Street Repair Funding	0		0
PPM-STIP	0		0
Assessment	0		0
TLSP	0		0
	0		0
Total Revenues	7,188,857		7,167,704
TOTAL SOURCES OF FUND:	12,541,478		13,149,582
PROJECTED			
EXPENDITURES			
Administration Services	38,768		15,000
Professional Services	155,302		151,543
Consulting Services	1,997,510		2,322,511
Supplies	0		0
Prof. Dues & Memberships	0		0
Conferences & Meetings	0		0
Printing/ Postage	0		0
Publications	0		0
Distributions	3,796,782		3,951,782
Calpers - Unfunded Liability	0		0
Miscellaneous	0		0
Bank Fee	0		0
Audit Services	0		0
Project Management	0		0
Total Expenditures	5,988,362		6,440,836
TRANSFERS			
Transfers In	0		0
Transfers Out	500,000		200,000
Administrative Allocation	21,238		32,684
Total Transfers	521,238		232,684
NET CHANGE	679,257		494,184
TRANSFER TO RESERVES	50,000		50,000
TOTAL USE OF FUNDS	6,559,600		6,723,520
ENDING FUND BALANCE	5,981,878		6,426,062
RESERVE FUND BALANCE	50,000		100,000
NET INCREASE (Decrease)	629,257		444,184
IN FUND BALANCE			

Note: Beginning/ Ending Reserve Fund Balance is not included in Beginning/ Ending Fund Balan

Attachment 4

Proposed 2014-2015 C/CAG Member Fee and Assessment

C/CAG Member Fee FY 2014-2015					CONGESTION RELIEF PROGRAM ASSESSMENT FY 2014-15			FOR INFORMATION ONLY 2013-14 NPDES MEMBER ASSESSMENT			
Agency	% Population (as of 1/1/13)	General Fund Fee	Gas Tax Fee	Total Fee	Agency	% of Trip Generation	Congestion Relief	Agency	NPDES Basic (1)	NPDES FY 13-14	TOTAL
Atherton	0.94%	\$2,460	\$3,846	\$6,306	Atherton	1.34%	\$24,845				
Belmont	3.58%	\$9,391	\$14,682	\$24,073	Belmont	3.56%	\$65,884				
Brisbane (2)	0.60%	\$1,563	\$2,443	\$4,006	Brisbane (2)	1.18%	\$21,775	Brisbane	\$0	\$8,143	\$8,143
Burlingame	4.00%	\$10,501	\$16,417	\$26,918	Burlingame	5.79%	\$107,193				
Colma	0.20%	\$520	\$813	\$1,334	Colma	0.50%	\$9,224	Colma	\$0	\$2,983	\$2,983
Daly City	14.05%	\$36,879	\$57,660	\$94,539	Daly City	10.79%	\$199,610				
East Palo Alto	3.90%	\$10,233	\$15,998	\$26,231	East Palo Alto	2.30%	\$42,633				
Foster City	4.23%	\$11,105	\$17,363	\$28,468	Foster City	4.90%	\$90,679				
Half Moon Bay	1.57%	\$4,133	\$6,461	\$10,594	Half Moon Bay	1.27%	\$23,451				
Hillsborough	1.51%	\$3,966	\$6,201	\$10,168	Hillsborough	1.27%	\$23,491				
Menlo Park	4.44%	\$11,661	\$18,232	\$29,894	Menlo Park	5.57%	\$103,109				
Millbrae	3.02%	\$7,932	\$12,402	\$20,334	Millbrae	3.27%	\$60,419				
Pacifica	5.16%	\$13,542	\$21,172	\$34,714	Pacifica	3.50%	\$64,742				
Portola Valley	0.60%	\$1,587	\$2,482	\$4,069	Portola Valley	0.41%	\$7,607				
Redwood City	10.75%	\$28,217	\$44,117	\$72,335	Redwood City	13.42%	\$248,197				
San Bruno	5.82%	\$15,283	\$23,895	\$39,178	San Bruno	5.55%	\$102,604				
San Carlos	3.93%	\$10,324	\$16,141	\$26,465	San Carlos	4.77%	\$88,246				
San Mateo	13.47%	\$35,350	\$55,269	\$90,618	San Mateo	16.11%	\$298,110	San Mateo	\$0	\$88,712	\$88,712
South San Francisco	8.85%	\$23,240	\$36,336	\$59,576	South San Francisco	8.99%	\$166,325				
Woodside (3)	0.74%	\$1,942	\$3,036	\$4,977	Woodside (3)	0.60%	\$11,189	Woodside	\$8,598	\$7,865	\$16,463
San Mateo County	8.65%	\$22,697	\$35,486	\$58,182	San Mateo County	4.90%	\$90,667				
TOTAL	100	\$262,525	\$410,452	\$672,978	TOTAL	100.0%	\$1,850,000				

NOTES:

- For the past five years, C/CAG member fee (county total) has been at \$250,024 for General Fund and \$390,907 for Gas Tax.
- For FY 2014-15, the county total is proposed to be increased by 5% to \$262,525 for General Fund and \$410,452 for Gas Tax.
- The \$262,525 and the \$410,452 are prorated to each jurisdiction based on % of population.
- Population data is from Department of Finance of January 1, 2013.

