

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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

BOARD MEETING NOTICE

Meeting No. 258

- DATE:** Thursday, June 13, 2013
- TIME:** 6:30 P.M.
- PLACE:** San Mateo County Transit District Office
1250 San Carlos Avenue, Second Floor Auditorium
San Carlos, CA
- PARKING:** Available adjacent to and behind building.
Please note the underground parking garage is no longer open.
- PUBLIC TRANSIT:** SamTrans
Caltrain: San Carlos Station.
Trip Planner: <http://transit.511.org>

- 1.0 CALL TO ORDER/ ROLL CALL
- 2.0 PLEDGE OF ALLEGIANCE
- 3.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA
Note: Public comment is limited to two minutes per speaker.
- 4.0 PRESENTATIONS/ ANNOUNCEMENTS
 - 4.1 The San Francisco Bay Restoration Authority – Protecting and Restoring the Bay
- 5.0 CONSENT AGENDA

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

- 5.1 Approval of the minutes of regular business meeting No. 257 dated May 9, 2013. ACTION p. 1
- 5.2 Review and approval of Resolution 13-15, authorizing the C/CAG Chair to execute Amendment #8 with Eisenberg, Olivieri, and Associates, Inc., to continue providing technical support to the Countywide Water Pollution Prevention Program, extending the term through December 2014 for an additional cost not to exceed \$2,689,602. ACTION p. 7
- 5.3 Review and approval of Resolution 13-16 authorizing the C/CAG Chair to execute Amendment #1 to the agreement between C/CAG and the City of San Carlos to provide financial services to C/CAG for an amount not to exceed \$75,366 for FY 2013-14. ACTION p. 21
- 5.4 Review and accept Quarterly Invest Report as of March 31, 2013. ACTION p. 25
- 5.5 Receive copy of an Agreement approved by the C/CAG Chair in accordance with C/CAG Procurement Policy:
- 5.5.1 Receive a copy of an executed agreement with Ricondo & Associates, Inc. for an amount not to exceed \$30,000 for development and delivery of a training workshop on the implementation of the Airport Land Use Compatibility Plan (ALUCP) for the environs of San Francisco International Airport (SFO), as approved by the C/CAG Chair in accordance with the C/CAG Procurement Policy. INFORMATION p. 31
- 5.6 Review and approval of Resolution 13-20 authorizing the C/CAG Chair to execute the Program Manager Funding Agreement with the Bay Area Air Quality Management District (BAAQMD) for the 2013/2014 Transportation Fund for Clean Air (TFCA) (40%) Program for San Mateo County for an amount up to \$1,063,526.42. ACTION p. 53
- 5.7 Review and approval of Resolution 13-21 authorizing the C/CAG Chair to execute a Funding Agreement between C/CAG and the Peninsula Traffic Congestion Relief Alliance (Alliance) in the amount of \$445,000 under the 2013/2014 Transportation Fund for Clean Air (TFCA) Program to provide the Countywide Voluntary Trip Reduction Program. ACTION p. 57
- 5.8 Review and approval of Resolution 13-22 authorizing the C/CAG Chair to execute a Funding Agreement between C/CAG and the San Mateo County Transit District (SamTrans) in the amount of \$566,000 under the 2013/2014 Transportation Fund for Clean Air (TFCA) Program to provide shuttle services. ACTION p. 61
- 5.9 Review and approval of Resolution 13-23 authorizing the C/CAG Chair to execute an agreement between the City/County Association of Governments (C/CAG) of San Mateo County and the Peninsula Traffic Congestion Relief Alliance in the amount of \$510,000 from the Congestion Relief Plan to provide the Countywide Voluntary Trip Reduction Program for FY 2013/2014. ACTION p. 65
- 5.10 Review and approval of Resolution 13-24 authorizing the C/CAG Chair to execute an agreement with Joint Powers Board (JPB) in amount not to exceed \$398,010 for JPB to perform a portion of Smart Corridor Construction as part of the San Bruno Grade Separation project and authorize the C/CAG Executive Director to issue an "Authorization to Proceed" to JPB for said work in advance of execution of said agreement. ACTION p. 69

- 5.11 Review and approval of Resolution 13-25 authorizing the C/CAG Chair to execute an agreement between C/CAG and the County of San Mateo, Department of Public Works for an amount not to exceed \$50,000 for staff services for the Resource Management and Climate Protection Committee and for C/CAG as the Local Task Force for FY 2013-14. ACTION p. 73
- 5.12 Confirm approval of prior commitment of \$45,000 C/CAG contribution to the San Mateo County Green Business Program as approved by C/CAG Resolution 09-37. ACTION p. 77

NOTE: All items on the Consent Agenda are approved/accepted by a majority vote. A request must be made at the beginning of the meeting to move any item from the Consent Agenda to the Regular Agenda.

6.0 REGULAR AGENDA

- 6.1 Review and approval of C/CAG Legislative policies, priorities, positions, and legislative update.
(A position may be taken on any legislation, including legislation not previously identified.)
ACTION p. 79
- 6.2 Receive a presentation on the draft Airport Land Use Compatibility Plan (ALUCP) for the Environ of the Half Moon Bay Airport. INFORMATION p. 85
- 6.3 Review and approval of the Measure M Fiscal Year 2012-13 Annual Performance Report.
ACTION p. 87
- 6.4 Review and approval of Resolution 13-18 authorizing the C/CAG Chair to execute a funding agreement between C/CAG and SamTrans for the Allocation of Measure M Funding in the amount of \$1,400,000 annually for Fiscal Year 2013-14 and Fiscal Year 2014-15.
ACTION p. 95
- 6.5 Review and approval of Resolution 13-19 authorizing the C/CAG Chair to execute an agreement with the San Mateo County Superintendent of Schools to implement the San Mateo County Safe Routes to School Program in an amount not to exceed \$2,992,000 for FY 2013/14 through FY 2014/15.
ACTION p. 105
- 6.6 Receive information on proposal for Highway Relinquishment Study for SR 82 El Camino Real/Mission Street. INFORMATION p. 131
- 6.7 Review and approval of Resolution 13-17 adopting the C/CAG 2013/14 Program Budget and Fees. (Special Voting procedures apply.) ACTION p. 139
- 7.0 COMMITTEE REPORTS
- 7.1 Committee Reports (oral reports).
- 7.2 Chairperson's Report

7.3 Boardmembers Report

8.0 EXECUTIVE DIRECTOR'S REPORT

9.0 COMMUNICATIONS - Information Only

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

9.1 Letter from Brandt Grotte, C/CAG Chair, to Councilpersons of San Mateo County Cities and Members of the Board of Supervisors, dated 5/20/13. RE: C/CAG Committee Vacancies for Elected Officials. p. 163

9.2 Letter from Sandy Wong, Executive Director C/CAG, to Steve Heminger, Executive Director, Metropolitan Transportation Commission, and Ezra Rapport, Executive Director, Association of Bay Area Governments, dated 5/16/13. RE: Thank you for the opportunity to participate in the development of Plan Bay Area, and to offer comments. p. 165

9.3 Letter from Brandt Grotte, C/CAG Chair, to Honorable Toni Atkins, California State Assembly, dated 5/9/13. RE: AB 1229 (Atkins) – Inclusionary Housing – SUPPORT. p. 167

9.4 Letter from Sandy Wong, Executive Director C/CAG, to Grant Officer, Department of Transportation – 2013 TIGER Discretionary Grants, dated 6/3/13. RE: Bay Area Air Quality Management District's Application to the U.S. Department of Transportation 2013 TIGER Discretionary Grants – Regional Bike Sharing. p. 169

10.0 ADJOURN

Next scheduled meeting: August 8, 2013 Regular Board Meeting.

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

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

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

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

Executive Director: Sandy Wong 650 599-1409

Administrative Assistant: Nancy Blair 650 599-1406

FUTURE MEETINGS

June 13, 2013	Legislative Committee - SamTrans 2 nd Floor Auditorium - 5:30 p.m.
June 13, 2013	C/CAG Board - SamTrans 2 nd Floor Auditorium - 6:30 p.m.
June 19, 2013	Resource Management and Climate Protection Committee (RMCP)
June 24, 2013	CMEQ Committee - San Mateo City Hall - Conference Room C - 3:00 p.m.

C/CAG

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BOARD MEETING MINUTES

Meeting No. 257
May 9, 2013

1.0 CALL TO ORDER/ROLL CALL

Chair Grotte called the meeting to order at 6:30 p.m. Roll Call was taken.

Jerry Carlson - Atherton

Clarke Conway – Brisbane

Terry Nagel – Burlingame, San Mateo County Transportation Authority

Joseph Silva – Colma

David Canepa - Daly City

Larry Moody - East Palo Alto (6:42)

Art Kiesel – Foster City

Rick Kowalczyk - Half Moon Bay

Jay Benton - Hillsborough

Kirsten Keith - Menlo Park

Gina Papan - Millbrae

Mary Ann Nihart - Pacifica

Maryann Moise Derwin – Portola Valley (6:35)

Alicia Aguirre - Redwood City

Irene O'Connell - San Bruno

Bob Grassilli - San Carlos

Brandt Grotte - San Mateo

Karyl Matsumoto - South San Francisco, San Mateo County Transit District

Don Horsley - San Mateo County

Absent,

Belmont

Woodside

Others:

Sandy Wong, Executive Director C/CAG

Nancy Blair, C/CAG Staff

Lee Thompson, C/CAG Legal Counsel

Tom Madalena, C/CAG Staff

John Hoang, C/CAG Staff

Jean Higaki, C/CAG Staff

ITEM 5.1

Matt Fabry, C/CAG Staff
Kim Springer, San Mateo County
Joe LaMariana, San Mateo County
Susan Wright, San Mateo County
Shelly Sharp, PG&E
Scott Hart and Jennifer Stuart, PG&E
Onnolee Trapp, CMEQ, Committee, League of Women Voters of San Mateo County
Jim Bigelow, Redwood City/San Mateo County Chamber, CMEQ Member
John Bliss, SCI Consulting Group

3.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Note: Public comment is limited to two minutes per speaker.

4.0 PRESENTATIONS/ ANNOUNCEMENTS

4.1 Certificate of Appreciation to Bob Grassilli, past Chair of C/CAG Board, for his service as C/CAG Chair for two years.

4.2 Presentation from the Peninsula Traffic Congestion Relief Alliance (Alliance)

4.3 Update from PG&E.

5.0 CONSENT AGENDA

Board Member Conway MOVED approval of Items 5.1, 5.2, and 5.3. Board Member Matsumoto SECONDED. **MOTION CARRIED** 19-0.

5.1 Approval of the minutes of regular business meeting No. 255 dated April 11, 2013.

ACTION

5.2 Review and approve the Appointments of Brad Underwood from Foster City and Paul Willis from Hillsborough to fill seats on the Congestion Management Program Technical Advisory Committee (CMP TAC).

ACTION

5.3 Review and approval of Transportation Development Act (TDA) Article 3 Fund Financial Statements (Audit) for the Year Ended June 30, 2012

ACTION

6.0 REGULAR AGENDA

6.1.1 Review and approval of C/CAG Legislative policies, priorities, positions, and legislative update.

(A position may be taken on any legislation, including legislation not previously identified.)

ACTION

The following are the highlights from the May 9, 2013 Legislative Committee:

- Legislative Committee added SB557 (High Speed Rail) to the watch list of legislation that is being tracked and monitored.
- Several bills are described as two years bills, this gives C/CAG time to monitor without taking action right away.
- Recommends that C/CAG pursue state legislation, enabling C/CAG to sponsor potential countywide funding initiative for stormwater compliance.
- It is recommended that C/CAG send a letter of support for AB 1229, which essentially says that jurisdictions will have an inclusionary housing ordinance that is not in conflict with rent control law.

Board Member Papan MOVED to support AB 1229. Board Member Carlson SECONDED.
MOTION CARRIED 19-0.

- 6.1.2 Review and approve pursuing state legislation to enable C/CAG to sponsor a potential Countywide Funding Initiative for stormwater compliance activities. ACTION

Board Member Conway MOVED to approve Item 6.1.2. Board Member O'Connell SECONDED. **MOTION CARRIED** 19-0.

- 6.2 Receive update on public opinion research strategy and approach for the proposed Countywide Funding Initiative for stormwater compliance activities. INFORMATION

Staff and consultants from the SCI Consulting Group provided the general strategy and framework for doing the public opinion research associated with the potential countywide funding initiative.

- 6.3 Review and approval of the San Mateo County Priority Development Area (PDA) Investment and Growth Strategy. ACTION

Staff brought this report back from the April meeting. Three changes were made to the former report. The comments came from the April CMP TAC meeting.

1. Incorrect numbers in the report were corrected.
2. Continue to raise concerns with MTC regarding the adverse funding impacts to local streets and roads maintenance as a result of the PDA investment and growth strategy.
3. The ability to achieve the housing growth projections in the Jobs Housing Connection Scenario seems questionable. This table was moved to Appendix C for information only.

Board Member Canepa MOVED to approve Item 6.3. Board Member Aguirre SECONDED.
MOTION CARRIED 19-0.

- 6.4 Review and approval of Resolution 13-13 to adopt the Federal Cycle 2 OneBayArea Grant (OBAG) Program list of projects for submission to Metropolitan Transportation Commission (MTC). ACTION

Board Member Nihart MOVED to approve Item 6.4. Board Member Aguirre SECONDED.
MOTION CARRIED 19-0.

- 6.5 Review and approval of Resolution 13-12 approving the funding contributions from cities and county for the San Mateo County Green Business Program for FY 2013/14. INFORMATION

Staff recommends changing this item from an ACTION item to an INFORMATION item. The contribution from each of the member agencies is not a C/CAG Member fee. It is a contribution to this specific project. It is a County of San Mateo sponsored project, and the County is putting their own money into the program. They are asking for each of the cities to contribute to the Program on a voluntary basis. C/CAG staff and County staff have gone to City Managers' groups to discuss this, and have worked out the dollar amount structures. Although they have most of the City Managers' support, they are continuing to do last minute changes. That is why there is no action requested tonight.

Staff provided a presentation on the Green Business Program and answered questions. More information about the program can be found at <http://www.recycleworks.org>

- 6.6 Presentation on the San Mateo County Energy Watch and comprehensive energy recommendations program for San Mateo County cities. INFORMATION

Staff provided a presentation and answered questions from the Board.

- 6.7 Initial draft, assumptions, and input on the C/CAG 2013-14 Program Budget and Fees. ACTION

Staff made a presentation on the Draft Budget and Fees. Since C/CAG member fees have been flat for many years, staff advised the Board that an increase is needed for fiscal year 2014/15. Board members directed staff to provide advance notice to City/County Managers regarding future increase.

Board Member Nihart MOVED to approve Item 6.7. Board Member Aguirre SECONDED.
MOTION CARRIED 19-0.

- 6.8 Review and accept the Actuarial Valuation of Other Post-Employment Benefit (OPEB) for C/CAG as of July 1, 2012. ACTION

Staff made a brief presentation on the actuarial valuation which shows the C/CAG liability on Other Post-Employment Benefit. Board members requested staff to come back with analysis on options to prefund OPEB.

Board Member O'Connell MOVED to approve the option to pay as you go for this year. Board Member Kowalczyk SECONDED. **MOTION CARRIED** 19-0.

7.0 COMMITTEE REPORTS

7.1 Committee Reports (oral reports).

None.

7.2 Chairperson's Report

None

7.3 Boardmembers Report

8.0 EXECUTIVE DIRECTOR'S REPORT

None.

9.0 COMMUNICATIONS - Information Only

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9.1 Letter from Sandy Wong, Executive Director C/CAG, to Ezra Rapport, Executive Director, Association of Bay Area Governments, dated 4/12/13 RE: Regional Housing Needs Allocation - San Mateo County Subregion Final Allocation.

9.2 Letter from Sandy Wong, Executive Director C/CAG, to Planning Directors/Managers, dated 4/11/13. RE: Invitation to a Training Workshop Regarding Implementation of the Adopted Airport Land Use Compatibility Plan (ALUCP) for the Environs of San Francisco International Airport (SFO).

10.0 ADJOURN

Meeting adjourned at 9:06.

(13)

(14)

(15)

C/CAG AGENDA REPORT

Date: June 13, 2013

To: City/County Association of Governments Board of Directors

From: Sandy Wong, C/CAG Executive Director

Subject: Review and approval of Resolution 13-15, authorizing the C/CAG Chair to execute Amendment #8 with Eisenberg, Olivieri, and Associates, Inc., to continue providing technical support to the Countywide Water Pollution Prevention Program, extending the term through December 2014 for an additional cost not to exceed \$2,689,602.

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

RECOMMENDATION

The C/CAG Board review and approve Resolution 13-15 authorizing the C/CAG Chair to amend the technical consultant contract with Eisenberg, Olivieri, and Associates, Inc. (EOA), extending the term of the contract through December 2014 (18 months) for an additional cost not to exceed \$2,689,602.

FISCAL IMPACT

The cost for EOA's services in Fiscal Year 2013-14 is \$1,892,407. The cost for the first half of Fiscal Year 2014-15 is \$797,195, for a total cost of \$2,689,602. Sufficient funding is included in the proposed 2013-14 C/CAG budget to cover EOA's costs, and staff is budgeting sufficient funds for Fiscal Year 2014-15, although the C/CAG Board will not consider approving the budget for that time period until May/June 2014.

SOURCE OF FUNDS

The Countywide Program is funded through the NPDES Stormwater Fund (annual property tax assessments) and the Measure M Fund (\$10 vehicle registration fees). Consultant costs are being split evenly between stormwater funds and vehicle registration funds. Sufficient revenue exists between these two sources, in addition to existing fund balances, to pay for the proposed costs.

BACKGROUND/DISCUSSION

C/CAG previously approved Resolution 07-19 awarding a three year technical consultant contract to EOA, which included a provision for up to three one-year extensions. The final extension was awarded in June 2012. In March 2013, C/CAG approved staff's request for a waiver of the Request for Proposals process normally required under the Procurement Policy to allow EOA's contract to be extended through the final year and a half of the current five-year term of the Municipal Regional Permit (MRP). This would ensure uninterrupted compliance support services during a crucial time period when multiple regional and countywide compliance efforts will be culminating in comprehensive technical submittals to the Regional Water Quality Control Board.

The cost estimates are generally consistent with previous years' consulting costs but reflect the annual changing nature of compliance requirements within the MRP, which, by design, gradually increase in scope and cost over the five-year permit term. In addition to technical support for ongoing compliance activities, EOA's costs for 2013-14 include comprehensive reporting efforts detailing all of the water quality monitoring activities performed over the course of the MRP term and preparation of an application for permit reissuance, due to the Regional Water Board six months in advance of the permit's expiration date of November 30, 2014. Notable costs for 2014-15 include technical support for final annual reporting efforts in September and anticipated negotiations around permit reissuance. Hourly rates remain unchanged from current (2012-13) rates.

The proposed amendment will authorize up to \$2,689,602 in additional costs and extend the agreement through the end December, 2014. The amendment also requires that services to be provided in Fiscal Year 2014-15 are subject to written Notice to Proceed by C/CAG staff and inclusion of sufficient funds in the approved C/CAG budget.

ATTACHMENTS

- Resolution 13-15
- Proposed Contract Amendment #8 (also at <http://www.ccag.ca.gov/ccag.html>)
- Exhibit A – EOA's Proposed 2013-14 and 2014-15 Budgets
- Exhibit B – EOA's Proposed 2013-14 and 2014-15 Scopes of Work (due to size, only at <http://www.ccag.ca.gov/ccag.html>)

RESOLUTION NO. 13-15

**AUTHORIZING THE C/CAG CHAIR TO EXECUTE AMENDMENT NO. 8 TO THE
~~TECHNICAL CONSULTANT CONTRACT BETWEEN THE CITY/COUNTY~~
ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) AND
EISENBERG, OLIVIERI, & ASSOCIATES, INC. (EOA, INC.), EXTENDING THE TERM
OF THE CONTRACT THROUGH DECEMBER 2014 AT A COST NOT TO EXCEED
\$2,689,602**

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

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

WHEREAS, C/CAG determined outside consulting services are needed to provide technical assistance through the end of calendar year 2014; and

WHEREAS, C/CAG previously approved Resolution 07-19 authorizing a three-year contract with the option for up to three one-year extensions with EOA, Inc., for technical consulting services to the Countywide Water Pollution Prevention Program; and

WHEREAS, C/CAG authorized waiving a Request for Proposals process and extending EOA, Inc.'s contract to provide uninterrupted compliance support services for the final 18 months of the term of the Municipal Regional Permit issued by the San Francisco Bay Regional Water Quality Control Board; and

WHEREAS, EOA has prepared a scope of work and budget for providing technical support through December 2014;

NOW, THEREFORE, BE IT RESOLVED that C/CAG hereby authorizes the C/CAG Chair to execute an extension to the existing contract with Eisenberg, Olivieri, and Associates, Inc., extending the term through December 2014 at a cost not to exceed \$2,689,602 to provide continued technical support the Countywide Water Pollution Prevention Program. Be it further resolved that the C/CAG Executive Director is authorized to negotiate the final terms of said agreement prior to its execution by the C/CAG Chair, subject to approval as to form by C/CAG Legal Counsel.

PASSED, APPROVED, AND ADOPTED THIS 13TH DAY OF JUNE, 2013.

Brandt Grotte, Chair

(1)

(2)

(3)

**AMENDMENT (No. 8) TO THE AGREEMENT BETWEEN THE CITY/COUNTY
ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AND EISENBERG,
OLIVIERI, ASSOCIATES, INC.**

WHEREAS, the Board of Directors of the City/County Association of Governments for San Mateo County (hereinafter referred to as C/CAG) and Eisenberg, Olivieri, and Associates, Inc. (hereinafter referred to as Consultant) are parties to an agreement for consulting services dated June 14, 2007, with subsequent amendments dated August 9, 2007, June 12, 2008, May 14, 2009, February 11, 2010, June 10, 2010, June 9, 2011, and June 14, 2012 (the "Existing Agreement"); and

WHEREAS, C/CAG desires ongoing consulting services to meet requirements in the Municipal Regional Permit; and

WHEREAS, Consultant submitted scopes of work and budgets of \$1,892,407 and \$797,195 for services it will provide under an extension and amendment of the Existing Agreement during Fiscal Year 2013-14 and the first half of Fiscal Year 2014-15 (through December 31, 2014); and

WHEREAS, Consultant has reviewed and accepted this amendment to the Existing Agreement;

IT IS HEREBY AGREED by C/CAG and Consultant that:

1. Consultant will provide the consulting services described in the attached Exhibit A (the "Extended Scope of Work") under the terms and conditions of the Existing Agreement, as amended hereby.
2. The funding provided to Consultant by C/CAG for the Extended Scope of Work will be no more than \$1,892,407.00 for Fiscal Year 2013-14 and \$797,195 for Fiscal Year 2014-15 (through December 2014).
3. The term of the Existing Agreement is extended to December 31, 2014. Services to be provided during the 2014-15 fiscal year are subject to written Notice to Proceed is provided by C/CAG staff and contingent upon inclusion of sufficient funding in C/CAG's 2014-15 budget.
4. Payment for services for the Extended Scope of Work shall be on a time and materials basis, based upon the receipt of invoices for the actual costs, and with services to be performed only upon the request of C/CAG staff after review of specific work plans for individual tasks.
5. All other provisions of the Existing Agreement shall remain in full force and effect.
6. The terms hereof amending the Existing Agreement shall take effect upon signature by both parties.

