

# C/CAG

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

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

**1:30 p.m., Thursday, May 20, 2010**  
**San Mateo County Transit District Office<sup>1</sup>**  
**1250 San Carlos Avenue, Second Floor Auditorium**  
**San Carlos, California**

### TECHNICAL ADVISORY COMMITTEE (TAC) AGENDA

- |   |               |               |
|---|---------------|---------------|
| 1. Public comment on items not on the Agenda (presentations are customarily limited to 3 minutes).  | Porter/Hurley | No materials. |
| 2. Issues from the last C/CAG Board and CMEQ meetings: <ul style="list-style-type: none"><li>• Approved – Interagency Agreement with MTC for Transportation Planning/Programming for FY10-12 for \$1,786,000</li><li>• Approved – Agreement with East Palo Alto for traffic improvement projects on University Ave and East Bayshore Rd for \$347,500</li><li>• Approved – Agreement with AECOM for transportation modeling technical services for \$48,280</li><li>• Approved – Agreement with EOA for addressing new requirements under the Municipal Regional Permit in the support of the Countywide WPPP for \$109,500</li><li>• Approved – Approaches to the funding allocation for LSR by combining Fed Cycle 1 and Stimulus II funds (if Stimulus II is available) and combining Cycles 1 &amp; 2 funds (if Stimulus II is not available)</li><li>• Approved – Approach for Call for Projects for the TLC and RBP programs and approach for implementing the SR2S program</li><li>• Approved – Agreement with Dowling Assoc., Cambridge Systematics, and AECOM on-call travel demand forecasting model services for a 3-year term</li></ul> | Hoang         | No materials. |
| 3. Approval of the Minutes from March 18, 2010  | Hoang         | Page 1-2      |
| 4. Approval of the Federal Cycle 1 San Mateo County Local Streets & Roads (LS&R) Program project listing (Action)   | Higaki        | Page 3-5      |
| 5. Review and recommend approval of the funding allocation for the Federal Cycle 1 Transportation for Livable Communities (TLC) Program (Action)  | Madalena      | Page 6-7      |
| 6. Receive an update on the 2010 State Transportation Improvement Program (STIP) for San Mateo County (Information)   | Wong          | Page 8-9      |
| 7. Model Ordinance: Pre-Tax Commuter Benefits (Action)  | Kott          | Page 10-20    |
| 8. Receive the initial draft of the C/CAG FY 2010-11 Program Budget and Fees Update (Action)  | Napier        | Page 21-36    |
| 9. Regional Project and Funding Information   | Higaki        | No Materials  |
| 10. Executive Director Report   | Napier        | No materials  |
| 11. Member Reports  | All           |               |

<sup>1</sup> For public transit access use SamTrans Bus lines 390, 391, 292, KX, PX, RX, or take CalTrain to the San Carlos Station and walk two blocks up San Carlos Avenue. Driving directions: From Route 101 take the Holly Street (west) exit. Two blocks past El Camino Real go left on Walnut. The entrance to the parking lot is at the end of the block on the left, immediately before the ramp that goes under the building. Enter the parking lot by driving between the buildings and making a left into the elevated lot. Follow the signs up to the levels for public parking.

<b>2010 TAC Roster and Attendance</b>				
<b>No.</b>	<b>Member</b>	<b>Agency</b>	<b>Jan</b>	<b>Mar</b>
1	Jim Porter (Co-Chair)	San Mateo County Engineering	x	
2	Joseph Hurley (Co-Chair)	SMCTA	x	x
3	Duncan Jones	Atherton Engineering		x
4	Randy Breault	Brisbane Engineering		x
5	Syed Murtuza	Burlingame Engineering	x	x
6	Bill Meeker	Burlingame Planning		
7	Sandy Wong	C/CAG	x	x
8	Gene Gonzalo	Caltrans		
9	Rick Mao	Colma Engineering	x	x
10	Robert Ovadia	Daly City Engineering	x	x
11	Tatum Mothershead	Daly City Planning	x	x
12	Ray Towne	Foster City Engineering	x	x
13	Chip Taylor	Menlo Park Engineering	x	x
14	Ron Popp	Millbrae Engineering	x	x
15	Van Ocampo	Pacifica Engineering	x	x
16	Peter Vorametsanti	Redwood City Engineering	x	x
17	Klara Fabry	San Bruno Engineering	n/a	x
18	Robert Weil	San Carlos Engineering		x
19	Larry Patterson	San Mateo Engineering	x	x
20	Bob Beyer	San Mateo Planning		
21	Steve Monowitz	San Mateo County Planning	x	
22	Dennis Chuck	So. San Francisco Engineering	x	x
23	Kenneth Folan	MTC		

**TECHNICAL ADVISORY COMMITTEE (TAC)  
FOR THE  
CONGESTION MANAGEMENT PROGRAM (CMP)**

**March 18, 2010  
MINUTES**

The one hundred eighty fifth (185th) meeting of the Technical Advisory Committee (TAC) was held in the SanTrans Offices, 1250 San Carlos Avenue, San Carlos, Bacciocco Auditorium. Sandy Wong, C/CAG, called the meeting to order at approximately 1:20 p.m. on Thursday, March 18, 2010. Co-chair Hurley presided over the remainder of the meeting.

TAC members attending the meeting are listed on the Roster and Attendance on the preceding page. Others attending the meeting were: John Hoang – C/CAG; Richard Napier – C/CAG; Jean Higaki – C/CAG; Tom Madalena – C/CAG; Matthew Lee – City of Brisbane; Jim Bigelow – C/CAG CMEQ

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

Other announcements: Sandy Wong welcomed new TAC member, Klara Fabry from the City of San Bruno.

**2. Issues from the last C/CAG and CMEQ meetings.**

As shown on the Agenda.

**3. Approval of the Minutes from January 21, 2010.**

Minutes Approved.

**4. Update on the San Mateo County Smart Corridor Project**

(This item was moved up in the Agenda) Parviz Mokhtari reported on the project status. This was an informational item. There were no questions.

**5. Presentation on the Grand Boulevard Initiative Project**

Jim Daisa of Kimley-Horn and Associates presented an overview of the draft Multi-modal Access Strategy and Context Sensitive Design Guidelines prepared as part of the Grand Blvd Initiative

Discussions were as follows:

- The design features are not considered exceptions but rather guidelines
- Traffic analysis was not performed
- Bike lanes need to be considered in future configurations
- BRT (Bus Rapid Transit) lanes under considerations can be either be mixed-use or dedicated lanes
- Comments are due by April 13<sup>th</sup>. The GBI team is continuing to actively perform outreach to various agencies

**6. Recommendation of the Fiscal Year 2010/2011 Expenditure Plan for the Transportation Fund for Clean Air (TFCA) Program for San Mateo County**

Tom Madalena reported on the recommendations on the expenditure plan. The TAC did not have any questions and endorsed the Plan.

**7. Update on the Block Grant call for projects Transportation for Livable Communities (TLC) Program, Regional Bicycle Program (RBP) and Local Streets and Roads (LS&R)**

Tom Madalena reported on the TLC and RBP programs. Regarding the RBP, Co-chair Hurley indicated that Countywide Bike Plan should reference the Regional Bike Network. Member Weil indicated that the City of San Carlos plan to submit an application for the regional program.

Jean Higaki reported on the LS&R program, indicating that if the jobs bill passed, the funding amounts may be small, therefore, C/CAG might need to consider "Plan C", which includes Cycle 2 funding. Cycle 1 projects will need to be determined by May and the project lists will need to be submitted to MTC by June. Richard Napier, C/CAG Executive Director, added that if necessary, staff could re-convene the subgroup to discuss further and come up with a recommendation. Member Ovadia inquired whether any unused ARRA funds were available due to cost savings incurred and missed deadlines region-wide. Higaki indicated that most agencies met the deadlines and MTC has not identified any available funds.

This was an informational update. No action required.

#### **8. Executive Director Report**

Richard Napier, C/CAG Executive Director, handed out the Caltrans Quarterly Review of Inactive Obligations list, indicating that San Mateo County has 4 projects on the list. Napier announced that the C/CAG Board elected (re-elected incumbents) Chair - Tom Kasten from Hillsborough and Vice-chairs - Bob Grassilli from San Carlos and Carol Groom from San Mateo County.

Napier reported that per the recent NPDES TAC discussions, there would be significant cost increases with regards to stormwater program implementation efforts, particularly for costs associated with additional monitoring efforts. Agencies within San Mateo County are looking at an estimated cost of over \$3 million over 4 years. C/CAG will be filing an appeal to the Water Board and request that cities provide letters of support. C/CAG will fund the claim at no cost to the cities. Other Bay Area counties are also pursuing claims. A subcommittee will be considering a C/CAG-lead countywide Prop 218 vote instead individual cities. C/CAG is asking cities to help identify "needs" and provide staff information. It is anticipated that parcel taxes may raise \$10-15M. C/CAG will be filing the claim now and developing parameters for Prop 218 over the next six months.

#### **9. Member Reports**

None

End of meeting at 2:35 p.m.

## C/CAG AGENDA REPORT

**Date:** May 20, 2010  
**To:** CMP Technical Advisory Committee  
**From:** Jean Higaki, Transportation System Coordinator  
**Subject:** Approval of the Federal Cycle 1 San Mateo County Local Streets & Roads (LS&R) Program project listing  
(For further information contact Jean Higaki at 599-1462)

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### **RECOMMENDATION**

That the CMP Technical Advisory Committee approve the Federal Cycle 1 San Mateo County Local Streets & Roads (LS&R) Program project listing.

### **FISCAL IMPACT**

Federal Cycle 1 funding for LS&R has been approved by MTC for San Mateo County at \$6,564,480. Cycle 2 funding for LS&R is estimated by MTC for San Mateo County at \$6,000,000.

Although Cycle 2 funding has not been approved by the MTC Commission, MTC concurs with San Mateo County's proposal of allocating both Cycle 1 & 2 LS&R funding to jurisdictions.

### **SOURCE OF FUNDS**

Fund source for Cycles 1 & 2 comes from Federal Surface Transportation Program (STP). Local match of 11.47% is required.

### **BACKGROUND/DISCUSSION**

At its February 11, 2010 meeting, the C/CAG Board approved the funding allocation for LS&R by combining Federal Cycle 1 and 2 funds. That approval included two scenarios: Scenario A included additional Jobs Bill funding and Scenario B did not.

