

# C/CAG

## CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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

### AGENDA

#### Congestion Management & Environmental Quality (CMEQ) Committee

**Date:** Monday, August 27, 2012 at 3:00 p.m.  
**Place:** San Mateo City Hall  
330 West 20th Avenue, San Mateo, California  
Conference Room C (across from Council Chambers)

PLEASE CALL Sandy Wong (599-1409) IF YOU ARE UNABLE TO ATTEND.

- |    |   |                                     |               |
|----|---|-------------------------------------|---------------|
| 1. | Public comment on items not on the agenda   | Presentations are limited to 3 mins |               |
| 2. | Approval of minutes of May 21, 2012 meeting   | Action (Pierce)                     | Pages 1 - 3   |
| 3. | Receive information on a C/CAG Request for Proposals for consulting services to support a countywide funding initiative for stormwater compliance activities.   | Action (Fabry)                      | Pages 4 - 13  |
| 4. | Review and recommend approval of a proposal to distribute accumulated \$4 Vehicle License Funds for Stormwater Pollution Prevention Programs.   | Action (Fabry)                      | Pages 14 - 19 |
| 5. | Receive an overview of the OneBayArea Grant (OBAG) Cycle 2 adopted by the MTC and ABAG.   | Information (Higaki)                | Pages 20 - 34 |
| 6. | Receive information regarding the funding exchange framework for the OBAG – Cycle 2 Local Streets and Roads Surface Transportation Program (STP) funds with San Mateo County Transportation Authority (SMCTA) State Local Partnership Program (SLPP) funds. | Information (Higaki)                | Pages 35 - 40 |
| 7. | Review and comment on the definition of “proximate access” to a Priority Development Area (PDA) as it relates to the OneBayArea Grant program   | Action (Higaki)                     | Pages 41 - 45 |
| 8. | Receive information regarding the submission of grant applications to the San Mateo County Transportation Authority for Highway Program funding for studies of highway improvement projects.  | Information (Higaki)                | Pages 46 - 47 |

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- |    |   |                         |
|----|---|-------------------------|
| 9. | Executive Director Report   | Information<br>(Napier) |
| 10 | Member comments and announcements.  | Information<br>(Pierce) |
| 11 | Adjournment and establishment of next meeting date:<br><b>September 24, 2012.</b> | Action<br>(Pierce)      |

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

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

Other enclosures/Correspondence - None

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

**MINUTES  
MEETING OF MAY 21, 2012**

The meeting was called to order by Vice Chair Garbarino in Conference Room A at City Hall of San Mateo at 3:01 pm. Attendance sheet is attached.

**1. Public comment on items not on the agenda.**

None.

**2. Minutes of April 30, 2012 meeting.**

*Motion: To approve the Minutes of the April 30, 2012 meeting, Lloyd/Bigelow. Motion carried unanimously.*

**3. Receive the Initial Draft, Assumptions, and Input on the C/CAG FY 2012/13 Program Budget and Fees.**

Richard Napier, Executive Director of C/CAG, provided a brief highlight on the C/CAG fiscal year 2012/2013 program budget and fees. He also pointed out an error on the "Gas Tax Fee" column on page 14 of the packet, and offered to email the corrected version to CMEQ member. Some of the highlights included the Smart Corridor, a capital construction project funded largely by State funds, will caused the overall budget revenue and expenditure to go up. He also mentioned the Abandon Vehicle Abatement (AVA) program has a balance of \$580,000 and that he would like to allocate portion of that fund balance to cities for the amount legally permitted. CMEQ member had a concern regarding the negative trend of ending fund balance. Mr. Napier explained that the ideal ending balance would be around \$6 million. The current balance is much higher than that. Therefore, it is intentional to make use of the fund balance.

*Motion: To receive the Initial Draft, Assumptions, and Input on the C/CAG FY 2012/13 Program Budget and Fees, Richardson/O'Connell. Motion carried unanimously.*

**4. Review and recommend approval of the project list for funding under the C/CAG and SMCTA Shuttle Program for fiscal year 2012/13 and fiscal year 2013/14.**

Tom Madalena provided an updated list of projects for funding. Through a Joint Call for Projects, C/CAG and SMCTA received 16 applications totaling 36 shuttle routes requesting for funding. \$7 million is available over two years. A panel consisted of 6 staff from SamTrans, SMCTA, and C/CAG reviewed and evaluated all the project applications and recommendations are as outlined in the staff report.

*Motion: To recommend approval of the project list for funding under the C/CAG and SMCTA Shuttle Program for fiscal year 2012/13 & fiscal year 2013/14, Bigelow/Patridge. Motion carried unanimously.*

**5. Review and recommend approval of an amendment to the C/CAG Congestion Relief Plan**

Sandy Wong, Deputy Director of C/CAG, provided a brief outline of the Congestion Relief Plan program categories adopted by the C/CAG Board, covering from fiscal year 2011/12 through fiscal year 2014/15. This item requests for approval of an amendment to Category 5 - linking transportation and land use, to allow boarder coverage of eligible projects and to allow the flexibility of moving funds between the sub-categories within Category 5. The Congestion Relief Plan provides funding to jurisdictions interested in studying the El Camino Real a non-competitive grant of \$50,000. However, thus far, only four to five jurisdictions have requested for that funding. CMEQ members directed staff to explore options and bring back recommendation on broadening this grant to allow for studies of other major arterial in addition to the El Camino Real. There was also discussion on the option of increasing the dollar of amount of grant to be larger than \$50,000. However, there was no consensus reached. Staff was directed to provide recommendation at a future meeting.

***Motion: To recommend approval of an amendment to the C/CAG Congestion Relief Plan, and direct staff to bring back proposal on expanded project eligibility description for “major corridors planning and project study” at a future meeting Richardson/Kersteeen-Tucker. Motion carried unanimously.***

**6. Status Update on the MTC “OneBayArea Grant – Cycle 2 STP/CMAQ Funding” (Information).**

Member Mullin and C/CAG Executive Director Richard Napier provided some highlight of the May 17, 2012 MTC/ABAG meeting at which the OneBayArea Grant (MTC Resolution 4035) was adopted. Mr. Napier also thanked member Mullin (also MTC Commissioner) for his effort in speaking for San Mateo County. Member Richardson thanked Mr. Napier for attending the MTC/ABAG meeting late into the evening on May 17<sup>th</sup>. Sandy Wong and Jean Higaki provided some specifics that are of interested to CMEQ members, including funding distribution formula used by MTC, the basic eligibility requirements on jurisdictions to quality for funding. Sandy also thanked Commissioner Mullin and MTC Chair Tissier for their effort in making the final language better suited for San Mateo County situation.

**7. Executive Director Report.**

Richard Napier, C/CAG Executive Director, reported that this Wednesday the California Transportation Commission (CTC) is scheduled to allocate \$3.45 million for the San Mateo County Smart Corridor project.

**8. Member comments and announcements.**

Member Bigelow provided updates on the MTC MOU regarding High Speed Rail.

Member Mullin announced the MTC has funded the Dumbarton corridor bus, expanded service, will start this summer, to develop ridership for the corridor.

**9. Adjournment and establishment of next meeting date.**

The next regular meeting was scheduled for June 25, 2012.

Meeting was adjourned at 4:40 pm.

CMEQ 2012 Attendance Record				
Name	Jan 30	Feb 27	Apr 30	May 21
Arthur Lloyd	Yes	Yes	Yes	Yes
Barbara Pierce	Yes	Yes	Yes	4:05 PM
Gina Papan	Yes			Yes
Irene O'Connell	Yes	Yes	Yes	Yes
Jim Bigelow	Yes	Yes	Yes	Yes
Kevin Mullin		Yes	Yes	Yes
Lennie Roberts	Yes	Yes	Yes	Yes
Nadia Holober	Yes	Yes	Yes	Yes
Naomi Patridge	Yes	Yes	Yes	Yes
Onnolee Trapp	Yes	Yes	Yes	Yes
Richard Garbarino	Yes	Yes	Yes	Yes
Sepi Richardson		Yes	Yes	Yes
Steve Dworetzky		Yes	Yes	Yes
Zoe Kersteen- Tucker			Yes	Yes
Mark Olbert	NA	NA		Yes
Andy Cohen	NA	NA		Yes
<b>Other attendees at the May 21, 2012 meeting:</b>				
RNapier, S Wong, TMadalena, JHigaki - C/CAG				
Brian Jackson, Alliance				
Kara Anderson, Sustainable San Mateo County				

# C/CAG AGENDA REPORT

**Date:** August 27, 2012  
**To:** Congestion Management and Environmental Quality Program Committee  
**From:** Matthew Fabry  
**Subject:** Receive Information on a C/CAG Request for Proposals for Consulting Services to Support a Countywide Funding Initiative for Stormwater Compliance Activities

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

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## **RECOMMENDATION**

Receive information on a C/CAG Request for Proposals (RFP) for consulting services to support a countywide funding initiative to increase funding for stormwater compliance activities for both C/CAG's Countywide Water Pollution Prevention Program (Countywide Program) and the member agencies and provide feedback, as appropriate, on process.

## **FISCAL IMPACT**

The only impact from issuing the RFP is staff time to manage the proposal review process. Contracts for consulting services would be brought back before the C/CAG Board for approval at a future meeting, and funds are included in the adopted C/CAG Budget for this process.

## **SOURCE OF FUNDS**

The source of funds for a countywide funding initiative would be the property tax assessments that fund the Countywide Program.

## **BACKGROUND/DISSION**

At its August 9, 2012 meeting, the C/CAG Board of Directors authorized issuance of a Request for Proposals for consulting services to support a countywide funding initiative to increase funding for stormwater compliance activities for both C/CAG's Countywide Program and the member agencies, based on recommendations from both the NPDES and Congestion Management Technical Advisory Committees. Those committees recommend pursuing a countywide funding initiative to generate additional funding for both the Countywide Program and the individual jurisdictions for meeting the requirements of the Municipal Regional Permit and future municipal stormwater permits. Staff issued the Request for Proposals on August 20, with proposals due on September 14.

Under the Request for Proposals, tasks are broken into phases; under the first phase, a consultant would analyze current and projected expenditures for both the Countywide Program and local agencies as well as current sources of funding, evaluate potential additional sources of funding, conduct public opinion surveys, and summarize results. Should the public opinion surveys under Phase I indicate favorable support, Phase II would include development of a revenue report that establishes proposed funding mechanisms and amounts (e.g., a property-related per-parcel fee based on impervious area), and Phase III would consist of implementing the recommended funding initiative process, including public outreach and education. Lessons learned during a recent unsuccessful Contra Costa Clean Water Program stormwater funding initiative process would be incorporated, especially with regard to public outreach and education.