For C/CAG:

For Consultant:

Brandt Grotte, Chair

Signature

Date: June 13, 2013

By: _____

Approved as to form:

Date: _____

C/CAG Legal Counsel

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EXHIBIT A

EOA Inc.'s Budgets
FY 2013/14
&
First Half FY 2014/15

Technical Assistance to the
San Mateo Countywide Water Pollution Prevention Program

(Also available at www.ccag.ca.gov/ccag.html)



Table 1 - 2013/14 Municipal Stormwater NPDES Permit Compliance Assistance

SUB-TASK	DESCRIPTION	Manager			Senior			Associate		Tech	Admin	Sub-contractors & Expenses	Total Budget
		Hourly Rate:	III	II	I	III	II	I	II	I	84		
All Provisions - Miscellaneous Compliance													
SM31.01	Overall Coordination and Regulatory Compliance	356	64	0	0	0	0	24	0	48	88	\$800	\$96,344
SM31.02	Maintain Regulatory Tracking Table (e.g., CASQA)	16	0	0	16	0	0	0	0	0	0	\$0	\$5,808
SM31.03	Conduct Annual Report Training Workshop	8	32	0	48	0	0	32	0	0	20	\$2,300	\$22,940
SM31.04	Assist with Coordination with BASMAA	144	0	0	0	0	0	0	0	0	0	\$0	\$28,800
SM31.05	Assist with Participation in the Permit Renewal Process	96	96	0	96	0	0	0	0	0	0	\$300	\$53,196
		620	192	0	160	0	0	56	0	48	108	\$3,400	\$207,088
Provision C.2 - Municipal Operations													
SM32.01	Coordination and Regulatory Compliance	0	120	0	0	0	0	0	0	0	0	\$400	\$22,960
SM32.02	Assist Municipalities to Implement BMPs	0	120	0	0	0	0	0	0	0	0	\$0	\$22,560
SM32.03	Conduct Training Workshop	0	24	0	0	0	0	0	8	0	20	\$5,000	\$11,536
		0	264	0	0	0	0	0	8	0	20	\$5,400	\$57,056
Provisions C.3, 6, & 13.a - New Development, Construction Site Controls, C.13.a Architectural Copper, & C.7.a Marking of Storm Drain Inlets in New Private Streets													
SM33.01	Coordination and Regulatory Compliance	200	0	0	0	0	0	8	0	0	8	\$400	\$41,880
SM33.02	Participate in BASMAA Development Committee	100	0	0	0	0	0	3	0	0	8	\$150	\$21,005
SM33.03	C.3 Flyers, Checklists; Coordinate with Soil & Roof Vendors	40	0	0	0	40	0	40	0	0	24	\$100	\$20,540
SM33.04	Update C.3 Technical Guidance	40	0	0	0	24	0	12	0	0	28	\$1,000	\$15,780
SM33.05	Training on Provisions C.3, C.7.a, C.13.a	48	0	40	0	16	0	0	0	0	64	\$8,000	\$30,920
SM33.06	Update C.6 Flyers, ERP, Inspection Checklist	20	0	20	0	20	0	40	0	0	8	\$1,100	\$17,120
SM33.07	Training on Provisions C.6, C.7.a, C.13.a	20	0	44	0	20	0	26	0	0	46	\$4,400	\$25,198
		468	0	104	0	120	0	129	0	0	186	\$15,150	\$172,443
Provisions C.4, 5, 12.a., 13 & 15 - Industrial/Illicit Discharge Cntrls, Conditionally Exempted Discharges, PCB Inspections, & Cu Controls (Except C.13.a, c, and e)													
SM34.01	Coordination and Regulatory Compliance	0	164	0	0	0	0	0	0	0	0	\$400	\$31,232
SM34.02	Assist Munis to Impl. Business Insp. & IDDE Programs	0	192	0	0	0	0	0	0	0	0	\$0	\$36,096
SM34.03	Stormwater Inspector Training Workshop	0	46	0	40	0	0	8	0	0	20	\$2,300	\$19,668
SM34.04	Participate in BASMAA Municipal Operations Committee	0	48	0	0	0	0	0	0	0	0	\$0	\$9,024
SM34.05	Assist Munis to Impl. Conditionally Exempt Discharge Progra	0	104	0	0	0	0	0	0	0	0	\$0	\$19,552
		0	554	0	40	0	0	8	0	0	20	\$2,700	\$115,572
Provision C.8 - Water Quality Monitoring													
SM35.01	Coordination and Regulatory Compliance	0	0	0	96	0	0	0	0	0	0	\$150	\$15,798
SM35.02	Participate in B^ SMAA Activities	0	0	0	192	0	0	0	0	0	0	\$150	\$31,446
SM35.03	BASMAA Regional Project - Pollutant Loading Station	16	0	0	0	0	54	0	0	0	0	\$5,600	\$16,144
SM35.04	Pollutant Loading Station - KLI Subcontractor	0	0	0	0	0	0	0	0	0	0	\$139,372	\$139,372
SM35.05	Participate in Regional Monitoring Program	0	0	0	72	0	0	0	0	0	0	\$300	\$12,036
SM35.06	Creek Status Monitoring	40	0	0	202	376	0	20	469	68	30	\$64,656	\$220,301
SM35.07	Stressor/Source ID Monitoring Projects	24	0	0	200	0	0	0	40	0	0	\$8,480	\$50,000
SM35.08	BMP Effectiveness Study	0	0	0	48	0	0	0	40	0	0	\$27,034	\$38,978
SM35.09	Geomorphic Project	0	0	0	72	0	0	0	24	0	0	\$800	\$15,008
SM35.10	Citizen Monitoring and Participation	0	0	0	48	0	0	0	0	0	0	\$150	\$7,974
SM35.11	Reporting	32	8	0	50	120	0	6	60	0	10	\$0	\$41,584

- 15 -

SUB-TASK	DESCRIPTION	Manager			Senior			Associate		Tech	Admin	Subcontractors & Expenses	Total Budget
		III	II	I	III	II	I	II	I	84	60		
	Hourly Rate:	200	188	177	163	150	136	125	103				
		112	8	0	980	496	54	26	633	68	40	\$246,692	\$588,641
Provision C.9 - Pesticides Toxicity Control (Except C.9.h Public Outreach)													
SM36.01	Coordination and Regulatory Compliance	32	0	0	0	118	0	0	0	0	0	\$300	\$24,400
SM36.02	Assist with Implementation of Municipal IPM Programs	96	0	0	0	0	0	0	0	0	0	\$0	\$19,200
SM36.03	Two IPM Training Workshops (Landscape and Structural)	40	0	0	0	80	0	24	0	0	32	\$4,600	\$29,520
SM36.04	Pesticide Source Control Evaluation	8	0	0	0	24	0	0	0	0	4	\$0	\$5,440
		176	0	0	0	222	0	24	0	0	36	\$4,900	\$78,560
Provision C.10 - Trash Load Reduction													
SM37.01	Trash Committee Coordination	32	0	0	32	0	0	0	16	0	8	\$700	\$14,444
SM37.02	Participate in BASMAA Activities	40	0	0	8	0	0	0	0	0	0	\$200	\$9,504
SM37.03	Trash Load Reduction Assessment Program	20	0	0	100	0	0	0	120	0	8	\$1,000	\$34,140
SM37.04	BASMAA Regional Project - Full Capture O&M Program	20	0	0	16	0	0	0	10	0	8	\$132	\$8,250
SM37.05	Trash Hot Spot Cleanup Tracking	16	0	0	40	0	0	40	0	0	0	\$100	\$14,820
SM37.06	Long-Term Trash Load Reduction Plan Development	80	0	0	240	0	0	80	240	0	40	\$2,000	\$94,240
SM37.07	Web-based Trash Management Reporting Tool	24	0	0	80	0	0	100	100	0	16	\$600	\$42,200
SM37.08	Workshops with Municipal Solid Waste/Recycling Haulers and	60	0	0	80	0	0	0	80	0	0	\$2,500	\$35,780
SM37.09	Compliance Reporting	16	0	0	60	0	0	0	0	0	8	\$2,500	\$15,960
		308	0	0	656	0	0	220	566	0	88	\$9,732	\$269,338
Provisions C.11, 12 - Mercury and PCBs (Except C.12.a PCBs into Business Inspections) and Lower Priority Pollutants of Concern (C.13.c, C.13.e, and C.14)													
SM38.01	Coordination and Regulatory Compliance	64	0	0	0	0	0	0	0	0	0	\$150	\$12,950
SM38.02	Participate in BASMAA Activities	144	0	0	0	0	0	0	0	0	0	\$0	\$28,800
SM38.03	BASMAA Regional Projects - Integrated Monitoring Report	80	0	0	0	0	240	0	0	0	0	\$1,360	\$50,000
SM38.04	Report Estimated Mercury Mass Collected	4	0	0	32	0	0	0	0	0	0	\$0	\$6,016
SM38.05	Assist with Participation in CW4CB	40	0	0	120	0	240	0	0	0	0	\$0	\$60,200
SM38.06	Implement Pump Station Diversion and Monitoring Study	60	0	0	0	0	268	30	0	0	4	\$88,569	\$141,007
		392	0	0	152	0	748	30	0	0	4	\$90,079	\$298,973
Contingency Items													
SM39.01	Assist Apply for Grant Funding	40	0	0	0	0	280	0	16	0	8	\$0	\$48,208
SM39.02	Assist Comment on Selected Regulatory Actions	60	0	0	0	0	80	0	16	0	0	\$0	\$24,528
SM39.03	Litigation Support	160	0	0	0	0	0	0	0	0	0	\$0	\$32,000
		260	0	0	0	0	360	0	32	0	8	\$0	\$104,736

Total Budget:	\$378,053	\$1,892,407
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Notes:
Labor hours are based upon the approximate level of effort for each task.
Subcontractors and expenses are planning-level estimates.
Actual distribution of hours and subcontractors/expenses within and among tasks may vary.
Total budget will not be exceeded and contingency item budgets will not be utilized without C/CAG's authorization.

Table 1 - First Half of FY 2014/15 Municipal Stormwater NPDES Permit Compliance Assistance

TASK NO.	TASK DESCRIPTION	Manager			Senior			Associate		Tech	Admin	Subcontractors & Expenses	Total Budget
		III	II	I	III	II	I	II	I				
	Hourly Rate:	200	188	177	163	150	136	125	103	84	60		
All Provisions - Miscellaneous Compliance													
SM41.01	Overall Coordination and Regulatory Compliance	178	32	0	0	0	0	12	0	24	44	\$400	\$48,172
SM41.02	Maintain Regulatory Tracking Table	8	0	0	8	0	0	0	0	0	0	\$0	\$2,904
SM41.03	Conduct Annual Report Training Workshop	8	32	0	48	0	0	32	0	0	20	\$2,300	\$22,940
SM41.04	Assist with Coordination with BASMAA	72	0	0	0	0	0	0	0	0	0	\$0	\$14,400
SM41.05	Assist with Participation in the Permit Renewal Process	48	48	0	48	0	0	0	0	0	0	\$150	\$26,598
		314	112	0	104	0	0	44	0	24	64	\$2,850	\$115,014
Provision C.2 - Municipal Operations													
SM42.01	Coordination and Regulatory Compliance	0	72	0	0	0	0	0	0	0	0	\$400	\$13,936
SM42.02	Assist Municipalities to Implement BMPs	0	60	0	0	0	0	0	0	0	0	\$0	\$11,280
		0	132	0	0	0	0	0	0	0	0	\$400	\$25,216
Provisions C.3, 6, & 13.a - New Development, Construction Site Controls, C.13.a Architectural Copper, & C.7.a Marking of Storm Drain Inlets in New Private Streets													
SM43.01	Coordination and Regulatory Compliance	140	0	0	0	0	0	8	0	0	8	\$400	\$29,880
SM43.02	Participate in BASMAA Development Committee	40	0	0	0	0	0	3	0	0	8	\$150	\$9,005
SM43.03	C.3 Flyers, Checklists; Coordinate with Soil & Roof Vendors	20	0	0	0	30	0	20	0	0	12	\$100	\$11,820
SM43.04	Training on Provisions C.3, C.7.a, C.13.a	20	0	20	0	20	0	0	0	0	24	\$3,500	\$15,480
SM43.05	Update C.6 Flyers, ERP, Inspection Checklist	12	0	12	0	16	0	24	0	0	8	\$1,100	\$11,504
SM43.06	Training on Provisions C.6, C.7.a, C.13.a	20	0	32	0	20	0	0	0	0	24	\$3,500	\$17,604
		252	0	64	0	86	0	55	0	0	84	\$8,750	\$95,293
Provisions C.4, 5, 12.a., 13 & 15 - Industrial/Illicit Discharge Cntrls, Conditionally Exempted Discharges, PCB Inspections, & Cu Controls (Except C.13.a, c, and e)													
SM44.01	Coordination and Regulatory Compliance	0	120	0	0	0	0	0	0	0	0	\$400	\$22,960
SM44.02	Assist Munis to Impl. Business Insp. & IDDE Programs	0	96	0	0	0	0	0	0	0	0	\$0	\$18,048
SM44.03	Stormwater Inspector Focused Training	0	25	0	0	0	0	0	0	0	8	\$2,300	\$7,480
SM44.04	Participate in BASMAA Municipal Operations Committee	0	24	0	0	0	0	0	0	0	0	\$0	\$4,512
SM44.05	Assist Munis to Impl. Conditionally Exempt Discharge Progra	0	64	0	0	0	0	0	0	0	0	\$0	\$12,032
		0	329	0	0	0	0	0	0	0	8	\$2,700	\$65,032
Provision C.8 - Water Quality Monitoring													
SM45.01	Coordination and Regulatory Compliance	0	0	0	48	0	0	0	0	0	0	\$50	\$7,874
SM45.02	Participate in BASMAA Activities	0	0	0	96	0	0	0	0	0	0	\$75	\$15,723
SM45.03	BASMAA Regional Project - Pollutant Loading Station	16	0	0	0	0	54	0	0	0	0	\$5,600	\$16,144
SM45.04	Pollutant Loading Station - KLI Subcontractor	0	0	0	0	0	0	0	0	0	0	\$106,240	\$106,240
SM45.05	Participate in Regional Monitoring Program	0	0	0	36	0	0	0	0	0	0	\$150	\$6,018
SM45.06	Creek Status Monitoring	16	0	0	0	0	40	0	0	0	0	\$10,000	\$18,640
SM45.07	Stressor/Source ID Monitoring Projects	12	0	0	100	0	0	0	20	0	0	\$4,240	\$25,000
SM45.08	Citizen Monitoring and Participation	0	0	0	24	0	0	0	0	0	0	\$75	\$3,987
SM45.09	Reporting	16	8	0	0	40	0	0	0	0	4	\$0	\$10,944
		60	8	0	304	40	94	0	20	0	4	\$126,430	\$210,570
Provision C.9 - Pesticides Toxicity Control (Except C.9.h Public Outreach)													
SM46.01	Coordination and Regulatory Compliance	16	0	0	0	84	0	0	0	0	0	\$300	\$16,100
SM46.02	Assist with Implementation of Municipal IPM Programs	48	0	0	0	0	0	0	0	0	0	\$0	\$9,600
		64	0	0	0	84	0	0	0	0	0	\$300	\$25,700
Provision C.10 - Trash Load Reduction													
SM47.01	Trash Committee Coordination	16	0	0	16	0	0	0	8	0	4	\$700	\$7,572
SM47.02	Participate in BASMAA Activities	20	0	0	4	0	0	0	0	0	0	\$200	\$4,852

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TASK NO.	TASK DESCRIPTION	Manager			Senior			Associate		Tech	Admin	Subcontractors & Expenses	Total Budget
		III	II	I	III	II	I	II	I	84	60		
	Hourly Rate:	200	188	177	163	150	136	125	103				
SM47.03	Trash Load Reduction Assessment Program	40	0	0	80	0	0	0	140	0	8	\$1,000	\$36,940
SM47.04	Trash Hot Spot Cleanup Tracking	16	0	0	40	0	0	40	0	0	0	\$100	\$14,820
SM47.05	Long-Term Trash Load Reduction Plan Assistance	40	0	0	40	0	0	24	40	0	8	\$2,000	\$24,120
SM47.06	Web-based Trash Management Reporting Tool	24	0	0	60	0	0	60	24	0	8	\$600	\$25,632
SM47.07	Workshops with Municipal Solid Waste/Recycling Haulers and	40	0	0	40	0	0	0	40	0	0	\$2,500	\$21,140
SM47.08	Compliance Reporting	16	0	0	60	0	0	0	0	0	8	\$2,500	\$15,960
		212	0	0	340	0	0	124	252	0	36	\$9,600	\$151,036
Provisions C.11, 12 - Mercury and PCBs (Except C.12.a PCBs into Business Inspections) and Lower Priority Pollutants of Concern (C.13.c, C.13.e, and C.14)													
SM48.01	Coordination and Regulatory Compliance	32	0	0	0	0	0	0	0	0	0	\$50	\$6,450
SM48.02	Participate in BASMAA Activities	72	0	0	0	0	0	0	0	0	0	\$0	\$14,400
SM48.03	Report Estimated Mercury Mass Collected	4	0	0	32	0	0	0	0	0	0	\$0	\$6,016
SM48.04	Assist with Participation in CW4CB	20	0	0	60	0	120	0	0	0	0	\$0	\$30,100
		128	0	0	92	0	120	0	0	0	0	\$50	\$56,966
Contingency Items													
SM49.01	Assist Apply for Grant Funding	20	0	0	0	0	140	0	8	0	4	\$0	\$24,104
SM49.02	Assist Comment on Selected Regulatory Actions	30	0	0	0	0	40	0	8	0	0	\$0	\$12,264
SM49.03	Litigation Support	80	0	0	0	0	0	0	0	0	0	\$0	\$16,000
		130	0	0	0	0	180	0	16	0	4	\$0	\$52,368

Total Budget:	\$151,080	\$797,195
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Notes:
Labor hours are based upon the approximate level of effort for each task.
Subcontractors and expenses are planning-level estimates.
Actual distribution of hours and subcontractors/expenses within and among tasks may vary.
Total budget will not be exceeded and contingency item budgets will not be utilized without C/CAG's authorization.

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Exhibit B

**EOA's Scopes of Work
FY 2013/14
&
First Half FY 2014/15**

**Technical Assistance to the
San Mateo Countywide Water Pollution Prevention Program**

(Only available at www.ccag.ca.gov/ccag.html)



C/CAG AGENDA REPORT

Date: June 13, 2013

TO: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 13-16 authorizing the C/CAG Chair to execute Amendment #1 to the agreement between C/CAG and the City of San Carlos to provide financial services to C/CAG for an amount not to exceed \$75,366 for FY 2013-14

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

RECOMMENDATION:

Review and approval of Resolution 13-16 authorizing the C/CAG Chair to execute Amendment #1 to the agreement between C/CAG and the City of San Carlos to provide financial services to C/CAG for an amount not to exceed \$75,366 for FY 2013-14.

FISCAL IMPACT:

A total of \$75,366 for FY 2013-14. It is included in the proposed C/CAG budget for FY 13-14.

REVENUE SOURCE:

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

BACKGROUND/ DISCUSSION:

The City of San Carlos is the Financial Agent for C/CAG. C/CAG annually negotiates a fee for these services. On June 14, 2012, C/CAG Board approved Resolution 12-42 authorizing the Chair to execute the agreement between C/CAG and City of San Carlos to provide financial services to C/CAG in an amount of \$73,600 for fiscal year 2012-13. A high level of service has been achieved by the City of San Carlos. All reports were provided on a timely basis. Additionally, the City of San Carlos staff has been very responsive to requests from C/CAG staff.

The City of San Carlos has proposed to increase the fee by 2.4% over last year's fee. The proposal is reasonable. The cost for bank fees, storage, postage, as well as costs for audit services are billed separately. Amendment #1 is currently under development. It will include the new fee of \$75,366, extend the end date to June 30, 2014, as well as the addition of new language regarding background check for Management personnel. It will be provided to C/CAG Chair for execution upon final approval by legal counsels.

ATTACHMENT:

- Resolution 13-16

ITEM 5.3

- Resolution 13-16



RESOLUTION 13-16

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY
ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE
C/CAG CHAIR TO EXECUTE AMENDMENT NO. 1 TO THE AGREEMENT BETWEEN
C/CAG AND THE CITY OF SAN CARLOS TO PROVIDE FINANCIAL SERVICES TO
C/CAG FOR A TOTAL OF \$75,366 FOR FY 2013-14**

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

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

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

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

WHEREAS, the City of San Carlos has proposed a fee \$75,366 for the financial services for fiscal year 2013-14; and,

WHEREAS, C/CAG and the City of San Carlos wish to set forth the terms and conditions, funding, and scope of work for the financial services as provided in Amendment #1.

THEREFORE BE IT RESOLVED NOW, by the Board of Directors of the City/County Association of Governments of San Mateo County authorizing the Chair to execute Amendment No. 1 to the Financial Service Agreement for fiscal year 2013-14 between the City of San Carlos and C/CAG in an amount not to exceed **\$75,366**.

PASSED, APPROVED, AND ADOPTED THIS 13TH DAY OF JUNE 2013.

Brandt Grotte, C/CAG Chair



C/CAG AGENDA REPORT

Date: June 13, 2013

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director - C/CAG

Subject: Review and accept the Quarterly Investment Report as of March 31, 2013

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

RECOMMENDATION:

That the C/CAG Board of Directors review and accept the Quarterly Investment Report as of March 31, 2013.

FISCAL IMPACT:

None.

REVENUE SOURCE:

All C/CAG revenue sources.

BACKGROUND:

C/CAG's financial agent (City of San Carlos) provides a quarterly report of investments. Attached is the Quarterly Investment Report as of March 31, 2013. The total portfolio value is \$18,179,727 producing a weighted average yield of 0.34%. The total portfolio value decreased primarily from the transfer of funds from the LAIF investment portfolio account to the checking account for operating disbursements. There was no Lehman recovery payment received in the quarter. The County will be making the next distribution of the Lehman recovery payment in the fourth quarter of FY 2012-13. Of the total Lehman investment loss of \$222,171 in 2009, \$21,935 (or 9.9%) has been recovered to-date.

ATTACHMENT:

Quarterly Investment Report as of March 31, 2013

(1)

(2)

(3)

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

Board of Directors Agenda Report

To: Sandy Wong, Executive Director
From: Tracy Kwok, Financial Services Manager
Date: April 30, 2013

SUBJECT: Quarterly Investment Report as of March 31, 2013

RECOMMENDATION:

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

ANALYSIS:

The attached investment report indicates that on March 31, 2013, funds in the amount of \$18,179,727 were invested producing a weighted average yield of 0.34%. Accrued interest earnings for this quarter totaled \$15,365.

Below is a summary of the changes in the portfolio:

	Qtr Ended 3/31/13	Qtr Ended 12/31/12	Increase (Decrease)
Total Portfolio	\$ 18,179,727	\$ 18,961,215	\$ (781,488)
Wgtd Avg Yield	0.34%	0.39%	-0.05%
Interest Earnings	\$ 15,365	\$ 18,512	\$ (3,147)
Lehman Recovery Pymt	\$ -	\$ 8,528	\$ (8,528)

The total portfolio value decreased primarily from the transfer of funds from the LAIF investment portfolio account to the checking account for operating disbursements. With the decrease in the total portfolio value and in the weighted average yield, the accrued interest earnings for this quarter has decreased slightly. While no Lehman recovery payment was received in this quarter, a second Lehman recovery payment of \$8,528 was received in October 2012. Of the total Lehman investment loss of \$222,171 in 2009, \$ 21,935 or 9.9% has been recovered to-date. The County will be making the next distribution of the Lehman recovery payment in the fourth quarter of FY 2012-13.

Historical cash flow trends are compared to current cash flow requirements on an ongoing basis to ensure that C/CAG's investment portfolio will remain sufficiently liquid to meet all reasonably anticipated operating requirements. As of March 31, 2013, the portfolio contains enough liquidity to meet the next six months of expected expenditures by C/CAG. All investments are in compliance with the Investment Policy. Attachment 2 shows a historical comparison of the portfolio for the past nine quarters.