To date there is no additional Jobs Bill funding for transportation therefore, staff recommends proceeding with Scenario B. Under Scenario B Cycles 1 & 2 funds would be combined and allocated to all jurisdictions using the following steps and as shown in Table 2 (Attachment 1):

1. Using the latest Measure A Local Transportation Distribution percentage, each jurisdiction will be allocated an amount equal to its proportionate share of the total fund.
2. The 10 largest jurisdictions will receive their shares in Cycles 1 & 2.
3. Remaining jurisdictions will receive their shares in Cycle 2.
4. All projects must comply with all Federal-Aid rules and requirements.
5. C/CAG will request for an exception from MTC for jurisdictions whose shares are smaller than \$250K (a MTC requirement of minimum project size), unless other arrangements can be made. For example, inter-jurisdiction cooperation to combine resources to deliver larger projects is encouraged.
6. Since the \$6 million in Cycle 2 is only an estimate, any difference in the final county

allocation will be adjusted by adding or subtracting from each jurisdiction's Cycle 2 allocation, pro rata. Such final decision will be made by C/CAG Board during Cycle 2 programming.

7. During Cycle 2 programming, C/CAG Board may also consider providing the smaller jurisdictions with a minimum of \$250,000. Such final decision will be made by C/CAG Board during Cycle 2 programming.

Request for Cycle 1 project-programming information was sent out to the ten largest jurisdictions on April 12, 2010 via email with a due date of May 14, 2010. Information is only needed for the Cycle 1 fund recipients at this time. Cycle 1 funding recipients include San Mateo County, San Mateo City, Daly City, Redwood City, South San Francisco, Pacifica, San Bruno, Burlingame, Menlo Park, and San Carlos.

The Transportation for Livable Communities (TLC) Program is under-subscribed and it is proposed to transfer up to \$359,000 to the LS&R Program. If this is approved, allocation to each jurisdiction will be increased proportionately.

This project listing will go through the committees and the board for approval. After board approval, the project list will be sent to MTC for programming. It is expected that field reviews will be able to take place in July or August after MTC has notified Caltrans that these projects are proposed for programming in the Transportation Improvement Program (TIP).

MTC will expect new resolutions of local support by September 15, 2010. Agencies will also be required to input projects in the "Routine Accommodations" database and input specific project information in MTC FMS when the TIP is reopened in October 2010.

## **ATTACHMENTS**

1. Attachment 1 - Table 2 (Part of Scenario B)
2. Federal Cycle 1 Project list for San Mateo County LS&R Program – to be provided at meeting.

**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>				
<b>CITY / COUNTY</b>	<b>Measure A</b>	<b>Jurisdiction's Total Share</b>	<b>Cycle 1 Federal Grant</b>	<b>Cycle 2 Federal Grant</b>
			<b>FY 2010/11 FY 2011/12</b>	<b>FY 2012/13 FY 2013/14 FY 2014/15</b>
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>
<b>Agencies above the dash line are working w/ Caltrans on projects that would have been funded by Stimulus II.</b>				

# C/CAG AGENDA REPORT

**Date:** May 20, 2010

**To:** Congestion Management Program Technical Advisory Committee (TAC)

**From:** Tom Madalena

**Subject:** Review and recommend approval of the funding allocation for the Federal Cycle 1 Transportation for Livable Communities (TLC) Program.

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

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## **RECOMMENDATION**

That the TAC review and recommend approval of the funding allocation for the Federal Cycle 1 Transportation for Livable Communities (TLC) Program as follows:

1. \$563,000 for the Burlingame and San Bruno projects
2. \$1,632,000 for the 4<sup>th</sup> Cycle Transit Oriented Development commitments
3. Approximately \$567,000 to be transferred to the Regional Bicycle Program (RBP) and the Local Streets and Roads (LS&R) Program

## **FISCAL IMPACT**

There is a total of approximately \$2.8 million available in Transportation for Livable Communities (TLC) funds.

## **SOURCE OF FUNDS**

Fund sources are composed of Federal Surface Transportation Program (STP) and Federal Congestion Mitigation and Air Quality (CMAQ) funds.

## **BACKGROUND/DISCUSSION**

### **Call for Projects Process:**

On February 11, 2010 the C/CAG Board of Directors approved the process and guidelines for the San Mateo County Transportation for Livable Communities Program. C/CAG issued a Call for Projects for the Transportation for Livable Communities Program in February and applications were due on April 16, 2010. Staff received two applications. One was received from the City of San Bruno and one was received from the City of Burlingame. Both applications were for eligible streetscape enhancements as the program required.

Staff convened a TLC Selection Committee to review and score the applications. There were four members on the selection committee that are members of the TAC. The committee reviewed and scored the applications on May 6, 2010. The TLC Selection Committee has recommended that both projects receive funding in the amount requested. C/CAG staff was



directed to work with both of the project sponsors to clear up some confusion with the applications. In addition, the selection committee recommended staff to follow up with applicants to ensure compliance with the PDA requirement of the TLC funds.

### **Project Summary**

<b>Jurisdiction</b>	<b>Project</b>	<b>Grant Request Amount</b>	<b>Recommended for funding by Selection Committee</b>	<b>Amount recommended for funding</b>
Burlingame	Burlingame Ave. and Broadway Districts Streetscape Project	\$301,000	Yes	\$301,000
San Bruno	Transit Corridor Pedestrian Connection Improvement Project	\$262,500	Yes	\$262,500

### **Program Level Recommendation:**

During the development of the “Block Grant” process, which includes funds for the TLC Program, the Regional Bicycle Program (RBP), and the Local Streets and Roads (LS&R) Program, C/CAG proposed to move \$300,000 from the TLC Program into the RBP so that a pedestrian project could be funded. C/CAG had understood that Congestion Management Agencies (CMA’s) had the flexibility to move up to 20% of funds from one program to another. Unfortunately, this was not entirely true as C/CAG recently learned from the Metropolitan Transportation Commission (MTC) that the funds moved to the RBP could not in fact be spent on a pedestrian project. MTC decided that if we moved the funds into the RBP they would then have to be spent on bicycle projects.

The TLC program is undersubscribed, that is, there is a surplus of \$567,000 after fully funding the 2 applications and fully meeting the 4<sup>th</sup> Cycle TOD commitments. As a result, staff is now recommending that we move up to \$208,000 in TLC funds into the RBP and move the remaining approximately \$359,000 in TLC funds into the Local Streets and Roads Program. This is to enable the BPAC to fund all of the RBP applications should the BPAC determine that they have merit and should be funded. The BPAC will score and rank the RBP applications at the May 27, 2010 meeting. If the BPAC decides not to fund all of the RBP applications, then staff is recommending that further flexibility be provided to C/CAG staff to move any remaining unused TLC funds from the RBP into the Local Streets and Roads Program. It was established at the February 11, 2010 Board meeting that the LS&R Program funds are to be distributed based on a population formula.

### **ATTACHMENTS**

None

# C/CAG AGENDA REPORT

**Date:** May 20, 2010  
**To:** CMP Technical Advisory Committee (TAC)  
**From:** Sandy Wong  
**Subject:** Receive an update on the 2010 State Transportation Improvement Program (STIP) for San Mateo County

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

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## **RECOMMENDATION**

That the Congestion Management Technical Advisory Committee (TAC) receive an update on the 2010 State Transportation Improvement Program (STIP) for San Mateo County.

## **FISCAL IMPACT**

None to the direct C/CAG budget.

## **SOURCE OF FUNDS**

The 2010 State Transportation Improvement Program (STIP) fund will come from the State and Federal fund sources.

## **BACKGROUND/DISCUSSION**

On December 10, 2009, the C/CAG Board adopted Resolution 09-66 approving the proposed 2010 State Transportation Improvement Program (STIP) for San Mateo County and authorizing the C/CAG Executive Director to negotiate with the Metropolitan Transportation Commission (MTC) and California Transportation Commission (CTC) to make modifications as necessary.

The C/CAG proposed 2010 STIP for San Mateo County was then submitted to the Metropolitan Transportation Commission (MTC) for inclusion in the Bay Area regional STIP proposal. In January 2010, the Bay Area proposal was submitted to the California Transportation Commission (CTC). In an effort to align anticipated revenue with project needs at the statewide level, CTC staff negotiated with MTC and C/CAG staff and has recommended some revision to the San Mateo County STIP. The CTC staff recommendation (as shown in Attachment 1) has been submitted to the CTC Commission for approval, scheduled for May 20, 2010.

During the negotiation process, C/CAG staff collaborated, and was in consensus, with the San Mateo County Transportation Authority (SMCTA) staff.

## **ATTACHMENT**

1. Revised Summary of 2010 STIP for San Mateo County

# REVISED SUMMARY of 2010 STIP FOR SAN MATEO COUNTY

(\$1,000's)

Lead Agency	Rte	PPNO	Project	Total	(Info Only) 08/09	(Info Only) 09/10	10-11	11-12	12-13	13-14	14-15
Caltrans	101	658B	Auxiliary Lanes from Marsh Rd to Embarcadero Rd		9,021						
SMCTA			<i>US 101/Broadway Interchange (Design) - New project</i>	4,218			4,218				
SMCTA	101	690A	Willow Rd interchange (design phase)	4,500				4,500			
SMCTA	102	690A	US 101/Willow interchange reconstruction (construction phase)	20,471					20,471		
Caltrans	101	669B	SR 92 Slow Vehicle Lane Improvements	7,759				<del>7,759</del>			<b>7,759</b>
Caltrans	101	669B	SR 92 Slow Vehicle Lane Improvements (grf)	4,781				<del>4,781</del>			<b>4,781</b>
Caltrans	82	645C	Menlo Park-Millbrae, interconnect signals, phase 2			6,396					
SMCTA/ Pacifica	1	632C	SR 1 Calera Parkway - Pacifica	6,900					<del>6,900</del>		<b>6,900</b>
SMCTA/ Pacifica	1	New	<i>Hwy 1 San Pedro Creek Bridge Replacement - New project</i>	3,000				3,000			
SM C/CAG	VAR	2140E	Countywide ITS Project	1,977					1,977		
SM C/CAG	VAR	2140F	Smart Corridor Segment	8,000	2,000	1,000	8,000				
<b>SUBTOTAL - HIGHWAY (2010/11 thru 2014/15):</b>				<b>61,606</b>							
JPB			<i>CalTrain San Bruno Ave Grade Separation - New project</i>	19,203			19,203				
BART	rail	1003J	<i>Daly City BART station improvements, elevator, lighting</i>	900				200	700		
<b>SUBTOTAL - PTA ELIGIBLE (2010/11 thru 2014/15):</b>				<b>20,103</b>							
SM C/CAG			TE Reserve	3,790	1,124	1,587	<b>300</b>	<b>1,000</b>	<b>1,000</b>	<b>745</b>	<b>745</b>
SM County			<i>TE funded - County of San Mateo Bike lane (C/CAG TOD commitment)</i>	223			223				
San Bruno			<i>TE funded - City of San Bruno ECR median (C/CAG TOD commitment)</i>	779			779				
MTC		2140	Planning, programming, and monitoring	306	60	60	60	60	60	63	63
SM C/CAG		2140A	Planning, programming, and monitoring	2,211	460	460	460	690	353	353	355
<b>Grand Total:</b>				<b>89,018</b>							

# C/CAG AGENDA REPORT

**Date:** May 20, 2010  
**To:** CMP Technical Advisory Committee (TAC)  
**From:** Joseph Kott  
**Subject:** Model Ordinance: Pre-Tax Commuter Benefits

(For further information or questions contact Joe Kott at 650-599-1453.)