### **ATTACHMENTS**

August 20, 2012 Request for Proposals for Consultant Services to Implement a Stormwater Quality Funding Initiative

**AUGUST 20, 2012  
REQUEST FOR PROPOSALS (RFP)  
FOR CONSULTANT SERVICES  
TO IMPLEMENT A  
STORMWATER QUALITY FUNDING INITIATIVE**

**DUE BY SEPTEMBER 14 (12 NOON)**

The City/County Association of Governments of San Mateo County (C/CAG) is inviting proposals to develop a viable public financing mechanism for both countywide and local stormwater management activities mandated under municipal stormwater National Pollutant Discharge Elimination System (NPDES) permits. In San Mateo County, compliance with stormwater regulatory requirements is currently achieved jointly by C/CAG through its San Mateo Countywide Water Pollution Prevention Program (on issues of countywide or regional significance) and its 21 member agencies at the local level. C/CAG also provides technical assistance to its member agencies on regulatory requirements. C/CAG is seeking technical assistance to evaluate available funding options for stormwater quality programs, gauge public support for the most likely options, quantify current and anticipated expenditures (at both the local and C/CAG levels) necessary for meeting stormwater regulatory mandates, provide public outreach and education, and pursue implementation of the preferred financing mechanism to meet determined funding needs.

The qualified firm shall conduct research; analyze results; provide administrative, legal, and technical support to C/CAG; develop and recommend strategies; develop public education materials; provide outreach; perform public opinion polling; develop an engineer's report as needed; and provide the necessary technical support to conduct an election within San Mateo County for imposing a fee to provide a stable, long-term funding source to meet mandatory regulatory requirements for both C/CAG and the local agencies.

Proposals must be addressed and submitted no later than **12 Noon on September 14, 2012**, as follows:

City/County Association of Governments  
**Stormwater Management Funding Initiative**  
Attn: Matthew Fabry, Program Manager  
San Mateo Countywide Water Pollution Prevention Program  
555 County Center, 5<sup>th</sup> Floor  
Redwood City, CA 94063

## **BACKGROUND**

C/CAG established its Countywide Water Pollution Prevention Program (Countywide Program) in the early 1990s in response to the initial municipal stormwater permit issued to San Mateo county jurisdictions. The Countywide Program collaborates with twenty two public agencies in San Mateo County, including San Mateo County, all 20 of the incorporated cities and towns, and the San Mateo County Flood Control District. The Countywide Program's primary purpose is to assist C/CAG's member agencies in meeting federally and state-mandated stormwater regulations specifically targeting the discharge of pollutants in urban runoff from municipal separate storm sewer systems (MS4s). The Countywide Program includes all of the incorporated and unincorporated areas of San Mateo County.

The 1987 amendments to the Federal Clean Water Act designated urban runoff as a point source discharge of pollutants requiring permitting under the National Pollutant Discharge Elimination System (NPDES). The United States Environmental Protection Agency promulgated rules and regulations under the NPDES permit program to reduce the discharge of pollutants in urban runoff to the maximum extent practicable on November 16, 1990. NPDES permitting regulations have been delegated to the State of California, and the program is administered by the State Water Resources Control Board and its nine Regional Water Quality Control Boards (Regional Boards). The jurisdictions in San Mateo County are regulated by the San Francisco Bay Regional Board, although a small section of the southwestern corner of unincorporated county drains to an area of the Pacific Ocean regulated by the Central Coast Regional Board. The Regional Boards issue, oversee, and enforce compliance with NPDES permits within their jurisdictional areas, with permits issued for five-year terms and including additional requirements pursuant to the state's water code, the Porter-Cologne Water Quality Control Act.

Although San Mateo jurisdictions have been regulated under countywide municipal NPDES permits since the early 1990s, the San Francisco Bay Regional Board issued a Municipal Regional Permit in November 2009 that regulates all jurisdictions in San Mateo, Santa Clara, Alameda, and Contra Costa Counties (with the exception of Antioch, Brentwood, Oakley, and eastern Contra Costa County), and the cities of Fairfield, Suisun City, and Vallejo. The Municipal Regional Permit can be downloaded from the San Francisco Bay Regional Board's website at [www.swrcb.ca.gov/rwqcb2/](http://www.swrcb.ca.gov/rwqcb2/) and details on the Countywide Program can be found on its website at [www.flowstobay.org](http://www.flowstobay.org) or C/CAG's website at [www.ccag.ca.gov](http://www.ccag.ca.gov).

C/CAG currently receives revenue from a countywide property-related fee that is assessed on the property tax rolls through the San Mateo County Flood Control District. Some of C/CAG's member agencies also have their own local stormwater fees on the tax rolls. C/CAG and the local agencies also receive stormwater pollution prevention program funding from two county-specific vehicle license fees, the first of which was authorized through the state legislative process and is set to expire at the end of 2012 and the second of which was approved by voters in 2010 and in effect for 25 years. Unfortunately, these combined revenue sources are insufficient to fund present and anticipated stormwater regulatory requirements. Thus, the need to increase resources for both C/CAG and its member agencies to remain in compliance with Municipal Regional Permit requirements is critical.

## **SCOPE OF WORK**

C/CAG is seeking a fully qualified consultant or consultant team who has actual demonstrated experience and can perform the following tasks and services. The work is anticipated to be performed in the designated phases, with decision points on whether to proceed after each phase.

### Phase I (Tasks 1 to 3)

**Task 1** – Consultant shall analyze current and projected Countywide Program and local agency expenditures and sources of funding for meeting existing and anticipated Municipal Regional Permit requirements. Consultant shall meet individually with Countywide Program and local agency staffs to perform this analysis.

**Task 2** – Consultant shall evaluate potential funding sources, recommend which funding enhancement options should be pursued by the Countywide Program and local agencies, and provide recommendations for how the Countywide Program and local agencies could revise or restructure existing funding methods in a manner that best links funding sources with compliance activities (e.g., street sweeping costs on garbage bills, new and redevelopment costs through developer fees, etc.). The evaluation shall consider:

- The pros and cons of each source;
- The political viability of each source;
- Any legal restrictions and considerations for their use;
- Determine if they require any legislative changes or additional authorizations to implement;
- The future reliability of each source;
- The estimated amount each funding source may generate for the stormwater program;
- The estimated implementation cost of the most viable funding options; and,
- Timing and next steps for implementation of the most viable funding options.

**Task 3** – Provide a recommended scope and approach for opinion research and survey to measure the political viability of increasing funding either with a voter-decided parcel tax, a property owner decided fee, or another viable funding option. Consultant shall conduct a statistically valid countywide public opinion survey.

Polling shall test public awareness, understanding, and receptiveness to finance stormwater compliance programs. All aspects of property owners and voters within the County should be polled including single family residents, retail business owners, hotels, industry leaders, public land trusts and others deemed appropriate.

When considering the timing and strategy of the opinion poll, it will be important to consider impacts from recent and planned elections involving fees, assessments, and other revenue generation proposals within the County.

### Phase II (Task 5)

**Task 5** – Should a property-related assessment be the preferred option, a revenue report shall be prepared along with an action plan for implementing the funding enhancement options supported by the Countywide Program and local agencies. An estimated cost to develop the revenue report and action plan shall be included in the consultant’s cost proposal. C/CAG is interested in evaluating revenue structures that will incentivize on-site stormwater management; the recommended funding mechanism shall consider revenue structures that include both base rates to address stormwater impacts from public infrastructure (e.g., roads, sidewalks, parking lots) and general program administration costs and parcel-specific rates to address private parcel impacts, with mechanisms to incentivize on- or off-site stormwater retention and management via reductions in the private parcel portion of the rate structure. This may require analysis of individual parcels to determine contributory impervious areas. Categories shall be explored to find out how to divide parcels for assessment, and the need for exemptions for certain parcel classes shall be considered. Additionally, all legal aspects in determining an impervious area per parcel shall be included.

### Phase III (Tasks 6 & 7)

**Task 6** – Assist C/CAG and the Countywide Program with the implementation of any funding enhancement options and provide the necessary technical support for successful passage, including development of any ballot measures, authorizing resolutions, public hearing information, and associated schedules. Consultant shall be capable of providing strategic analysis, expert opinions, and recommended strategies for how best to ensure successful passage of a recommended funding measures.

**Task 7** – Public education may be required to inform and educate citizens about funding enhancement options and associated approval processes. The consultant shall develop a recommended community engagement/education program and implementation approach, including consideration of mailers, community workshops, social media, engagement with editorial boards, education of elected officials, etc. Any proposed outreach or education program shall be developed to ensure it does not constitute advocacy for the measure.

### **PROJECT SCHEDULE**

The project period for this consultant shall commence as quickly as possible (assume Notice to Proceed in mid-November).

### **CONSULTANT SELECTION AND RANKING CRITERIA**

The Countywide Program will establish an Ad-Hoc Oversight Workgroup (Workgroup) that shall be responsible for selecting and recommending the consultant to the Countywide Program’s NPDES and C/CAG’s Congestion Management Technical Advisory Committees for formal recommendations for contract award to the C/CAG Board. The anticipated timetable for consultant selection process is as follows (subject to revision):

<b>August 20, 2012</b>	Request for Proposal Released
<b>August 30</b>	Pre-Proposal Meeting (1:00 to 2:30)
<b>September 14</b>	<b>Proposals Due (12 Noon)</b>
<b>Week of September 24</b>	Conduct Interviews (if needed) and Workgroup Recommends Selection
<b>October 16 &amp; 18</b>	NPDES and CMP TAC Review and Recommendation to C/CAG Board
<b>November 8</b>	C/CAG Board Consider Contract Approval

The submitted proposals will be evaluated consistent with the below-listed criteria. The selected consultant will be chosen according to the highest ranking from the written proposal and the oral interview, if warranted.

C/CAG reserves the right to select the vendor it determines to be the highest qualified firm to perform the requested services.

The evaluation of the proposal and the interview will include the following criteria:

1. Demonstrated competence and professional qualifications necessary for satisfactory performance of the services required by the Countywide Program and local agencies.
2. Experience performing similar services.
3. Experience with and understanding of the Countywide Program and San Francisco Bay Regional Board stormwater regulations.
4. Understanding of the work required by C/CAG and proposed approach for the scope of work.
5. Quality and responsiveness of the proposal to the stated requirements.
6. References.
7. Background and related experience of the specific individuals to be assigned to the project.
8. Proposed compensation.
9. As reflected above, a contract award will not be based solely on price, but on a combination of factors determined to be in the best interest of C/CAG and the local agencies. Given the expertise required for this RFP is highly specialized, C/CAG reserves the right to negotiate a contract with the firm determined to offer unique and unmatched expertise. After evaluating the proposals, C/CAG reserves the right to further negotiate the scope of work, method of delivery, and amount of compensation.