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

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

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

Attachments

- 1 – Investment Portfolio Summary for the Quarter Ended March 31, 2013
 - 2 – Historical Summary of Investment Portfolio
-

CITY & COUNTY ASSOCIATION OF GOVERNMENTS

SUMMARY OF ALL INVESTMENTS

For Quarter Ending March 31, 2013

Category	Weighted Average Interest Rate	HISTORICAL Book Value	GASB 31 ADJ Market Value
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Liquid Investments:

Local Agency Investment Fund (LAIF)	0.28%	15,532,855	15,548,676
San Mateo County Investment Pool (COPOOL)	0.66%	2,646,873	2,658,096

Agency Securities

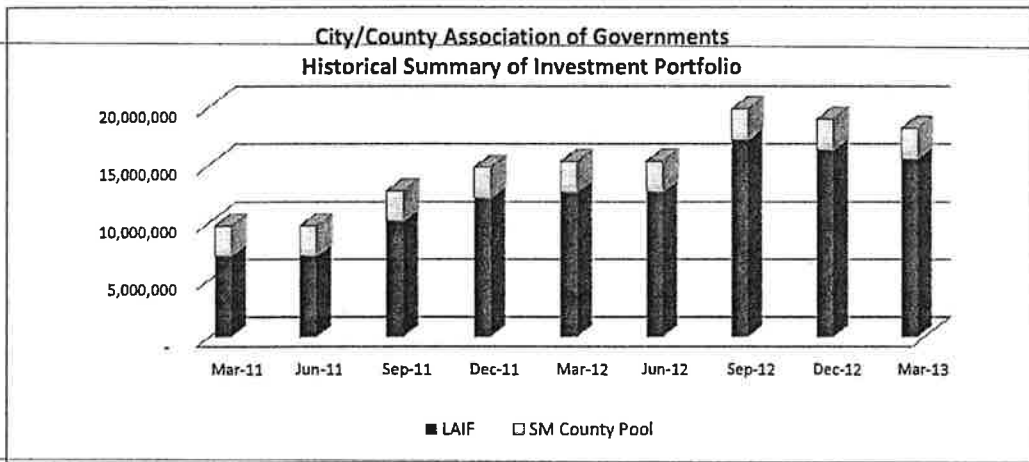
none

Total - Investments	0.34%	18,179,727	18,206,772
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GRAND TOTAL OF PORTFOLIO	0.34%	\$ 18,179,727	\$ 18,206,772
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Total Accrued Interest this Quarter	15,365
Total Interest Earned (Loss) Fiscal-Year-to-Date	50,937

C/CAG Investment Report March 31, 2013



City/County Association of Governments Investment Portfolio

	Mar-11	Jun-11	Sep-11	Dec-11	Mar-12	Jun-12	Sep-12	Dec-12	Mar-13
LAIF	7,149,659	7,158,604	10,167,100	12,174,722	12,685,059	12,696,529	17,207,806	16,319,895	15,532,855
SM County Pool	2,574,079	2,580,462	2,588,438	2,596,189	2,602,633	2,621,911	2,627,815	2,641,320	2,646,873
Total	\$ 9,723,738	\$ 9,739,066	\$ 12,755,537	\$ 14,770,911	15,287,692	15,318,440	19,835,621	18,961,215	18,179,727

C/CAG AGENDA REPORT

Date: June 13, 2013

To: City/County Association of Governments (C/CAG) Board of Directors

From: Sandy Wong, Executive Director

Subject: Receive a copy of an executed agreement with Ricondo & Associates, Inc. for an amount not to exceed \$30,000 for development and delivery of a training workshop on the implementation of the Airport Land Use Compatibility Plan (ALUCP) for the environs of San Francisco International Airport (SFO), as approved by the C/CAG Chair in accordance with the C/CAG Procurement Policy

RECOMMENDATION

That the C/CAG Board receive a copy of an executed agreement with Ricondo & Associates, Inc. for an amount not to exceed \$30,000 for development and delivery of a training workshop on the implementation of the Airport Land Use Compatibility Plan (ALUCP) for the environs of San Francisco International Airport (SFO), as approved by the C/CAG Chair in accordance with the C/CAG Procurement Policy.

FISCAL IMPACT

Up to \$30,000.

SOURCE OF FUNDS

Funding for this effort comes from the San Francisco International Airport (per agreement approved by C/CAG Board Resolution No. 13-07).

BACKGROUND/DISCUSSION

At its Regular Meeting on November 8, 2012, the C/CAG Board, in its designated role as the Airport Land Use Commission, adopted the state-mandated Airport Land Use Compatibility Plan (ALUCP) for the environs of San Francisco International Airport (SFO). Ricondo & Associates prepared the Plan as directed by C/CAG staff, SFO staff, and other stakeholders. The relevant provisions in the *California Airport Land Use Planning Handbook October 2011* guided the content of the Plan. The Plan contains policies and criteria that address height of structures/airspace protection, aircraft noise impacts, and runway end safety

ITEM 5.5.1

compatibility within a defined Airport Influence Area (AIA) boundary for policy implementation. The AIA boundary affects 10 cities and unincorporated county territory in the northern part of the county. Due to the complexity of the Plan and the number of affected jurisdictions, C/CAG staff and SFO staff suggested that C/CAG sponsor a training workshop to educate local planners from the affected jurisdiction about the details of the SFO ALUCP and its implementation.

In selecting Ricondo & Associates to develop and deliver the SFO ALUCP training workshop, staff followed the C/CAG Procurement Policy. Since the contract amount is between \$25,001 and \$49,999, a formal request for proposal (RFP) was not required. Furthermore, staff selected Ricondo & Associates based on the following criteria: 1) Ricondo & Associates prepared the SFO ALUCP that was adopted by the C/CAG Board and therefore, has unique qualifications and experience to develop and deliver the training workshop, 2) the added time required for another consulting firm or individual to acquire the required knowledge for the needed services would create an unacceptable delay in the development and delivery of the training workshop, and 3) SFO in providing funding for the training workshop and currently retains Ricondo & Associates for on-going airport planning projects.

ATTACHMENT

Executed Agreement with Ricondo & Associates.

2013 4

AGREEMENT BETWEEN
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
AND RICONDO & ASSOCIATES, INC..

This Agreement entered this 30 day of May, 2013, by and between the City/County Association of Governments of San Mateo County, a joint powers agency, hereinafter called "C/CAG" and RICONDO & ASSOCIATES, INC., hereinafter called "Contractor."

WITNESSETH

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

WHEREAS, C/CAG is prepared to award funding for development and delivery of a training program for local city and county planning staff, regarding implementation of the adopted Airport Land Use Compatibility Plan (ALUCP) for the environs of San Francisco International Airport ; and

WHEREAS, C/CAG has determined that Contractor has the requisite qualifications to perform this work.

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

1. Services to be provided by Contractor. In consideration of the payments hereinafter set forth, Contractor agrees to perform the services described in Exhibit A, attached hereto (the "Services"). All Services are to be performed and completed by December 31, 2013.
2. Payments. In consideration of Contractor providing the Services, C/CAG shall reimburse Consultant based on the cost rates set forth in Exhibit A up to a maximum amount of thirty thousand dollars (\$30,000) for Services provided during the Contract Term as set forth below. Payments shall be made to contractor monthly based on an invoice submitted by contractor that identifies expenditures and describes services performed in accordance with the agreement. C/CAG shall have the right to receive, upon request, documentation substantiating charges billed to C/CAG.
3. Relationship of the Parties. It is understood that Contractor is an Independent Contractor and this Agreement is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of Independent Contractor.
4. Non-Assignability. Contractor shall not assign this Agreement or any portion thereof to a third party.

5. Contract Term. This Agreement shall be in effect as of April 22, 2013 and shall terminate on December 31, 2013; provided, however, C/CAG may terminate this Agreement at any time for any reason by providing 30 days' notice to Contractor. Termination to be effective on the date specified in the notice. In the event of termination under this paragraph, Contractor shall be paid for all Services provided to the date of termination.
6. Hold Harmless/ Indemnity: Contractor shall indemnify and save harmless C/CAG, its agents, officers and employees from all claims, suits or actions to the extent caused by the negligence, errors, acts or omissions of the Consultant, its agents, officers or employees related to or resulting from performance, or non-performance under this Agreement. In turn, C/CAG shall indemnify and save harmless Contractor, its agents, officers and employees from all claims, suits or actions to the extent caused by the negligence, errors, acts or omissions of C/CAG, its agents, officers or employees related to or resulting from C/CAG's performance, or non-performance under this Agreement.

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

7. Insurance: Contractor or any subcontractors performing the services on behalf of Contractor shall not commence work under this Agreement until all Insurance required under this section has been obtained and such insurance has been approved by the C/CAG Staff. Contractor shall furnish the C/CAG Staff with Certificates of Insurance evidencing the required coverage and there shall be a specific contractual liability endorsement extending the Contractor's coverage to include the contractual liability assumed by the Contractor pursuant to this Agreement. These Certificates shall specify or be endorsed to provide that thirty (30) days notice must be given, in writing, to C/CAG of any pending change in the limits of liability or of non-renewal, cancellation, or modification of the policy. Such Insurance shall include at a minimum the following:

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

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

Required insurance shall include:

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

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

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

8. Non-discrimination. The Contractor and any subcontractors performing the services on behalf of the Contractor shall not discriminate or permit discrimination against any person or group of persons on the basis of race, color, religion, national origin or ancestry, age, sex, sexual orientation, marital status, pregnancy, childbirth or related conditions, medical condition, mental or physical disability or veteran's status, or in any manner prohibited by federal, state or local laws.
9. Compliance with All Laws. Contractor shall at all times comply with all applicable laws and regulations, including without limitation those regarding services to disabled persons, including any requirements of Section 504 of the Rehabilitation Act of 1973.
10. Compliance with Memorandum of Understanding (MOU) between C/CAG and the City and County of San Francisco, via its Airport Commission, dated July 1, 2012. Contractor shall comply with all applicable provisions in the document entitled "Memorandum of Understanding Regarding the Preparation and Distribution of the Update to the Airport Land Use Compatibility Plan (ALUCP) for the Environs of San Francisco International Airport", dated July 1, 2012, incorporated herein, by reference, and attached hereto (the "MOU"). Contractor specifically acknowledges and agrees to the provisions of Section 8(b) of the MOU and that the provisions of §§12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code are incorporated herein and shall be complied with by Contractor.

11. Substitutions: If particular people are identified in this Agreement are providing services under this Agreement, the Contractor will not assign others to work in their place without written permission from C/CAG. Any substitution shall be with a person of commensurate experience and knowledge.

12. Sole Property of C/CAG. Work products of Contractor which are delivered under this Agreement or which are developed, produced and paid for under this Agreement, shall be and become the property of C/CAG. Contractor shall not be liable for C/CAG's use, modification or re-use of products without Contractor's participation or for purpose other than those specifically intended pursuant to this Agreement.

13. Access to Records. C/CAG, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Contractor which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcriptions.

The Contractor shall maintain all required records for three years after C/CAG makes final payments and all other pending matters are closed.

14. Merger Clause. This Agreement, including Exhibit A attached hereto and incorporated herein by reference, constitutes the sole agreement of the parties hereto with regard to the matters covered in this Agreement, and correctly states the rights, duties and obligations of each party as of the document's date. Any prior agreement, promises, negotiations or representations between the parties not expressly stated in this document are not binding. Any subsequent modifications must be in writing and signed by the parties. In the event of a conflict between the terms, conditions or specifications set forth herein and those in Exhibit A attached hereto, the terms, conditions or specifications set forth herein shall prevail.

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

16. Notices. All notices hereby required under this agreement shall be in writing and delivered in person or sent by certified mail, postage prepaid and addressed as follows:

City/County Association of Governments of San Mateo County
555 County Center, 5th Floor
Redwood City, CA 94063
ATTN: Sandy Wong, Executive Director

Notices required to be given to contractor shall be addressed as follows:

Ricondo & Associates, Inc.
1917 Palomar Oaks Way, Suite 350
Carlsbad, CA 92008
ATTN: Joseph A. Huy

With copy to: Ricondo & Associates, Inc.
20 North Clark Street, Suite 1500
Chicago, IL 60602
ATTN: Ramon Ricondo

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

RICONDO & ASSOCIATES, INC. (Contractor)

By 

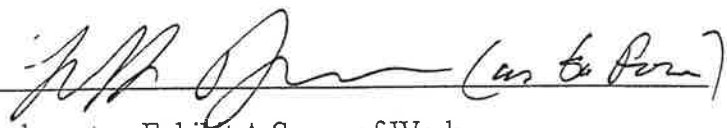
5-13-13
Date

City/County Association of Governments (C/CAG)

By 
Brandt Grotte, C/CAG Chair

30-MAY 2013
Date

C/CAG Legal Counsel

By  (as to form)

Attachments: Exhibit A Scope of Work

Memorandum of Understanding Regarding the Preparation and Distribution of the Update of the Airport Land Use Compatibility Plan (ALUCP) for the Environs of San Francisco International Airport, dated July 1, 2012



EXHIBIT A

**To Agreement Between City/County Association of Governments of San Mateo County
and Ricondo & Associates**

**RE: Scope of Work: Training for implementation and administration of the
updated Comprehensive Airport Land Use Compatibility Plan (ALUCP)
for San Francisco International Airport**



(2)

(2)

SCOPE OF WORK

TRAINING FOR IMPLEMENTATION AND ADMINISTRATION OF THE UPDATED COMPREHENSIVE AIRPORT LAND USE COMPATIBILITY PLAN (ALUCP) FOR SAN FRANCISCO INTERNATIONAL AIRPORT

Ricondo & Associates, Inc.

April 15, 2013

This Scope of Work describes the tasks to be undertaken by Ricondo & Associates, Inc. (the Consultant) to support the City/County Association of Governments of San Mateo County (C/CAG) in training local planning officials in the implementation and administration of the updated ALUCP for San Francisco International Airport.

TASK 1.0 GENERAL TRAINING PROGRAM

1.1 Detailed Scope and Session Outline

The Consultant will coordinate with C/CAG staff in preparing a detailed scope, agenda, and outline for a general training seminar of approximately four hours duration. The scope is anticipated to cover the following items:

- Overview of updated ALUCP.
- Statutory responsibility of local governments to make land use plans and regulations consistent with updated ALUCP.
- Local government responsibilities prior to making local plans and regulations consistent with ALUCP.
- Local government responsibilities after making local plans and regulations consistent with ALUCP.
- Guidelines for the review of projects for consistency with ALUCP.
- Workshop on SFO iALP tool for airspace analysis. (SFO planning staff would be invited to facilitate this workshop.)

The Consultant also will coordinate with C/CAG in identifying agencies and staff members to invite to the training seminar. Invited agencies are expected to include the planning departments of all municipalities within Area B of the Airport Influence Area, San Mateo County, and the Airport.

Responsibilities: The Consultant will prepare draft and final scopes, agendas, and session outlines for the training seminar. C/CAG's project manager will review and approve the scope, agenda, and session outline. C/CAG will send invitations to requested seminar participants.

Deliverable: Memorandum describing the detailed scope, agenda, session outline, and format of a four-hour training seminar for local planning officials for review and approval by C/CAG's project manager.

1.2 Handouts, Exercises and PPT Presentation

Based on the approved training program scope, agenda, and session outline, the Consultant will prepare materials for the training seminar. These are anticipated to include handouts, worksheets, checklists, and a PowerPoint presentation. Before preparing final versions of the materials, the Consultant will prepare draft versions for review and approval by C/CAG's project manager.

Responsibilities: The Consultant will prepare draft and final versions of presentation materials and handouts.

Deliverables: Electronic versions of draft and final presentation materials.

1.3 On-Site Session Attendance and Facilitation

The Consultant will attend and, in cooperation with C/CAG staff, facilitate the training seminar. The seminar is anticipated to last no longer than approximately four hours. It is anticipated that the seminar format will include a combination of lecture-style presentations, question and answer sessions, and interactive workshops or break-out sessions. One trip by the Consultant is budgeted for a session in May 2013.

Responsibilities: The Consultant and C/CAG staff will attend and coordinate in facilitating the training session. C/CAG will be responsible for inviting all participants. C/CAG will also be responsible for securing the meeting location, providing audiovisual equipment, printing handouts, providing miscellaneous supplies (such as folders, notepads, pens and pencils), and refreshments.

Deliverable: Consultant's attendance at and facilitation of training session.

TASK 2.0 TRAINING SUPPORT SERVICES

2.1 Training Support Services

The Consultant will provide support to C/CAG staff, as requested, in providing additional training services and responding to questions from various implementing agencies. Among the groups that C/CAG anticipates assisting and training are the following:

- San Mateo County Association of Realtors
- School Districts

-
- Community College District
 - Special Districts
-

Responsibilities: The Consultant will provide services as specifically requested and authorized by C/CAG's project manager.

Deliverables: Services as requested by C/CAG project manager.

Airport Land Use Compatibility Planning Support Services for City/County Association of Governments of San Mateo County

Training for Implementation and Administration of
 Updated Comprehensive Airport Land Use Compatibility Plan (ALUCP)
 for San Francisco International Airport
 Ricondo & Associates, Inc.
 April 15, 2013

Task	Description	Hours by Labor Category												Direct Costs			Total	
		\$315		\$271		\$225		\$185		\$147		\$118		Travel	Other Direct Costs	Hours	Cost	
		Officer		Director		Managing Consultant/Manager		Sr. Consultant/Tech Specialist II		Consultant/Tech Specialist I		Tech Specialist/Support						
		Hours	Cost	Hours	Cost	Hours	Cost	Hours	Costs	Hours	Cost	Hours	Cost	Person-Trips	Cost			
1.0	General Training Program	2	\$630	48	\$13,008	0	\$0	16	\$2,960	8	\$1,176	8	\$944	1	\$1,660	\$0	82	\$20,378
1.1	Detailed scope and session outline	1	\$315	16	\$4,336	0	\$0	0	\$0	0	\$0	4	\$472	0	\$0	\$0	21	\$5,123
1.2	Handouts, exercises and PPT presentation	1	\$315	16	\$4,336	0	\$0	16	\$2,960	8	\$1,176	4	\$472	0	\$0	\$0	45	\$9,259
1.3	On-site session attendance and facilitation	0	\$0	16	\$4,336	0	\$0	0	\$0	0	\$0	0	\$0	1	\$1,660	\$0	16	\$5,996
2.0	Training Support Services	0	\$0	18	\$4,878	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$0	18	\$4,878
2.1	Training Support Services	0	\$0	18	\$4,878	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$0	18	\$4,878
	TOTAL	2	\$630	66	\$17,886	0	\$0	16	\$2,960	8	\$1,176	8	\$944	1	\$1,660	\$0	100	\$25,256

ATTACHMENT

MEMORANDUM OF UNDERSTANDING REGARDING THE PREPARATION
AND DISTRIBUTION OF THE UPDATE TO THE AIRPORT LAND USE
COMPATIBILITY PLAN (ALUCP) FOR THE ENVIRONS OF
SAN FRANCISCO INTERNATIONAL AIRPORT
DATED JULY 1, 2012

(S)

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(S)

**MEMORANDUM OF UNDERSTANDING
REGARDING PREPARATION AND DISTRIBUTION OF THE UPDATE TO THE
AIRPORT LAND USE COMPATIBILITY PLAN (ALUCP)
FOR THE ENVIRONS OF SAN FRANCISCO INTERNATIONAL AIRPORT**

This MEMORANDUM OF UNDERSTANDING ("MOU") is entered into as of July 1, 2012, by and between the CITY AND COUNTY OF SAN FRANCISCO ("City") acting by and through its AIRPORT COMMISSION ("Commission") and the CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY ("C/CAG") to memorialize the agreement between the Commission and C/CAG regarding the matters set forth herein and to outline the parameters under which the parties will cooperate to provide the services listed below during Fiscal Years ("FY") 2012/2013 and 2013/2014.

RECITALS

- The Commission operates the San Francisco International Airport ("SFO" or "Airport") which is located in San Mateo County ("County").
- California law (Public Utilities Code Section 21670 et seq.) requires every county in which is located an airport that is served by a scheduled airline, to establish an Airport Land Use Commission ("ALUC"). The ALUC must prepare an Airport Land Use Compatibility Plan ("ALUCP") for the environs of each airport within its jurisdiction.
- C/CAG has been designated to serve as San Mateo County's ALUC, and has finalized the ALUCP Update regarding the environs of SFO.
- C/CAG has received a \$300,000 Federal Aviation Administration ("FAA") grant for 80% of the cost of updating the ALUCP and has received \$75,000 from the Commission to pay the 20% local share of the ALUCP in FY 2009/2010 and funding for outreach to its membership.
- C/CAG received \$100,000 from the Commission in FY 2010/2011 to fund implementation and administration of the environmental review process required under the California Environmental Quality Act (CEQA).
- C/CAG received an additional \$100,000 in FY 2011/2012 to fund the following: (1) a technical review of the Draft ALUCP Update and preparation of revisions as need related to the content of the final version of the new Caltrans Airport Land Use Compatibility Planning Handbook; and (2) preparation of revisions to the Draft ALUCP update to be consistent with the parameters of the Airport's Runway Safety Area Program (RSA).
- C/CAG has requested that the Commission provide an amount not to exceed \$60,000 in FY 2012/2013 and FY 2013-2014 to provide implementation training, report preparation, and document distribution of the comprehensive ALUCP.
- Airport staff has discussed with the local FAA Airport District Office ("ADO") the appropriateness of providing the requested funding under the FAA's Final Policy and Procedures Concerning the Use of Airport Revenue ("Revenue Diversion Policy") and has received informal approval.

SUBJECT TO THE TERMS SET FORTH IN THIS MOU AND IN RECOGNITION OF THE FAA'S REVENUE DIVERSION POLICY, THE COMMISSION AND C/CAG AGREE AS FOLLOWS:

SERVICES AND FUNDING

1. Services to be provided by C/CAG.

- C/CAG staff or a consultant retained by C/CAG will conduct training sessions on the San Francisco International Airport ALUCP implementation.
- The training sessions will include both general implementation trainings and one on one training sessions for affected stakeholders, including, but not limited to the Cities of Burlingame, Millbrae, San Bruno, South San Francisco, Daly City, Colma, Hillsborough, San Mateo, Foster City and Pacifica.
- C/CAG staff will provide printing and distribution of the ALUCP update. The printing and distribution will include no less than 60 copies of the ALUCP and 100 CD/DVDs or flash drives that include the ALUCP, distribution of hard copies to stakeholders, and posting the ALUCP on the C/CAG website.
- C/CAG will provide these services during calendar year 2013.

2. Budgeted MOU Amount:

The Commission will pay to C/CAG a total amount not to exceed \$60,000 during FY 2012/2013 and FY 2013/14 for the services listed in Section 1 above.

Unless the Airport and the C/CAG agree otherwise by written amendment to this MOU, the budget for the services to be provided under this MOU is not to exceed \$60,000 in FY 2012/2013 and FY 2013/14.

3. Documentation Verifying Actual Costs of Direct Services: Payments will not be made without a signed MOU and proper documentation verifying the actual cost of services provided. C/CAG will not charge the Airport for any indirect services or overhead. C/CAG will invoice the Commission for the direct services rendered, which invoices will be accompanied by the following supporting documentation:

- Consulting Services
 - a) Invoices from the outside consultant to C/CAG.
 - b) Consultant hours worked on ALUCP Training Sessions.
 - c) Consultant hourly rates.
 - d) Direct services provided by consultant.
- C/CAG Staff
 - a) Functional timesheet of individual C/CAG staff including hours worked, hourly rate and a description of services provided.
 - b) Printing and other material costs associated with ALUCP distribution.

Upon review of the invoices and supporting documentation, the Commission will reimburse C/CAG for the amount of each invoice for consulting services and staff to provide the services described above, up to the maximum budgeted amount.

4. Billing Procedures

- The Commission will reimburse C/CAG for the services described above within 30 days from receipt and approval of each properly documented invoice.