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## **RECOMMENDATION**

To recommend that C/CAG staff prepare a model ordinance on pre-tax commuter benefits for consideration of adoption by local government entities in San Mateo County.

## **FISCAL IMPACT**

None.

## **SOURCE OF FUNDS**

N/A

## **BACKGROUND/DISCUSSION**

Effective January 19, 2009, the City and County of San Francisco adopted a Commuter Benefits Ordinance requiring employers to offer a pre-tax commute benefits program to encourage employees to use public transit or vanpools. The Ordinance covers San Francisco employers with 20 or more full-time or part-time employees. Creation of a pre-tax commute benefits program under existing Federal Tax Law 132(f) allows employees to use up to \$230 a month in pre-tax wages to purchase transit passes or vanpool rides. The San Francisco ordinance offer two other options> employer paid transit benefits and employer provided transit. See Attachments for further detail on the San Francisco Commuter Benefit Ordinance and the text of a Model Ordinance that could be adapted for use by the cities and County of San Mateo. The public policy benefits of a Commuter Benefits Ordinance include potential vehicle trip reduction during peak commute periods; provision of more affordable travel choices to those who work in San Mateo County, hence greater use of public transit as a commute alternative; and potential reduction in energy consumption and air emissions during peak commute periods.

## **ATTACHMENTS**

1. Model Ordinance: Pre-Tax Commuter Benefits (San Francisco)
2. Frequently Asked Questions about Pre-tax Commuter Benefits (San Francisco)
3. Text of Model Ordinance (San Francisco)

## **Model Ordinance: Pre-Tax Commuter Benefits**

**Effective January 19, 2009, San Francisco employers are required to offer a pre-tax commuter benefits program to encourage employees to use public transit or vanpools.**

San Francisco's Commuter Benefits Ordinance allows employers and workers to tap into an existing federal program to pay for transit passes and van pool expenses. Employers save up to 9% on payroll taxes and employees save up to 40% on their transit costs. The benefit works like other pre-tax plans such as retirement, dependent care, and medical reimbursement, except that it's much simpler.

Employers can offer commuter tax benefits as a payroll deduction, a subsidized benefit, or a combination of the two. Employers can administer the benefit themselves, purchasing the transit tickets or vouchers each month and distributing them to employees. Some employers may find it more practical to hire a third-party administrator to manage their program.

All employers in San Francisco that have 20 or more persons performing work for compensation on a full-time, part-time, or temporary basis and who work an average of at least 10 hours a week while working for the same employer within the previous calendar month, must offer one of the following options:

1. **Pre-tax Transit:** Employer sets up a deduction program under existing Federal Tax Law 132(f), which allows employees to use up to \$230 a month in pretax wages to purchase transit passes or vanpool rides.
2. **Employer Paid Transit Benefits:** Employer pays for workers' transit fares on any of the San Francisco Bay Area mass transit systems or reimburses workers for their vanpool expenses. Reimbursements for transportation expenses must be of at least an equivalent value to the purchase price of a San Francisco MUNI Fast Pass, which is presently \$45.
3. **Employer Provided Transit:** Employer offers workers free shuttle service on a company-funded bus or van between home and place of business.

## **Frequently Asked Questions about Pre-Tax Commuter Benefits**

### **Why go to the trouble of creating this ordinance?**

This legislation saves employers money by reducing payroll taxes, save employees money by allowing them to use pre-tax dollars for transit costs, and helps local transit agencies by promoting public transit, at the same time that is help society at large by reducing traffic congestion and CO2 emission.

### **Why does it have the support of the business community?**

The business community understands that they need to show that they have a commitment to the environment. They also want to show support for a program that has cost savings built in through a reduction of payroll taxes--and not be another unfunded mandate. Employers do not pay the 9% payroll tax on all funds employees set aside through the pre-tax program. It also offers other perks like the potential to free up street parking for customers. To quote the San Francisco Chamber of Commerce: "While the Chamber generally opposes mandates on business, the city's newest requirement that businesses with 20 or more employees working in San Francisco establish a program to promote the use of public transit can be an economic benefit. In addition to helping to reduce greenhouse gas emissions by getting people out of cars and onto transit, the law can be a money-saver for businesses." The Chamber should know—it has offered transit benefits for over 10 years.

### **What is the penalty for non compliance?**

Non-compliance may result in fine: \$100 for a first violation, \$200 for a second violation within the same year, \$500 for each additional violation within the same year.

### **How was the penalty for non-compliance viewed by the business community?**

They understood that unless there is a consequence, businesses have too many competing priorities to pay close attention. They also understood that intent of the city is to use penalties as a last resort.

### **Which key business groups in San Francisco lent their support?**

Besides the San Francisco Chamber, BOMA SF (a leading voice for the local commercial real estate industry <http://www.bomasf.org/>); the Golden Gate Restaurant Association ([www.ggra.org](http://www.ggra.org)), The Union Square Merchants Association, and Transportation Management Association of San Francisco ([www.tmasf.org](http://www.tmasf.org)).

### **What made the program rollout successful?**

San Francisco offered a series of employer workshops--both live and via webinar--to give employers the information they needed to understand the details and create a program. The

workshops were vendor-neutral and lasted about 1 hour. The SF Chamber also gave a workshop for their members as well. Material was posted on various business association websites such as the Golden Gate Restaurant Association. The Dept. of the Environment also created a website to focused on the ordinance, including a list of vendors <http://www.commuterbenefits.org/>.

**What is the maximum monthly pre-tax deduction approved by the Federal government?**

Effective February 17, 2009 the maximum allowance allowed by the Federal government went up to \$230/month. This maximum may change January 1, 2011.

**Who is a covered employer?**

An employer with 20 or more employees who does business within the City & County of San Francisco and is required to obtain a business registration certificate.

**What if an employee's hours fluctuate so that they might work over the minimum one month and not work the next month?**

The employee must work a minimum of 10 hours per week averaged over one month. Employers are only required to cover the employee when they become eligible, but are welcome to offer the benefit to all employees, regardless of hours worked.

**Can there be a grace period before an employee must be offered the benefit?**

Yes, an employee's eligibility could be calculated up to one month after hiring.

**Is an employer based outside of San Francisco, but has employees who perform work in the City, covered by the Ordinance?**

Yes, if the employer is required to obtain a business registration certificate.

[Text of Model Ordinance]

**Ordinance amending the San Francisco Environment Code by adding a new Section 421 to require San Francisco employers to offer commuter benefits to encourage employees to use public transit or van pools; to authorize the Department of the Environment to implement an Emergency Ride Home program; and making environmental findings.**

Note: Additions are *single-underline italics Times New Roman*; deletions are ~~*strikethrough italics Times New Roman*~~.

Be it ordained by the People of the City and County of San Francisco:

Section 1. Findings. The Board of Supervisors hereby finds and declares:

(a) San Francisco is committed to protecting the public health, safety, welfare and environment. Air pollution is one of the major public health threats in San Francisco and contributes to asthma and other respiratory diseases. Encouraging commuters to use public transit and vanpools to reach their place of employment will reduce air pollution from private cars.

(b) In 1971, San Francisco adopted a Transit First policy to guide its land use decisions. Encouraging more commuters to use public transit furthers the City's goals to maximize the public's use of public transit.

(c) Existing Federal Tax law, 26 U.S.C. § 132(f) [Internal Revenue Code], allows employers and employees to reduce the cost of public transit by enabling employers to deduct as a business expense, qualified transportation benefits that the employer provides for employees' *personal* transportation costs for commuting to and from work, or by allowing employees to elect to purchase qualifying transit passes or reimbursement for vanpool rides with pre-tax dollars.



(d) The City and County of San Francisco currently offers its 30,000 City employees the opportunity to elect to use pre-tax dollars to purchase qualifying transit passes and van pool transit through an Internal Revenue Code section 132(f) qualified Transit Benefit Program.

(e) The Department of the Environment currently administers a grant-based Emergency Ride Home Program, funded by grants from the Bay Area Air Quality Management District's Transportation Fund for Clean Air and the San Francisco Transportation Authority, that removes a major barrier to using public transit or van pools by reimbursing transit and vanpool users for taxi fares, car rental or similar expenses they incur to return home for a family emergency, or other urgent, unanticipated situation.

(f) The San Francisco Department of the Environment can assist employers in offering commuter benefits through its commuter benefits hotline, fact sheets, and other technical assistance.

(g) Commuter benefits programs will help the City achieve its goal to reduce CO2 emissions within the City and County of San Francisco to 20% below 1990 levels by the year 2012.

Section 2. The San Francisco Environment Code is hereby amended by adding a new Section 421, to read as follows:

**SEC. 421. COMMUTER BENEFITS PROGRAM.**

**(a) Definitions.**

Whenever used in this Section, the following terms shall have the meanings set forth below.

(1) "Alternative Commute Mode" shall mean public transit (bus, train, ferry, etc.), vanpool, carpool (including "casual carpool"), bicycling, and walking.

(2) "City" shall mean the City and County of San Francisco.

(3) "Covered Employee" shall mean any person who:

(A) Performed an average of at least ten (10) hours of work per week for compensation within the geographic boundaries of San Francisco for the same employer within the previous calendar month; and

(B) Qualifies as an employee entitled to payment of a minimum wage from the employer under the California minimum wage law, as provided under Section 1197 of the California Labor Code and wage orders published by the California Industrial Welfare Commission, or is a participant in a Welfare-to-Work Program.