## **PROCESS**

Proposals must be presented in accordance with the requirements specified in this RFP. **Five (5) printed proposals and one electronic proposal on CD or other media must be submitted to C/CAG's offices (attention Matthew Fabry, Program Coordinator) no later than September 14 at 12 Noon. Late proposals will not be accepted.**

Countywide Program and selected Workgroup representatives will be available for a pre-proposal meeting on August 30 at 1:00 PM to discuss the project and answer questions. This meeting will be held at C/CAG's offices at 555 County Center, 5<sup>th</sup> Floor in Redwood City. No reservations are required.

The Countywide Program's Workgroup will conduct interviews, as needed, the week of September 24. Should interviews be warranted, each firm selected to be interviewed shall be allotted 30 minutes to make a presentation followed by a 15 minute question and answer period from the Workgroup representatives.

The Workgroup's consultant selection recommendation will be considered by the Countywide Program's NPDES and C/CAG's Congestion Management Technical Advisory Committees at their regularly scheduled meetings on October 16 and 18, respectively, or at specially called meetings.

Following a recommendation of approval of a consultant by the Technical Advisory Committees, and after negotiations between C/CAG staff and the selected consultant(s) have taken place, the contract will be placed on the C/CAG Board's agenda for consideration of approval on or about November 8, 2012.

## **PROPOSAL FORMAT**

Proposal format and content are important, but length is limited as specified below. Clarity and conciseness are essential and will be considered in assessing the firm's responsiveness and capabilities. Proposals shall use a minimum 12-point size font. All five copies of the proposal should be double-sided. Each page shall measure 8 ½ by 11 inches with one inch margins.

The proposal should be organized in the following manner:

1. Cover Letter (1 page)
2. Title Page (1 page) – Include the RFP subject, name of firm, location address, telephone number, fax number, email address, and date. The project manager shall be designated and be the principal contact for C/CAG. Indicate other firms serving as sub-consultants, as appropriate.
3. Proposal Content – This section should clearly convey the consultant understands the work to be undertaken. The consultant should detail the following:

- a. Organizational chart (1 page) – Identify principal-in-charge, project manager, staff, and other team members.
  - b. Work Plan (4 pages maximum) – Identify management approach, relevant project issues, scope of work, and describe all proposed consultant tasks.
  - c. Project Tasks (2 pages maximum) – Provide a spreadsheet which shows, in detail, the number of hours per task and each person/classification assigned to each task.
  - d. Project Schedule (2 pages maximum) – Identify project schedule to include meetings reports, deliverables, Workgroup review, and submittal dates.
  - e. Statement of Qualifications (5 pages maximum) – Provide a summary of the firm(s) information, direct work experience, references, and brief resumes of key team members. The consultant group must show experience related to the scope of work with capabilities to complete all the tasks from the beginning to the end of the project.
4. Cost Proposal – Detailed payment schedules including hourly rates for each category of personnel assigned to the project and other direct expenses **shall not** be included in the proposal, but shall be submitted in a separate envelope.

These schedules must specify the following information:

- a. A range of costs by task and by phase to complete the entire effort from polling through community education, campaign, and funding measure initiative.
- b. Show project deliverables and due dates.
- c. Budget for direct costs for all public outreach printing, postage, and website management.

Fees paid to the consultant shall be on a time and materials basis up to a negotiated maximum amount per signed contract. Any extra work deemed necessary by the consultant must be pre-approved and authorized by C/CAG in writing. No payment will be made on any unauthorized work performed by the consultant or sub-consultants.

The consultant shall implement Phase I of the work described in this RFP. Upon the successful completion of these tasks, satisfactory performance of the consultant, and favorable public opinion, C/CAG shall consider authorizing the consultant to proceed to Phase II, then Phase III.

The selected consultant's payment schedule will either be accepted in whole or C/CAG will negotiate an acceptable payment schedule with the consultant. If C/CAG and the consultant are unable to agree upon a payment schedule, then the Workgroup will look to the next highest qualified consultant. Please find enclosed a copy of C/CAG's Consulting Services Agreement that

will be used to execute an Agreement between C/CAG and the selected consultant. **Changes to the agreement cannot be made.** If the terms and conditions are not acceptable to the consultant, then C/CAG reserves the right to negotiate with another firm.

This solicitation does not commit C/CAG to pay any costs incurred by consultants in preparing and presenting proposals or to select any consultant that chooses to propose. This solicitation covers only the work described herein and does not commit C/CAG to any work beyond what is described herein.

Thank you for proposing to provide services under this request.

Sincerely,

A handwritten signature in cursive script that reads "Matthew Fabry".

Matthew Fabry, P.E.

Program Coordinator

C/CAG – San Mateo Countywide Water Pollution Prevention Program

Attachment – C/CAG’s Consulting Services Agreement

# C/CAG AGENDA REPORT

**Date:** August 27, 2012  
**To:** Congestion Management and Environmental Quality Program Committee  
**From:** Matthew Fabry  
**Subject:** Review and Recommend Approval of a Proposal to Distribute Accumulated \$4 Vehicle License Funds for Stormwater Pollution Prevention Programs

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

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## RECOMMENDATION

Review and recommend approval to the C/CAG Board of a proposal for distributing accumulated countywide \$4 Vehicle License Funds (VLF) to C/CAG's member agencies for stormwater pollution prevention programs.

## FISCAL IMPACT

As detailed below.

## SOURCE OF FUNDS

The source of funds is accumulated \$4 Vehicle License Funds designated for countywide stormwater pollution prevention programs.

## BACKGROUND/DISSION

C/CAG's original \$4 vehicle license fee (VLF) went into effect during fiscal year 2005/06 and continues through the end of calendar year 2012. During this period, C/CAG has used the funds primarily for the Countywide Program's Green Streets and Parking Lots Program, funding the award-winning *San Mateo County Sustainable Green Streets and Parking Lots Design Guidebook* and five demonstration projects throughout the county (four of which have been built and one that is in the final design stage), but also to support technical consulting services related to trash reduction efforts under the Municipal Regional Permit (MRP). The C/CAG Board authorized unrestricted use of Measure M (\$10 VLF) for MRP compliance activities at its May 2012 meeting – this created an additional ongoing source of revenue for Countywide Program activities and relieves the need to maximize use of the \$4 VLF for Countywide Program permit compliance activities. Therefore, staff proposed several options for use of the approximately \$2.6 million in remaining unallocated \$4 VLF funds to both the NPDES TAC in May, the public

works directors at a subsequent meeting in June, and the Congestion Management Program (CMP) TAC in July.

Under the proposal recommended by the CMP TAC, \$1.3 million would be distributed on a reimbursable basis to the member agencies using the Measure M allocation percentages for the purpose of meeting trash load reduction requirements in the MRP. The remainder of the accumulated funds would be utilized by C/CAG to fund a Geographic Information System (GIS) screening tool for green street sites and an alternative compliance plan/in-lieu fee program. In addition, \$1 million would be retained for future projects of countywide significance, including support on existing green street pilot projects to meet MRP compliance requirements, local match on future green street grant applications, or to help fund large trash capture devices upon completion of a study by the Countywide Program's main technical consultant, EOA, on opportunity sites for trash capture.

In order to help jurisdictions meet their mandatory trash load reduction requirements in the MRP, staff is proposing to only allow the \$1.3 million distribution to be used by jurisdictions to reduce trash loads via activities that have a clear nexus to vehicles or transportation infrastructure. The following load reduction methods from the BASMAA Trash Load Reduction Tracking Method (Version 1.0) have a clear connection to vehicles and/or transportation infrastructure and would be eligible for funding under the existing \$4 VLF reimbursement categories of Street Sweeping, Storm Drain Inlet Cleaning, Street Side Runoff Treatment, and/or Managing Runoff from Street/Parking Lot Impervious Surfaces:

- CR-4 – Activities to Reduce Trash From Uncovered Loads
- CR-5 – Anti-littering and Illegal Dumping Enforcement Activities, as long as it is focused on littering or illegal dumping from vehicles or onto transportation infrastructure
- CR-6 – Improved Trash Bin/Container Management, as long as there is a clear nexus between the improved management and reduction of trash coming off of transportation infrastructure
- QF-1 – On-land Trash Cleanups (Volunteer and/or Municipal), as long as the cleanups are removing trash associated with vehicles or from transportation infrastructure
- QF-2 – Enhanced Future Street Sweeping
- QF-3a – Partial-capture Treatment Device: Curb Inlet Screens
- QF-3b – Partial-capture Treatment Device: Stormwater Pump Station Trash Rack Enhancements, as long as the drainage to the pump station includes runoff from transportation infrastructure or the trash racks remove trash associated with illegal dumping from vehicles or transportation infrastructure (such as from a bridge over a creek)
- QF-3c: Partial-capture Treatment Device: Litter Booms/Curtains, as long as the booms or curtains are capturing trash that is coming off of transportation infrastructure

- QF-4 – Enhanced Storm Drain Inlet Maintenance
- QF-5 – Full Capture Treatment Devices, as long as they are treating runoff from transportation infrastructure
- QF-6: Creek/Channel/Shoreline Cleanups (Volunteer and/or Municipal), as long as trash the cleanups are removing trash that has come off of transportation infrastructure (such as through catch basins and storm drains)

The remaining trash reduction methodologies (CR-1: Single-use Carryout Bag Ordinance, CR-2: Polystyrene Food Service Ware Ordinance, CR-3: Public Education and Outreach Programs, CR-7: Single Use Food and Beverage Service Ware Ordinance) have less obvious linkages to vehicles and/or transportation infrastructure and are not eligible for funding with the \$4 VLF (they are, however, eligible for funding under Measure M). Information on what reduction methodologies were selected by C/CAG’s member agencies to meet the MRP’s short-term load reduction requirements is included in Attachment B.