CITY CONTRACTING PROVISIONS

5. Certification of Funds; Budget and Fiscal Provisions; Termination in the Event of Non-Appropriation.

This MOU is subject to the budget and fiscal provisions of the City's Charter. Charges will accrue only after prior written authorization certified by the City's Controller, and the amount of the City's obligation hereunder shall not at any time exceed the amount certified for the purpose and period stated in such advance authorization. This MOU will terminate without penalty, liability or expense of any kind to the City at the end of any fiscal year if funds are not appropriated for the next succeeding fiscal year. If funds are appropriated for a portion of the fiscal year, this MOU will terminate, without penalty, liability or expense of any kind at the end of the term for which funds are appropriated. The City has no obligation to make appropriations for this MOU in lieu of appropriations for new or other agreements. City budget decisions are subject to the discretion of the Mayor and the Board of Supervisors. C/CAG's assumption of risk of possible non-appropriation is part of the consideration for this MOU, but C/CAG shall not be required to perform or provide services if it is not to be reimbursed for those services. THIS SECTION CONTROLS AGAINST ANY AND ALL OTHER PROVISIONS OF THIS MOU.

6. Limited Liability. The obligations and liabilities of the Commission hereunder are limited obligations of the Commission payable solely from Airport revenues. Neither the Commissioners, the officers or employees of the Commission, nor any person executing this MOU shall be liable personally for the obligations of the Commission hereunder or be subject to any personal liability or accountability by reason of the execution hereof. Neither of the faith and credit nor the taxing power of the State of California or any political subdivision thereof, including the City, is pledged to the obligations of the Commission hereunder. The City's payment obligations under this MOU shall be limited to the payment of the budgeted amounts provided for above. Notwithstanding any other provision of this MOU, in no event shall the City be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits, arising out of or in connection with this MOU or the services performed in connection with this MOU.

7. Submitting False Claims; Monetary Penalties. Pursuant to San Francisco Administrative Code §21.35, any contractor, subcontractor or consultant who submits a false claim shall be liable to the City for the statutory penalties set forth in that section. The text of Section 21.35, along with the entire San Francisco Administrative Code is available on the web at <http://www.municode.com/Library/clientCodePage.aspx?clientID=4201>. A contractor, subcontractor or consultant will be deemed to have submitted a false claim to the City if the contractor, subcontractor or consultant: (a) knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval; (b) knowingly

makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by the City; (c) conspires to defraud the City by getting a false claim allowed or paid by the City; (d) knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

8. Nondiscrimination; Penalties.

- (a) C/CAG Shall Not Discriminate. In the performance of this MOU, C/CAG agrees not to discriminate against any employee, City employee working with C/CAG or a subcontractor, applicant for employment with C/CAG or a subcontractor, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations, on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, height, weight, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status), or association with members of such protected classes, or in retaliation for opposition to discrimination against such classes.
- (b) Subcontracts. C/CAG shall incorporate by reference in all subcontracts executed after the date hereof the provisions of §§12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code and shall require all subcontractors to comply with such provisions. C/CAG's failure to comply with the obligations in this subsection shall constitute a material breach of this MOU.
- (c) Nondiscrimination in Benefits. C/CAG does not as of the date of this MOU and will not during the term of this MOU, in any of its operations in San Francisco, on real property owned by San Francisco, or where work is being performed for the City elsewhere in the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in §12B.2(b) of the San Francisco Administrative Code.
- (d) Incorporation of Administrative Code Provisions by Reference. The provisions of Chapters 12B and 12C of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this MOU as though fully set forth herein. C/CAG shall comply fully with and be bound by all of the provisions that apply to this MOU under such chapters, including but not limited to the remedies provided in such chapters. Without limiting the foregoing, C/CAG understands that pursuant to §§12B.2(h) and 12C.3(g) of the San Francisco Administrative Code, a penalty of \$50 for each person for each calendar day during which such person was discriminated against

in violation of the provisions of this MOU may be assessed against C/CAG and/or deducted from any payments due C/CAG.


9. Airport Intellectual Property. Pursuant to Resolution No. 01-0118, adopted by the Airport Commission on April 18, 2001, the Commission affirmed that it will not tolerate the unauthorized use of its intellectual property, including the SFO logo, CADD designs, and copyrighted publications. All proposers, bidders, contractors, tenants, permittees, and others doing business with or at the Airport (including subcontractors and subtenants) may not use the Airport intellectual property, or any intellectual property confusingly similar to the Airport intellectual property, without the Airport Director's prior consent.
10. Tropical Hardwood and Virgin Redwood Ban. Pursuant to §804(b) of the San Francisco Environment Code, the City urges contractors not to import, purchase, obtain, or use for any purpose, any tropical hardwood, tropical hardwood wood product, virgin redwood or virgin redwood wood product.
11. Resource Conservation. Chapter 5 of the San Francisco Environment Code is incorporated herein by reference. Failure by C/CAG to comply with any of the applicable requirements of Chapter 5 will be deemed a material breach of this MOU.
12. Compliance with Americans with Disabilities Act. C/CAG acknowledges that, pursuant to the Americans with Disabilities Act (ADA), programs, services and other activities provided by a public entity to the public, whether directly or through a contractor, must be accessible to the disabled public. C/CAG shall provide the services specified in this MOU in a manner that complies with the ADA and any and all other applicable federal, state and local disability rights legislation. C/CAG agrees not to discriminate against disabled persons in the provision of services, benefits or activities provided under this MOU and further agrees that any violation of this prohibition on the part of C/CAG, its employees, agents or assigns will constitute a material breach of this MOU.
13. Audit and Inspection of Records. C/CAG agrees to maintain and make available to the City, during regular business hours, accurate books and accounting records relating to its work under this MOU. C/CAG will permit the City to audit, examine and make excerpts and transcripts from such books and records, and to make audits of all invoices, materials, payrolls, records or personnel and other data related to all other matters covered by this MOU, whether funded in whole or in part under this MOU. C/CAG shall maintain such data and records in an accessible location and condition for a period of not less than five years after final payment under this MOU or until after final audit has been resolved, whichever is later. The State of California or any federal agency having an interest in the subject matter of this MOU shall have the same rights conferred upon the City by this Section.
14. Assignment. Neither this MOU nor any duties or obligations hereunder may be assigned or delegated by C/CAG unless first approved by the City by written instrument executed and approved in the same manner as this MOU.
15. Invalid Provisions and Severability. In the event any covenant, condition or provision herein contained is held to be invalid or unenforceable by a court of competent jurisdiction, the invalidity or unenforceability of any such covenant, condition or provision shall in no way affect any other covenant, condition or provision herein contained, provided the invalidity or unenforceability of any such covenant, condition or provision does not materially prejudice either the Commission or C/CAG

in their respective rights and obligations contained in the valid covenants, conditions and provisions of this MOU.

16. Counterparts. This MOU may be executed in several counterparts, which together shall constitute one and the same instrument.

This MOU has been entered into in triplicate on the date(s) below.

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY



Bob Grassilli
C/CAG Chair

3/14/13
Date




C/CAG Legal Counsel

3-11-13
Date

AIRPORT COMMISSION OF THE CITY AND COUNTY OF SAN FRANCISCO

Date: _____

By: 

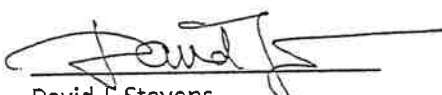
John L. Martin
Airport Director

APPROVED AS TO FORM:

DENNIS J. HERRERA
City Attorney

AUTHORIZED BY AIRPORT COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Resolution No: 13-0051
Adopted: MAR. 4, 2013

By: 

David J. Stevens
Deputy City Attorney

ATTEST: 

Jean Caramatti
Commission Secretary

C/CAG AGENDA REPORT

DATE: June 13, 2013

TO: City/County Association of Governments Board of Directors

FROM: Sandy Wong, Executive Director

SUBJECT: Review and approval of Resolution 13-20 authorizing the C/CAG Chair to execute the Program Manager Funding Agreement with the Bay Area Air Quality Management District (BAAQMD) for the Fiscal Year 2013/14 Transportation Fund for Clean Air (TFCA) (40%) Program for San Mateo County for an amount up to \$1,063,526.42

(For further information please contact John Hoang at 650-363-4105)

RECOMMENDATION

That the C/CAG Board review and approve Resolution 13-20 authorizing the C/CAG Chair to execute the Program Manager Funding Agreement with the Bay Area Air Quality Management District (BAAQMD) for the Fiscal Year 2013/14 Transportation Fund for Clean Air (TFCA) (40%) Program for San Mateo County for an amount up to \$1,063,526.42.

FISCAL IMPACT

This agreement provides up to \$1,063,526.42 in TFCA funding for FY 2013/14. Included in this amount is \$52,526.42 for administrative costs of the program.

SOURCE OF FUNDS

TFCA funds are derived from a Vehicle Registration Fee surcharge provided to C/CAG by the BAAQMD.

BACKGROUND/ DISCUSSION

The Bay Area Air Quality Management District (BAAQMD) is authorized under Health and Safety code Section 44223 and 44225 to levy a fee on motor vehicles. Funds generated by the fee are referred to as the Transportation Fund for Clean Air (TFCA) funds and are used to implement projects to reduce air pollution from motor vehicles. Health and Safety Code Section 44241(d) stipulates that forty percent (40%) of funds generated within a county where the fee is in effect shall be allocated by the Air District to one or more public agencies designated to receive the funds, and for San Mateo County, C/CAG has been designated as the overall Program Manager to receive the funds.

C/CAG, as the Program Manager for the TFCA Program in San Mateo County, distributes funds to qualifying projects that reduce air pollution, greenhouse gas emissions, and traffic congestion by **ITEM 5.6**

improving transportation options. On February 14, 2014, the C/CAG Board approved the projects to be funded as part of the FY 2013/14 TFCA Program, as follows:

Agency	Project Description	Amount
C/CAG	Program Administration	\$52,526.42
SamTrans	Employer Based Shuttle Projects	\$566,000.00
Peninsula Traffic Congestion Relief Alliance	Countywide Voluntary Trip Reduction Program	\$445,000.00
Total		\$1,063,526.42

The funding agreement between C/CAG and the BAAQMD is for the receipt of the FY 2013/14 TFCA County Program Manager funds.

ATTACHMENTS

- Resolution 13-20
- Funding Agreement between C/CAG and BAAQMD for FY 2013/14 (*Available for review and download at www.ccag.ca.gov/ccag.html*)

RESOLUTION 31-20

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE THE PROGRAM MANAGER FUNDING AGREEMENT WITH THE BAY AREA AIR QUALITY MANAGEMENT DISTRICT (BAAQMD) FOR THE FISCAL YEAR 2013/14 TRANSPORTATION FUND FOR CLEAN AIR (TFCA) (40%) PROGRAM FOR SAN MATEO COUNTY FOR AN AMOUNT UP TO \$1,063,526.42

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

WHEREAS, the City/County Association of Governments has been designated the Transportation Fund for Clean Air (TFCA) Program Manager for San Mateo County; and

WHEREAS, the Board of Directors of the City/County Association of Governments at its February 14, 2013 meeting approved certain projects and programs for funding through San Mateo County's 40 percent local share of Transportation Fund for Clean Air (TFCA) revenues; and

WHEREAS, C/CAG will act as the Program Manager for \$1,063,526.42 of TFCA funded projects; and

WHEREAS, it is necessary for C/CAG to enter into a Program Manager Agreement with the Bay Area Air Quality Management District (BAAQMD) setting forth the responsibilities of each party.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County that on behalf of C/CAG the Chair is authorized to enter into an agreement with the Bay Area Air Quality Management District for the Fiscal Year 2013/14 Transportation Fund for Clean Air (TFCA) Program for San Mateo County for an amount up to \$1,063,526.42. This agreement is attached hereto and is in a form that has been approved by C/CAG legal counsel.

PASSED, APPROVED, AND ADOPTED THIS 13TH DAY OF JUNE 2013.

Brandt Grotte, Chair

C/CAG AGENDA REPORT

DATE: June 13, 2013

TO: City/County Association of Governments Board of Directors

FROM: Sandy Wong, Executive Director

SUBJECT: Review and approval of Resolution 13-21 authorizing the C/CAG Chair to execute a Funding Agreement between C/CAG and the Peninsula Traffic Congestion Relief Alliance (Alliance) in the amount of \$445,000 under the Fiscal Year 2013/14 Transportation Fund for Clean Air (TFCA) Program to provide the Countywide Voluntary Trip Reduction Program

(For further information please contact John Hoang at 650-363-4105)

RECOMMENDATION

That the C/CAG Board review and approve Resolution 13-21 authorizing the C/CAG Chair to execute a Funding Agreement between C/CAG and the Peninsula Traffic Congestion Relief Alliance (Alliance) in the amount of \$445,000 under the Fiscal Year 2013/14 Transportation Fund for Clean Air (TFCA) Program to provide the Countywide Voluntary Trip Reduction Program.

FISCAL IMPACT

Under the FY 2013/14 TFCA Program there is a total allocation of \$1,063,526.42 of which \$445,000 is designated for the Alliance Countywide Voluntary Trip Reduction Program.

SOURCE OF FUNDS

TFCA funds are derived from a Vehicle Registration Fee surcharge provided to C/CAG by the Bay Area Air Quality Management District (BAAQMD).

BACKGROUND/ DISCUSSION

C/CAG acts as the Program Manager for the TFCA Program in San Mateo County. This program distributes TFCA fund to projects whose primary objective is to reduce air pollution, greenhouse gas emissions, and traffic congestion by improving transportation options. On February 14, 2013, the C/CAG Board approved the Expenditure Plan for projects to be funded as part of the FY 2013/14 TFCA Program, which includes the Alliance's Countywide Voluntary Trip Reduction Program. This Program assists private and public sectors to connect their employees and customers with transportation systems that provide an alternative to driving single

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occupant vehicles. The Countywide Voluntary Trip Reduction Program is funded by various sources through C/CAG, including the Countywide Congestion Relief Plan as well as the San Mateo County share of the Regional Ridesharing and Bicycling Program funds made available through the Metropolitan Transportation Commission (MTC).

ATTACHMENTS

- Resolution 13-21
- Funding Agreement between C/CAG and Alliance for the FY 2013/14 TFCA Program
(Available for review and download at www.ccag.ca.gov/ccag.html)

RESOLUTION 13-21

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE THE FUNDING AGREEMENT BETWEEN C/CAG AND THE PENINSULA TRAFFIC CONGESTION RELIEF ALLIANCE (ALLIANCE) IN THE AMOUNT OF \$445,000 UNDER THE FISCAL YEAR 2013/14 TRANSPORTATION FUND FOR CLEAN AIR (TFCA) PROGRAM TO PROVIDE THE COUNTYWIDE VOLUNTARY TRIP REDUCTION PROGRAM

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

WHEREAS, the Board of Directors of the City/County Association of Governments at its February 14, 2013 meeting approved certain projects and programs for funding through San Mateo County's local share of Transportation Fund for Clean Air (TFCA) revenues; and,

WHEREAS, the agencies implementing these projects, the scope of the work and the specified amount of TFCA funding, have been identified and approved by the Board of Directors; and,

WHEREAS, the Peninsula Traffic Congestion Relief Alliance (Alliance) is designated to receive TFCA funds for the Countywide Voluntary Trip Reduction Program which assists private and public sectors to connect their employees and customers with transportation systems that provide an alternative to driving single occupant vehicles; and

WHEREAS, it is necessary for C/CAG to enter into Project Sponsor agreements with the individual agencies receiving TFCA project funding, setting forth the responsibilities of each party.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County that the Chair is authorized to enter into an agreement with the Alliance for \$445,000 under the Transportation Fund for Clean Air (TFCA) Program. Be it further resolved that the C/CAG Executive Director is authorized to negotiate the final terms of said agreement prior to its execution by the C/CAG Chair, subject to approval as to form by C/CAG Legal Counsel.

PASSED, APPROVED, AND ADOPTED THIS 13TH DAY OF JUNE 2013.

Brandt Grotte, Chair



C/CAG AGENDA REPORT

DATE: June 13, 2013

TO: City/County Association of Governments Board of Directors

FROM: Sandy Wong, Executive Director

SUBJECT: Review and approval of Resolution 13-22 authorizing the C/CAG Chair to execute a Funding Agreement between C/CAG and the San Mateo County Transit District (SamTrans) in the amount of \$566,000 under the Fiscal Year 2013/14 Transportation Fund for Clean Air (TFCA) Program to provide shuttle services

(For further information please contact John Hoang at 650-363-4105)

RECOMMENDATION

That the C/CAG Board review and approve Resolution 13-22 authorizing the C/CAG Chair to execute a Funding Agreement between C/CAG and the San Mateo County Transit District (SamTrans) in the amount of \$566,000 under the Fiscal Year 2013/14 Transportation Fund for Clean Air (TFCA) Program to provide shuttle services.

FISCAL IMPACT

Under the FY 2013/14 TFCA Program there is a total allocation of \$1,063,526.42 of which \$566,000 is designated for the SamTrans Shuttle Bus Program.

SOURCE OF FUNDS

TFCA funds are derived from a Vehicle Registration Fee surcharge provided to C/CAG by the Bay Area Air Quality Management District (BAAQMD).

BACKGROUND/ DISCUSSION

C/CAG acts as the Program Manager for the TFCA Program in San Mateo County. This program distributes fund to projects whose primary objective is to reduce air pollution, greenhouse gas emissions, and traffic congestion by improving transportation options. On February 14, 2013, the C/CAG Board approved the Expenditure Plan for projects to be funded as part of the FY 2013/14 TFCA Program, which includes the SamTrans Shuttle Bus Program. This Program is a peak commute period shuttle bus service for nine (9) employer based shuttle routes connecting major employment centers in San Mateo, Daly City, South San Francisco, Brisbane, Millbrae, Foster City and San Bruno with BART stations.

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ATTACHMENTS

- Resolution 13-22
- Funding Agreement between C/CAG and SamTrans for the FY 2013/14 TFCA Program
(Available for review and download at www.ccag.ca.gov/html)

RESOLUTION 13-22

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE A FUNDING AGREEMENT BETWEEN C/CAG AND THE SAN MATEO COUNTY TRANSIT DISTRICT (SAMTRANS) IN THE AMOUNT OF \$566,000 UNDER THE FISCAL YEAR 2013/14 TRANSPORTATION FUND FOR CLEAN AIR (TFCA) PROGRAM TO PROVIDE SHUTTLE SERVICES

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

WHEREAS, the Board of Directors of the City/County Association of Governments at its February 14, 2013 meeting approved certain projects and programs for funding through San Mateo County's local share of Transportation Fund for Clean Air (TFCA) revenues; and,

WHEREAS, the agencies implementing these projects, the scope of the work and the specified amount of TFCA funding, have been identified and approved by the Board of Directors; and,

WHEREAS, the San Mateo County Transit District (SamTrans) is designated to receive TFCA funds for the SamTrans Shuttle Bus Program which provides nine shuttle services between various employment centers and BART stations; and

WHEREAS, it is necessary for C/CAG to enter into Project Sponsor agreements with the individual agencies receiving TFCA project funding, setting forth the responsibilities of each party.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County that the Chair is authorized to enter into an agreement with the San Mateo County Transit District for \$566,000 under the Transportation Fund for Clean Air (TFCA) Program. Be it further resolved that the C/CAG Executive Director is authorized to negotiate the final terms of said agreement prior to its execution by the C/CAG Chair, subject to approval as to form by C/CAG Legal Counsel.

PASSED, APPROVED, AND ADOPTED THIS 13TH DAY OF JUNE 2013.

Brandt Grotte, Chair



C/CAG AGENDA REPORT

DATE: June 13, 2013

TO: City/County Association of Governments Board of Directors

FROM: Sandy Wong, Executive Director

SUBJECT: Review and approval of Resolution 13-23 authorizing the C/CAG Chair to execute an agreement between the City/County Association of Governments (C/CAG) of San Mateo County and the Peninsula Traffic Congestion Relief Alliance in the amount of \$510,000 from the Congestion Relief Plan to provide the Countywide Voluntary Trip Reduction Program for FY 2013/2014.

(Please contact Tom Madalena at 599-1460 with questions or for further information)

RECOMMENDATION

That the Board review and approve Resolution 13-23 authorizing the C/CAG Chair to execute an agreement between the City/County Association of Governments (C/CAG) of San Mateo County and the Peninsula Traffic Congestion Relief Alliance in the amount of \$510,000 from the Congestion Relief Plan to provide the Countywide Voluntary Trip Reduction Program for FY 2013/2014.

FISCAL IMPACT

There is up to \$550,000 budgeted for the Countywide Voluntary Trip Reduction Program under the Congestion Relief Plan.

SOURCE OF FUNDS

The funds under the Congestion Relief Plan are derived from C/CAG Member Agency assessments.

BACKGROUND/ DISCUSSION

At the February 14, 2013 C/CAG Board meeting the Board approved the Congestion Relief Plan funding for the Alliance in the amount of \$510,000 for FY 2013/2014 for the Countywide Voluntary Trip Reduction Program. The Peninsula Traffic Congestion Relief Alliance (Alliance) operates the Countywide Voluntary Trip Reduction Program to assist private and public sectors with connecting their employees and customers with transportation systems that provide an alternative to driving single occupant vehicles. This program is being jointly funded with revenues under the Transportation Fund for Clean Air Program, Countywide Congestion Relief Plan and the San Mateo County share of the Regional Ridesharing and Bicycling Program funds made available through the Metropolitan Transportation Commission (MTC).

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

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ATTACHMENTS

- Resolution 13-23
- Agreement between City/County Association of Governments and Peninsula Traffic Congestion Relief Alliance for the Countywide Voluntary Trip Reduction Program (available for review and download at www.ccag.ca.gov/ccag.html)

RESOLUTION 13-23

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE AN AGREEMENT BETWEEN THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS (C/CAG) OF SAN MATEO COUNTY AND THE PENINSULA TRAFFIC CONGESTION RELIEF ALLIANCE IN THE AMOUNT OF \$510,000 FROM THE CONGESTION RELIEF PLAN TO PROVIDE THE COUNTYWIDE VOLUNTARY TRIP REDUCTION PROGRAM FOR FY 2013/2014.

WHEREAS, the Board of Directors of the City/County Association of Governments at its February 14, 2013 meeting approved programs for funding including the Countywide Voluntary Trip Reduction Program under the Congestion Relief Plan; and

WHEREAS, the Countywide Voluntary Trip Reduction Program is sponsored by the Peninsula Traffic Congestion Relief Alliance; and

WHEREAS, it is necessary for C/CAG to enter into a funding agreement with the Peninsula Traffic Congestion Relief Alliance for Congestion Relief Plan funding, setting forth the responsibilities of each party.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County that on behalf of C/CAG the Chair is authorized to enter into a funding agreement with the Peninsula Traffic Congestion Relief Alliance in the amount of \$510,000 from the Congestion Relief Plan. This agreement shall be in a form approved by C/CAG Legal Counsel.

PASSED, APPROVED, AND ADOPTED THIS 13TH DAY OF JUNE 2013.

Brandt Grotte, Chair

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C/CAG AGENDA REPORT

Date: June 13, 2012

To: City/County Association of Governments Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 13-24 authorizing the C/CAG Chair to execute an agreement with Peninsula Corridor Joint Powers Board (JPB) in an amount not to exceed \$398,010 for JPB to perform a portion of the Smart Corridor construction as part of the San Bruno Grade Separation project and authorize the C/CAG Executive Director to issue an "Authorization to Proceed" to JPB for said work in advance of execution of said agreement

(For further information or questions contact Parviz Mokhtari at (408) 425- 2433)

RECOMENDATION

Review and approval of Resolution 13-24 authorizing the C/CAG Chair to execute an agreement with the Peninsula Corridor Joint Powers Board (JPB) in an amount not to exceed \$398,010 for JPB to perform a portion of the Smart Corridor construction as part of the San Bruno Grade Separation project and authorize the C/CAG Executive Director to issue an "Authorization to Proceed" to JPB for said work in advance of execution of said agreement.

FISCAL IMPACT

This portion of the Smart Corridor project will be funded by Vehicle License fee.