(4) “Covered Employer” shall mean an employer for which an average of twenty (20) or more persons per week perform work for compensation. In determining the number of persons performing work for an employer during a given week, all persons performing work for compensation on a full-time, part-time or temporary basis, including those who perform work outside of the geographic boundaries of San Francisco, shall be counted, including persons made available to work through the services of a temporary services or staffing agency or similar entity.

(5) “Employer” shall mean any person, as defined in Section 18 of the California Labor Code, including corporate officers or executives, who directly or indirectly, or through an agent or any other person, except through the services of a temporary services or staffing agency or similar entity, employs or exercises control over the wages, hours or working conditions of an employee “Employer” shall not include any governmental entity.

(6) “Transit Pass” shall mean any pass, token, fare card, voucher or similar item entitling a person to transportation on public transit within the meaning of 26 U.S.C. § 132(f)(5)(A), as the Federal law may be amended from time to time, including but not limited to, travel by ferry, bus, trolley, streetcar, light rail or train by MUNI, BART, AMTRAK, CALTRAIN, SAMTRANS or GOLDEN GATE TRANSIT.

(7) “Transportation Benefit Program” shall mean the program set forth in Sections 410(b)-410(d) of this Ordinance.

(8) “Vanpool” shall mean a ‘commuter highway vehicle’ within the meaning of 26 U.S.C. § 132(f)(5)(B), as the federal law may be amended from time to time, which currently means any highway vehicle:

(A) the seating capacity of which is at least 6 adults (not including the driver),  
and

(B) at least 80% of the mileage use of which can reasonably be expected to be (i) for the purpose of transporting employees in connection with travel between their residences and their place of employment; and (ii) on trips during which the number of employees transported for such purposes is at least ½ of the seating capacity of such vehicle (not including the driver).

**(b) Transportation Benefits Program.**

No later than 120 days after the effective date of this Ordinance, all Covered Employers shall provide at least one of the following transportation benefit programs to Covered Employees:

(1) A Pre-Tax Election: A program, consistent with 26 U.S.C. § 132(f), allowing employees to elect to exclude from taxable wages and compensation, employee commuting costs incurred for transit passes or vanpool charges (but not for parking), up to maximum level allowed by federal tax law, 26 U.S.C. 132 (f)(2), which presently is one hundred and ten dollars per month (\$110);

(2) Employer Paid Benefit: A program whereby the employer supplies a transit pass for the public transit system requested by each Covered Employee or reimbursement for equivalent vanpool charges at least equal in value to the purchase price of the appropriate benefit, which shall not exceed the cost of an adult San Francisco MUNI Fast Pass, which presently is \$45; or

(3) Employer Provided Transit: Transportation furnished by the employer at no cost to the covered employee in a vanpool or bus, or similar multi-passenger vehicle operated by or for the employer.

**(c) Administration and Enforcement.**

(1) The Director of the Department of the Environment, in consultation with the San Francisco Office of Labor Standards Enforcement shall promulgate rules and regulations to implement the Transportation Benefits Program. Such rules and regulations shall, to the extent consistent with this Ordinance, conform to IRS regulations under 26 U.S.C. § 132(f). and rules for the City's Paid Sick Leave Ordinance, Administrative Code Section 12W and Health Care Security Ordinance, Administrative Code Chapter 14.

(2) The Department of the Environment shall maintain an education and advice program to assist employers with meeting the requirements of the Transit Benefit Program.

(3) Any Covered Employer who fails to offer at least one transportation benefit programs to Covered Employees as required by Section 421(b) shall be guilty of an infraction. If charged as an infraction, upon conviction thereof, said person shall be punished by (A) a fine not exceeding \$100.00 for a first violation, (B) a fine not exceeding \$200.00 for a second violation within the same year, and (C) a fine not exceeding \$500.00 for each additional violation within the same year.

(4) The Director of the Department of the Environment, or his or her designee, may issue administrative citations to any Covered Employer who fails to provide at least one transportation benefit programs to Covered Employees as required by Section 421(b). San Francisco Administrative Code Chapter 100, "Procedures Governing the Imposition of Administrative Fines," is hereby incorporated in its entirety and shall govern the amount of fees and the procedure for imposition, enforcement, collection, and administrative review of administrative citations issued to enforce this Section 184.77.

(5) The City may not recover both administrative and civil penalties for the same violation. Penalties collected under this Chapter, which may include recovery of

enforcement costs, shall be used to fund implementation and enforcement of the Transportation Benefits Program.

**(d) Emergency Ride Home Program.**

The Department of the Environment is hereby authorized to establish an Emergency Ride Home Program and, to the extent funding is available from the Bay Area Air Quality Management District's Transportation Fund for Clean Air, the San Francisco Transportation Authority, or other sources, to reimburse persons who commute to worksites in San Francisco using an alternative commute mode, for transportation costs to return home, or to a transit spot or remotely parked car, where such costs resulting from an illness or emergency of the commuter or immediate family, or other verifiable, unexpected events out of the commuter's control. The Department of the Environment shall adopt rules and regulations to implement this program.

Section 3. Miscellaneous

(a) Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Ordinance. The Board of Supervisors hereby declares that it would have passed this Ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of this Ordinance would be subsequently declared invalid or unconstitutional.

(b) No Conflict With Federal Or State Law. Nothing in this Ordinance shall be interpreted or applied so as to create any requirement, power or duty in conflict with any federal or state law.

(c) Undertaking for the General Welfare. In undertaking the implementation of this Ordinance, the City is assuming an undertaking only to promote the general welfare. It is not assuming, nor is it imposing on its officer and employees, an obligation for breach of which it is liable in money damages to any person who claims that such breach proximately caused injury.

Section 4. Environmental Findings.

The Planning Department has determined that the actions contemplated in this Ordinance are in compliance with the California Environmental Quality Act (California Public Resources Code sections 21000 et seq.). Said determination is on file with the Clerk of the Board of Supervisors in File No. \_\_\_\_\_ and is incorporated herein by reference.

## C/CAG AGENDA REPORT

Date: May 13, 2010  
TO: C/CAG Board of Directors  
From: Richard Napier, Executive Director - C/CAG  
Subject: Initial draft, assumptions, and input on the C/CAG 2010-11 Program Budget and Fees  
(For further information or response to question's, contact Richard Napier at 650 599-1420)

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### **Recommendation:**

Review and provide comments on the initial draft and assumptions of the C/CAG 2010-11 Program Budget and Fees in accordance with the staff recommendation.

### **Fiscal Impact:**

In accordance with the proposed C/CAG 2010-11 Program Budget.

### **Revenue Sources:**

Funding sources for C/CAG include but are not limited to the following:

<u>Source</u>	Amount	% Total
1- Member Assessments (General and Gas Tax)	\$ 748,512	4.39
2- Member San Mateo Congestion Relief Fee	\$ 1,850,000	10.84
3- Metropolitan Transportation Commission Planning Funds	\$ 573,000	3.36
4- Metropolitan Transportation Commission Freeway Perf. Funds	\$ 0	0
5- MTC/ Federal Funds	\$ 250,000	1.47
6- Grants Miscellaneous	\$ 616,000	3.61
7- Transportation Authority Partnerships	\$ 2,265,000	13.28
8- TLSP - State Bond	\$ 1,000,000	5.86
9- Transportation Fund for Clean Air (Motor Vehicle Fee)	\$ 1,007,271	5.90
10- San Mateo Flood Control District Fee/ General Fund	\$ 1,302,856	7.64
11- AVA Service Fee	\$ 680,000	3.99
12- AB 1546 (Motor Vehicle Fee)	\$ 2,600,000	15.24
13- Planning, Programming, and Monitoring (STIP)	\$ 3,960,000	23.21
14- Federal Earmark	\$ 0	
15- MTC Rideshare	\$ 70,000	0.41
16- Interest.	\$ 137,000	0.80
<b>TOTAL REVENUES</b>	<b>\$ 17,059,639</b>	<b>100</b>

<u>Funds Controlled (Not included in C/CAG Budget)</u>	<u>Amount</u>	<u>% Total</u>
17- Member Congestion Relief Match	\$ 600,000	N/A
18- State Transportation Improvement Program Funds (Controlled)	\$15,000,000	N/A
19- Federal STP/ CMAQ Funds (Controlled)	\$ 5,000,000	N/A
20- State TDA Article 3 (Controlled)	\$ 600,000	N/A
<b>TOTAL CONTROLLED</b>	<b>\$21,200,000</b>	<b>N/A</b>

**Background/Discussion:**

Staff has developed the C/CAG Program Budget for 2010-11. Refer to the Budget Executive Summary in Attachment A. The complete detailed Budget will be provided in a separate attachment for reference for the June Board Meeting. See Attachment B for Member Assessments. The Member Assessments remain the same as in FY 09-10 in recognition of the difficult budget climate for the cities and the County. The C/CAG Budget will be introduced at the 5/13/10 C/CAG Board Meeting for comments. It is recommended that the Board approve the Budget at the 6/10/10 Board Meeting.

**C/CAG 2010-11 Program Budget Assumptions:**

The following are the initial Budget assumptions. It is requested that the C/CAG Board at the 5/13/10 Board Meeting provide additional direction on the assumptions to be used to develop the final Budget.

Revenue

- 1- General Fund/ Administrative - Member Assessments - Same as last year due to budget issues with the cities and County.
- 2- In FY 09-10 negotiated funding for the Airport Land-Use Commission (ALUC) of \$100,000 from San Francisco International Airport and \$2,000 from the County of San Mateo. Must continue to pursue ongoing funding for ALUC.
- 3- Congestion Management - Member Assessments - Same as last year due to financial issues with the cities and County.
- 4- Congestion Management - Assume \$5,354,925 in STIP funds flows through C/CAG Budget. This is for the construction of the local portion of the Smart Corridor Project.
- 5- Included negotiated level of funding for planning from the Metropolitan Transportation Commission (MTC) and the State Transportation Improvement Program.
- 6- Transportation Authority (TA) cost reimbursement funding is included in the FY 10-11 Budget.

Expenditures

- 7- Smart Corridor - Beginning construction phase of the Smart Corridor in FY 10-11 will significantly increase expenditures.
- 8- Congestion Management - Modeling - Will continue to make improvements to the Travel Demand Forecasting Model in FY 10-11.