#### **ATTACHMENTS**

- Attachment A – Proposal for Distribution of Accumulated \$4 Vehicle License Funds
- Attachment B – List of Trash Reduction Methods Identified in Short-Term Trash Load Reduction Plans
- Attachment C – Proposed Allocation Amounts for Local Distribution

Attachment A – Proposal for Distribution of Accumulated \$4 Vehicle License Funds

<b>Component</b>	<b>Purpose</b>	<b>Description</b>	<b>Proposed Amount</b>
Local Distribution	Trash Load Reduction or Green Streets	Reimbursable-based funding for trash reduction activities that are designed to meet MRP load reduction requirements and consistent with regional trash load reduction methodologies and jurisdiction's trash load reduction plans. Funds may also be used for green street projects that capture and treat roadway or parking lot runoff. Distribution will be based on Measure M allocation formula.	\$1,300,000
Countywide Program	Trash or Green Streets	Retain funding as local match for green street grand funding or local assistance for large trash capture device installation upon completion of opportunity study by EOA.	\$1,000,000
	Green Streets – Screening/Modeling Tool	Develop GIS-based screening tool to help municipalities identify feasible opportunity sites for green street and parking lot retrofits and model expected water quality and quantity benefits	\$250,000
	Green Streets – Countywide Alternative Compliance/In-Lieu Fee Program	Develop a countywide alternative compliance/in-lieu fee program to allow banking of developer funds for green street and parking lot retrofits in lieu of performing on-site stormwater management consistent with MRP Provisions C.3.e.	\$50,000
	<b>TOTAL</b>		<b>\$2,600,000</b>

Attachment B – List of Trash Reduction Methods Identified in Short-Term Trash Load Reduction Plans (Eligible categories highlighted)

Permittee	Source Control								Interception/Treatment				Cleanups	
	Single Use Bag Ordinance	Polystyrene Ordinance/Policy	Public Education & Outreach	Uncovered Load Management	Enhanced Illegal Dumping Enforcement	Private/Public Container Mgmt	Disposable Foodware Ordinance	Enhanced Street Sweeping	Litter Booms	Enhanced Storm Drain Maintenance	Full Capture Devices	Enhanced On-land Cleanups	Creek/Shoreline Cleanups	
County of San Mateo	*	*	*	*	*	*		*		*	*	*	*	
Town of Atherton	?		*	*	*	*					*	*		
City of Belmont	*		*	*	*					*		*		
City of Brisbane	*		*	*	*	*			*	*	*	*		
City of Burlingame	?	*	*	*	*	*				*		*		
Town of Colma	?	*	*	*	*					*	*	*		
City of Daly City	*	*	*	*						*		*		
City of East Palo Alto	*	*	*	*	*	*	*			*	*			
City of Foster City	?	*	*	*	*			*		*				
City of Half Moon Bay	?	*	*	*	*	*				*	*	*		
Town of Hillsborough	*	*	*	*					*		*	*		
City of Menlo Park	*	*	*			*				*				
City of Millbrae	*	*	*	*	*	*				*				
City of Pacifica	*	*	*	*	*					*	*	*		
Town of Portola Valley	*	*	*		*				*		*			
City of Redwood City	*	*	*	*	*	*				*		*		
City of San Bruno	?	*	*	*	*	*	*			*	*	*		
City of San Carlos	?		*		*					*	*	*		
City of San Mateo	?	*	*	*	*	*		*		*	*	*		
City of South San Francisco	?	*	*	*	*		*		*	*	*	*		
Town of Woodside	?		*	*	*	*			*			*		

Attachment C - Proposed Allocation Amounts for Local Distribution

Municipality	Measure M Percentage Allocation	Distribution Using Measure M Percentages
Atherton	2.36%	\$30,680
Belmont	3.29%	\$42,770
Brisbane	2.36%	\$30,680
Burlingame	3.95%	\$51,350
Colma	2.36%	\$30,680
Daly City	9.62%	\$125,060
East Palo Alto	3.06%	\$39,780
Foster City	3.12%	\$40,560
Half Moon Bay	2.36%	\$30,680
Hillsborough	2.81%	\$36,530
Menlo Park	4.50%	\$58,500
Millbrae	2.74%	\$35,620
Pacifica	4.84%	\$62,920
Portola Valley	2.36%	\$30,680
Redwood City	8.82%	\$114,660
San Bruno	4.76%	\$61,880
San Carlos	4.03%	\$52,390
San Mateo	11.02%	\$143,260
South San Francisco	7.17%	\$93,210
Woodside	2.36%	\$30,680
San Mateo County Unincorporated	12.15%	\$157,950
	100%	1,300,520

# C/CAG AGENDA REPORT

**Date:** August 27, 2012

**To:** Congestion Management & Environment Quality Program Committee (CMEQ)

**From:** Jean Higaki, Transportation Systems Coordinator

**Subject:** Receive an overview of the OneBayArea Grant (OBAG) - Cycle 2 adopted by the Metropolitan Transportation Commission (MTC) and Association of Bay Area Governments (ABAG).

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

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## **RECOMMENDATION**

That the CMEQ Committee receive an overview the OneBayArea Grant (OBAG) - Cycle 2 adopted by the Metropolitan Transportation Commission (MTC) and Association of Bay Area Governments (ABAG).

## **FISCAL IMPACT**

Not applicable.

## **SOURCE OF FUNDS**

OBAG is composed of three fund sources, Surface Transportation Program (STP), Congestion Mitigation and Air Quality (CMAQ), and State Transportation Improvement Program-Transportation Enhancement (STIP-TE) funds.

## **BACKGROUND/DISCUSSION**

On May 17, 2012 the joint Metropolitan Transportation Commission (MTC) and Association of Bay Area Governments (ABAG) adopted Resolution No. 4035 outlining the "OneBayArea Grant. OBAG is composed of three fund sources, Surface Transportation Program (STP), Congestion Mitigation and Air Quality (CMAQ), and State Transportation Improvement Program-Transportation Enhancement (STIP-TE) funds.

For San Mateo County, there will be approximately the following amounts of federal funds:

- \$8 million – Surface Transportation Program (STP)
- \$13 million - Congestion Mitigation and Air Quality (CMAQ)
- \$2 million - State Transportation Improvement Program-Transportation Enhancement (STIP-TE)

Note: Federal Safe Routes to School Funds are not part of OBAG.

### Highlights of the MTC/ABAG adopted proposal:

- OBAG is designed to fund the following category of projects: Local Streets and Roads Preservation, Bicycle and Pedestrian Improvements, Transportation for Livable Communities.
- For our county, 70% of all funds must be spent in Priority Development Areas (PDAs).
- Projects can count towards a PDA if it connects or provides proximate access to a PDA.
- To address PDAs, pedestrian and bike project eligibility will be expanded to not be limited to the regional bike network.
- Minimum grant size for this county is \$250,000.
- Each jurisdiction will have to identify a single point of contact for the implementation of all FHWA projects from inception to project close-out.
- An additional year has been added to the overall program which spans from FY2012/13 to FY 2015/16.
- Obligation deadlines will be moved up from April 30 to March 31 of the program year. This will result in the submission deadline moving up from February 1 to January 1 of the program year.

### Surface Transportation Program (STP)

On February 2010, the C/CAG Board adopted a funding commitment for Local Streets and Roads Preservation that included both Cycle 1 and Cycle 2 Surface Transportation Program (STP) funds. Approximately \$6 million was committed under the MTC Cycle 2 framework. The new Cycle 2 STP fund for San Mateo County has been increased from \$6 million to approximately \$8 million, due to the additional program year. In keeping with the board adopted framework, STP funds are reserved for the Local Streets and Roads program.

On August 9, the C/CAG Board adopted the funding exchange framework which allows agencies the option to exchange their share OBAG STP for SLPP funds. Agencies that opt to exchange STP funds for SLPP funds would be subject to a March 2013 delivery deadline but would follow state fund delivery processes instead of the federal-aid process. Agencies that opt to keep their share in STP funds would be subject to the federal aid delivery process and deadlines. Details regarding this fund exchange are further described in a following staff report.

### Congestion Mitigation and Air Quality (CMAQ)

There will be approximately \$13 million available in CMAQ funds for the remaining OBAG eligible project types that are also eligible under CMAQ. These project types consist of bicycle /pedestrian improvements and transportation for livable communities. It is expected that nearly all of the available funds must be for projects located in, directly connecting, or providing proximate access to a Priority Development Areas (PDA).

C/CAG staff expects to issue a call for projects this October.

Per the OBAG “PDA Investment & Growth Strategy” detailed below, staff must develop evaluation criteria for projects that place an emphasis on supporting projects in PDAs with high housing growth, projects that support multi-modal access, projects located in Communities of Concern (COC), projects in affordable housing PDAs, and projects in PDAs that overlap with Air District “Community Air Risk Evaluation (CARE)” Communities.

#### State Transportation Improvement Program-Transportation Enhancement (STIP-TE)

Approximately \$2 mil expected in in STIP-TE funds will be directed towards the San Mateo County Transit District’s (SamTrans) effort to construct a “Grand Boulevard” project on the El Camino Real. This funding commitment was approved by the Board on June 9, 2011. This project is located entirely in a PDA.

#### Eligibility Requirements

In order to be eligible for any funding related to the OneBayArea grant, a jurisdiction must comply with the following requirements:

#### Complete Street Requirements

- Cities must adopt a complete street policy resolution no later than January 31, 2013, in compliance with MTC “Complete Streets Required Elements” (See attachment). A jurisdiction can also meet this requirement through a general plan that complies with the California Complete Streets Act of 2008. In next funding cycles the general plan adoption will be an eligibility requirement.

#### Housing Element Requirement

- A jurisdiction is required to have its general plan housing element adopted and certified by the California Department of Housing and Community Development (HCD) for 2007-14 RHNA prior to January 31, 2013. If a jurisdiction submits its housing element to the state on a timely basis for review, but the State's comment letter identifies deficiencies that the local jurisdictions must address in order to receive HCD certification, then the jurisdiction may submit a request to the Joint MTC Planning / ABAG Administrative Committee for a time extension to address the deficiencies and resubmit its revised draft housing element to HCD for re-consideration and certification.

#### Growth Strategy

As part of the OBAG guidelines (Resolution No. 4035, Appendix A-6) MTC requires that C/CAG develop a “PDA Investment & Growth Strategy”. This requirement is to ensure that

C/CAG has a priority-setting process for OBAG funding that supports and encourages development in the region's Priority Development Areas (PDAs). This guideline requires that C/CAG stay apprised of land use planning efforts throughout the county and to follow up with jurisdictions including but not limited to some of the following:

- Encourage local agencies to quantify infrastructure needs and cost as part of their planning process.
- Ensure that regional policies are addressed in local agencies PDA plans.
- Analyze the progress that jurisdictions have made in implementing their RHNA housing element objectives.
- Identify local jurisdiction housing policies that encourage affordable housing production and or community stabilization.
- Assess local performance in producing sufficient housing for all income levels through the RHNA process.
- Develop evaluation criteria for OBAG projects that place an emphasis on supporting projects in PDAs with high housing growth, projects that support multi-modal access, projects located in Communities of Concern (COC), projects in affordable housing PDAs, and projects in PDAs that overlap with Air District "Community Air Risk Evaluation (CARE)" Communities.

#### Public Outreach

C/CAG will be expected to inform stakeholders and the public about the opportunities for public comment on project ideas and to "assist" community-based organizations, communities of concern, and any other underserved community interested in having project submitted for funding.

To comply with outreach requirements, C/CAG plans on utilizing committee and board meetings to allow for public input. C/CAG will target the September BPAC meeting and October board meeting to host public workshops regarding funding opportunities and to solicit project ideas, to adhere to MTC outreach policy. Staff also intends to perform additional outreach in the form of informational mailings to community based organizations.

As C/CAG is not a potential project sponsor, staff may need to direct/ refer any public entities, with project ideas, to partner with a local jurisdiction (Cities/ County).