BACKGROUND

The Smart Corridor project includes El Camino Real and selected east-west arterials connecting Highway 101 to El Camino Real. A portion of San Bruno Avenue is one of the selected east-west arterials. The original design of the Smart Corridor project included all the required elements and equipment to be installed on San Bruno Avenue. However, before the Smart Corridor project was ready to go out to bid, the Peninsula Corridor Joint Powers Board (JPB) awarded the contract for the San Bruno Avenue Grade Separation project that is currently under construction.

That portion of the Smart Corridor project falls within the same right-of-way as the Grade Separation construction area. Given that the Grade Separation project is under construction ahead of the Smart Corridor project, C/CAG removed all elements of the Smart Corridor project that were proposed within the limits of the Grade Separation project. The reason is because two contractors cannot be working in the same construction area in the duration of a construction contract.

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In addition, the Grade Separation project will lower a portion of San Bruno Avenue and pave the street when the project is completed. In order not to excavate and trench through the new pavement, the best alternative is to have the Grade Separation contractor install all Smart Corridor elements and equipment before paving the street. Staff provided plans and specifications to JPB staff and requested that they obtain a cost proposal from the contractor, including the cost of project management and inspection services for the installation of Smart Corridor equipment. The total cost submitted by JPB is \$398,010.

According to the Grade Separation project manager, the contractor will be installing Smart Corridor elements and equipment in July 2013. In order for the contractor to do the work in July, he must order all required materials as soon as possible.

At the present time, staff from both agencies, including the respective legal counsels, are in the process of developing and negotiating a written agreement between C/CAG and JPB. It is anticipated the formal legal review of the agreement may delay the contractor for ordering of the Smart Corridor equipment materials. Therefore, staff recommend the C/CAG Board authorize the C/CAG Executive Director to issue "Authorization to Proceed" to JPB in advance of execution of the agreement, if necessary.

ATTACHMENT

Resolution 13-24

RESOLUTION 13-24

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) AUTHORIZING THE CHAIR TO EXECUTE AN AGREEMENT WITH THE PENINSULA CORRIDOR JOINT POWERS BOARD (JPB) IN AN AMOUNT NOT TO EXCEED \$398,010 FOR JPB TO PERFORM A PORTION OF SMART CORRIDOR CONSTRUCTION AS PART OF THE SAN BRUNO AVE GRADE SEPARATION PROJECT AND AUTHORIZE THE C/CAG EXECUTIVE DIRECTOR TO ISSUE AN "AUTHORIZATION TO PROCEED" TO JPB FOR SAID WORK IN ADVANCE OF EXECUTION OF SAID AGREEMENT

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

WHEREAS, the C/CAG sponsored Smart Corridor project includes installing equipment on San Bruno Ave; and

WHEREAS, that portion of San Bruno Ave is currently under construction by the Peninsula Corridor Joint Powers Board (JPB) sponsored the Grade Separation project; and

WHEREAS, C/CAG desires to install Smart Corridor equipment on San Bruno Ave through the JPB Grade Separation contractor; and

WHEREAS, C/CAG accepts the JPB proposal of total cost of \$398,010 including the costs for construction, inspection, project management, and all necessary overhead; and

WHEREAS, that Smart Corridor equipment installation construction work is scheduled to begin in July 2013 and the contractor must order materials ahead of construction schedule.

NOW, THEREFORE, BE IT RESOLVED that the C/CAG Chair is hereby authorized to execute an agreement with the Peninsula Corridor Joint Powers Board (JPB) in an amount not to exceed \$398,010 for JPB to perform the agreed upon Smart Corridor construction as part of the San Bruno Ave Grade Separation project and the C/CAG Executive Director is hereby authorize to issue an "Authorization to Proceed" to JPB in advance of execution of said agreement.

PASSED, APPROVED, AND ADOPTED THIS 13TH DAY OF JUNE, 2013.

Brandt Grotte, Chair



C/CAG AGENDA REPORT

Date: June 13, 2013
To: City/County Association of Governments Board of Directors
From: Sandy Wong, Executive Director
Subject: Review and approval of Resolution 13-25 authorizing the C/CAG Chair to execute an agreement between C/CAG and the County of San Mateo for an amount not to exceed \$50,000 for staff services for the Resource Management and Climate Protection Committee and the Local Task Force for FY 2013-14.

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

RECOMMENDATION

Adopt Resolution 13-25 authorizing the C/CAG Chair to execute an agreement between C/CAG and the County of San Mateo (Department of Public Works) for an amount not to exceed \$50,000 for staff services for the Resource Management and Climate Protection (RMCP) Committee and the Local Task Force for FY 2013-14.

FISCAL IMPACT

\$50,000 (budgeted for FY 2013-14)

SOURCE OF FUNDS

The Congestion Relief Fund is the source of funds for the staffing of the RMCP Committee and the General fund is the source of funds for the staff work related to the Local Task Force.

BACKGROUND/DISCUSSION

The RMCP Committee provides advice and recommendations to the Congestion Management and Environmental Quality (CMEQ) Committee and the full C/CAG Board on matters related to energy and water and climate action/adaptation efforts in San Mateo County. The RMCP also reports on the San Mateo County Energy Watch (SMCEW) and updates, supports and promotes the goals and data outlined in the San Mateo County Energy Strategy, including: energy, water, collaboration between cities and the utilities, leadership and economic opportunities related to the RMCP committee's efforts.

Payment to the County of San Mateo is on a reimbursable basis. For fiscal year 2012-13, through the third quarter, the County invoiced C/CAG for \$19,163.80 for staff support to the RMCP Committee and its projects. No funding has been used for solid waste planning in FY 2012-13 as there have been no changes in solid waste facility permitting and no solid waste planning requiring review by the Local Task Force. However, funding for these staff services have been maintained in the proposed 2013-14 agreement for \$50,000.

ATTACHMENTS

Resolution 13-25
Agreement between C/CAG and County of SM (Available at: <http://www.ccag.ca.gov/ccag.html>)

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RESOLUTION NO. 13-25

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) AUTHORIZING THE C/CAG CHAIR TO EXECUTE AN AGREEMENT BETWEEN C/CAG AND THE COUNTY OF SAN MATEO FOR AN AMOUNT NOT TO EXCEED \$50,000 FOR STAFF SERVICES FOR THE RESOURCE MANAGEMENT AND CLIMATE PROTECTION COMMITTEE AND THE LOCAL TASK FORCE FOR FISCAL YEAR 2013-14.

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

WHEREAS, C/CAG desires to obtain services from the County of San Mateo, Department of Public Works (County) to serve as the primary technical staff support function for the Resource Management and Climate Protection Committee on matters related to energy, water, and greenhouse gas emission reduction strategies; and

WHEREAS, C/CAG desires to obtain services from the County to serve as staff to the Local Task Force on matters related to solid waste; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County that the Chair is authorized to execute an agreement with the County of San Mateo for staff services for the Resource Management and Climate Protection Committee and the Local Task Force for fiscal year 2013-14.

PASSED, APPROVED, AND ADOPTED THIS 13TH DAY OF JUNE 2013.

Brandt Grotte, Chair



C/CAG AGENDA REPORT

Date: June 13, 2013
To: C/CAG Board of Directors
From: Kim Springer, County Staff to C/CAG
Subject: Confirm approval of prior commitment of \$45,000 C/CAG contribution to the San Mateo County Green Business Program as approved by C/CAG Resolution 09-37
(For further information contact Sandy Wong at (650) 599-1409 or Kim Springer at (650) 599-1412)

RECOMMENDATION

That the C/CAG Board of Directors confirm its prior approval of \$45,000 C/CAG contribution to the San Mateo County Green Business Program as approved by C/CAG Resolution 09-37.

FISCAL IMPACT

\$45,000 budgeted in FY 2013-14

BACKGROUND/DISCUSSION

On October 8, 2009, the C/CAG Board approved Resolution 09-37 providing up to \$90,000 to the County of San Mateo, Department of Public Works (County) to support four countywide climate change-related programs. \$45,000 of the funding was designated for the San Mateo County Green Business Program. The funds were intended to be spent in FY 2009-10 and FY 2010-11.

The funding designated for the Green Business Program under Resolution 09-37 was never used due to concerns that the program was likely to be suspended due to an imminent change in source of funds for the program that could only support the solid waste portion of the program, and because the funding was approved with an understanding that it would be used to expand the program countywide. With its own funding concerns, the County chose not to expand the program. The County of San Mateo, Department of Public Works used other funding to support the program through July 2011, at which time the program was suspended.

County staff presented the program and funding challenges to the C/CAG RMCP and CMEQ committees and received agreement that the program was worthwhile and that an attempt to establish permanent funding to support the program should be made.

On February 1, 2013, the County re-launched the program for one year (through January 31, 2014) and hired a contractor to coordinate the program on a countywide basis. The funding from C/CAG will be used to pay for the non-solid waste portion of the contract.

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As a separate effort, on May 9, 2013, county staff presented a proposed city fee schedule to the C/CAG Board as part of the process of establishing a sustainable funding source for the program. This \$45,000 C/CAG contribution is a separate contribution from the individual city fees.

As part of the MOU or Agreement, County staff will present updates to the C/CAG Board and committees upon request by C/CAG staff.

ATTACHMENT

October 8, 2009 Staff Report for Resolution 09-37

C/CAG AGENDA REPORT

Date: June 13, 2013
To: C/CAG Legislative Committee
From: Sandy Wong, Executive Director
Subject: Review and approval of C/CAG legislative policies, priorities, positions, and legislative update (A position may be taken on any legislation, including legislation not previously identified)

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

RECOMMENDATION

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

FISCAL IMPACT

Unknown.

SOURCE OF FUNDS

NA.

BACKGROUND/DISCUSSION

On May 9, 2013, the Legislative Committee moved to add SB 557 to the bill matrix and monitor legislation without taking positions at this time. C/CAG Legislative Committee also receives monthly written reports and oral briefings from the C/CAG's State legislative advocates.

In May, C/CAG staff received a request to present AB 188 to the Legislative Committee for review and discussion. AB 188 revises the circumstances under which a "change in ownership" of real property owned by a legal entity is deemed to have occurred. This affects the triggering of a reassessment of property for tax purposes. The introduced bill is discussed in the attached report from C/CAG's State legislative advocates.

ATTACHMENTS

- Legislative Update – May 2013
- Full Legislative information is available for specific bill at <http://leginfo.legislature.ca.gov/>

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ADVOCATION



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

May 30, 2013

TO: Board Members, City/County Association of Governments, San Mateo County
FROM: Advocation, Inc. – Shaw / Yoder / Antwih, Inc.

RE: STATE LEGISLATIVE UPDATE- MAY

Legislative Deadlines

May has been an active month for the State Legislature. Deadlines have required legislators to move their bills through the legislative process in order for them to be enacted this year. The deadline to pass all bills with fiscal implications recently passed on May 25th and we are in the midst of the May 31st deadline for bills to pass out of their house of origin.

On May 24th, the Senate Appropriations committee heard 257 bills and passed 185 of them while the Assembly Appropriations shelved many more bills, passing 184 out of the 328 bills which were heard in Committee on Friday the 25th. The bills which did not pass will be designated as “two-year” bills and begin the process over again in January 2014.

Bills which managed to pass the fiscal legislative deadline are up against another deadline this week as May 31st marks the final day for bills to be passed out of their house of origin. As a result, Legislators are working feverishly to move their measures out of the first house before the end of this month in order to avoid those measures becoming two-year bills. By early next week, we will be able to obtain a much clearer picture of the bills that are truly viable measures for 2013.

May Revise

In addition to the legislative deadlines, the State Legislature has also been working through the Governor’s May Revision of the State Budget, originally released in January. Both the Senate and the Assembly Budget Committees have adopted their respective budget proposals. The two committees will be convening a “conference committee” on May 31st to reconcile the differences between their respective Budget proposals.

It is important to note that the Senate and the Assembly don’t have many “major” differences in their respective proposals. Much debate is expected however with regards to the fact that both the Senate and the Assembly use the Legislative Analyst’s Office (LAO) Revenue Projections for their proposals. The LAO projections significantly exceed the projections used by the Governor’s Department of Finance (DOF) in the May Revision. This sets up a debate between the Legislature and the Governor on just how much California has to spend and where any additional dollars should be directed.

Cap and Trade

The Governor has proposed to borrow \$500 million from the Greenhouse Gas Reduction Fund to the General Fund and proposes to delay any additional appropriations of Cap and Trade Funding until the January 2014-15 Budget. The Governor contends that this loan would be short-term and would not interfere with the objectives of AB 32. However, upon hearing considerable testimony opposing the loan, the Assembly Budget Committee adopted a separate proposal to reduce the loan by \$100 million, which ostensibly frees up funds raised by recent auctions in the upcoming fiscal year. It is unclear how this \$100 million would be appropriated (or if it will remain in the final budget).

Additionally, we saw two bills that sought to implement a transportation and local government funding framework for the state Cap and Trade program fall victim to the recent Appropriations Committee deadline; AB 416 (Gordon) and AB 574 (Lowenthal). Both of these bills were supported by broad coalitions hoping to direct Cap and Trade funding to sustainable land use and clean transportation projects. The coalitions behind these bills will continue to work towards creating a structure which supports appropriating Cap and Trade funding for the purposes laid out in AB 416 and AB 574.

In the meantime, the Department of Finance and the California Air Resources Board released the Final Cap and Trade Investment Plan for fiscal years 2013-2014 through 2015-2016, as required by law. The plan prioritizes spending on Sustainable Communities Strategies and Clean Transportation options such as:

- Rail Modernization and system integration, expanded transit and ridership opportunities, transit oriented development and active transportation programs
- Low-carbon freight equipment, zero emission passenger transportation and fueling/charging infrastructure

The full investment plan can be seen here –

http://www.arb.ca.gov/cc/capandtrade/auctionproceeds/final_investment_plan.pdf

Bills of Interest

AB 188 (Ammiano)

AB 188 would revise the definition of “change of ownership” for the purposes of property tax assessment. The California Constitution requires properties to be reassessed upon a change of ownership, with certain exceptions. That event is easily defined when one entity purchases real property from another entity. However, it is less clear when properties are owned by corporations that are themselves owned by a number of shareholders change hands.

AB 188 would specify that if the entire ownership interest in a legal entity is sold or transferred in a single transaction, then the real property owned by that entity has changed ownership. The bill would also increase penalties for failing to report changes in ownership to the Board of Equalization (BOE) and require a deed to be recorded with the county recorder upon changes in ownership interest like those described above.

The author’s stated goal is to provide greater clarity about changes in ownership, improve reporting and enforcement, and heighten transparency of ownership patterns through the filing of deeds.

Impact on Cities: AB 188 could lead to greater revenues for local jurisdictions that receive property tax, including cities, counties and special districts, to the extent that those local jurisdictions have properties within their boundaries that would be subject to reassessment more frequently, based on the expanded change of ownership definition proposed by this bill. Older, well established cities have more properties which fall under the pre 1975 rate, which in turn creates a greater disparity from assessed value and market rate value. These properties stand to be assessed a significantly greater increase than newer properties which may have more recently changed owners and, as a result, those assessments may more closely resemble the market value.

Status: AB 188 is currently being held in the Assembly Revenue and Taxation Committee. Both the Governor and the Senate Pro-Tem have cautioned that there should be a cooling off period in the post-prop 30 world prior to enacting any new tax measures. AB 188 is a tax levy, which means this bill is not subject to the legislative deadlines and technically could move forward. We expect this bill will not move forward in 2013. A similar bill was held in the Assembly Revenue and Taxation Committee last year.

Update on Stormwater Funding Proposal

Advocation and Shaw/Yoder/Antwih, Inc. has been working with legislative offices in the C/CAG legislative delegation to make the case in Sacramento that enabling legislation is necessary in order for C/CAG to pursue a Stormwater Funding Initiative. Key legislative staff in the Senate Governance and Finance Committee have indicated their belief that, as a joint powers agency, C/CAG has sufficient authority under current law to pursue the initiative without any changes in statute. After sharing our concerns, staff in the Senate Governance and Finance Committee requested that we go back to the State Legislative Counsel's Office and secure a fully written, legal opinion indicating that new legislation is necessary. We have been working to secure that written legal opinion and it should be completed by early July.

Assuming Legislative Counsel produces a written opinion that confirms the need for legislation, we will work with the Senate Governance and Finance Committee identify potential authors willing to amend an existing bill to incorporate the proposed legislation. We will use the legal opinion as background to support our request for legislation late in the legislative process.

The State Senate and State Assembly have adopted legislative calendars that differ slightly. Both houses begin their Summer Recess on July 12, but the Senate reconvenes on August 12th and the Assembly reconvenes slightly earlier, on August 5th. We hope to secure the legal opinion and introduce legislation prior to the Summer Recess and then work to move the legislation through the process in the remaining weeks in the 2013 legislative year which ends on September 13th.



C/CAG AGENDA REPORT

Date: June 13, 2013

TO: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Receive a presentation on the draft Airport Land Use Compatibility Plan (ALUCP) for the Environs of Half Moon Bay Airport

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

RECOMMENDATION:

That the C/CAG Board receive a presentation on the draft Airport Land Use Compatibility Plan (ALUCP) for the Environs of Half Moon Bay Airport.

FISCAL IMPACT:

The cost to prepare the Airport Land Use Compatibility Plan (ALUCP) for the Environs of Half Moon Bay Airport by Coffman Associates is at \$171,000.

REVENUE SOURCES:

C/CAG Resolution 12-62 (October 11, 2012) approved the spending. Revenue will come from California Department of Transportation (Caltrans) Division of Aeronautics; the County of San Mateo Department of Public Works; as well as C/CAG member fee.

BACKGROUND/ DISCUSSION:

Half Moon Bay Airport (HAF) is a single-runway general aviation airport that is owned and operated by the County of San Mateo. The 323-acre facility is located west of California Highway 1, approximately four miles north of the City of Half Moon Bay. Unincorporated communities near the Airport include Moss Beach, El Granda, Montara, and Princeton-by-the-Sea. Runway 12-30 is 5,000 feet long and 150 feet wide. Typical aircraft that operate at the Airport include small jets, single-engine, and twin-engine piston-driven propeller aircraft, and small turbo-prop aircraft. All of these aircraft are limited to a maximum weight of 12,500 pounds, per an administrative limit imposed by the County. Heavier aircraft may operate at the Airport with pre-approval from the County Airport Manager.

The current HAF ALUCP was last updated in 1996. Since then, several actions have occurred that together, have created an opportunity to update the state-mandated ALUCP. These actions include that the following: preparation of an update of the federally required HAF Airport Layout Plan (ALP), preparation of updated aviation forecasts for HAF, Caltrans publication of a new version of the California Airport Land Use Planning Handbook, and preparation of updated aircraft noise contours for

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HAF. In addition to these actions, C/CAG received a state grant to fund the preparation of a comprehensive update of the ALUCP for HAF.

The draft content of the HAF ALUCP update was guided by the relevant provisions in the *California Airport Land Use Planning Handbook, October 2011*. The updated ALUCP includes policies and criteria that address height of structures/airspace protection, aircraft noise impacts, and safety compatibility criteria near the ends of the runway. The Plan is focused on future land use development within a defined Airport Influence Area (AIA) boundary. It does not apply to existing land uses, with minor exceptions.

The development of this draft ALUCP has been guided by a Project Advisory Team (PAT). PAT membership was approved by the C/CAG ALUC committee. This draft ALUCP has been presented to the PAT on May 22, 2013, the Midcoast Community Council on May 22, 2013, the Airport Land Use Committee (ALUC) on May 23, 2013, and the public via a Public Information Workshop on May 23, 2013.

ATTACHMENT

Draft Airport Land Use Compatibility Plan (ALUCP) for the Environs of Half Moon Bay Airport
(Paper copy provided to C/CAG Board Members only, separately.
Also available at: <http://halfmoonbayalucp.airportstudy.com/alucp/>)

C/CAG AGENDA REPORT

Date: June 13, 2013
To: City/County Association of Governments Board of Directors
From: Sandy Wong, Executive Director
Subject: Review and Approval of the Measure M Fiscal Year 2012-13 Annual Performance Report

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

RECOMMENDATION

That the C/CAG Board review and approve the Measure M Fiscal Year 2012-13 Annual Performance Report.

FISCAL IMPACT

Approximately \$6.7 million annually

SOURCE OF FUNDS

Measure M - \$10 Vehicle Registration Fee (VRF)

BACKGROUND/DISCUSSION

The C/CAG sponsored Measure M, approved by the voters of San Mateo County in 2010, impose an annual fee of ten dollars (\$10) on motor vehicles registered in San Mateo County for transportation-related traffic congestion and water pollution mitigation programs. The revenue is estimated at \$6.7 million annually over a 25 year period. Per the Expenditure Plan, 50% of the net proceeds will be allocated to cities/County for local streets and roads and 50% will be used for countywide transportation programs such as transit operations, regional traffic congestion management, water pollution prevention, and safe routes to school.

A 5-Year Implementation Plan, approved by the C/CAG Board on March 10, 2011 and amended May 10, 2012, established the percentage breakdown and estimated revenue for the respective categories and programs as follows:

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Category / Programs	Allocation	Annual Revenue (Million)	5-Year Revenue (Million)
▪ Program Administration	5%	\$0.34	\$1.70
▪ Local Streets and Roads	50% of net revenue	\$3.18	\$15.90
▪ Transit Operations and/or Senior Transportation*	22%	\$1.40	\$7.00
▪ Intelligent Transportation System (ITS) and Smart Corridors*	10%	\$0.64	\$3.18
▪ Safe Routes to Schools (SR2S)*	6%	\$0.38	\$1.90
▪ National Pollutant Discharge Elimination System (NPDES) and Municipal Regional Permit (MRP)*	12%	\$0.76	\$3.82
Total		\$6.70	\$33.50

* *Countywide Transportation Programs (50% of net revenue)*

Based on actual revenue received to date, the annual revenue is approximately \$6.5 million.

The allocations for the Countywide Transportation Programs are derived based on anticipated needs and estimated implementation cost to fund each respective programs and projects, annually and over the 5-Year implementation period. It is the intent that each Countywide Transportation programs and projects will be evaluated at the end of each year to determine whether the initial funding level (allocations) was adequate or whether it requires adjustments based on the actual expenditures incurred during the previous year.

The Measure M Annual Performance Report for Fiscal Year 2012-13 is attached.

ATTACHMENTS

- Measure M Fiscal Year 2013 Annual Performance Report (May 2013)

MEASURE M - \$10 VEHICLE REGISTRATION FEE

FISCAL YEAR 2012-13 ANNUAL PERFORMANCE REPORT

May 2013

REVENUE

Collection of the \$10 Vehicle Registration Fee (VRF) commenced in May 2011. The annual program budget estimates about \$6.5 million in revenue (originally \$6.7 million). For the Fiscal Year (FY) 2012-13, the average monthly revenue is approximately \$540,000. The following table summarizes the revenue collected as of May 6, 2013, and distribution amounts to the various program categories.

REVENUE		Total to Date	FY 2011-12	FY 2012-13 (as of 5/6/13)
Total VRF Collected		\$ 12,313,711.76	\$7,981,295.73	\$4,332,416.03
DMV fees		\$ (61,228.95)	(\$59,062.75)	(\$2,166.20)
To C/CAG		\$ 12,252,482.81	\$7,922,232.98	\$4,330,249.83
DISTRIBUTION				
Program Administration	5%	\$ 612,624.14	\$ 396,111.65	\$ 216,512.49
County Assessors Election Costs		\$ 549,527.25	\$ 549,527.25	
Net Available		\$11,090,331.42	\$ 6,976,594.08	\$ 4,113,737.34
Local Streets and Roads	50%	\$ 5,545,165.71	\$ 3,488,297.04	\$ 2,056,868.67
Traffic Congestion				
Stormwater Pollution Prevention				
Countywide Transportation Programs	50%	\$ 5,545,165.71	\$ 3,488,297.04	\$ 2,056,868.67
Transit Operations/Senior Programs	22%	\$ 2,439,872.91	\$ 1,534,850.70	\$ 905,022.21
ITS / Smart Corridors	10%	\$ 1,109,033.14	\$ 697,659.41	\$ 411,373.73
Safe Routes to School	6%	\$ 665,419.89	\$ 418,595.64	\$ 246,824.24
NPDES and MRP admin and projects	12%	\$ 1,330,839.77	\$ 837,191.29	\$ 493,648.48
Total		\$11,090,331.42	\$ 6,976,594.08	\$ 4,113,737.34

FY 2011-12 Revenue includes fees collected in May and June 2011.