- 9- 2020 Gateway - Phase 2 consists of the following:
  - Operational Study - \$100,000.
  - Implementation Project - Willow/ University project implementation \$175,000.
- 10- San Mateo Congestion Relief Program (SMCRP) - The following new program ramped up in FY 09-10.
  - Energy Local Government Partnership - \$240K pass through to County. Receive \$240K in cost reimbursement from PG&E, so there is no net cost to C/CAG.
- 11- San Mateo Smart Corridor Program - Included \$1,000,000 from the State Infrastructure Bond (TLSP) and \$900,000 from the funding for the Smart Corridors Project. Also includes \$5,354,925 of STIP funds for project implementation.
- 12- NPDES - Programmed projected cost for the new Municipal Regional Permit for FY 10-11. The reserves and other one time revenues cover the FY 10-11 cost. There is approximately a \$500-750K per year ongoing funding deficit that must be addressed.
- 13- DMV Fee - Transfer out \$900,000 to the Smart Corridor fund for project implementation.
- 14- TFCA - Programmed Projects are 100% reimbursed in current and budget year. Due to lower revenues received than programmed, may have a larger commitment than revenues. Will adjust the final payments to the programmed projects such that they stay within the funds available.
- 15- For FY 09-10 and FY 10-11 it is assumed that all the allocations to each agency will be made from the DMV Fee Program.

**C/CAG 2010-11 Program Budget Overview:**

Refer to the Budget Executive Summary in Attachment A. Revenues increased 46.19% and Expenditures increased 81.01%. The Revenue increase of \$5,390,077 is due primarily to the \$5,354,925 increase in State Transportation Improvement Program (STIP) funds for the Smart Corridor Project. The increase in Expenditures of \$7,949,904 is a due to the project implementation (\$5,679,584) for the Smart Corridor project, an increase in Transportation Programs of \$979,065, and DMV Fee Program implementation cost of \$806,618. Ending Fund Balance decreased 7.24% or by \$703,824. The Reserve Fund Balance between FY 09-10 and FY 10-11 remain the same. The cost for the lobbyist is included in the budget for Congestion Management (\$38,000) and NPDES (\$38,000) funds.

The Member Assessments for FY 10-11 remains the same as in FY 09-10. Additionally the proposed Budget continues to pay for the lobbyist (\$78,000) without an increase in Member Assessment. This is effectively a 10% savings to Member Agencies.

Administrative Program Fund	\$250,024 (General Fund)
Transportation Programs Fund	\$390,907 (Gas Tax or General Fund)
Total C/CAG Assessments	\$640,931.

Assessments are made based on population. Basis is the State Department of Finance data released 1/01/06.

Congestion Relief Fund	\$1,850,000
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Total Congestion Relief	\$1,850,000
NPDES Agency Direct	\$107,581 (Colma, San Mateo, Woodside and Brisbane)
NPDES Flood Control District	\$1,302,856
Total NPDES	\$1,410,437

It is recommended that a fee and surcharge be applied of \$1,410,437. (Note: NPDES fees may increase slightly above this due to approved inflation factors. This will be included in the City/ County adopting resolutions.)

The Member Assessments, Congestion Relief, and Agency Direct total \$3,901,368.

See Attachment B for Member Assessments.

**San Mateo County Congestion Management Program:**

This fund includes update and enhancements to the model for \$200,000 and development of the Countywide Transportation Plan for \$300,000.

**San Mateo Congestion Relief Program:**

This fund includes shuttles (\$790,000), Congestion Relief Alliance support (\$505,000), miscellaneous congestion relief programs (\$567,000), San Mateo Energy Watch (\$240,000) and shared resource for housing with County of San Mateo (\$100,000).

**San Mateo Smart Corridor Program:**

This fund is for implementation of the San Mateo Smart Corridor. STIP funding of \$4,500,000 and Transportation Authority cost sharing of \$1,640,000 will fund the construction of the local portion the construction of the San Mateo Smart Corridor.

**San Mateo County Transportation/ Environmental Program (AB 1546):**

For FY 09-10 and FY 10-11 it is assumed that all the allocations to each agency will be made. Funding of \$900,000 will be provided for the Smart Corridor project implementation in FY 10-11.

**C/CAG - Member Fees Highly Leveraged and Cost Savings:**

The member dues and fees are highly leveraged. Attachment C provides a Graphical Representation of the C/CAG Budget and visually illustrates the leveraged capacity (Less SMCRP). The FY 10-11 Revenue is leveraged **5.22 to 1**. Including the funds that C/CAG controls, such as State and Federal Transportation funds, increases the leverage to **15.55 to 1**. The San Mateo Congestion Relief Program is leveraged **1.62 to 1** (Including City/ County shuttle

match).

Through the C/CAG functions revenues are provided to member agencies that in most cases exceed the Member Assessments or fees. Furthermore it would be more costly for the program to be performed by individual agencies than through C/CAG. Developing cost and program efficiency through collective efforts is the whole basis for C/CAG.

Funds provided by the Transportation Authority were coordinated with the TA staff and confirmed that the TA budget is consistent.

**Committee Recommendations:**

The Finance Committee will meet on 5/13/10 to review and comment on the detailed Budget. The Congestion Management and Environmental Quality Committee will review the Budget assumptions on 5/24/10. The Technical Advisory Committee (TAC) will review it on 5/20/10.

**Attachments:**

Attachment A - City/County Association of Governments 2010-11 Program Budget Executive Summary

Attachment B - Member Assessments FY 10-11

Attachment C - Graphical Representation of C/CAG Budget

**Alternatives:**

- 1- Review and provide comments on the initial draft of the C/CAG 2009-10 Program Budget and Fees in accordance with the staff recommendation.
- 2- Review and provide comments on the initial draft of the C/CAG 2009-10 Program Budget and Fees in accordance with the staff recommendation with modifications.
- 3- No action.

**ATTACHMENT A**

City/County Association of Governments 2010-11 Program Budget Executive Summary

05/05/10	CHANGES IN C/CAG BUDGET BY FISCAL YEAR					
	Projected					
	Actual	Budgeted	Budget	Budget	Notes	
	FY 2009-10	FY 2010-11	Change	% Change		
<b>BEGINNING BALANCE</b>	<b>7,859,839</b>	<b>9,715,843</b>	<b>1,856,004</b>	<b>23.61%</b>	B-1	
<b>RESERVE BALANCE</b>	<b>376,112</b>	<b>376,112</b>	<b>0</b>	<b>0.00%</b>		
<b>PROJECTED REVENUES</b>						
Interest Earnings	121,000	137,000	16,000	13.22%	R-9	
Member Contribution	2,597,903	2,598,512	609	0.02%	R-2	
Cost Reimbursements-SFIA	100,000	0	(100,000)	-100.00%		
MTC/ Federal Funding	892,000	893,000	1,000	0.11%	R-3	
Grants	431,050	616,000	184,950	42.91%	R-4	
DMV Fee	4,426,185	4,287,271	(138,914)	-3.14%	R-5	
NPDES Fee	1,398,457	1,302,856	(95,601)	-6.84%		
TA Cost Share	457,840	2,265,000	1,807,160	394.71%	R-6	
Miscellaneous/ SFIA	52	0	(52)	-100.00%	R-7	
Street Repair Funding	0	0	0	0.00%		
PPM-STIP	1,245,075	3,960,000	2,714,925	218.05%	R-8	
Assessment	0	0	0	0.00%		
TLSP	0	1,000,000	1,000,000	0.00%		
	0	0	0	0.00%		
<b>Total Revenues</b>	<b>11,669,562</b>	<b>17,059,639</b>	<b>5,390,077</b>	<b>46.19%</b>	R-1	
<b>TOTAL SOURCES OF FUNDS</b>	<b>19,529,401</b>	<b>26,775,461</b>	<b>7,246,081</b>	<b>37.10%</b>		
<b>PROJECTED EXPENDITURES</b>						
Administration Services	313,551	373,000	59,449	18.96%	E-2	
Professional Services	1,962,311	2,093,364	131,053	6.68%	E-3	
Consulting Services	3,074,706	9,665,535	6,590,829	214.36%	E-4	
Supplies	61,532	63,000	1,468	2.39%		
Prof. Dues & Memberships	130,734	173,314	42,580	32.57%	E-9	
Conferences & Meetings	16,895	22,500	5,605	33.18%		
Printing/ Postage	2,168	37,750	35,582	1641.24%	E-5	
Publications	36,046	17,500	(18,546)	-51.45%	E-6	
Distributions	4,074,515	5,178,000	1,103,485	27.08%	E-7	
Street Repair	0	0	0	0.00%		
Miscellaneous	28,716	30,500	1,784	6.21%	E-8	
Bank Fee	2,000	2,000	0	0.00%		
Audit Services	7,000	7,000	0	0.00%		
Project Management	103,385	100,000	(3,385)	-3.27%		
<b>Total Expenditures</b>	<b>9,813,559</b>	<b>17,763,463</b>	<b>7,949,904</b>	<b>81.01%</b>	E-1	
<b>TRANSFERS</b>						
Transfers In	300,000	1,005,000	705,000	235.00%	T-1	
Transfers Out	300,000	1,005,000	705,000	235.00%	T-1	
Administrative Allocation	0	0	0	0.00%		
<b>Total Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>		
<b>NET CHANGE</b>	<b>1,856,003</b>	<b>(703,824)</b>	<b>(2,559,827)</b>	<b>-137.92%</b>		
<b>TRANSFER TO RESERVES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>		
<b>TOTAL USE OF FUNDS</b>	<b>9,813,558</b>	<b>17,763,463</b>	<b>7,949,905</b>	<b>81.01%</b>		
<b>ENDING FUND BALANCE</b>	<b>9,715,843</b>	<b>9,012,018</b>	<b>(703,824)</b>	<b>-7.24%</b>	B-2	
<b>RESERVE FUND BALANCE</b>	<b>376,112</b>	<b>376,112</b>	<b>0</b>	<b>0.00%</b>	RS-1	
<b>NET INCREASE (Decrease) IN FUND BALANCE</b>	<b>1,856,004</b>	<b>(703,824)</b>	<b>(2,559,828)</b>	<b>-137.92%</b>	B-3	
Note: Beginning/ Ending Reserve Fund Balance is not included in Beginning/ Ending Fund Balance						