## ATTACHMENTS

1. MTC Complete Streets Required Elements
2. Resolution No. 4035, Appendix A-5
3. Resolution No. 4035, Appendix A-6

**Elements Required of a Complete Streets Resolution to Comply with the One Bay Area Grant  
(Revised July 1, 2012)**

To receive funding through the OneBayArea Grant (OBAG) program, a jurisdiction must have either updated its General Plan to comply with the Complete Streets Act of 2008 or adopted a Complete Streets Resolution that incorporates all nine of the following elements.

**Complete Streets Principles**

1. **Serve all Users** - All transportation improvements will be planned, designed, constructed, operated and maintained to support safe and convenient access for all users, and increase mobility for walking, bicycling and transit use, wherever possible while promoting safe and accessible operations for all users.
2. **Context Sensitivity** – The planning and implementation of transportation projects will reflect conditions within and surrounding the project area, whether the area is a residential or business district or urban, suburban or rural. Project planning, design and construction of complete streets projects should include working with residents and merchants to ensure that a strong sense of place is maintained.
3. **Complete Streets in all Departments** – All departments in the jurisdiction whose work affects the roadway must incorporate a complete streets approach into the review and implementation of their projects and activities. Potential Complete Streets opportunities could apply to projects such as, transportation projects, road rehabilitation, new development, utilities, etc.
4. **All Projects/Phases** - The policy will apply to all roadway projects including those involving new construction, reconstruction, retrofits, repaving, rehabilitation, or changes in the allocation of pavement space on an existing roadway, as well as those that involve new privately built roads and easements intended for public use.

**Implementation**

5. **Plan Consultation** –Any proposed improvements should be evaluated for consistency with all local bicycle, pedestrian and /or trans plans and any other plans that affect the right of way should be consulted for consistency with any proposed improvements.
6. **Street Network/Connectivity** - The transportation system should provide a connected network of facilities accommodating all modes of travel. This includes looking for opportunities for repurposing rights-of-ways to enhance connectivity for cyclists, pedestrians and transit users. A well connected network should include non-motorized connectivity to schools, parks, commercial areas, civic destinations and regional non-motorized networks on both publically owned roads/land and private developments (or redevelopment areas).

7. **BPAC Consultation** - Input shall be solicited from local bicycle and pedestrian advisory committees (BPACs) or similar advisory group in an early project development phase to verify bicycling and pedestrian needs for projects. (MTC Resolution 875 requires that cities of 10,000 or more create and maintain a BPAC or rely on the county BPAC to receive TDA-3 funds.)
8. **Evaluation** – City will establish a means to collect data and indicate how the jurisdiction is evaluating their implementation of complete streets policies. For example tracking the number of miles of bike lanes and sidewalks, numbers of street crossings, signage etc.

### **Exceptions**

9. **Process**– Plans or projects that seek exemptions from the Complete Streets approach outlined in prior sections must provide written finding of why accommodations for all modes were not included in the project. The memorandum should be signed off by the Public Works Director or equivalent high level staff person. Plans or projects that are granted exceptions must be made publically available for review.

Federal guidance on exceptions can be found from the Federal Highway Administration (FHWA) Accommodating Bicycle and Pedestrian Travel

[http://www.fhwa.dot.gov/environment/bicycle\\_pedestrian/guidance/design\\_guidance/design.cfm](http://www.fhwa.dot.gov/environment/bicycle_pedestrian/guidance/design_guidance/design.cfm)

Attachment B:  
**Sample MTC Complete Streets Sample Resolution**  
for Bay Area Cities and Counties

ChangeLab Solutions & MTC  
<http://changelabsolutions.org/>

Resolution No. \_\_\_\_\_

**A RESOLUTION OF THE [City Council/Board of Supervisors] OF THE  
[Jurisdiction] ADOPTING A COMPLETE STREETS POLICY**

**WHEREAS**, the term “Complete Streets” describes a comprehensive, integrated transportation network with infrastructure and design that allows safe and convenient travel along and across streets for all users, including pedestrians, bicyclists, persons with disabilities, motorists, movers of commercial goods, users and operators of public transportation, seniors, children, youth, and families [*insert other significant local users if desired, e.g. drivers of agricultural vehicles, emergency vehicles, or freight*];

**WHEREAS**, [Jurisdiction] acknowledges the benefits and value for the public health and welfare of reducing vehicle miles traveled and increasing transportation by walking, bicycling, and public transportation;

**WHEREAS**, [Jurisdiction] recognizes that the planning and coordinated development of Complete Streets infrastructure provides benefits for local governments in the areas of infrastructure cost savings; public health; and environmental sustainability;

**WHEREAS**, the State of California has emphasized the importance of Complete Streets by enacting the California Complete Streets Act of 2008 (also known as AB 1358), which requires that when cities or counties revise general plans, they identify how they will provide for the mobility needs of all users of the roadways, as well as through Deputy Directive 64, in which the California Department of Transportation explained that it “views all transportation improvements as opportunities to improve safety, access, and mobility for all travelers in California and recognizes bicycle, pedestrian, and transit modes as integral elements of the transportation system”;

**WHEREAS**, the California Global Warming Solutions Act of 2006 (known as AB 32) sets a mandate for the reduction of greenhouse gas emissions in California, and the Sustainable Communities and Climate Protection Act of 2008 (known as SB 375) requires emissions reductions through coordinated regional planning that integrates transportation, housing, and land-use policy, and achieving the goals of these laws will require significant increases in travel by public transit, bicycling, and walking;

**WHEREAS**, numerous California counties, cities, and agencies have adopted Complete Streets policies and legislation in order to further the health, safety, welfare, economic vitality, and environmental well-being of their communities;

**WHEREAS**, [Jurisdiction] therefore, in light of the foregoing benefits and considerations, wishes to improve its commitment to Complete Streets and desires that its streets form a comprehensive and integrated transportation network promoting safe, equitable, and convenient travel for all users while preserving flexibility, recognizing community context, and using the latest and best design guidelines and standards;

**NOW, THEREFORE, BE IT RESOLVED**, by the [City Council/Board of Supervisors] of [Jurisdiction], State of California, as follows:

1. That the [Jurisdiction] adopts the Complete Streets Policy attached hereto as Exhibit A, and made part of this Resolution, and that said exhibit is hereby approved and adopted.

2. That the next substantial revision of the [Jurisdiction] General Plan circulation shall incorporate Complete Streets policies and principles consistent with the California Complete Streets Act of 2008 (AB 1358) and with the Complete Streets Policy adopted by this resolution.

**PASSED AND ADOPTED** by the [City Council/Board of Supervisors] of the [Jurisdiction], State of California, on \_\_\_\_\_, 201\_, by the following vote:

Attachment: Exhibit A

## Exhibit A

This Complete Streets Policy was adopted by Resolution No. \_\_\_\_\_ by the [City Council/Board of Supervisors] of the [Jurisdiction] on \_\_\_\_\_, 201\_.

### COMPLETE STREETS POLICY OF [JURISDICTION]

#### A. Complete Streets Principles

- 1. Complete Streets Serving All Users.** [Jurisdiction] expresses its commitment to creating and maintaining Complete Streets that provide safe, comfortable, and convenient travel along and across streets (including streets, roads, highways, bridges, and other portions of the transportation system) through a comprehensive, integrated transportation network that serves all categories of users, including pedestrians, bicyclists, persons with disabilities, motorists, movers of commercial goods, users and operators of public transportation, seniors, children, youth, and families. *[insert other significant local users if desired, e.g. drivers of agricultural vehicles, emergency vehicles, freight, etc.]*.
- 2. Context Sensitivity.** In planning and implementing street projects, departments and agencies of [Jurisdiction] shall maintain sensitivity to local conditions in both residential and business districts as well as urban, suburban, and rural areas, and shall work with residents, merchants, and other stakeholders to ensure that a strong sense of place ensues. Improvements that will be considered include sidewalks, shared use paths, bicycle lanes, bicycle routes, paved shoulders, street trees and landscaping, planting strips, accessible curb ramps, crosswalks, refuge islands, pedestrian signals, signs, street furniture, bicycle parking facilities, public transportation stops and facilities, transit priority signalization, and other features assisting in the provision of safe travel for all users, such as traffic calming circles, transit bulb outs, and road diets [, as well as other features such as *insert other accommodations if desired*] [, and those features identified in *insert name of Pedestrian/Bicycle Master Plan if it exists*].
- 3. Complete Streets Routinely Addressed by All Departments.** All relevant departments and agencies of [Jurisdiction] shall work towards making Complete Streets practices a routine part of everyday operations, approach every relevant project, program, and practice as an opportunity to improve streets and the transportation network for all categories of users, and work in coordination with other departments, agencies, and jurisdictions to maximize opportunities for Complete Streets, connectivity, and cooperation. The following projects provide opportunities: pavement resurfacing, restriping, accessing above and underground utilities, signalization operations or modifications, and maintenance of landscaping/related features.
- 4. All Projects and Phases.** Complete Streets infrastructure sufficient to enable reasonably safe travel along and across the right of way for each category of users shall be incorporated into all planning, funding, design, approval, and implementation processes for any cc 29 action, reconstruction, retrofit,

maintenance, operations, alteration, or repair of streets (including streets, roads, highways, bridges, and other portions of the transportation system), except that specific infrastructure for a given category of users may be excluded if an exemption is approved via the process set forth in section C. 1 of this policy.

## **B. Implementation**

1. **Plan Consultation and Consistency.** Maintenance, planning, and design of projects affecting the transportation system shall be consistent with local bicycle, pedestrian, transit, multimodal, and other relevant plans, except that where such consistency cannot be achieved without negative consequences, consistency shall not be required if the head of the relevant department provides written approval explaining the basis of such deviation. If [Jurisdiction] has a Bicycle and Pedestrian Advisory Committee, such deviations shall be presented to the Bicycle and Pedestrian Advisory Committee early in the planning and design stage, to ensure the Bicycle and Pedestrian Advisory Committee has an opportunity to provide comments and recommendations.
2. **Street Network/Connectivity.** As feasible, [Jurisdiction] shall incorporate Complete Streets infrastructure into existing streets to improve the safety and convenience of users and to create employment, with the particular goal of creating a connected network of facilities accommodating each category of users, and increasing connectivity across jurisdictional boundaries and for existing and anticipated future areas of travel origination or destination.
3. **Bicycle and Pedestrian Advisory Committee Consultation.** If [Jurisdiction] has a Bicycle and Pedestrian Advisory Committee, transportation projects shall be reviewed by the Bicycle and Pedestrian Advisory Committee early in the planning and design stage, to provide the Bicycle and Pedestrian Advisory Committee an opportunity to provide comments and recommendations regarding Complete Streets features to be incorporated into the project.
4. **Evaluation.** All relevant agencies or departments shall perform evaluations of how well the streets and transportation network of [Jurisdiction] are serving each category of users by collecting baseline data and collecting follow-up data on a regular basis.