The total revenue indicated above is for vehicle registration fees collected only and does not include any interest income that has accrued during this period. The DMV fees, which are recurring administration fees, include the initial \$55,072.30 set-up cost.

DISTRIBUTION

Program Administration

Funds allocated for administration pays for program management and administration activities. For FY 2011-12, there were nominal cost applied to Measure M since the cost to administer the overall vehicle registration fee programs were included in the \$4 Vehicle Registration Fee program cost. The County Assessors cost of elections in the amount of \$549, 527.25 was also taken off the top in FY 2011-12. For FY 2012-13, there will be nominal administration cost. Unexpended allocation for program administration will be reallocated to the countywide programs in future years.

Local Streets and Roads

Funds for local streets and roads are allocated to jurisdictions to reimburse expenditures related to traffic congestion management or stormwater pollution prevention related activities. Allocations are issued biennially for funds collected from July to December and from January to June of each fiscal year. For FY 2011-12, a total amount of \$3,488,297.04 was allocated with \$3,378,018.38 reimbursed to the local jurisdictions to date. Approximately 70% of the total allocation has been spent on street resurfacing and congestion management projects with the remaining 30% used to reimburse street sweeping, storm drain inlet cleaning, Municipal Regional Permit (MRP) compliance and other activities.

In March 2013, C/CAG issued an allocation in the amount of \$1,504,407.85 (funds collected during the first half of FY 2012-13. The second allocation for FY 2012-13 will be issued in September 2013.

Countywide Transportation Programs

Transit Operations/Senior Mobility Programs

Funds for this category are currently used for paratransit (disabled and senior) service including Senior Mobility programs. C/CAG entered into a two-year funding agreement with the San Mateo Transit District (SamTrans) for FY 2011-12 and FY 2012-13 in an amount of \$1.4 million annually to partially fund the RediWheels and Senior Mobility programs. SamTrans' annual paratransit service budget is approximately \$14 million.

The Senior Mobility Program provides the following services:

- Community Transit – promote/coordinate community shuttles
- Community-Based Transportation – provide rides through a network of coordinated transportation providers and maximize existing vehicle resources
- Encouraging Use of Transit – provide through volunteer Mobility Ambassadors
- Information and Assistance – provide guides, mobility assessments and trip planning, and older driver safety programs
- Taxicab Services – promote acquisition of accessible taxi vehicles
- Walking – promote improvements to remove barriers to pedestrian activities by older adults

Due to delays associated with the development and implementation of program component, no work will be performed for FY 2011-12 and FY 2012-13. Funds set aside for this program, approximated \$125,000, will be applied to the RediWheels program.

The RediWheels program is a fixed-route paratransit service for persons with disabilities who cannot independently use regular SamTrans bus service. The RediWheels service is provided on the bayside of the County (RediCoast on the coast side). SamTrans offers paratransit customers a financial incentive to use the services by allowing ADA (American with Disabilities Act) certified customers and personal care attendants to ride all regular fixed-route SamTrans trip without paying a fare.

Performance measures to assess effectiveness of the Redi-Wheels program regarding ridership and contractor performance to date are provided below as quarterly averages (July 2011 through March 2013):

Shuttle Service

- Revenue Hours = 12,583
- Ridership (one way trips) = 22,117
- Individual Riding (number of enrolled individual RediWheels users who rode) = 1,975
- Cost Per Rider = \$46.34

Contractor

- Productivity (Passengers per hour) = 1.76 (1.7 Standard)
- On Time Performance = 89.1% (90%)
- Complaints per thousand riders = 0.65 (2.5)
- Telephone hold time (minutes) = 0.9 (1.5)

Intelligent Transportation System (ITS)/Smart Corridors

Funds are being accumulated under this program category to be used for the San Mateo County Smart Corridors project construction and maintenance in addition to funding other countywide ITS projects. The Smart Corridors project deploys and integrates ITS elements, including communication network, signal system upgrade, signage and close circuit cameras along state routes (El Camino Real) and major local streets enabling Caltrans and local cities to implement strategies to manage recurring and non-recurring traffic congestion to reduce delays and improve mobility. The project is located from I-380 to the Santa Clara County line and includes local arterials connecting US 101 and SR 82 (El Camino Real).

Of the \$36 million budget for the remaining construction phases, approximately \$3.5 million is budgeted as local funds, which is provided through a combination of AB1546 (\$4 VRF) and Measure M. The major construction phase of the Smart Corridors commenced in October 2012 and is expected to be completed in 2014. An annual maintenance program will be developed for the Smart Corridors.

For other ITS projects in the County, an assessment will be performed before the end of the fiscal year to prioritize needs for ITS for San Mateo County for the next year and beyond.

Safe Routes to School (SR2S)

The San Mateo County SR2S program is a countywide effort to promote activities that increase the number of students walking, biking and carpooling to schools as ways of promoting students' health and

fitness, in addition to reducing traffic congestion around schools and improving air quality. The program focuses on non-infrastructure project outreach activities such as education, encouragement, and evaluation.

The current San Mateo County SR2S Program is a 2-Year (FY 11-12 to FY 12-13) \$2 million program, funded by \$1.42 million STP/CMAQ with the remaining from Measure M. The San Mateo County Office of Education (COE) is managing the San Mateo County SR2S program on behalf of C/CAG. Work on the program officially commenced in July 2011. Two committees, the Policy Advisory Committee and Operations Committee, have been established to oversee and guide the development of the SR2S Program.

The first two years of the SR2S program is established as a non-competitive grant program. Individual schools are eligible up to \$15,000 with a maximum of \$75,000 to the district. Over \$1.3 million have been awarded to schools. To date, 105 schools (K-8) have participated in the SR2S program totaling over 40,000 students. Typical projects include walking and bicycle audits and student education such as bike rodeos, safety assemblies, pedestrian safety, and development of educational videos. Schools are also implementing walking school buses, bike trains/carpools, and parking lot management. Encouragement events include Walk and Roll Wednesdays/Fresh Air Fridays, Bike to School Day, Walk to School Day, and various contests.

Student hand tallies conducted in September 2012 regarding school travels (based on 109,341 total trips at 72 elementary schools) indicated the following mode split: Family vehicle (57%), Walk (22%), Carpool (8%), School Bus (5%), Transit (4%), Bike (3%), and Other (1%). Results of parent surveys, also conducted in September 2012, indicated that parents were not aware of the SR2S program at the time of the survey. The survey results show that a large percentage of children who live a mile or more from school are driven and a significant percentage of children who live a half mile or less from school are also being driven to school on a daily basis. The survey results also indicated that most parents are primarily concerned about driver behaviors and student safety.

National Pollutant Discharge Elimination System (NPDES)/Municipal Regional Permit (MRP)

Funds accumulating under this program category are designated for pollution mitigation programs and projects, as allowed under Measure M's authorizing legislation, Government Code Section 65089.20. The C/CAG Board authorized unrestricted use of these funds for Municipal Regional Permit compliance activities in May 2012. C/CAG staff is working with legal counsel to develop a revised Expenditure Plan for C/CAG Board consideration that would allow unrestricted use of this category of funds for all mandated compliance activities in the Municipal Regional Permit (MRP). This represents a significant change from the \$4 VRF, which was more restricted by its authorizing legislation to programs and projects that directly addressed the pollution impacts from vehicles and transportation infrastructure. Should the C/CAG Board adopt a revised Expenditure Plan allowing unrestricted use of these funds for MRP compliance, As such, these funds are being would be directed toward countywide compliance activities through C/CAG's Countywide Water Pollution Prevention Program, primarily for technical consultant costs for regulatory compliance support programs. Staff anticipates utilizing approximately \$1 million for compliance support in Fiscal Year 2012-13 and \$1.2 million in FY 2013-14.

Approval of unrestricted use of these funds for MRP compliance activities also allows the local jurisdictions to use any portion of their annual allocations under the Local Streets and Roads portion of

funding for MRP-related efforts compliance activities, rather than just specific activities such as street sweeping or catch basin inlet cleaning, as was allowed is the current practice with the \$4 VRF.

In the event there is an accumulation of Measure M funds in this program category that are not needed for MRP compliance activities, C/CAG staff anticipates using the funds to either further expand C/CAG's Green Streets and Parking Lots Program or to assist local jurisdictions with MRP compliance efforts, such as providing funding for trash capture devices. Determining whether surplus funds are available will likely not be possible until the MRP is reissued and C/CAG can estimate countywide compliance costs for the next five-year permit term. C/CAG staff anticipates, however, using accumulated \$4 VRF for these types of programs where a clear nexus to pollution impacts from vehicles and transportation infrastructure can be shown.

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C/CAG AGENDA REPORT

Date: June 13, 2013

To: City/County Association of Governments Board of Directors

From: Sandy Wong, C/CAG Executive Director

Subject: Review and Approval of Resolution 13-18 authorizing the C/CAG Chair to execute a funding agreement between C/CAG and SamTrans for the Allocation of Measure M Funding in the amount of \$1,400,000 annually for Fiscal Year 2013-14 and Fiscal Year 2014-15

(For further information contact John Hoang at 650-363-4105)

RECOMMENDATION

That the C/CAG Board review and approve Resolution 13-18 authorizing the C/CAG Chair to execute a funding agreement between C/CAG and SamTrans for the Allocation of Measure M Funding in the amount of \$1,400,000 annually for Fiscal Year 2013-14 and Fiscal Year 2014-15

FISCAL IMPACT

FY 2013-14: \$1,400,000, FY 2014-15: \$1,400,000 (or up to a maximum of 22% of the net revenue collected)

SOURCE OF FUNDS

Measure M - \$10 Vehicle Registration Fee

BACKGROUND/DISCUSSION

The C/CAG sponsored Measure M, which was approved by the voters of San Mateo County in 2010; impose an annual fee of ten dollars (\$10) on motor vehicles registered in San Mateo County for transportation-related traffic congestion and water pollution mitigation programs. The estimated revenue of \$6.7 million annually (\$167 million over the next 25 years) help fund various transportation programs for the 20 cities and the County. Per the Expenditure Plan, 50% of the net proceeds will be allocated to cities/County for local streets and roads and 50% will be used for countywide transportation programs such as transit operations, regional traffic congestion management, water pollution prevention, and safe routes to school.

The 5-Year Implementation Plan, approved by the C/CAG Board on March 10, 2011, and amended May 10, 2012, allocates 22% of the net revenue collected, approximately \$1,400,000

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annually, to the Transit Operations/Senior Transportation programs. C/CAG entered into a 2-Year funding agreement with the San Mateo County Transit District (SamTrans) for Fiscal Years FY 2011-12 and 2012-13 to help fund paratransit services for RediWheels and the Senior Mobility Program. The SamTrans annual budget for paratransit is approximately \$14 million. The two programs are described as follows:

- The RediWheels program is a fixed-route paratransit service for persons with disabilities who cannot independently use regular SamTrans bus service. The RediWheels service is provided on the bayside of the County (RediCoast on the coast side). SamTrans offers paratransit customers a financial incentive to use the services by allowing ADA (American with Disabilities Act) certified customers and personal care attendants to ride all regular fixed-route SamTrans trip without paying a fare.

Measures of performance include hours of service provided by shuttles and taxis, number of customers served, number of trips, and other measures as feasible. Additional performance measures applied to the RediWheels contractors include: miles between preventable accidents, productivity (passengers per hour), service-related complaints, incoming call wait time, and on-time performance.

- The Senior Mobility Program provides the following services: Community Transit, Community-Based Transportation, Encouraging Use of Transit, Information and Assistance, Taxicab Services, and Promote Walking by older adults. (Expanded program descriptions can be found in the attached Funding Agreement Scope of Work)

Measures of performance to determine effectiveness of the services include number of organizations outreached, number of individuals participated, frequency and number of community meetings held, type of collateral distributed or made available to seniors, and other measures as needed.

Program performances will be reviewed annually and after the two year funding agreement period and adjustments to the program, scope of work, and funding levels will be made if necessary.

It is recommended that C/CAG continue to provide SamTrans up to \$1.4 million annually to help fund the RediWheels and Senior Mobility Programs for Fiscal Years 2013-14 and 2014-15.

ATTACHMENTS

- Resolution 13-18
- Funding Agreement between C/CAG and SamTrans for Allocation of Measure M Funding for FY 2013-14 & FY 2014-15

RESOLUTION 13-18

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/ COUNTY
ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
AUTHORIZING THE EXECUTION OF A FUNDING AGREEMENT
BETWEEN C/CAG AND SAMTRANS FOR THE ALLOCATION OF
MEASURE M FUNDING IN THE AMOUNT OF \$1,400,000 ANNUALLY FOR
FISCAL YEAR 2013-14 AND FISCAL YEAR 2014-15**

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

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

WHEREAS, on November 2, 2010, the San Mateo County voters approved Measure M, which imposes an additional \$10 VRF on each motor vehicles registered within the county, effective May 2011 and continuing for a period of 25 years; and

WHEREAS, the 5-Year Measure M Implementation Plan approved by the C/CAG Board in March 2011 and amended in May 2012, stipulates that twenty-two percent (22%) of the net revenue collected, approximately \$1,400,000 annually, is allocated to the Countywide Transit Operations and Senior Transportation Programs (the "Program"); and

WHEREAS, SamTrans is designated as the agency that will receive the annual funding allocation, on a reimbursement basis, for implementation of the Program, which consists of the Senior Mobility Program and RediWheels; and

WHEREAS, C/CAG and SamTrans the District desire to enter into a funding agreement for the allocation of Measure M funds for the Program.

NOW THEREFORE, BE IT RESOLVED, by the Board of Directors of the City/County Association of Governments of San Mateo County that the Chair is authorized to execute an agreement with SamTrans for an amount up to \$1,400,000 annually for FY 2013-14 and FY 2014-15 in a form that has been approved by C/CAG Legal Counsel.

PASSED, APPROVED, AND ADOPTED, THIS 13TH DAY OF JUNE 2013.

Brandt Grotte, Chair



FUNDING AGREEMENT
BETWEEN
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
AND
SAN MATEO COUNTY TRANSIT DISTRICT
FOR
ALLOCATION OF MEASURE M FUNDS

THIS AGREEMENT, entered into this _____ day of _____ 2013, by and between the CITY/COUNTY ASSOCIATION OF GOVERNMENTS, a Joint Powers Agency within the County of San Mateo, hereinafter called "C/CAG" and the SAN MATEO COUNTY TRANSIT DISTRICT, a public agency, hereinafter called "District."

WITNESSETH

WHEREAS, California Government Code Section 65089.20 authorized C/CAG to impose an additional vehicle registration fee of up to ten dollars (\$10) (the "\$10 VRF") on each motor vehicles registered within the county, to be used for transportation-related congestion and pollution mitigation programs and projects; and

WHEREAS, on November 2, 2010, the San Mateo County voters approved Measure M, which imposes an additional \$10 VRF on each motor vehicles registered within the county, effective May 2011 and continuing for a period of 25 years; and

WHEREAS, the 5-Year Measure M Implementation Plan approved by the C/CAG Board in March 2011, and amended May 10, 2012, stipulates that twenty-two percent (22%) of the net revenue collected, approximately \$1,400,000 annually, is allocated to the Countywide Transit Operations and Senior Transportation Program (the "Program"); and

WHEREAS, the District is designated as the agency that will receive the annual funding allocation, on a reimbursement basis, for implementation of the Program; and

WHEREAS, C/CAG and the District desire to enter into a formal funding agreement for the allocation of Measure M funds for the Program.

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

1. SCOPE OF SERVICES

The District shall serve as the lead agency for implementing the Program, which is further described in Exhibit A attached hereto and incorporated herein.

2. TIME OF PERFORMANCE

This Agreement is effective for two (2) years, and shall become effective starting in Fiscal Year 2013-14, on July 1, 2013, and shall terminate in Fiscal Year 2014-15, on June 30, 2015. Either party may terminate the Agreement without cause by providing thirty (30) days advance written notice to the other party.

3. FUNDING AND METHOD OF PAYMENT

- a) C/CAG agrees to pay the District, on a reimbursement basis, an amount up to 22% of the net Measure M revenue collected, estimated at approximately \$1,400,000 per fiscal year, for the Program.
- b) C/CAG shall provide the District the actual allocation amount annually once all Measure M revenue is collected for the applicable fiscal year.
- c) The District shall submit billings on a quarterly basis accompanied by the activity reports and paid invoices issued by the District's contractor or District's progress payments as proof that Program services were rendered and paid for by the District, delivered or mailed to C/CAG as follows:

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

- d) Upon receipt of the invoice and its accompanying documentation, C/CAG shall pay the amount claimed under each invoice, up to the maximum amount available pursuant to this Agreement, within thirty (30) days of receipt of the invoice.
- e) Subject to duly executed amendments, it is expressly understood and agreed that in no event will the total funding commitment under this agreement exceed 22% of the net Measure M revenue, estimated at approximately \$1,400,000 per fiscal year, unless revised in writing and approved by C/CAG and the District.

4. AMENDMENTS

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

5. NOTICES

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

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

To The District: San Mateo Transit District

1250 San Carlos Avenue
San Carlos, CA 94907
Attention: Joel Slavit

6. INDEPENDENT CONTRACTOR

The parties agree and understand that the work/services performed by either of the parties or any consultant retained by either of the parties under this Agreement are performed as independent contractors and not as employees or agents of the other party. Nothing herein shall be deemed to create any joint venture or partnership arrangement between the District and C/CAG.

7. MUTUAL HOLD HARMLESS

- a. The District shall defend, save harmless and indemnify C/CAG, and its directors, officers, agents and employees from any and all claims for injuries or damage to persons and/or property which arise out of the terms and conditions of this Agreement and which result from the negligent acts or omissions of The District , its directors, officers, agents and/or employees.
- b. C/CAG shall defend, save harmless, and indemnify The District , and its directors, officers, agents and employees from any and all claims for injuries or damage to persons and/or property which arise out of the terms and conditions of this Agreement and which result from the negligent acts or omissions of C/CAG, its directors, officers, agents and/or employees.
- c. In the event of concurrent negligence of SamTrans, its directors, officers, agents and/or employees, and C/CAG, its directors, officers, agents and/or employees, then the liability for any and all claims for injuries or damage to persons and/or property which arise out of terms and conditions of this Agreement shall be apportioned according to the California theory of comparative negligence.

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

SAN MATEO COUNTY
TRANSIT DISTRICT

CITY/COUNTY ASSOCIATION OF
GOVERNMENTS

Michael Scanlon, Executive Director

Brandt Grotte, C/CAG Chair

Approved as to form:

Attorney for the District

Counsel for C/CAG

EXHIBIT A

SCOPE OF WORK

Countywide Transit / Senior Mobility Programs

I. SAMTRANS PARATRANSIT SERVICE

The San Mateo County Transit District (SamTrans) is proposing to use Measure M funding to cover costs related to paratransit (disabled and senior) service provided by SamTrans.

For FY12, the total paratransit budget is \$14M. Passenger fares cover approximately 6 percent of the costs while the use of sales tax covers 39 percent, or \$5.5M. Other sources of revenue are ADA operating subsidy grants from the Federal Transit Administration, San Mateo County Transportation Authority (SMCTA) Measure A funds, and interest income. Proposed Measure M funds will help offset the use of sales tax and possibly increases in future costs to the paratransit service due to increased demand.

Background

Paratransit is for persons with disabilities who cannot independently use regular SamTrans bus service some of the time or all of the time. SamTrans provides paratransit using Redi-Wheels on the byside of the County and RediCoast on the coastside. Trips must be prearranged.

All of SamTrans' buses are accessible, and many persons with disabilities are able to use the regular fixed-route bus service. The entire fleet of fixed-route buses is equipped with wheelchair lifts or ramps and kneeling feature to make boarding easier.

SamTrans offers paratransit customers a financial incentive to use fixed-route services. Redi-Wheels and RediCoast ADA Certified customers and their Personal Care Attendants who possess a valid Redi-Wheels or RediCoast ADA identification card are allowed to ride all regular fixed-route SamTrans trips without paying a fare. Personal care attendants accompanying Redi-Wheels or RediCoast ADA customers also are allowed to ride all regular fixed-route SamTrans trips without paying a fare.

The Americans with Disabilities Act of 1990, better known as ADA, is federal legislation that guarantees persons with disabilities full and equal access to the same services and accommodations that are available to people without disabilities. The ADA requires public transit operators to provide paratransit service to persons with disabilities that is comparable to the level of fixed-route service provided. Persons with disabilities who cannot independently ride fixed-route transit may be eligible for paratransit service.

Statistics

In fiscal year 2011, Redi-Wheels and RediCoast vehicles and contracted taxis provided approximately 200,000 hours of service to 316,000 customers.

Redi-Wheels alone carried 277,000 customer trips in fiscal year 2011. Of these, 96,000 trips were made by seniors 65 years of age or older. A number of these trips were made by lift-equipped vehicles. However, some 70,000 trips were made by ambulatory seniors who can ride

in a regular sedan and do not require special equipment. These trips could be carried by ~~alternative mobility methods such as volunteer drivers.~~

Measures of Effectiveness

SamTrans will provide C/CAG with performance measure criteria to assess the effectiveness of the Redi-Wheels program including but not limited to: a) hours of service per month, b) number of trips per month, and number of individuals who ride in a given month, c) cost per passenger. The Redi-Wheels program includes sub-contracted taxi services.

In addition, SamTrans will also provide C/CAG performance measures applied to the RediWheels contractors which include: a) Miles between preventable accidents: 70,000 miles between preventable accidents, b) Productivity (passengers per hour): 1.70 passengers per hour, c) Service-related complaints per thousand customers: 2.5 complaints per thousand customers d) Incoming call wait time: 1.5 minutes or less, and e) On time performance: 90%.

II. SENIOR MOBILITY PROGRAM

SamTrans' annual Senior Mobility Program is founded on the San Mateo County Senior Mobility Action Plan (2006) that includes the following "Senior Transportation" service strategies.

1. Community Transit Services
 - Promote and coordinate community shuttles and human service transportation services
2. Community-Based Transportation
 - Provide rides through a network of coordinated transportation providers
 - Create a volunteer driver program
 - Maximize existing vehicle resources in the County through the facilitation of vehicle sharing partnerships among agencies
3. Encouraging Use of Transit
 - Encourage the use of public transit through volunteer Mobility Ambassadors
4. Information and Assistance
 - Provide a printed and web-based Senior Mobility Guide to existing transportation services
 - Establish a One-Call Center to provide mobility assessments, trip planning, and information about available transportation services
 - Provide information in a variety of different languages and mediums
5. Safe Driving
 - Promote older driver safety programs
6. Taxicab Services
 - Support the acquisition of accessible taxi vehicles
 - Support countywide taxi regulation
7. Walking
 - Promote improvements that remove barriers to pedestrian activity by older adults

The Senior Mobility Program is supported by the following County and regional planning documents:

- The Metropolitan Transportation Commission Coordinated Public Transit/Human Services Transportation Plan recommends county-wide mobility management,

including public/private partnerships, to address uncoordinated service, and uncoordinated information. The Plan also recommends the establishment of enhanced local information and referral systems to address the lack of comprehensive mobility information.

- The San Mateo County Area Agency on Aging 3-Year Plan goals and objectives include:
 - Support Options for Adults to Live as Independently and Safely as Possible.
 - Support collaboration in seeking funding for services and sharing resources.
 - Work with SamTrans to coordinate a van sharing program to maximize the usage of existing vehicles across the County.
 - Work with SamTrans to create a Mobility Ambassador Program to assist seniors and people with disabilities with public transportation.