05/05/10	C/CAG PROJECTED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE								
	FY 2009-10								
	Administrative Program (General Fund)	Transportation Programs	SMCRP Program	Smart Corridor	TFCA	NPDES	AVA	DMV Fee Program	Total
<b>BEGINNING BALANCE</b>	2,470	690,423	1,044,349	0	(2,998)	1,197,215	607,502	4,320,778	7,859,839
RESERVE BALANCE	43,346	131,863	0	0	0	200,903	0	0	376,112
<b>PROJECTED REVENUES</b>									
Interest Earnings	1,000	20,000	30,000	0	4,000	30,000	4,000	32,000	121,000
Member Contribution	250,024	390,907	1,850,000	0	0	106,972	0	0	2,697,903
Cost Reimbursements-SFIA	100,000	0	0	0	0	0	0	0	100,000
MTC/ Federal Funding	0	892,000	0	0	0	0	0	0	892,000
Grants	131,050	60,000	240,000	0	0	0	0	0	431,050
DMV Fee	0	0	0	0	1,020,885	0	680,000	2,725,300	4,426,185
NPDES Fee	0	0	0	0	0	1,398,457	0	0	1,398,457
TA Cost Share	0	32,000	425,840	0	0	0	0	0	457,840
Miscellaneous/ SFIA	0	52	0	0	0	0	0	0	52
Street Repair Funding	0	0	0	0	0	0	0	0	0
PPM-STIP	0	460,000	0	785,075	0	0	0	0	1,245,075
Assessment	0	0	0	0	0	0	0	0	0
TLSP	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
<b>Total Revenues</b>	482,074	1,854,959	2,545,840	785,075	1,024,885	1,535,429	684,000	2,757,300	11,669,562
<b>TOTAL SOURCES OF FUNDS</b>	484,544	2,545,382	3,590,189	785,075	1,021,987	2,732,644	1,291,502	7,078,078	19,529,401
<b>PROJECTED EXPENDITURES</b>									
Administration Services	118,000	65,433	51,418	21,200	6,000	40,000	0	11,500	313,551
Professional Services	250,000	1,294,708	194,308	126,000	25,000	52,913	0	19,382	1,962,311
Consulting Services	112,000	335,323	727,232	729,831	0	1,112,820	0	57,500	3,074,706
Supplies	61,500	32	0	0	0	0	0	0	61,532
Prof. Dues & Memberships	1,750	0	0	0	0	128,984	0	0	130,734
Conferences & Meetings	15,000	1,027	493	0	0	375	0	0	16,895
Printing/ Postage	1,500	0	0	0	0	668	0	0	2,168
Publications	22,250	1,796	12,000	0	0	0	0	0	36,046
Distributions	0	70,000	929,398	0	984,361	18,756	675,000	1,397,000	4,074,515
Street Repair	0	0	0	0	0	0	0	0	0
Miscellaneous	2,500	1,116	0	0	0	100	25,000	0	28,716
Bank Fee	2,000	0	0	0	0	0	0	0	2,000
Audit Services	7,000	0	0	0	0	0	0	0	7,000
Project Management	0	0	0	103,385	0	0	0	0	103,385
<b>Total Expenditures</b>	593,500	1,769,435	1,914,849	980,416	1,015,361	1,354,616	700,000	1,485,382	9,813,559
<b>TRANSFERS</b>									
Transfers In	0	0	0	300,000	0	0	0	0	300,000
Transfers Out	0	0	0	0	0	0	0	300,000	300,000
Administrative Allocation	(143,547)	110,892	20,034	0	2,527	7,575	0	2,518	0
<b>Total Transfers</b>	(143,547)	110,892	20,034	(300,000)	2,527	7,575	0	302,518	0
<b>NET CHANGE</b>	32,121	(25,368)	610,957	104,659	6,997	173,238	(16,000)	969,400	1,856,003
TRANSFER TO RESERVES	0	0	0	0	0	0	0	0	0
<b>TOTAL USE OF FUNDS</b>	449,953	1,880,327	1,934,883	680,416	1,017,888	1,362,191	700,000	1,787,900	9,813,558
<b>ENDING FUND BALANCE</b>	34,591	665,055	1,655,306	104,659	4,099	1,370,453	591,502	5,290,178	9,715,843
RESERVE FUND BALANCE	43,346	131,863	0	0	0	200,903	0	0	376,112
<b>NET INCREASE (Decrease) IN FUND BALANCE</b>	32,121	(25,368)	610,957	104,659	6,997	173,238	(16,000)	969,400	1,856,004
As of June 30, 2009									
Note: 1- Beginning/ Ending Reserve Fund Balance is not included in Beginning/ Ending Fund Balance									
2- See individual fund summaries and fiscal year comments for details on Miscellaneous expenses.									
3- SMCRP - San Mateo Congestion Relief Program, TFCA - Transportation Fund For Clean Air, NPDES - National Pollutant Discharge Elimination System, Abatement.									
AVA - Abandoned Vehicle Abatement; DMV - Department of Motor Vehicles.									

05/05/10	C/CAG PROGRAM BUDGET: REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE								
	FY 2010-11								
	Administrative Program (General Fund)	Transportation Programs	SMCRP Program	Smart Corridor	TFCA	NPDES	AVA	DMV Fee Program	Total
<b>BEGINNING BALANCE</b>	<b>34,591</b>	<b>665,055</b>	<b>1,655,306</b>	<b>104,659</b>	<b>4,099</b>	<b>1,370,453</b>	<b>591,502</b>	<b>5,290,178</b>	<b>9,715,843</b>
<b>RESERVE BALANCE</b>	43,346	131,863	0	0	0	200,903	0	0	376,112
<b>PROJECTED REVENUES</b>									
Interest Earnings	2,000	30,000	40,000	0	6,000	30,000	4,000	25,000	137,000
Member Contribution	250,024	390,907	1,850,000	0	0	107,581	0	0	2,598,512
Cost Reimbursements-SFIA	0	0	0	0	0	0	0	0	0
MTC/ Federal Funding	0	893,000	0	0	0	0	0	0	893,000
Grants	120,000	256,000	240,000	0	0	0	0	0	616,000
DMV Fee	0	0	0	0	1,007,271	0	680,000	2,600,000	4,287,271
NPDES Fee	0	0	0	0	0	1,302,856	0	0	1,302,856
TA Cost Share	0	250,000	375,000	1,640,000	0	0	0	0	2,265,000
Miscellaneous/ SFIA	0	0	0	0	0	0	0	0	0
Street Repair Funding	0	0	0	0	0	0	0	0	0
PPM-STIP	0	460,000	0	3,500,000	0	0	0	0	3,960,000
Assessment	0	0	0	0	0	0	0	0	0
TLSP	0	0	0	1,000,000	0	0	0	0	1,000,000
	0	0	0	0	0	0	0	0	0
<b>Total Revenues</b>	<b>372,024</b>	<b>2,279,907</b>	<b>2,505,000</b>	<b>6,140,000</b>	<b>1,013,271</b>	<b>1,440,437</b>	<b>684,000</b>	<b>2,625,000</b>	<b>17,059,639</b>
<b>TOTAL SOURCES OF FUNDS</b>	<b>406,615</b>	<b>2,944,961</b>	<b>4,160,306</b>	<b>6,244,659</b>	<b>1,017,370</b>	<b>2,810,890</b>	<b>1,275,502</b>	<b>7,915,178</b>	<b>26,775,481</b>
<b>PROJECTED EXPENDITURES</b>									
Administration Services	118,000	86,000	49,000	40,000	10,000	40,000	0	30,000	373,000
Professional Services	250,000	1,330,000	218,000	180,000	37,153	53,211	0	25,000	2,093,364
Consulting Services	60,000	897,000	820,065	6,340,000	0	1,313,470	0	235,000	9,665,535
Supplies	61,000	2,000	0	0	0	0	0	0	63,000
Prof. Dues & Memberships	1,750	0	0	0	0	171,564	0	0	173,314
Conferences & Meetings	15,000	3,000	1,000	0	0	1,500	0	2,000	22,500
Printing/ Postage	22,250	5,500	0	0	0	10,000	0	0	37,750
Publications	1,500	4,000	12,000	0	0	0	0	0	17,500
Distributions	0	420,000	1,101,000	0	957,000	25,000	675,000	2,000,000	5,178,000
Street Repair	0	0	0	0	0	0	0	0	0
Miscellaneous	2,500	1,000	1,000	0	0	1,000	25,000	0	30,500
Bank Fee	2,000	0	0	0	0	0	0	0	2,000
Audit Services	7,000	0	0	0	0	0	0	0	7,000
Project Management	0	0	0	100,000	0	0	0	0	100,000
<b>Total Expenditures</b>	<b>541,000</b>	<b>2,748,500</b>	<b>2,202,065</b>	<b>6,660,000</b>	<b>1,004,153</b>	<b>1,615,745</b>	<b>700,000</b>	<b>2,292,000</b>	<b>17,763,463</b>
<b>TRANSFERS</b>									
Transfers In	0	105,000	0	900,000	0	0	0	0	1,005,000
Transfers Out	0	0	65,000	0	0	0	0	940,000	1,005,000
Administrative Allocation	-145,119	109,398	20,628	0	3,643	7,201	0	4,249	0
<b>Total Transfers</b>	<b>-145,119</b>	<b>4,398</b>	<b>85,628</b>	<b>-900,000</b>	<b>3,643</b>	<b>7,201</b>	<b>0</b>	<b>944,249</b>	<b>0</b>
<b>NET CHANGE</b>	<b>-23,857</b>	<b>-472,991</b>	<b>217,307</b>	<b>380,000</b>	<b>5,475</b>	<b>-182,509</b>	<b>-16,000</b>	<b>-611,249</b>	<b>-703,824</b>
<b>TRANSFER TO RESERVES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL USE OF FUNDS</b>	<b>395,881</b>	<b>2,752,898</b>	<b>2,287,693</b>	<b>5,760,000</b>	<b>1,007,796</b>	<b>1,622,946</b>	<b>700,000</b>	<b>3,236,249</b>	<b>17,763,463</b>
<b>ENDING FUND BALANCE</b>	<b>10,734</b>	<b>192,063</b>	<b>1,872,613</b>	<b>484,659</b>	<b>9,574</b>	<b>1,187,944</b>	<b>575,502</b>	<b>4,678,929</b>	<b>9,012,018</b>
<b>RESERVE FUND BALANCE</b>	<b>43,346</b>	<b>131,863</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200,903</b>	<b>0</b>	<b>0</b>	<b>376,112</b>
<b>NET INCREASE (Decrease) IN FUND BALANCE</b>	<b>-23,857</b>	<b>-472,991</b>	<b>217,307</b>	<b>380,000</b>	<b>5,475</b>	<b>-182,509</b>	<b>-16,000</b>	<b>-611,249</b>	<b>-703,824</b>
<b>As of June 30, 2010</b>									
Note: 1- Beginning/ Ending Reserve Fund Balance is not included in Beginning/ Ending Fund Balance.									
2- See individual fund summaries and fiscal year comments for details on Miscellaneous expenses.									
3- SMCRP - San Mateo Congestion Relief Program; TFCA - Transportation Fund For Clean Air; NPDES - National Pollutant Discharge Elimination System; Abatement									
AVA - Abandoned Vehicle Abatement; DMV - Department of Motor Vehicles.									