## **C. Exemptions**

1. **Leadership Approval for Exemptions.** Projects that seek Complete Streets exemptions must provide written finding of why accommodations for all modes that were not included in the project and signed off by the Public Works Director or equivalent high level staff person. Projects that are granted exceptions must be made publically available for review. Federal guidance on exceptions can be found from the Federal Highway Administration (FHWA) Accommodating Bicycle and Pedestrian Travel [http://www.fhwa.dot.gov/environment/bicycle\\_pedestrian/guidance/design\\_guidance/design.cfm](http://www.fhwa.dot.gov/environment/bicycle_pedestrian/guidance/design_guidance/design.cfm)

## Appendix A-5: One Bay Area Grant Call for Projects Guidance

The Metropolitan Transportation Commission (MTC) has delegated OBAG project selection to the nine Bay Area Congestion Management Agencies (CMAs) as they are best suited for this role because of their existing relationships with local jurisdictions, elected officials, transit agencies, community organizations and stakeholders, and members of the public within their respective counties. In order to meet federal requirements that accompany the decision-making process regarding federal transportation funding, MTC expects the CMAs to plan and execute an effective public outreach and local engagement process to solicit candidate projects to be submitted to MTC for consideration for inclusion in the Cycle 2 One Bay Area Grant Program. CMAs will also serve as the main point of contact for local sponsoring agencies and members of the public submitting projects for consideration for inclusion in the 2013 Transportation Improvement Program.

CMAs will conduct a transparent process for the Call for Projects while complying with federal regulations by carrying out the following activities:

### 1. Public Involvement and Outreach

- **Conduct countywide outreach to stakeholders and the public to solicit project ideas.** CMAs will be expected to implement their public outreach efforts in a manner consistent with MTC's Public Participation Plan (MTC Resolution No. 3821), which can be found at [http://www.onebayarea.org/get\\_involved.htm](http://www.onebayarea.org/get_involved.htm). CMAs are expected at a minimum to:
  - Execute effective and meaningful local engagement efforts during the call for projects by working closely with local jurisdictions, elected officials, transit agencies, community-based organizations, and the public through the project solicitation process.
  - Explain the local Call for Projects process, informing stakeholders and the public about the opportunities for public comments on project ideas and when decisions are to be made on the list of projects to be submitted to MTC;
  - Hold public meetings and/or workshops at times which are conducive to public participation to solicit public input on project ideas to submit;
  - Post notices of public meetings and hearing(s) on their agency website; include information on how to request language translation for individuals with limited English proficiency. If agency protocol has not been established, please refer to MTC's Plan for Assisting Limited English Proficient Populations at [http://www.mtc.ca.gov/get\\_involved/lep.htm](http://www.mtc.ca.gov/get_involved/lep.htm)
  - Hold public meetings in central locations that are accessible for people with disabilities and by public transit;
  - Offer language translations and accommodations for people with disabilities, if requested at least three days in advance of the meeting.
- **Document the outreach effort undertaken for the local call for projects.** CMAs are to provide MTC with:
  - A description of how the public was involved in the process for nominating and/or commenting on projects selected for OBAG funding. Specify whether public input was gathered at forums held specifically for the OBAG project solicitation or as part of a separate planning or programming outreach effort;

- A description of how the public engagement process met the outreach requirements of MTC's Public Participation Plan, including how the CMA ensured full and fair participation by all potentially affected communities in the project submittal process.
- A summary of comments received from the public and a description of how public comments informed the recommended list of projects submitted by the CMA.

## 2. Agency Coordination

- ***Work closely with local jurisdictions, transit agencies, MTC, Caltrans, federally recognized tribal governments, and stakeholders to identify projects for consideration in the OBAG Program.*** CMAs will assist with agency coordination by:
  - Communicating this Call for Projects guidance to local jurisdictions, transit agencies, federally recognized tribal governments, and other stakeholders

## 3. Title VI Responsibilities

- ***Ensure the public involvement process provides underserved communities access to the project submittal process as in compliance with Title VI of the Civil Rights Act of 1964.***
  - Assist community-based organizations, communities of concern, and any other underserved community interested in having projects submitted for funding;
  - Remove barriers for persons with limited-English proficiency to have access to the project submittal process;
  - For Title IV outreach strategies, please refer to MTC's Public Participation Plan found at: [http://www.onebayarea.org/get\\_involved.htm](http://www.onebayarea.org/get_involved.htm)
  - Additional resources are available at
    - i. <http://www.fhwa.dot.gov/civilrights/programs/tvi.htm>
    - ii. [http://www.dot.ca.gov/hq/LocalPrograms/DBE\\_CRLC.html#TitleVI](http://www.dot.ca.gov/hq/LocalPrograms/DBE_CRLC.html#TitleVI)
    - iii. [http://www.mtc.ca.gov/get\\_involved/rights/index.htm](http://www.mtc.ca.gov/get_involved/rights/index.htm)

## Appendix A-6: PDA Investment & Growth Strategy

MTC shall consult with the CMAs and amend the scope of activities identified below, as necessary, to minimize administrative workload and to avoid duplication of effort. This consultation may result in specific work elements shifting to MTC and/or ABAG. Such changes will be formalized through a future amendment to this appendix.

The purpose of a PDA Investment & Growth Strategy is to ensure that CMAs have a transportation project priority-setting process for OBAG funding that supports and encourages development in the region's PDAs, recognizing that the diversity of PDAs will require different strategies. Some of the planning activities noted below may be appropriate for CMAs to consider for jurisdictions or areas not currently designated as PDAs if those areas are still considering future housing and job growth. Regional agencies will provide support, as needed, for the PDA Investment & Growth Strategies. The following are activities CMAs need to undertake in order to develop a project priority-setting process:

### (1) Engaging Regional/Local Agencies

- Develop or continue a process to regularly engage local planners and public works staff. Encourage community participation throughout the planning process and in determining project priorities
- Participate as a TAC member in local jurisdiction planning processes funded through the regional PDA Planning Program or as requested by jurisdictions. Partner with MTC and ABAG staff to ensure that regional policies are addressed in PDA plans.
- Help develop protocols with MTC, ABAG and Air District staff to assess toxic-air contaminants and particulate matter, as well as related mitigation strategies, as part of regional PDA Planning Program.

### (2) Planning Objectives – to Inform Project Priorities

- Keep apprised of ongoing transportation and land-use planning efforts throughout the county
- Encourage local agencies to quantify infrastructure needs and costs as part of their planning processes
- Encourage and support local jurisdictions in meeting their housing objectives established through their adopted Housing Elements and RHNA.
  - *Short-term:* By May 1, 2013, analyze progress of local jurisdictions in implementing their housing element objectives and identify current local housing policies that encourage affordable housing production and/or community stabilization.
  - *Long-term:* Starting in May 2014 and for subsequent updates, PDA Investment & Growth Strategies will assess performance in producing sufficient housing for all income levels through the RHNA process and, where appropriate, assist local jurisdictions in implementing local policy changes to facilitate achieving these goals<sup>1</sup>. The locally crafted policies should be targeted to the specific circumstances of each PDA. For example, if the PDA currently does not provide for a mix of income-levels, any recommend policy changes should be aimed at promoting affordable housing. If the PDA currently is mostly low-income housing, any needed policy changes should be aimed at community stabilization. This analysis will be coordinated with related work conducted through the Housing and Urban Development (HUD) grant awarded to the region in fall 2011.

(3) Establishing Local Funding Priorities - Develop funding guidelines for evaluating OBAG projects that support multi-modal transportation priorities based on connections to housing, jobs and commercial activity. Emphasis should be placed on the following factors when developing project evaluation criteria:

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<sup>1</sup> Such as inclusionary housing requirements, city-sponsored land-banking for affordable housing production, “just cause eviction” policies, policies or investments that preserve existing deed-restricted or “naturally” affordable housing, condo conversion ordinances that support stability and preserve affordable housing, etc.

- **Projects located in high impact project areas.** Key factors defining high impact areas include:
  - a. Housing – PDAs taking on significant housing growth in the SCS (total number of units and percentage change), including RHNA allocations, as well as housing production
  - b. Jobs in proximity to housing and transit (both current levels and those included in the SCS),
  - c. Improved transportation choices for all income levels (reduces VMT), proximity to quality transit access, with an emphasis on connectivity (including safety, lighting, etc.)
  - d. Consistency with regional TLC design guidelines or design that encourages multi-modal access: [http://www.mtc.ca.gov/planning/smart\\_growth/tlc/2009\\_TLC\\_Design\\_Guidelines.pdf](http://www.mtc.ca.gov/planning/smart_growth/tlc/2009_TLC_Design_Guidelines.pdf)
  - e. Project areas with parking management and pricing policies
- **Projects located in Communities of Concern (COC)** – favorably consider projects located in a COC see: <http://geocommons.com/maps/110983>
- **PDAs with affordable housing preservation and creation strategies** – favorably consider projects in jurisdictions with affordable housing preservation and creation strategies or policies
- **PDAs that overlap with Air District CARE Communities and/or are in proximity to freight transport infrastructure** – Favorably consider projects located in PDAs with highest exposure to particulate matter and toxic air contaminants where jurisdictions employ best management practices to mitigate exposure.

**Process/Timeline**

CMA's develop PDA Investment & Growth Strategy	June 2012 – May 2013
PDA Investment & Growth Strategy Presentations by CMA's to Joint MTC Planning and ABAG Administrative Committee	Summer/Fall 2013
CMA's amend PDA Investment & Growth Strategy to incorporate follow-up to local housing production and policies	May 2014
CMA's submit annual progress reports related to PDA Growth Strategies, including status of jurisdiction progress on development/adoption of housing elements and complete streets ordinances.	May 2014, Ongoing

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# C/CAG AGENDA REPORT

**Date:** August 27, 2012

**To:** Congestion Management & Environment Quality Program Committee (CMEQ)

**From:** Jean Higaki, Transportation Systems Coordinator

**Subject:** Receive information regarding the funding exchange framework for the OneBayArea Grant (OBAG) - Cycle 2 Local Streets and Roads Surface Transportation Program (STP) funds with San Mateo County Transportation Authority (SMCTA) State and Local Partnership Program (SLPP) funds.

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

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## **RECOMMENDATION**

That the CMEQ receive information regarding the funding exchange framework for the OneBayArea Grant (OBAG) - Cycle 2 Local Streets and Roads Surface Transportation Program (STP) funds with San Mateo County Transportation Authority (SMCTA) State and Local Partnership Program (SLPP) funds.

## **FISCAL IMPACT**

None.

## **SOURCE OF FUNDS**

State Local Partnership Program (SLPP) fund exchange for OneBayArea Grant (OBAG) – Cycle 2 Surface Transportation Program (STP) funds.

## **BACKGROUND/DISCUSSION**

On May 17, 2012 the joint Metropolitan Transportation Commission (MTC) and Association of Bay Area Governments (ABAG) adopted Resolution No. 4035 outlining the “OneBayArea Grant. One of the OBAG fund sources is Surface Transportation Program (STP). San Mateo County’s share is approximately \$8 million.