Measures of Effectiveness

SamTrans will provide C/CAG with performance measure criteria to assess the effectiveness of the program including but not limited to the following: number of organizations outreached, number of individuals participated, number of community meetings held, type of collateral distributed or made available to seniors.

C/CAG AGENDA REPORT

Date: June 13, 2013
To: City/County Association of Governments Board of Directors
From: Sandy Wong, C/CAG Executive Director
Subject: Review and approval of Resolution 13-19 authorizing the C/CAG Chair to execute an agreement with the San Mateo County Superintendent of Schools to implement the San Mateo County Safe Routes to School Program in an amount not to exceed \$2,992,000 for FY 2013/14 through FY 2015/16

(For further information contact John Hoang 650-363-4105)

RECOMMENDATION

That the C/CAG Board review and approve of Resolution 13-19 authorizing the C/CAG Chair to execute an agreement with the San Mateo County Superintendent of School to administer and manage the San Mateo County Safe Routes to Schools Program in an amount not to exceed \$2,992,000

FISCAL IMPACT

\$997,333 annually (FY 2013/14 through 2015/16); \$2,992,000 total

SOURCE OF FUNDS

\$1,905,000 Surface Transportation Program (STP)/Congestion Mitigation and Air Quality Improvement Program (CMAQ) (FY 2012/13 - FY2015/16); \$1,087,000 Measure M (\$10 Vehicle Registration Fee) (FY 2013/14 – FY 2015/16)

BACKGROUND/DISSION

The Safe Routes to Schools (SR2S) program for San Mateo County is an element of the Metropolitan Transportation Commissions' (MTC) Climate Initiatives Program. The overall goal of the SR2S program is to enable and encourage children to walk or bicycle to schools by implementing projects and activities to improve health and safety, and also reduce traffic congestion due to school-related travels.

In 2010, the Metropolitan Transportation Commission (MTC) implemented the Climate Initiatives Program for the New Federal Transportation Act Cycle 1 STP/CMAQ funding program including a Regional Safe Routes to School (RSR2S) element which funded countywide safe routes to school programs in the region. The adoption of the Cycle 2 OneBayArea Grant (OBAG) Program by MTC approved the continuation of the RSR2S for fiscal years 2012-13 through 2015-16. The RSR2S program supports implementation and expansion of the safe

ITEM 6.5

routes to school non-infrastructure projects and programs with the overall goal of significantly reducing emissions related to school-related travels.

Funding

C/CAG, as the Congestion Management Agency (CMA), is the designated agency that receives the SR2S funds for San Mateo County. In Cycle 1, C/CAG received \$1,429,000 in STP/CMAQ and added \$567,457 matching funds (Measure M) totaling \$1,996,467 for a two-year program (FY2011-12 through 2012-13).

For Cycle 2 (FY2012/13 through FY 2015/16), MTC has distributed \$1,905,000 in OBAG funds to C/CAG to continue the SR2S program in San Mateo County. Staff proposes a local match in the amount of \$1,087,000 for a total Cycle 2 budget of \$2,992,000 covering a three-year programming period FY 2012/13 through FY 2014/15 to serve the school years 2013/14 through 2015-16. On February 14, 2013, the Board adopted Resolution 13-03 supporting the MTC RSR2S Program, accepting the Cycle 2 OBAG funds and committing the necessary local matching funds.

San Mateo County SR2S Program

C/CAG contracts with the San Mateo County Office of Education (COE), also referred to as the San Mateo County Superintendent of Schools, to serve as the lead agency managing the day-to-day operations and project implementation activities covering the 2011/12 and 2012/13 school years. The current agreement with the Office of Education will expire on July 1, 2013.

At the December 2012 C/CAG Board meeting, COE staff provided an overview of the current SR2S program, highlighting the participation of 105 schools (over 40,000 students) and various non-infrastructure projects that were implemented during the 2011/12 and 2012/13 school years. The projects included walk and bike audits, student education activities, walking school buses, bike trains, carpools, parking lot management, encouragement activities and safety education in addition to other encouragement, outreach, and evaluation activities. At the conclusion of the 2012/13 school year, a report will be generated to summarize activities during the first two years of the program along with a final program evaluation.

Over the past several months, C/CAG and the COE staff have developed the SR2S program for the upcoming 2013/14 school year. The draft San Mateo County SR2S Workslope (attached) provides detailed information on the Cycle 2 program, including the scope of work, schedule, and funding summary.

Due to the COE's satisfactory performance in implementing the current San Mateo County SR2S Program and for continuity purposes, staff recommends entering into a 3-Year funding agreement with the COE (FY2013/14 through FY2015/16) for implementing the Cycle 2 Program. As applicable to contracting services and the C/CAG Procurement Policy (established Jun 2005 and revised June 2010) it is determined that entering into a sole-source contract with the COE is in the best interest of C/CAG with regards to being cost effective in addition to capitalizing on established relationships between C/CAG, the COE and school districts within San Mateo County. The COE's performance as well as the overall SR2S Program performance will be evaluated after the 2013/14 school year to determine Program successes and to identify areas for improvements. Adjustments will be made to the COE agreement and SR2S Program, as needed, prior to the 2014/15 school year.

ATTACHMENT

- San Mateo County SR2S Program Workslope for Cycle 2 (Draft)
- Resolution 13-19
- Agreement between C/CAG and the San Mateo County Superintendent of Schools



San Mateo County Safe Routes to School (SR2S) Program Workplan

MTC Regional County Safe Routes to School Program (RSR2S) Cycle 2

January 23, 2013 (Rev 5/1/13)

FTIP/FSTIP ID: SM-110022

Federal Project No. STPCML-6419(020)

PROJECT TITLE

San Mateo County Safe Routes to School (SR2S) Program

PROJECT SPONSOR

Agency: City/County Association of Governments of San Mateo County (C/CAG)

Project Manager: John Hoang
555 County Center, 5th Floor
Redwood City, CA 94063
650-363-4105
jhoang@smcgov.org

PROJECT DESCRIPTION

The San Mateo County safe Routes to School (SR2S) Program is a countywide program with the overall goal of encouraging and enabling school children to walk and bicycle to school by implementing projects and activities to improve health and well-being, safety, which results in less traffic congestion and emissions caused by school related travels.

Goals: To increase the % of children in San Mateo County who walk and bike to school as their primary mode of to/from school transportation.

Objectives: Continue to support walking and bicycling to school activities implemented during the first program cycle and implement new activities.

There are a total of 23 school districts in San Mateo County, 20 are grades K-8, which is the main focus of the San Mateo County SR2S Program. Through the first full year of implementation (2011-2012 school year), 18 school districts with 105 schools participated in the San Mateo County SR2S grant program, totaling over 40,000 students. The program seeks to expand to the remaining two school districts for the current 2012-2013 school year.

Through the Cycle 1 SR2S process, schools learned that parents provide a number of reasons for choosing to drive their children to school, often citing distance, convenience, the ages of the children, and safety. Breaking down the results from the Student Hand Tally and Parent Survey from the Fall 2012 school year by individual schools and school districts will also help identify areas for improvement enabling more strategic use of funds.

For the RSR2S Cycle 2, the goal is to continue funding non-infrastructure projects such as education, encouragement, evaluation, and outreach activities along with walk audits. Priority for this round of funding will be to provide funds to schools that did not receive grants in the previous years. A new project category for this cycle will be the addition of small capital projects, which will be fully funded by local funds, Measure M.

The expected outcomes of the program, which is similar to the Federal Safe Routes to School Program, include the following:

- Increased bicycle and pedestrian traffic safety around schools
- More children walking and bicycling to and from schools
- Decreased vehicular traffic congestion around schools
- Reduced childhood obesity
- Improved air quality, community safety and security, and community involvement
- Improved partnerships among schools, local agencies, parents, and other stakeholders

Key Partner

San Mateo County Office of Education:

C/CAG contracts with the County Office of Education, which engages in outreach to the schools, structure the program, manage the budget, provide professional development to Safe Routes to School implementers, contract for services to be provided at schools, and take the lead on organizing county-wide events.

The County Office of Education also offers free workshops and hosts several meetings over the course of the year to provide information on procedures, tips for the development of successful programs, and to encourage information sharing

Policy Committee: While the County Office of Education oversees the program, informed decisions are made with the support of C/CAG and a policy committee. The policy committee is composed of people who work in City Planning Departments, Healthcare Systems and Districts, the County Office of Education, C/CAG, public transit-

essentially people who have a vested interest in seeing Safe Routes to School be successful and who have a broader perspective than a school or district level perspective.

Operations Committee: The Operations Committee is composed of one representative from each school district. The representatives oversee the programs at the school district level. They report back to District task forces which are composed of local law enforcement, parents, school safe routes to school leads, wellness coordinators, and district staff. The Safe Routes to School leads oversee the programs at the school sites.

C/CAG intends to continue contracting with the County Office of Education to implement the County SR2S Program through the RSR2S Cycle 2 funding program.

San Mateo County Health System:

The San Mateo County Health System convenes the School Wellness Policy Committee (SWPC), which is a group that strengthens and supports the implementation of school wellness policies. The SWPC is made-up of school wellness representatives. The SCWPC will review the Call for Proposals, champion applications from local schools/collaboratives and advise on the SR2S development. This committee serve as “eyes and ears” with the schools and ensure that guidelines and support is realistic and maximizes opportunities for local success.

Other Resources

For the 2012-2013 school year, C/CAG and the Office of Education solicited service providers to be considered for a SR2S Technical Assistance Program providing education, encouragement, outreach, and engineering services to the schools. A total of six (6) consultants were selected to be on the SR2S Technical Assistance Program recommended vendor pool to provide the various services. In addition, other service providers were also selected to provide printing services, promotional items, and safety supplies for the SR2S Program. Consultants are assigned to a particular school based on project and needs of the school and grant recipients.

The intent of the SR2S Program is to retain this Technical Assistance Program consultant structure for the 2013-14 school year projects.

SR2S GRANT PROGRAM OVERVIEW

The SR2S Program is focused on the school districts and individual schools, the students, staff, and caregivers of students who attend K-12 schools in San Mateo County. The SR2S supports non-profit agencies that provide school based services at San Mateo County schools serving students, including alternative, court, community and private schools. The priority outcome areas for the SR2S Program are:

- Safety
- Health
- Traffic Mitigation
- Air Quality
- School-Community Partnerships

A portion of the SR2S funds will be used to fund the Office of Education personnel with the majority of the funds directed towards the school projects and activities to fund education, encouragement, evaluation, and outreach activities along with walk audits and small capital projects. A program budget of up to \$700,000 has been established for the 2013-2014 school year grant program with up to \$10,000 per school and maximum amount of \$100,000 per school district.

All infrastructure projects, which will be fully funded by the non-participating local funds, are required to be located within the public right of way, preferably on lands owned by the public (or private) school or school districts. Projects that are located within a city/town, County or State right-of-way are not encouraged. Projects cannot be a "maintenance related project.

Projects are evaluated based on the following criteria:

- Need What issues does the project address
- Type of Project Priority will be given to non-infrastructure over small capital infrastructure projects
- Proposed Solution How effective is the project, what is the project status and frequency, and how the project will be evaluated (are there measurable outcomes?)
- Sustainability Does the project increase walking and biking over time
- Funding Priority will be given to schools that have not received prior funding

Projects are scored, ranked, prioritized and compete against other projects submitted through the grant proposal request process. Final grant recipients will enter into a funding agreement with the Office of Education and required to meet reporting conditions including submission of three activity progress reports, fiscal reports, and a Year End summary report.

Grant recipients also agree to ensure that SR2S funds are used only to support SR2S specific programs and activities in addition to participating in at least one (1) of the following countywide events: International Walk to School day, Earth Day, and National Bike to School day. School representatives are required to attend the annual Program Orientation meeting and four Operation Committee Meetings.

Scope of Work:

The following is a summary of projects, services, and activities available to schools through the SR2S Technical Assistance Program.

Workshops/Activities	Action/Tasks
Student Workshops	Interactive in-class presentations teach valuable walking and bicycling skills
Bike and Pedestrian Rodeos	In a simulated city street with props, this walking and cycling activity center covers crossing streets with parked cars and crossing intersections with and without traffic signals and signs
Parent/Teacher/Volunteer Workshops	Aimed at educating parents about traffic and pedestrian safety, provide resources and training necessary for leading walking school buses, bike trains, and other activities
Special Events	Organizing events such as: Anything But a Car Day, Walk/Bike to School Days, Encouragement Events (e.g., Golden Sneaker Contests)
Assemblies	Interactive, educational presentations that helps generate awareness of safe pedestrian and bicycling behaviors, build enthusiasm for upcoming school-wide events such as Walk to School Week and Bike to School Day
Family Bike Events	Three hour event featuring: Rock Climbing Wall, Traffic Safety Obstacle Course, Bicycle Helmet and Bicycle Inspection Training
Safe Routes to School Workshops	Two-hour full-day SR2S workshop at school or school districts

Project	Action/Task	Work Product
Walking and Bicycling Audit	Conduct audit during school drop-off or pick-up period and lead stakeholders	Summary Report outlining key issues identified and

	on an assessment of the school area to observe operations and walking and biking activities, note infrastructure deficiencies, and assess opportunities for safety and operational improvements.	recommended infrastructure and programmatic improvements
School Route Map	Develop map showing preferred walking and bicycling routes (within 1-mile radius or school boundary areas), crossing guard locations, traffic controls, and school access points.	Electronic copy of map for printing/distribution by the school
Safe Routes to School Concept Plan Development	Prepare detailed engineering concept plan for potential SRS-related infrastructure improvements.	Plan with scaled concept drawings, planning-level cost estimate, background map, and improvement description
Traffic, Bicycle, and Pedestrian counts, Travel Speed Surveys	Provision of school area vehicle traffic, bicycle and pedestrian counts, mode arrival and departure surveys, speed surveys	Report documenting findings
Safe Routes to School Education Materials Development	Preparation of various SR2S-related education and promotional materials for use by schools and school districts	Education Materials for printing/distribution
Street Smart Safety Education	Education and outreach materials development	Education Materials for printing/distribution
SchoolPool Program Development and Outreach	Walking, cycling, carpooling, transit program development customized for school and school districts	Outreach activities
School Area Traffic Control Plan Development	Development of school area traffic control plan, consistent with MUTCD.	Traffic control plan

Schedule:

For the upcoming 2013-2014 school year, the first year utilizing the new RSR2S Cycle 2 funding (FY 12-13), C/CAG and the COE issued a Call for Project on January 3, 2013. Based on the previous cycle, we found that more lead time was needed for the project solicitation process to enable the projects and activities to begin at the beginning of the school year, which starts in

August/September timeframe. Preparation for the 2013-2014 school year began in the fall of 2012. Activities included developing the program as described in the preceding section. A call for proposals was issued on January 3, 2013 to the 23 participating school districts in San Mateo County. The Program schedule for the first year of the new RSR2S Cycle 2 is as follows:

Activity	Date
Release Call for Proposals to School Districts	January 3, 2013
Proposal Due	March 15, 2013
Review Proposals	March 29 – April 5, 2013
Notification of Award Letters Sent	April 17, 2013
Second Call for Additional Projects (as needed)	
Final Notification to all Applicants	Jun 13, 2013
Funds available	August 1, 2013
Project Implementation	August 1, 2013 – June 30, 2014
Project Completion Deadline	June 30, 2014

The subsequent School Year 2014-15 and 2015-16 will follow a similar schedule indicated above.

APPROACH TO PROJECT EVALUATION

C/CAG included contingency funds as part of the Office of Education contractual services category to perform a year end evaluation including student hand tally and parent surveys, similar to activities initiated by MTC in the previous cycle. In addition, C/CAG and Office of Education will require each school and school districts that receive the grants gather student travel and parent survey data during the October 2013 countywide evaluation period and also complete a SR2S Year End Performance Evaluation along with a Year End budget and activity report.

PROJECT BUDGET AND FUNDING

The SR2S Program will be a 3-Year program covering 2013-2014, 2014-2015, and 2015-2016 school years. For the \$1,905,000 STP/CMAQ funds, C/CAG requests to receive \$372,000 in STP funds for “walk audit” projects with the remaining \$1,533,000 in CMAQ funds. In addition to the minimum local match of \$246,813 (11.47%), C/CAG will be adding another \$840,187 in local match. Local match comes from the C/CAG Measure M (\$10 Vehicle Registration Fee) fund for Countywide Transportation, which sets aside six percent (6%) of the net revenue specifically for the Countywide Safe Routes to School Program. The additional local funds enable the program to fund small capital projects and other projects not eligible for STP or CMAQ funds.

The proposed budget for the RSR2S FY 12-13 to FY 15-16 is as follows:

	TOTAL	FY 12/13	FY13/14	FY 14/15	FY 15/16
Total Budget	\$ 2,992,000	\$ 997,333	\$ 997,333	\$ 997,333	\$ -
Funding Breakdown					
CMAQ	\$ 1,533,000	\$ 511,000	\$ 511,000	\$ 511,000	
STP	\$ 372,000	\$ 124,000	\$ 124,000	\$ 124,000	
Local Match (11.47%)	\$ 246,813	\$ 82,271	\$ 82,271	\$ 82,271	
Local (Nonparticipate)	\$ 840,187	\$ 280,062	\$ 280,062	\$ 280,062	
TOTAL	\$ 2,992,000	\$ 997,333	\$ 997,333	\$ 997,333	\$ -

The cost breakdown by proposed activities and grant types for the program is summarized below:

Budget Breakdown		3-Year Total	CMAQ/STP	Local
Admin - Personnel	22.1%	\$ 660,000	\$ 584,298	\$ 75,702
Grant Program	57.3%	\$ 1,715,283	\$ 774,722	\$ 940,561
Site Grants		\$ 454,900	\$ 402,723	\$ 52,177
Site Grants "M"		\$ 420,187	\$ -	\$ 420,187
Walk Audit		\$ 420,196	\$ 372,000	\$ 48,196
Small Cap		\$ 420,000	\$ -	\$ 420,000
Contractual Services	8.3%	\$ 249,000	\$ 220,440	\$ 28,560
Evaluation		\$ 171,000	\$ 151,386	\$ 19,614
Event Activities		\$ 18,000	\$ 15,935	\$ 2,065
Poster Design		\$ 6,000	\$ 5,312	\$ 688
Program Supplies (Chart/Evaluation Materials)		\$ 54,000	\$ 47,806	\$ 6,194
Indirect Costs (12.29%)	12.3%	\$ 367,717	\$ 325,540	\$ 42,177
TOTAL		\$ 2,992,000	\$ 1,905,000	\$ 1,087,000

Notes:

If Site Grants "M" undersubscribed then funds can be used for Walk Audit or Small Cap projects

If Small Cap is undersubscribed then funds can be used for Walk Audit or Site Grant "M"

If Walk Audit is undersubscribed then funds cannot be used for Site Grants

PROJECT MILESTONE UNDER FEDERAL-AID PROCESS

Milestone	Month / Year
Request to Caltrans for E-76	February 1, 2013
Obligation Date	July 2013
Begin Environmental Studies	n/a
End Environmental Studies	n/a
Begin Design Engineering	n/a
End Plans, Specs, and Estimates	n/a
Begin R/W Certification	n/a
Advertise Construction (Ready to list)	n/a
Request for Approval of Cost-effectiveness/Public Interest Finding*	February 1, 2013
Begin Construction Phase	August 1, 2013
End Construction Phase	June 30, 2016
Closeout	August 2016

*C/CAG intends to contract with a public agency therefore will be submitting a Request for Approval of Cost-Effectiveness/Public Interest Finding to enable C/CAG to sole source the Construction Contract with the San Mateo County Office of Education to implement the SR2S Program.

RESOLUTION 13-19

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE AN AGREEMENT WITH THE SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS TO IMPLEMENT THE SAN MATEO COUNTY SAFE ROUTES TO SCHOOLS PROGRAM IN AN AMOUNT NOT TO EXCEED \$2,992,000 FOR FY 2013/14 THROUGH FY 2015/16

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

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

WHEREAS, C/CAG was provided \$1,905,000 in funding from the federal Surface Transportation Program (STP) and/or Congestion Mitigation and Air Quality Improvement (CMAQ) program by the Metropolitan Transportation Commission (MTC) through the Cycle 2 OneBayArea Grant (OBAG) Program for the San Mateo County Safe Routes to School (SR2S) Program; and

WHEREAS, C/CAG will provide \$1,087,000 in matching funds from the Measure M \$10 Vehicle Registration Fee Program; and

WHEREAS, the overall goal of the SR2S Program is to enable and encourage children to walk or bicycle to schools by implementing projects and activities to improve health and safety; and

WHEREAS, as the CMA for San Mateo County, C/CAG will manage and administer the SR2S funding for the county, serving as the fiscal agent for the Program; and

WHEREAS, C/CAG has determined that the San Mateo County Superintendent of Schools will serve as the lead agency to implement the SR2S program for San Mateo County.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County that the Chair is authorized to execute a funding agreement with the San Mateo County Superintendent of Schools in the amount not to exceed \$2,992,000. This agreement is attached hereto and is in a form that has been approved by C/CAG Legal Counsel.

PASSED, APPROVED, AND ADOPTED THIS 13TH DAY OF JUNE 2013.

Brandt Grotte, Chair



FUNDING AGREEMENT
BETWEEN
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
AND
SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS
FOR
SAFE ROUTES TO SCHOOL PROGRAM

THIS AGREEMENT, entered into this _____ day of _____ 2013, by and between the City/County Association of Governments of San Mateo County, a Joint Powers Agency, hereinafter called "C/CAG" and the San Mateo County Superintendent of Schools, hereinafter called "SUPERINTENDENT".

WITNESSETH

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

WHEREAS, the SUPERINTENDENT provides leadership and support to public schools in San Mateo County through its three Divisions: Instructional Services, Fiscal and Operational Services, and Student Services.

WHEREAS, C/CAG received \$1,905,000 in Surface Transportation Program / Congestion Mitigation and Air Quality (STP/CMAQ) funds from the Metropolitan Transportation Commission Climate Initiative Program for the development and implementation of a Safe Routes to School Program (SR2S) in San Mateo County (the "Program"); and

WHEREAS, the total cost of the Program is estimated to be \$2,992,000, including the C/CAG matching funds in the amount of \$1,087,000; and

WHEREAS, the overall goal of the Program is to enable and encourage children to walk or bicycle to schools by implementing projects and activities to improve health and safety, and also reduce traffic congestion due to school-related travels; and

WHEREAS, C/CAG has determined that the SUPERINTENDENT will serve as the Lead Educational Agency (LEA) to implement the Program; and

WHEREAS, C/CAG and SUPERINTENDENT desire to enter into a formal agreement to specify the work scope for the SR2S Program that agree that C/CAG shall provide funds for the development of the Program.

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

1. SCOPE OF SERVICES

SUPERINTENDENT shall serve as the lead agency for implementation of the Program in San Mateo County. The Scope of Work to be performed by the SUPERINTENDENT is described in Exhibit A attached hereto.

2. TIME OF PERFORMANCE

The services funded by this agreement and described in the Scope of Work attached as Exhibit A, shall commence upon full execution of this agreement and shall be completed before July 1, 2016. Closeout of the Project and Final invoicing may extend beyond the completion of the Scope of Work, but in all events, the Work and Services are to be completed before July 1, 2016. Either party may terminate the Agreement without cause by providing sixty (60) days advance written notice to the other party.