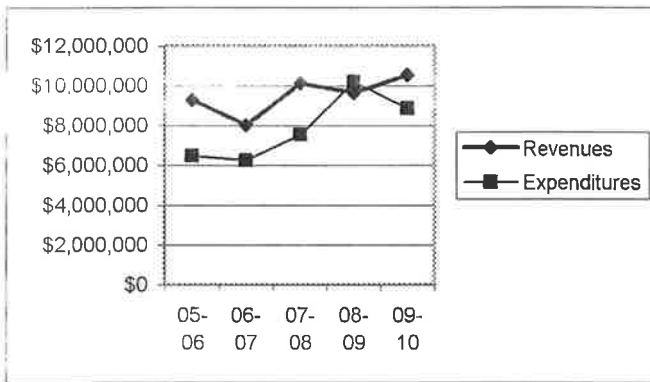


**Undesignated Balance:**

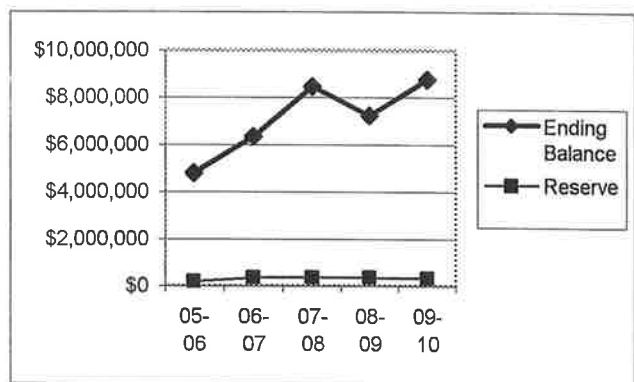
Major Programs/ Funds:	Balance Ending	Designated Expense	Designated Revenue	Designated Net	Undesignated Balance
General Fund	\$10,734	\$0	\$0	-\$0	\$10,734
Transportation Fund	\$192,063	\$92,000	\$0	-\$92,000	\$100,063
San Mateo Congestion Relief Program	\$1,872,613	\$823,000	\$100,000	-\$723,000	\$1,149,613
San Mateo Smart Corridor Program	\$484,659	\$484,659	\$0	\$484,659	\$0
TFCA	\$9,574	\$9,574	\$0	\$9,574	\$0
NPDES	\$1,187,944	\$750,000	\$0	-\$750,000	\$437,944
AVA	\$575,502	\$180,000	\$0	-\$180,000	\$395,502
DMV Fee	\$4,678,929	\$2,819,498	\$0	-\$2,819,498	\$1,859,431
C/CAG – Total	\$9,012,018	\$5,158,731	\$100,000	-\$5,058,731	\$3,953,287

**C/CAG NORMALIZED FIVE YEAR HISTORICAL REVIEW:**

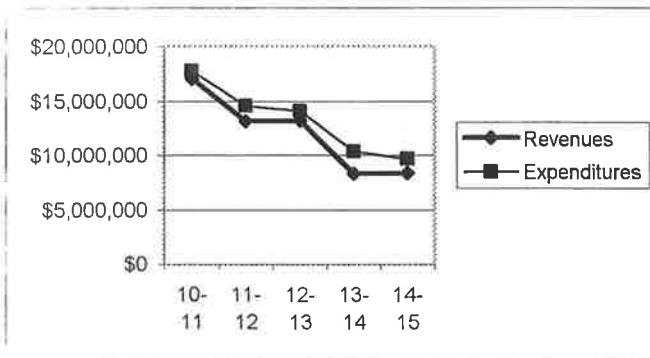
**FY 05-06 Thru FY 09-10  
(Normalized to 2005)**



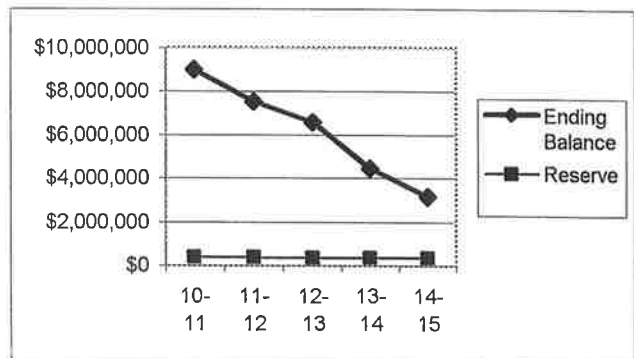
**FY 05-06 Thru FY 09-10  
(Normalized to 2005)**



**FY 10-11 Thru FY 14-15  
(Normalized to 2010)**



**FY 10-11 Thru FY 14-15  
(Normalized to 2010)**



- Issues:**
- 1- Need to continue to get funding for the Airport Land Use Commission activities.
  - 2- New NPDES Storm-water Permit will significantly increase the cost of the program although budget balanced through FY 13-14.
  - 3- Implementation of the Smart Corridor Project will cause a significant increase in expenditures that needs to be managed.
  - 4- Staff needs to reduce the large balance (\$5,290,143) of the DMV Fee Program.
  - 5- Ending Balance will drop significantly due to project cash flow; however, it should not be seen as a problem.

**Reserves:** Have reserves of \$376,112 out of an Operating Budget of \$2,919,928 or 12.9%. However; the Undesignated Balance of \$3,953,287 provides funding capacity for unexpected issues or cost growth in programs. This will cover 1.5 years of the C/CAG fixed labor cost (\$1,950,000).

**ATTACHMENT B**

MEMBER ASSESSMENTS FY 10-11  
(Same as FY 09-10)

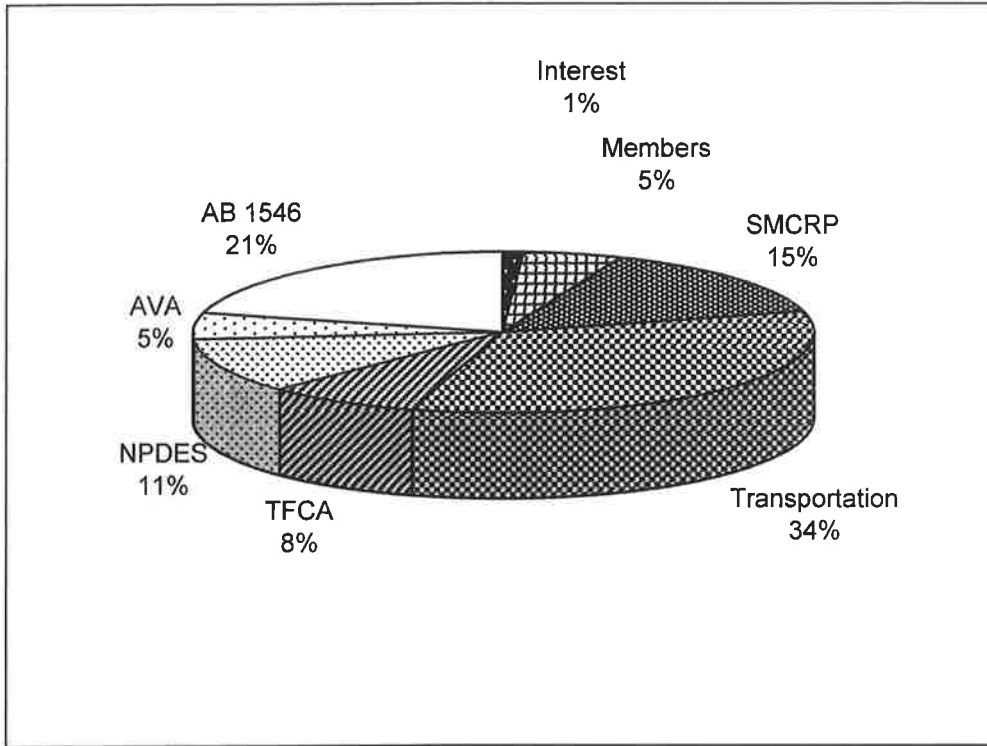
Agency	% Popul (as of 1/1/06)	C/CAG FEE, FY 10-11		CONGESTION RELIEF PROGRAM ASSESSMENT			COUNTYWIDE HOUSING ELEMENT UPDATE			NPDES MEMBER ASSESSMENT					
		General Fund Fee	Gas Tax Fee	Total Fee	Agency	% of Trip Generation	Congestion Relief	Agency	% Popul (as of 1/1/06)	Element Update	Agency	% Popul (as of 1/1/06)	NPDES NPDES NPDES (Total) (Total) (Total) (1) (1) (1)		
Atherton	1.00%	\$250,024	\$390,907	\$6,428	Atherton	1.34%	\$24,845	Atherton	1.00%	\$0	Atherton	1.00%	\$10,906	\$8,518	\$19,424
Belmont	3.54%	\$8,856	\$13,846	\$22,702	Belmont	3.56%	\$65,884	Belmont	3.54%	\$0	Belmont	3.54%	\$30,446	\$23,780	\$54,226
Brisbane (2)	0.52%	\$1,293	\$2,021	\$3,314	Brisbane (2)	1.18%	\$17,775	Brisbane (2)	0.52%	\$0	Brisbane (2)	0.52%	\$8,664	\$6,767	\$15,431
Burlingame	3.91%	\$9,779	\$15,290	\$25,069	Burlingame	5.79%	\$107,193	Burlingame	3.91%	\$0	Burlingame	3.91%	\$34,339	\$26,822	\$61,161
Colma	0.22%	\$544	\$850	\$1,394	Colma	0.50%	\$9,224	Colma	0.22%	\$0	Colma	0.22%	\$2,933	\$2,291	\$5,224
Daly City	14.48%	\$36,193	\$56,597	\$92,780	Daly City	10.79%	\$199,610	Daly City	14.48%	\$0	Daly City	14.48%	\$81,553	\$63,699	\$145,251
East Palo Alto	4.43%	\$11,078	\$17,320	\$28,398	East Palo Alto	2.10%	\$42,633	East Palo Alto	4.43%	\$0	East Palo Alto	4.43%	\$17,681	\$13,811	\$31,492
Foster City	1.13%	\$10,324	\$16,141	\$26,466	Foster City	4.90%	\$90,679	Foster City	4.13%	\$0	Foster City	4.13%	\$18,581	\$14,513	\$33,094
Half Moon Bay	1.76%	\$4,299	\$6,877	\$11,276	Half Moon Bay	1.27%	\$23,451	Half Moon Bay	1.76%	\$0	Half Moon Bay	1.76%	\$14,105	\$11,017	\$25,122
Hillsborough	1.51%	\$3,786	\$5,919	\$9,706	Hillsborough	1.27%	\$23,491	Hillsborough	1.51%	\$0	Hillsborough	1.51%	\$42,985	\$33,575	\$76,561
Menlo Park	2.86%	\$10,618	\$16,600	\$27,218	Menlo Park	5.57%	\$103,109	Menlo Park	4.25%	\$0	Menlo Park	4.25%	\$22,529	\$17,597	\$40,126
Millbrae	2.86%	\$7,160	\$11,194	\$18,353	Millbrae	3.27%	\$60,419	Millbrae	2.86%	\$0	Millbrae	2.86%	\$45,183	\$35,291	\$80,474
Pacifica	5.35%	\$13,376	\$20,913	\$34,289	Pacifica	3.50%	\$64,742	Pacifica	5.35%	\$0	Pacifica	5.35%	\$7,237	\$5,645	\$12,872
Portola Valley	0.63%	\$1,572	\$2,458	\$4,030	Portola Valley	0.41%	\$7,607	Portola Valley	0.63%	\$0	Portola Valley	0.63%	\$7,237	\$5,645	\$12,872
Redwood City	10.51%	\$26,272	\$41,076	\$67,347	Redwood City	13.42%	\$248,197	Redwood City	10.51%	\$0	Redwood City	10.51%	\$78,175	\$61,061	\$139,236
San Bruno	5.73%	\$14,335	\$22,412	\$36,746	San Bruno	5.55%	\$102,604	San Bruno	5.73%	\$0	San Bruno	5.73%	\$42,460	\$33,165	\$75,625
San Carlos	3.90%	\$9,760	\$15,259	\$25,018	San Carlos	4.77%	\$88,246	San Carlos	3.90%	\$0	San Carlos	3.90%	\$31,176	\$20,599	\$51,775
San Mateo	13.03%	\$32,566	\$50,916	\$83,482	San Mateo	16.11%	\$298,110	San Mateo	13.03%	\$0	San Mateo	13.03%	\$94,938	\$74,454	\$169,391
South San Francisco	8.54%	\$21,347	\$33,376	\$54,723	South San Francisco	8.99%	\$166,255	South San Francisco	8.54%	\$0	South San Francisco	8.54%	\$9,046	\$7,066	\$16,112
Woodside (3)	0.76%	\$1,901	\$2,973	\$4,874	Woodside (3)	0.60%	\$11,189	Woodside (3)	0.76%	\$0	Woodside (3)	0.76%	\$2,973	\$2,279	\$5,251
San Mateo County	8.94%	\$22,359	\$34,958	\$57,318	San Mateo County	4.90%	\$90,667	San Mateo County	8.94%	\$0	San Mateo County	8.94%	\$82,636	\$64,545	\$147,181
TOTAL	100	\$250,024	\$390,907	\$640,931	TOTAL	100.0%	\$1,850,000	TOTAL	100.00%	\$0	TOTAL	100.00%	\$790,227	\$617,230	\$1,407,457