1- Same Congestion Relief Fund as FY 11-12, FY 12-13, and FY 13-14.

- NPDES assessments shown above are for FY 13-14 presented here for INFORMATION ONLY.
- Agencies not listed are collected by the Flood Control District.
- Basic fees for Brisbane, Colma, San Mateo are collected by the Flood Control District.
- NPDES assessments are based on total parcels in each jurisdiction.

C/CAG AGENDA REPORT

Date: May 8, 2014
To: C/CAG Board of Directors
From: Sandy Wong, Executive Director
Subject: Review and authorize a joint effort with the Metropolitan Transportation Commission (MTC) to conduct traffic analysis for Express Lanes on US 101 from Santa Clara County Line to I-380

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

RECOMENDATION

That the C/CAG Board review and authorize a joint effort with the Metropolitan Transportation Commission (MTC) to conduct traffic analysis for Express Lanes on US 101 from Santa Clara County Line to I-380.

FISCAL IMPACT

It is proposed to share the cost of traffic analysis with the MTC on a 50/50 basis. Total cost is anticipated to be approximately \$80,000. C/CAG share of the funding is proposed to come from the Transportation Fund.

BACKGROUND

At the February 13th C/CAG Board meeting, staff provided an update to the Board on highway improvement studies along US 101. A Project Study Report (PSR) for adding carpool lanes along US 101 between Whipple Ave and I-380 is currently underway. That is called the "Staged Hybrid HOV Lane". Under the Caltrans requirements, completion of a PSR is the first phase of a project, before a project is allowed to begin its CEQA/NEPA phase. A discussion ensued regarding the concept of High Occupancy Toll (HOT) lane (also known as Express Lane).

At the March 13th C/CAG Board meeting, presentations were provided on Express Lanes implementation from the neighboring counties of Santa Clara and Alameda where express lanes have been either implemented or in progress.

Implementing an express lane will involve consideration of many issues, such as those related to traffic operation, inter-agency coordination, equity, policies, legislation, maintenance, enforcement, infrastructure and design, cost and revenue projection, etc.

However, before decision makers are being asked to make decisions to fund efforts to address the above issues such as those required to obtain legislative authority or other inter-agency coordination, it is prudent to first analyze the traffic feasibility and benefits of a potential express lane. As the first step to test the feasibility of express lanes in San Mateo County on US 101, it is recommended to conduct a traffic analysis to determine traffic operational benefits. Staff has collaborated with MTC

staff as well as staff from SMCTA and Caltrans to prepare the outline of the study parameters for traffic analysis as below. If the C/CAG Board authorize this joint effort with MTC, staff will move forward and continue to work with local and regional transportation agencies including MTC, Caltrans, and SMCTA.

The proposed traffic analysis parameters have been reviewed by the CMP Technical Advisory Committee and the CMEQ Committee.

Proposed Traffic Analysis - Study Parameters:

Limits of Study: Along US 101 from the Santa Clara County Line to I-380. [note: there is one existing HOV lane in each direction of travel between the Santa Clara County Line and Whipple Ave. Current carpool requirement is 2+]

Concept 1 – (Make the proposed HOV lane as express lane). This concept assumes the freeway cross section as proposed in the “Staged Hybrid HOV Lane”. That is, the proposed new lane between Whipple and I-380 will operate as an express lane.

Concept 2 – (Optimized HOT). This concept retains the current freeway cross section (i.e., no additional widening), and converts the number 1 general purpose lane directly into an Express Lane.

[In addition, both Concepts 1 & 2 will assume the existing carpool lane from the Santa Clara County Line to Whipple Ave will be converted to Express Lane.]

Carpool Requirement: 2+ (That is, vehicles with 2 or more occupants will be allowed to use Express Lanes free of charge.)

Hours of operation: AM (6:00 am to 10:00 am)
PM (2:30 pm to 7:30 pm)

Performance Measures:

- Travel time / Travel time savings for Express Lane
- Maximum individual delay
- Speed and bottleneck/queuing locations
- Vehicle miles of travel (VMT)
- Person miles of travel (PMT)
- Vehicle hours of delay (VHD)
- Person hours of delay (PHD)

Mode shift and transit service assumptions:

Task 1 – For Concepts 1 & 2, assume no change in transit service beyond current plan. That is, transit service will operate at the level shown in approved long range transit plans.