### **Prior C/CAG commitment for Local Streets and Roads**

On February 2010, the C/CAG Board adopted a funding commitment for Local Streets and Roads that included both Cycle 1 and Cycle 2 Surface Transportation Program (STP) funds. As shown on Attachment 1, \$6,027,924 was committed under the MTC Cycle 2 framework, also known as “Scenario B”. The MTC framework for Cycle 2 has since been changed to a new

known as “Scenario B”. The MTC framework for Cycle 2 has since been changed to a new program called OBAG.

The new Cycle 2 STP fund for San Mateo County has been increased from \$6,027,924 to an anticipated \$8,615,000 and each jurisdiction’s share has been scaled up as shown in the “Total OBAG” column of Attachment 2, in accordance with the adopted framework.

#### Proposed State Local Partnership Program (SLPP) fund exchange for OBAG STP

The San Mateo County Transportation Authority (SMCTA) is the recipient of \$8,615,500 in SLPP funds and has the desire to exchange those funds with C/CAG’s OBAG share of federal Surface Transportation Program (STP) funds.

Under this funding exchange proposal \$8,615,500 would be distributed to local jurisdictions for Local Streets and Road Preservation under the C/CAG adopted Cycle 2 framework. Cities would opt to receive their share of funds in either STP or SLPP by submission of a board or council resolution. Resolutions to request the fund exchange are due to C/CAG by September 2012. C/CAG will provide an amount of STP funds to SMCTA equal to the aggregate total of SLPP from those jurisdictions that commit to opt in for the exchange.

Agencies that opt to exchange STP funds for SLPP funds would be subject to all SLPP requirements and a March 2013 delivery deadline, but would follow state fund delivery processes instead of the federal-aid process (See Attachment 3). Agencies that opt to keep their share in STP funds would be subject to the federal aid delivery process and deadlines. In both cases above, the MTC eligibility requirements, related to housing certification and complete streets, will still apply.

This proposal was presented at a special meeting held with public works directors on June 18, 2012. Most agencies were interested in the proposal. The fund exchange proposal was formally presented to the CMP TAC and was recommended for approval on July 19, 2012. The C/CAG board approved this framework at the August 9, 2012 meeting.

#### Eligibility Requirements

In order to be eligible for any funding related to the OneBayArea grant, a jurisdiction must comply with the following requirements:

#### Complete Street Requirements

- Cities must adopt a complete street policy resolution no later than January 31, 2013. MTC staff has provided minimum requirements for this resolution. A jurisdiction can also meet this requirement through a general plan that complies with the California Complete Streets Act of 2008. In next funding cycles the general plan adoption will be an eligibility requirement.

### Housing Element Requirement

- A jurisdiction is required to have its general plan housing element adopted and certified by the California Department of Housing and Community Development (HCD) for 2007-14 RHNA prior to January 31, 2013. If a jurisdiction submits its housing element to the state on a timely basis for review, but the State's comment letter identifies deficiencies that the local jurisdictions must address in order to receive HCD certification, then the jurisdiction may submit a request to the Joint MTC Planning / ABAG Administrative Committee for a time extension to address the deficiencies and resubmit its revised draft housing element to HCD for re-consideration and certification.

### ATTACHMENTS

1. "Scenario B" for Local Streets and Roads adopted by C/CAG in February 2010.
2. SLPP funding chart
3. STP SLPP comparison chart

Adopted by the C/CAG Board  
in February 2010

**Table 2**  
**Part of Scenario B**

<b>Combine Cycles 1 &amp; 2 funds for LS&amp;R</b>				
<b>Cycle 1: Total Available: \$6,564,000</b>				
<b>Cycle 2: Total Estimated: \$6,000,000. Exact final allocation for each jurisdiction in Cycle 2 will be adjusted pro rata based on final countywide allocation.</b>				
CITY / COUNTY	Measure A	Jurisdiction's Total Share	Cycle 1 Federal Grant	Cycle 2 Federal Grant
			FY 2010/11 FY 2011/12	FY 2012/13 FY 2013/14 FY 2014/15
SM County	13.02%	\$1,635,833	\$1,335,833	\$300,000
San Mateo	11.80%	\$1,482,552	\$1,182,552	\$300,000
Daly City	10.30%	\$1,294,092	\$994,092	\$300,000
Redwood City	9.45%	\$1,187,298	\$887,298	\$300,000
South SF	7.68%	\$964,915	\$664,915	\$300,000
Pacifica	5.18%	\$650,815	\$350,815	\$300,000
San Bruno	5.10%	\$640,764	\$340,764	\$300,000
Menlo Park	4.82%	\$605,585	\$305,585	\$300,000
San Carlos	4.32%	\$542,765	\$242,765	\$300,000
Burlingame	4.23%	\$531,457	\$231,457	\$300,000
Belmont	3.52%	\$442,253		\$442,253
Foster City	3.34%	\$419,638		\$419,638
East Palo Alto	3.28%	\$412,099		\$412,099
Hillsborough	3.01%	\$378,176		\$378,176
Millbrae	2.93%	\$368,125		\$368,125
Atherton	1.89%	\$237,460		\$237,460
Woodside	1.76%	\$221,126		\$221,126
Half Moon Bay	1.61%	\$202,280		\$202,280
Portola Valley	1.48%	\$185,947		\$185,947
Brisbane	0.96%	\$120,614		\$120,614
Colma	0.32%	\$40,205		\$40,205
<b>Total:</b>	<b>100.00%</b>	<b>\$12,564,000</b>	<b>\$6,536,076</b>	<b>\$6,027,924</b>

Agencies above the dash line are working w/ Caltrans on projects that would have been funded by Stimulus II.

	Measure A Distribution FY 2013 *	Measure A Distribution FY 2014 * *	Two Year Total	OBAG Cycle II	OBAG Cycle II Plus	Total OBAG***	Minimum Size of Construction Project to Fully Utilize SLPP/OBAG
<b>SAN MATEO COUNTY</b>							
ATHERTON	\$270,563	\$270,563	\$541,125	\$237,460	\$47,870	\$285,330	\$570,660
BELMONT	\$517,725	\$517,725	\$1,035,450	\$442,253	\$91,600	\$533,853	\$1,067,706
BRISBANE	\$146,250	\$146,250	\$292,500	\$120,614	\$25,876	\$146,490	\$292,980
BURLINGAME	\$624,488	\$624,488	\$1,248,975	\$300,000	\$110,490	\$410,490	\$820,979
COLMA	\$49,725	\$49,725	\$99,450	\$40,205	\$8,798	\$49,003	\$98,006
DALY CITY	\$1,481,513	\$1,481,513	\$2,963,025	\$300,000	\$262,122	\$562,122	\$1,124,243
EAST PALO ALTO	\$466,538	\$466,538	\$933,075	\$412,099	\$82,544	\$494,643	\$989,285
FOSTER CITY	\$498,713	\$498,713	\$997,425	\$419,638	\$88,236	\$507,874	\$1,015,749
HALF MOON BAY	\$222,300	\$222,300	\$444,600	\$202,280	\$39,331	\$241,611	\$483,222
HILLSBOROUGH	\$441,675	\$441,675	\$883,350	\$378,176	\$78,145	\$456,321	\$912,642
MENLO PARK	\$718,088	\$718,088	\$1,436,175	\$300,000	\$127,050	\$427,050	\$854,100
MILLBRAE	\$434,363	\$434,363	\$868,725	\$368,125	\$76,851	\$444,976	\$889,952
PACIFICA	\$740,025	\$740,025	\$1,480,050	\$300,000	\$130,931	\$430,931	\$861,863
PORTOLA VALLEY	\$213,525	\$213,525	\$427,050	\$185,947	\$37,779	\$223,726	\$447,451
REDWOOD CITY	\$1,399,613	\$1,399,613	\$2,799,225	\$300,000	\$247,631	\$547,631	\$1,095,262
SAN BRUNO	\$737,100	\$737,100	\$1,474,200	\$300,000	\$130,414	\$430,414	\$860,828
SAN CARLOS	\$633,263	\$633,263	\$1,266,525	\$300,000	\$112,042	\$412,042	\$824,084
SAN MATEO	\$1,763,775	\$1,763,775	\$3,527,550	\$300,000	\$312,062	\$612,062	\$1,224,124
SOUTH SAN FRANCISCO	\$1,136,363	\$1,136,363	\$2,272,725	\$300,000	\$201,055	\$501,055	\$1,002,109
WOODSIDE	\$254,475	\$254,475	\$508,950	\$221,126	\$45,024	\$266,150	\$532,300
COUNTY OF SAN MATEO	\$1,874,925	\$1,874,925	\$3,749,850	\$300,000	\$331,727	\$631,727	\$1,263,455
COUNTY TOTAL	\$14,625,000	\$14,625,000	\$29,250,000	\$6,027,923	\$2,587,577	\$8,615,500	\$17,231,000

\* Based on projected sales tax revenue for FY 2013 (Amount subject to change from actual sales tax revenue collected)

\*\* Assumes FY 2014 revenues to be equal to FY 2013

\*\*\* Based on anticipated STP from MTC

## STP SLPP Comparison Chart

<b>OBAG Local Streets &amp; Road funds Surface Transportation Program (STP)</b>	<b>State Local Partnership Program (SLPP)</b>
Federal Funds	State Funds
Projects need to follow the Federal-Aid process (field review, NEPA, and authorization(E-76))	Project must follow the California Transportation Commission (CTC) STIP allocation process. Projects do not need to follow the Federal-Aid process.
Projects delivery is subject to regional deadlines associated with the programmed year (FY13/14 or 14/15).	Project must be ready to advertise and have the package submitted CTC for allocation by March 2013. Project needs to have a CTC allocation by June 2013. C/CAG will require a letter of commitment to deliver the project.
Funds may be used for Design, Construction Engineering, and Construction Capital.	Funds may only be used for Construction phase (Construction Engineering is okay). No design allowed.
Funds require an 11.47% local, non-federal match.	Funds require a 50% match (dollar for dollar) of Measure A funds. Your City's allocation of Measure A funds must be used towards this project.
Jurisdictions are subject to OBAG housing and complete streets eligibility requirements by January 31, 2013. Compliance needed prior to programming of funds.	Jurisdictions are still subject to OBAG housing and complete streets requirements by January 31, 2013. C/CAG will require a letter of commitment. Compliance needed prior to allocation of funds.
Local Streets and Roads projects are limited to federally eligible streets.	Funds may be used on any local street (not limited to federally eligible streets).
Projects are subject to NEPA and CEQA environmental clearance	Funds are subject to CEQA environmental clearance but not NEPA, if no federal funds are contributing to the project.
Funds are limited to pavement rehabilitation and preventive maintenance (for PCI of 70 or higher). Non-Pavement features that bring the facility to current standards are allowed.	Funds may be used for any transportation improvement capital project per AB268. SLPP has a 15 year useful life requirement for roadway resurfacing and bike projects....see AB268.