1- Except those in bold or collected by the San Mateo County Flood Control District  
2- Bold indicates Cities pay it from their General Fund  
3- Woodside pays for both NPDES Basis and NPDES Extended from City Funds  
4- Estimate of fees. Budget includes \$1,410,437.  
5- Increased by 1%.

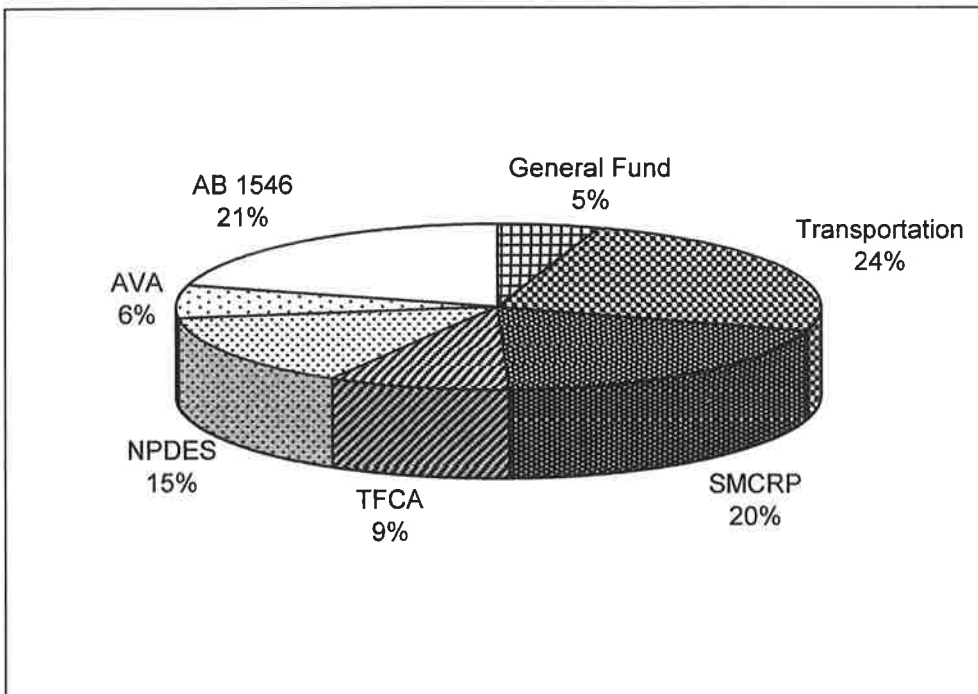
## ATTACHMENT C

Graphical Representation of C/CAG Budget

**C/CAG REVENUES FY 2010-11**

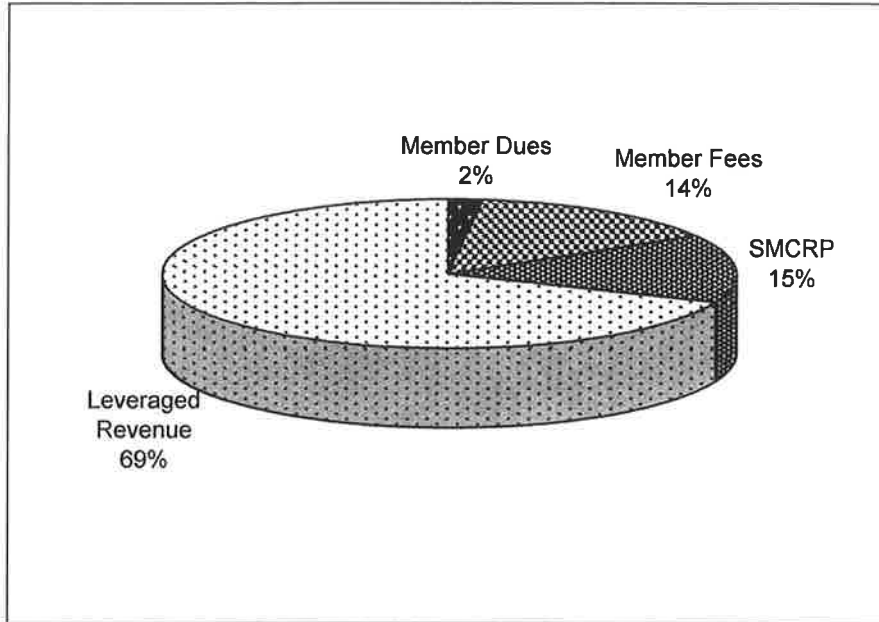


**C/CAG EXPENDITURES FY 2010-11**



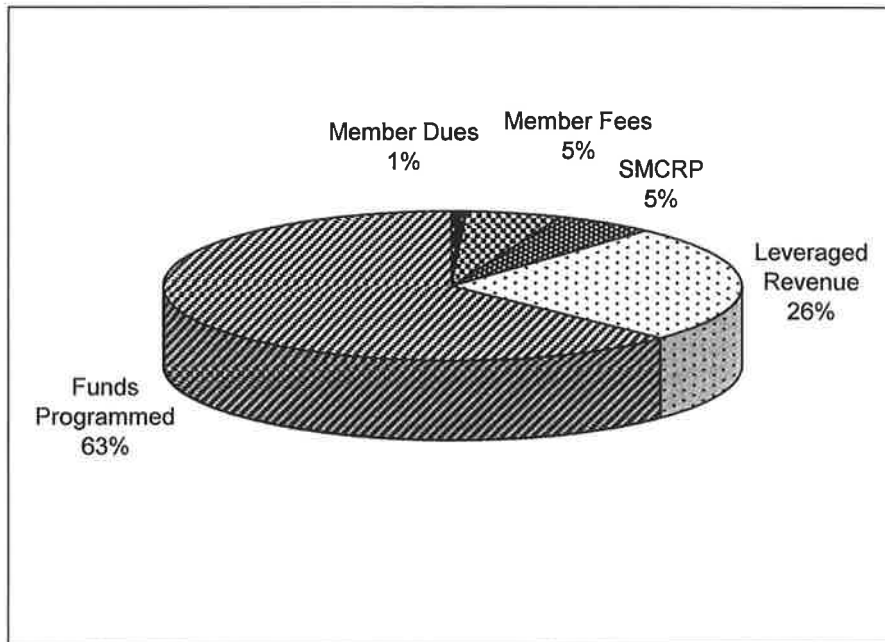
**C/CAG MEMBER DUES/ FEES HIGHLY LEVERAGED**

**C/CAG REVENUES FY 2010-11**



Leverage= 5.22073 to 1  
(Less SMCRP Funds)

**C/CAG CONTROLLED FUNDS FY 2010-11**



Leverage= 15.5553 to 1  
(Less SMCRP Funds)