Task 2 – For Concept 2, using operations analysis results under Task 1, determine the level of mode shift from SOV to transit/vanpool required to achieve the performance similar to Concept 1.

ATTACHMENT

None.

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

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

April 14, 2014

SENT VIA EMAIL

David Hogan, Contract Planner
City of Menlo Park
Community Development Department, Planning Division
701 Laurel Street
Menlo Park, CA 94025

RE: Draft Environmental Impact Report for Commonwealth Corporate Center Project

Dear Mr. Hogan:

Thank you for offering the City/County Association of Governments of San Mateo County (C/CAG) the opportunity to review the Draft Environmental Impact Report (EIR) for the Commonwealth Corporate Center Project. Our review focused on the consistency of the transportation/traffic section of the EIR with the San Mateo County Congestion Management Program (CMP), which requires mitigation measures for land use development projects that are projected to significantly impact or generate more than 100 new, net peak-hour trips on the CMP roadway network.

According to the EIR, in both the Near Term 2015 and Cumulative 2030 Plus Project Conditions, the Commonwealth Corporate Center Project is expected to have significant and unavoidable impacts on segments of the CMP roadway network, including:

- SR 84 between Willow Road and University Avenue,
- SR 84 between University Avenue and the County Line,
- US 101 between Marsh Road and Willow Road,
- US 101 between Willow Road and University Avenue, and
- US 101 south of University Avenue.

Additionally, the Project is expected to generate a net of 598 AM Peak Hour vehicle trips, 536 PM Peak Hour vehicle trips, and 3,713 daily vehicle trips.

Based on these significant impacts, C/CAG staff recommends that a strong Transportation Demand Management (TDM) program be imposed as a condition of approval for the project. The TDM Plan included as Appendix 3.3-D to the EIR proposes several programs and policies to reduce the number of single-occupant vehicle trips to the Project site. The vast majority of the 1,568 trip credits provided by the proposed TDM programs stem from the 1,300 subsidized transit passes (Caltrain Go Passes) that future tenants of the Project site will be required to provide their employees.

ITEM 9.1

Absent significant investment in additional last-mile connections to and from the nearest Caltrain station, which is located 3.4 miles from the Project site on the other side of US 101, the Caltrain Go Passes may not be effective in reducing single-occupant vehicle trips to the Project site. While the Project will fund 95 percent of the annual cost of adding a new shuttle from the Caltrain station for two hours per day, this shuttle will only add capacity for an additional 38 passenger roundtrips per day, which is far lower than the number of employees that will be provided subsidized transit passes. Therefore, staff recommends that the Project contribute to establishing additional shuttle service and/or provide further incentives for programs and policies that support ridesharing, such as vanpool or carpool subsidies.

We encourage the City of Menlo Park to keep C/CAG informed of TDM implementation at the Commonwealth Corporate Center Project and to provide staff the results of annual commute surveys and monitoring programs that assess the compliance of the Project with the TDM Plan.

If you have any questions, please contact me at wabrazaldo@smcgov.org or 650-599-1455.

Sincerely,

A handwritten signature in black ink, appearing to read 'Wally Abrazaldo', with a stylized flourish at the end.

Wally Abrazaldo
Transportation Programs Specialist

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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March 18, 2014

California Energy Commission
Contracts, Grants & Loans Office
Attn: PON-13-609
1516 Ninth Street, MS-18
Sacramento, CA 95814

Re: Support for the City of San Mateo's Application for Funding under the CEC Alternative and Renewable Fuel and Vehicle Technology Program, Pilot Scale and Commercial Scale Advanced Biofuels Production Facilities – Wastewater Treatment Plant Digester Gas to Compressed Natural Gas (CNG) for Vehicle Fuel Project

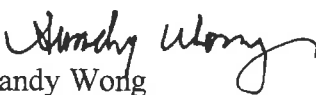
To Whom It May Concern:

I am writing to express my support of the City of San Mateo's application for funding from the California Energy Commission for the project referenced above.

One of the goals of the City/County Association of Governments of San Mateo County (C/CAG) is to support reasonable climate protection actions, Greenhouse Gas (GHG) reduction, and energy conservation. We also encourage and support our member agencies in the adoption and implementation of alternative fuels for transportation as a strategy to reduce GHG emissions. The project proposed by the City of San Mateo will be an example of a new approach to recover energy from wastewater generated digester gas in California, and may serve as a model that other public agencies in San Mateo County and throughout California may seek to replicate.

On January 27, 2013 the City of San Mateo and Kennedy/Jenks presented the project to C/CAG's Congestion Management and Environmental Quality Committee (CMEQ). The committee found the prospect of converting excess digester gas into compressed natural gas very interesting. We encourage the Energy Commission to fund the City's innovative project.

Sincerely,


Sandy Wong
Executive Director
City/County Association of Governments of San Mateo County

ITEM 9.2