If we proceed with the SLPP exchange, SLPP funding will meet the C/CAG Cycle 2 Local Streets and Roads commitment to the cities.

# C/CAG AGENDA REPORT

**Date:** August 27, 2012

**To:** Congestion Management & Environment Quality Program Committee (CMEQ)

**From:** Jean Higaki, Transportation System Coordinator

**Subject:** Review and comment on the definition of “proximate access” to a Priority Development Area (PDA) as it relates to the OneBayArea Grant (OBAG) Program.

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

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## **RECOMMENDATION**

Review and comment on the definition of “proximate access” to a Priority Development Area (PDA) as it relates to the adopted OneBayArea Grant (OBAG) Program.

## **FISCAL IMPACT**

None.

## **SOURCE OF FUNDS**

Congestion Mitigation and Air Quality (CMAQ), State Transportation Improvement Program-Transportation Enhancement (STIP-TE) funds, and Surface Transportation Program (STP) funds.

## **BACKGROUND/DISCUSSION**

On May 17, 2012 the joint Metropolitan Transportation Commission (MTC) and Association of Bay Area Governments (ABAG) adopted Resolution No. 4035 outlining the “OneBayArea Grant. OBAG is composed of three fund sources, Surface Transportation Program (STP), Congestion Mitigation and Air Quality (CMAQ), and State Transportation Improvement Program-Transportation Enhancement (STIP-TE) funds.

Under the adopted proposal:

- For our county, 70% of all funds must be spent in PDA
- Projects can count towards a PDA if it connects or provides “proximate access” to a PDA.
- To address PDAs, pedestrian and bike project eligibility will be expanded to not be limited to the regional bike network.
- Minimum grant size for this county is \$250,000.

- Each jurisdiction will have to identify a single point of contact for the implementation of all FHWA projects from inception to project close-out.
- Obligation deadlines will be moved from April 30 to March 31 of the program year. This will result in the submission deadline moving up from February 1 to January 1 of the program year.

### Congestion Mitigation and Air Quality (CMAQ)

There will be approximately \$12.8 mil available in CMAQ funds for the remaining OBAG eligible project types that are also eligible under CMAQ. These project types consist of Bicycle /Pedestrian Improvements and Transportation for Livable Communities (TLC). It is expected that nearly all of the available funds must be spent on projects located in, projects directly connected to, or projects providing proximate access to a Priority Development Area (PDA).

C/CAG staff will develop a call for projects with the approximated schedule below:

- Mid October – Issue a call for projects
- Mid December - Applications due
- January – BPAC provided with a screened list of projects
- February – Project presentations and/ or reviews
- March – BPAC scoring recommendation for project funding

According to MTC Resolution 4035, For Cycle 2, the OneBayArea Grant (OBAG) is a new funding approach that better integrates the region’s federal transportation program with California’s climate law (Senate Bill 375, Steinberg, 2008) and the Sustainable Communities Strategy. Funding distribution to the counties will encourage land-use and housing policies that support the production of housing with supportive transportation investments.

Resolution 4035 requires San Mateo County to direct at least 70% of OBAG funds to PDAs. PDA boundary delineation can be found at: <http://www.bayareavision.org/pda/san-mateo-county/>

### Discussion of “proximate access” to a Priority Development Area (PDA)

MTC has provided general guidance to CMAs in applying the definition of proximate access to PDAs (see attached).

Per MTC resolution 4035:

*Defining “proximate access to PDAs”:* The CMAs make the determination for projects to count toward the PDA minimum that are not otherwise geographically located within a PDA. For projects not geographically within a PDA, CMAs are required to map projects and designate which projects are considered to support a PDA along with policy justifications. This analysis would be subject to public review when the CMA board acts on OBAG programming decisions. This should allow decision makers, stakeholders, and the public to understand how an investment outside of a PDA is to be considered to support a PDA and to be credited towards the

*PDA investment minimum target. MTC staff will evaluate and report to the Commission on how well this approach achieves the OBAG objectives prior to the next programming cycle.*

On June 6, 2012 C/CAG staff solicited input from some local city staff, regarding definitions of “PDA proximity” that would help the public understand how an investment outside of a PDA is to be considered to support a PDA and to be credited towards the PDA investment minimum target. Below is the initial proposed definition of “proximate access to a PDA”:

- Project provides direct access to a PDA...example, a road, sidewalk, or bike lane that leads directly into a PDA
- Project is within 1/3 mile of a PDA boundary. (Modified from C/CAG’s existing Transit Oriented Development program (TOD))
- Project is located on a street that hosts a transit route, which directly leads to a PDA.
- Project is located within ¼ mile of one or more stops for two or more public or shuttle bus lines, or within ½ mile of a rail station or regional transit station, usable by PDA occupants. (Modified from LEED. See attached)
- Project provides a connection between a Transit Oriented Development (TOD), as defined by C/CAG, and a PDA. A C/CAG TOD is defined as a permanent high-density residential housing with a minimum density of 40 units per net acre, located within one-third (1/3) of a mile from a Caltrain or BART station or on a frontage parcel of the El Camino Real/Mission Street in San Mateo County.
- Project is a bicycle/ pedestrian facility is integral to a bike/pedestrian network that leads to a PDA.

Note: At this time, ABAG/ MTC staff direction is that Rural Community Investment Areas (RCIA) is not considered a PDA in terms of funding eligibility. However, staff is working with MTC/ABAG staff in an effort to give RCIA the same status as a PDA with regards to OBAG funding.

The proposed definition of “proximate access to a PDA” is being reviewed by the Congestion Management Program Technical Advisory Committee (TAC) and the Bicycle and Pedestrian Advisory Committee (BPAC). Staff request that any modifications or additional criteria be accompanied by a justification to support the proximity claim.

## ATTACHMENTS

1. MTC examples of projects that provide proximate access to PDAs
2. LEED Sustainable Sites – Public Transportation Access

## Attachment 2: Examples of Projects That Provide Proximate Access to a Priority Development Area

For illustration purposes, below are examples of projects outside of PDAs which may count towards OBAG minimum expenditures in PDAs, by providing proximate access to a PDA. The intention of these examples is to provide general guidance to CMAs in their discussions with their board, stakeholders, and the public about how to apply this definition.

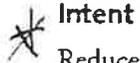
Project Type	Eligible Examples
<b>Road Rehabilitation Program</b>	<ul style="list-style-type: none"> <li>• A continuous street rehabilitation project that directly connects to a PDA. A road project in the geographic vicinity of a PDA which leads to a PDA. (Ygnacio Valley Road within Walnut Creek both inside and outside of the PDA)</li> </ul>
<b>Bicycle / Pedestrian Program</b>	<ul style="list-style-type: none"> <li>• A bicycle lane / facility that is integral to a planned bicycle network (i.e. gap closures) that leads to a PDA (Alto Tunnel in Mill Valley).</li> <li>• A bicycle / pedestrian project that directly connects to a PDA; or in the geographic vicinity of a PDA that leads to a PDA. (Entire Embarcadero Rd Bicycle Lanes alignment in the City of Palo Alto which crosses over the El Camino Real PDA. Georgia Street Corridor Bicycle Improvements in Vallejo, small portion in PDA)</li> </ul>
<b>Safe Routes to Schools</b>	<ul style="list-style-type: none"> <li>• A project outside of a PDA that encourages students that reside in a PDA to walk, bike, or carpool to school. (District wide outreach and safety programs)</li> </ul>
<b>County TLC Program</b>	<ul style="list-style-type: none"> <li>• For enhancement / streetscape elements, the following projects may be supportive of PDAs although outside of their limits:               <ul style="list-style-type: none"> <li>○ PDA corridor gap closure (El Camino Real segments between PDAs in Sunnyvale and Santa Clara)</li> <li>○ PDA connection to a nearby significant transit node (North Berkeley BART station to University Avenue PDA)</li> </ul> </li> </ul>

# Alternative Transportation

## Public Transportation Access

SS	WE	EA	MR	EQ	ID
Credit 4.1					

1 Point



### Intent

Reduce pollution and land development impacts from automobile use.

### Requirements

Locate project within 1/2 mile of an existing—or planned and funded—commuter rail, light rail or subway station.

OR

Locate project within 1/4 mile of one or more stops for two or more public or campus bus lines usable by building occupants.

### Potential Technologies & Strategies

Perform a transportation survey of future building occupants to identify transportation needs. Site the building near mass transit.



# C/CAG AGENDA REPORT

**Date:** August 27, 2012

**To:** Congestion Management & Environment Quality Program Committee (CMEQ)

**From:** Jean Higaki, Transportation Systems Coordinator

**Subject:** Receive information regarding the submission of grant applications to the San Mateo County Transportation Authority for studies of highway improvement projects.

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

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## **RECOMMENDATION**

That the CMEQ receive information regarding the submission of grant applications to the San Mateo County Transportation Authority for studies of highway improvement projects.

## **FISCAL IMPACT**

If awarded project funds, up to \$3,800,000 in Measure A funds will be accepted by C/CAG.

## **SOURCE OF FUNDS**

If awarded funds, the source will be Measure A funds provided by the San Mateo County Transportation Authority (SMCTA).

## **BACKGROUND/DISCUSSION**

On May 24, 2012, the SMCTA issued a call for project for their Measure A Highway Program. A total of \$104 million is available for projects that reduce congestion in commute corridors. Applications were due June 29, 2012.

In general, highway and roadway improvements on congested commute corridors are eligible for Highway Program funds. The program focuses on removing bottlenecks in the most congested highway commute corridors, reducing congestion, and improving throughput along critical congested commute corridors. Maintenance and rehabilitation projects for highways and roadways are not eligible.

C/CAG functions as a regional transportation planning agency and is qualified to apply for this competitive grant. C/CAG has submitted applications to SMCTA for the following 4 project scopes:

1. HOV Hybrid Study from Whipple to south of the I-380 interchange – Requested \$2,000,000 for development of a Project Study Report.
2. SR 92/ Delaware Feasibility Study – Requested \$300,000 to study solutions that address congestion on SR 92 in the vicinity of the South Delaware Street.
3. SR 92/ US101 Interchange Area Improvement Feasibility Study – Requested \$500,000 to study solutions that improve the operation of the interchange.
4. US 101 Aux Lanes from Oyster Point to San Francisco County Line – Requested \$1,000,000 for development of a Project Study Report.

C/CAG has designated SMCTA as the implementing agency for all four studies.

SMCTA requires board resolutions for all project scope phases beyond the study phase (e.g. environmental clearance, design, and construction). C/CAG will present projects to the board for approval of any future phases of work beyond the study phase.

On August 9, 2012, the C/CAG board authorized the Chair to accept any awarded funds on behalf of the City/County Association of Governments.

## **ATTACHMENTS**

None