3. FUNDING AND METHOD OF PAYMENT

- a) C/CAG agrees to reimburse SUPERINTENDENT up to \$2,992,000 for the development and implementation of the SR2S Program in San Mateo County.
- b) SUPERINTENDENT shall submit billings, on a quarterly basis, accompanied by the activity reports and paid invoices issued by consultants or progress payments as proof that services were incurred or rendered and paid for by the SUPERINTENDENT. Upon receipt of the invoice and its accompanying documentation, C/CAG shall pay the amount claimed under each invoice, up to the maximum amount described by this agreement, within thirty (30) days of receipt of the invoice, delivered or mailed to C/CAG as follows:

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

- c) Subject to duly executed amendments, it is expressly understood and agreed that in no event will the total funding commitment under this agreement exceed \$2,992,000, unless revised in writing and approved by C/CAG and SUPERINTENDENT.

4. AMENDMENTS

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

5. NOTICES

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

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

To SUPERINTENDENT: Attention: Daina Lujan
San Mateo County Office of Education
101 Twin Dolphin Drive
Redwood City, CA 94065-1064

6. INDEPENDENT CONTRACTOR

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

7. HOLD HARMLESS

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

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

SAN MATEO COUNTY
SUPERINTENDENT OF SCHOOLS

CITY/COUNTY ASSOCIATION OF
GOVERNMENT OF SAN MATEO COUNTY

Anne E. Campbell,
County Superintendent of Schools

Brandt Grotte, C/CAG Chair

Approved as to form:

SUPERINTENDENT Attorney

Counsel for C/CAG

(2)

(3)

(4)

EXHIBIT A

SCOPE OF WORK

Purpose of the Partnership

The San Mateo County Office of Education (SMCOE), also referred to as the San Mateo County Superintendent of Schools, will serve as the Lead Educational Agency (LEA) for the implementation of a Safe Routes to Schools (SR2S) Program in San Mateo County.

The City/County Association of Governments (C/CAG) of San Mateo will provide the funding for the project and will hold the San Mateo County Office of Education accountable for carrying out the activities described in this Scope of Work.

C/CAG and SMCOE have a joint interest in ensuring that schools and community agencies effectively implement projects that enable them to use the Federal Surface Transportation Program and Congestion Mitigation & Air Quality Improvement (STP/CMAQ) Program funds productively on behalf of students and the community.

Goal

The overall goal of the project will be to make San Mateo County a healthier, safer, more sustainable, environmentally sound community with better air quality, less traffic congestion, more physically fit students and adults who are well-served by schools and other agencies working collaboratively.

Guiding Principles

In carrying out its responsibilities, SMCOE will adhere to the following guiding principles:

- SMCOE will work collaboratively with C/CAG, schools, cities and all partner agencies.
- The project will recognize the important role of volunteers (such as PTA members and others) in SR2S and will support and promote their involvement.
- The project will build upon existing successful models and programs and provide schools with a range of alternatives they can implement, based on their needs and interests.
- Schools will be provided with sufficient resources and support to implement site-based programs successfully.
- Participating schools will be provided with clear directions and parameters so that they can operate their programs according to the funding regulations.
- SMCOE will use data to guide program planning and evaluation.
- SMCOE will maintain on-going communication and outreach, to ensure that interested parties have the opportunity to be involved and to have their voices heard during implementation.

Outcomes

The specific measurable outcomes of the project will include but are not limited to:

- More favorable attitudes toward walking, biking, carpooling and the use of public transit to school, on the part of students, parents and volunteers.
- Increased numbers of students walking, biking, carpooling and utilizing transit as means of travelling to and from school.
- Increased levels of student, parent and volunteer participation in education and encouragement activities related to healthy and environmentally sound lifestyles.
- Decreased traffic and congestion around schools, one byproduct of which will be improved air quality.
- Reduced obesity and better health habits among students.
- Increased partnerships among schools, community agencies, parents and volunteers.
- Improved community safety.

Project Management Approach

SMCOE's approach to project management is to combine three elements: centralized leadership and technical assistance; networks of collaboration and support; and services delivered to school sites in support of program activities that meet local needs and priorities.

Centralized Leadership and Technical Assistance

SMCOE will provide overall direction, timelines and implementation regulations; be responsible for fiscal management and monitoring; and conduct the project evaluation. It will use its existing relationships with school district personnel and its established administrative systems to establish and implement the SR2S project. In addition, it will use its regional and statewide contacts with agencies in other counties to share resources and best practices related to county SR2S projects, transportation initiatives, and health.

Networks of Collaboration and Support

Networks of collaboration will be developed at county and local levels. At the County level, a collaborative network will be fostered among agencies such as city governments, the County Health System, and community organizations through the Policy Advisory Committee.

At the local level, collaboration will be facilitated through two networks, which include the SR2S Operations Committee and district level task forces. The Operations Committee will include district and site level SR2S Coordinators who shall share best practices and engage in collaborative problem solving and planning conversations. District task forces shall operate at the school district level and may include, but are not limited to parents and representatives from local schools, the city, the district, and public health.

Networks of collaboration will be further developed at the school level. Each school participating in the project will have a Site Team that plans and carries out the implementation activities. These Site Teams would include representatives from the school community and other agencies.

Volunteers from organizations such as Site Councils and PTAs may have large roles in site activities.

Local Services

Local school sites, through engagement with staff, Site Councils, PTAs and similar groups, will design, schedule and implement the specific activities that meet the needs of their students and families and help to achieve the overall goals of the project. Site support services will be delivered either by SR2S project staff or by school staff or consultants, funded by the project.

Governance

SMCOE will be accountable to C/CAG for achieving the goals and outcomes of the project, developing detailed annual action plans and line item budgets, meeting timelines and operating within the budget.

SMCOE will hire staff to manage the project and its budget, be responsible for implementation and submit timely reports. SMCOE will also enter into binding agreements with schools to provide them the resources to carry out their action plans.

SMCOE will convene two Advisory Committees (Policy and Operations) to help ensure that the SMCOE receives guidance, input and feedback from a cross-section of the entire community on whose behalf the initiative is being implemented.

The Policy Advisory Committee will advise C/CAG and SMCOE on the direction of the project and on related infrastructure grants and strategic issues, thus helping to create a community-wide, holistic approach to a healthier, safer, more sustainable San Mateo County. Members of the Policy Advisory Committee will include elected officials; people who have leadership positions with various partner agencies, who may include, but is not limited to: C/CAG; the San Mateo Health System; the Metropolitan Transportation Commission; municipal government; law enforcement; other community leaders; etc.

The SR2S Operations Committee will provide a means of internal communication among service providers and the clients served at school sites. It will also offer input and feedback on program activities. Members of the Operations Committee will be the designated SR2S Coordinator for the district or site.

Staffing

SMCOE will staff the project with a County SR2S Project Coordinator, a part-time administrative assistant and part-time SR2S Specialist whose responsibilities will be to deliver services to the Networks and school sites. The budget will also include funds for program consultants who work on specialized tasks and an evaluator, as needed.

Project Management Strategies

Outlined below are the project management strategies that SMCOE will use to support project

development pursuant to this Agreement.

- Develop job description recruit and hire the Project Specialist
- Foster relationships with school and agencies that have existing Safe Routes or similar programs to gather ongoing input regarding best practices
- Conduct public information activities that involve media releases and updating the Safe Routes web page on the County Office's Web site.
- Foster collaborative networks.
- Complete and submit quarterly activity reports to C/CAG.
- Implement network and site plans and bring additional schools into the project.
- Approve and fund action plans for implementation.
- Conduct 2013 annual evaluation and submit report to C/CAG.
- Plan and deliver project training, based upon the needs and interests of participants and key stakeholders.
- Make project modifications, as needed.
- Pursue additional sources of funded to expand the project scope and reach

Budget

Estimated Income

The funding model is based on an estimated budget of \$2,992,000 that includes \$1,905,000 of STP/CMAQ funds and an additional \$1,087,000 of local funds provided by C/CAG.

Timeframe

The development and implementation of the San Mateo SR2S Program is planned for an approximate 36-month period (July 2013 – June 2016).

Annual Expenditures

The annual expenditure estimates over the 36-month life of the project (July 2013 – June 2016) are summarized below. These expenditures are organized on a July 1 – June 30 Fiscal Year basis that matches the budget cycles of both County agencies and school districts (including SMCOE). Once the formal contract is signed, the County Office of Education will develop an itemized line item budget for approval by C/CAG.

**San Mateo County Safe Routes to School (SR2S) Program
Proposed FY 2013/14 to 2015/16 Budget**

Tasks/Activities		3-Year Total	FY 13/14	FY 14/15	FY 15/16
Administration - Personnel	15.1%	\$ 451,628	\$ 146,871	\$ 150,543	\$ 154,215
.6 Project Coordinator		\$ 246,455	\$ 80,148	\$ 82,152	\$ 84,155
.75 Admin. Assistant		\$ 205,173	\$ 66,723	\$ 68,391	\$ 70,059
Program Support Activities	13.4%	\$ 399,906	\$ 136,974	\$ 133,302	\$ 129,631
.4 Project Coordinator		\$ 164,303	\$ 53,432	\$ 54,768	\$ 56,104
Contractual Services (a)		\$ 175,603	\$ 63,542	\$ 58,534	\$ 53,527
Materials (b)		\$ 60,000	\$ 20,000	\$ 20,000	\$ 20,000
Grant Program	61.3%	\$ 1,835,280	\$ 611,760	\$ 611,760	\$ 611,760
Site Grants, Walk Audits, etc.		\$ 1,835,280	\$ 611,760	\$ 611,760	\$ 611,760
Indirect Costs (10.2%)	10.2%	\$ 305,184	\$ 101,728	\$ 101,728	\$ 101,728
TOTAL		\$ 2,991,999	\$ 997,333	\$ 997,333	\$ 997,333

- a) Evaluations, Support Services, Event activities, curriculum development, poster design, printing, etc.
b) Event materials (promotional incentives), evaluation materials, curriculum, program materials/supplies



C/CAG AGENDA REPORT

Date: June 13, 2013

TO: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Receive information on proposal for Highway Relinquishment Study for SR 82 El Camino Real/Mission Street

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

RECOMMENDATION:

That the C/CAG Board receive information on proposal for Highway Relinquishment Study for SR 82 El Camino Real/Mission Street.

FISCAL IMPACT:

Funding for this study is being sought with the Metropolitan Transportation Commission (MTC).

REVENUE SOURCES:

NA.

BACKGROUND/DISCUSSION:

Relinquishment, as defined by Caltrans, is the act of transferring the property rights, liability and maintenance responsibilities (ownership) of a portion of a state highway to another entity.

State legislation allows for the relinquishment of highways under certain conditions. These conditions relate to the change in characteristics and functionality of the roadway where the highway no longer operates as originally designed. An example of a typical situation is a highway (such as SR 82 El Camino Real) that runs through the middle of a city or town. The relinquishment process includes an assessment by both Caltrans and local agency, followed by a State review, to determine if the highway segment in evaluation serves regional statewide transportation needs and if a relinquishment would be in the best interest of both entities.

One of the benefits of relinquishment is that it allows local agencies and their communities to be more creative and flexible in making improvements to the roadway facility.

SR 82 El Camino Real/Grand Boulevard Initiative:

SR 82 El Camino Real is one of the oldest State highways in the Bay Area. Over fifty years ago, this route was an important highway for regional and statewide mobility. Over time, the functions and characters of the El Camino Real/Mission Street corridor have evolved significantly. Many cities along the corridor have defined, or are in the process of defining, their communities' vision of the corridor.

ITEM 6.6

The section of El Camino Real that is being evaluated by the Grand Boulevard Initiative (GBI) extends for a length of 43 miles from Mission Street in Daly City to The Alameda near the Diridon Caltrain Station in San Jose.

The GBI is a collaborative planning effort of 19 cities, counties, local and regional agencies, as well as representatives from private businesses and non-profit organizations, to improve the performance, safety and aesthetics of the corridor. This effort is funded by various federal, state, local and private grant programs and foundations.

The vision of the Grand Boulevard Initiative as established by its committee and task force is to see the El Camino Real corridor “*achieve its full potential as a place for residents to work, live, shop and play, creating links between communities that promote walking and transit and an improved and meaningful quality of life.*” This vision also includes guiding principles that support and encourage compact mixed-use development, multimodal complete streets elements, managed parking and attractive public spaces along El Camino Real.

As part of the GBI planning discussions, one of the issues highlighted by the group was meeting Caltrans highway design standards versus developing multimodal complete streets designs desired by the local agencies. At its meeting on December 5, 2012, GBI Task Force requested staff to further explore the idea of relinquishment for SR 82 El Camino Real and the associated costs.

Since then, representatives from Caltrans, Metropolitan Transportation Commission (MTC), City/County Association of Governments of San Mateo County (C/CAG), San Mateo County Transit District (SamTrans) and Santa Clara Valley Transportation Authority (VTA) have met and prepared a conceptual workscope that outlines an approach for studying the relinquishment of SR 82 El Camino Real.

At its last meeting on March 27, 2013, the GBI Task Force expressed interest in moving forward with the conceptual workscope and requested VTA and C/CAG staff to inquire if their respective local agencies would also be interested in the relinquishment study with the understanding that the funding would be sought from MTC. Attached is a copy of the memorandum and conceptual workscope that was presented to the GBI Task Force for consideration.

The key benefits of this study are that it would provide cities and counties with the following information:

- Understanding of Caltrans relinquishment policies and process.
- Assessment of existing conditions and public infrastructure along El Camino Real including estimated cost for relinquishment and annual maintenance including a discussion on exploration of potential funding sources.
- Case studies of recent highway relinquishments, including their relinquishment schedule, budget and staffing resources and next steps.

C/CAG Committees Recommendations:

This item was presented to the Congestion Management Technical Advisory Committee (TAC) on May 16th, and to the Congestion Management & Environmental Quality (CMEQ) committee on May 20th. However, their recommendations differ and are as follows:

TAC: Recommended to delay such study until the corridor functionality is further defined. That would include the operational functionality of the corridor in terms of bus operations, emergency relief route, smart corridor, etc. Also, other on-going efforts may lead to the ability to achieve the Grand Boulevard Initiative vision without relinquishment. Such on-going efforts include Caltrans Highway Design Manual change; and the El Camino Real Case Studies (lead by SamTrans) in Daly City, South San Francisco, San Bruno, and San Carlos.

The TAC committee was also concern about bringing up the corridor to standard in terms of ADA requirements. Further complicates the matter is the recently adopted Congress Transportation Act (MAP-21) designated the El Camino Real as a National Highway System (NHS) roadway. Hence applicable Federal requirements including design standards and other State-Federal oversight procedures will apply, regardless of ownership,

CMEQ: Recommended to proceed with such study because the study will provide information (as decision making tool) on obligations, liabilities, and financial implication for relinquishment.

ATTACHMENT

GBI Staff Report and Draft Conceptual Level Workscope.

(5)

(5)

(5)



From Mission St in Daly City, to El Camino Real and The Alameda in San Jose

TF 2

TO: Grand Boulevard Task Force

FROM: John Ristow, VTA

SUBJECT: **Update on Study of Relinquishment of El Camino Real**

DATE: March 27, 2013

At its December 5, 2012 meeting, the Grand Boulevard Task Force received a presentation from Hans Larsen, City of San Jose Director of Transportation, on the recent relinquishment of a portion of The Alameda (State Route 82), focusing on the City's experience with the Caltrans relinquishment process. The Task Force directed staff to further explore the idea of relinquishment for the remainder of State Route 82 in Santa Clara and San Mateo counties and its associated costs.

Representatives from Caltrans, Metropolitan Transportation Commission (MTC), Santa Clara Valley Transportation Authority (VTA), City/County Association of Governments (C/CAG) of San Mateo County, and the San Mateo County Transit District (SamTrans) met on February 20, 2013 at MTC's offices to discuss a study of the relinquishment of El Camino Real, including investigating the process, challenges, and cost estimates. Attached is a conceptual level workscope and map that was drafted by this group for the Grand Boulevard Initiative Task Force to consider for the first phase of a relinquishment study for State Route 82.

The Vision:

El Camino Real will achieve its full potential as a place for residents to work, live, shop and play, creating links between communities that promote walking and transit and an improved and meaningful quality of life.

www.grandboulevard.net



ATTACHMENT A

DRAFT CONCEPTUAL LEVEL WORKSCOPE

Task 1: Describe Caltrans' Process for Relinquishment of State Highways

- Include description of relinquishment type, relinquishment conditions, key agency stakeholders and procedures for relinquishment of State highways to local agencies.
- Cite legislative statutes and policies.

Task 2: Clarify Roles and Responsibilities of Stakeholders (Caltrans, Local Agencies, MTC...)

- Identify scope and types of inter-agency agreements to be prepared (e.g., MoUs, RFI, PIDs...) and agencies responsible for the preparation.
- Describe the collaboration, negotiation and review processes between the stakeholders, specifically among the cities and intra-agency departments that would be participating in these discussions.
- Explore potential ownership options.

Task 3: Describe Calculations for Cost Analysis and Identify Potential Funding Sources

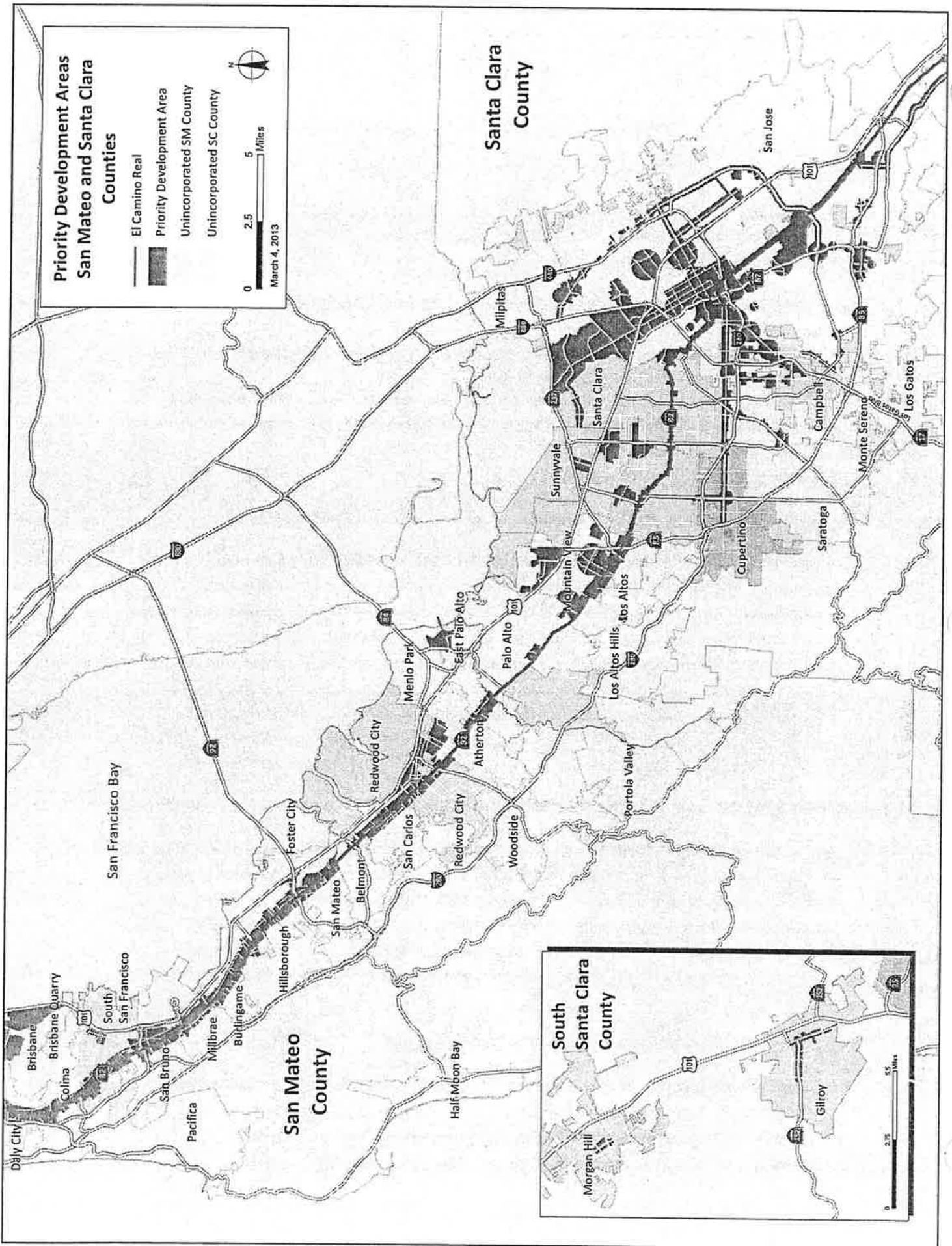
- Assess existing conditions of SR 82 corridor for Santa Clara and San Mateo counties by county and city, and the estimated cost to bringing the roadway to a state of good repair.
- Investigate how much Caltrans has spent to operate and maintain SR 82 corridor in Santa Clara and San Mateo counties for past 5, 10 and 20 year periods if data is available.
- Provide cost estimates for relinquishment and annual operations and maintenance for subsequent 10 years following relinquishment and identify funding sources typically used to support the relinquishment process and on-going maintenance of the corridor. Include breakdown of costs that cities already cover (e.g. some cities already maintain sidewalks and median landscaping) as well as increased cost associated with full roadway maintenance.

Task 4: Provide Examples of Recent Relinquishments in the Bay Area and Other Areas of the State

- Compile examples of relinquishment projects in the Bay Area and other areas of relinquishment interest in the State and summarize key common elements in a table format for comparison (e.g., relinquishment of SR 82 and SR 130 in San Jose and SR 238 in Hayward). Also include discussion on local motivation(s) for relinquishment and anticipated benefits.
- Compare lengths of corridor, cost per mile for relinquishment and maintenance, inventory of roadside assets (e.g., traffic signal controllers, street light poles, length of sidewalk and curb/gutter...).

Task 5: Estimate Level of Effort and Schedule for Relinquishment

- Describe level of effort for relinquishment from planning phase to implementation phase including staffing resources and budget.
- Identify funding responsibilities for relinquishment planning and implementation.
- Provide outline of tasks and schedule, including duration and next steps.



C/CAG AGENDA REPORT

Date: June 13, 2013

TO: C/CAG Board of Directors

From: Sandy Wong, Executive Director - C/CAG

Subject: Review and approval of Resolution 13-17 approving the C/CAG 2013-14 Program Budget and Fees (Special Voting procedures apply)

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

RECOMMENDATION:

That the C/CAG Board review and approve Resolution 13-17 approving the C/CAG 2013-14 Program Budget and Fees. Special voting procedures apply.

FISCAL IMPACT:

In accordance with the proposed C/CAG 2013-14 Program Budget.

REVENUE SOURCES:

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

BACKGROUND:

On May 9, 2013, the C/CAG Board review and approved the Initial draft and assumptions on the C/CAG 2013-14 Program Budget and Fees. For fiscal year 2013/14, the proposed C/CAG Member Assessments will remain the same as in FY 12-13. However, the C/CAG member fee is anticipated to be increased by 5% in fiscal year 2014-15. Approval of fiscal year 2014-15 budget and fees will be submitted to C/CAG Board next year.

Budget Assumption Highlights:

The following are some highlights on assumptions and issues:

- 1- Member Assessments for FY 2013/14 - Same as last year.
- 2- Administration Service expenses are related to C/CAG Executive Director and Administrative Assistant only.
- 3- Professional Services expenses are related to all other C/CAG staff and contract staff. C/CAG contracts with many of its member agencies to provide Professional Services including Program Managers, Financial Services, and Legal Counsel Support.
- 4- Smart Corridor - Assume Segment 2 construction will be completed during fiscal year 2013-14. For FY 2012/13, Consultant Services expenses included Contractor expenses. For FY 2013/14, a new line item was created for Contractor expenses.

ITEM 6.7

- 5 San Mateo Congestion Relief Program assumes \$200,000 in funding for climate action planning. This includes cost for climate action partnerships to assist the cities and County as was done in the 2012-2013 C/CAG Budget.
- 6 No new revenue for AB 1546 DMV Program since this program sunset on January 1, 2013. As approved by the C/CAG Board on December 13, 2012, of the unprogrammed fund balance, \$700,000 will be transfer to Smart Corridor, and \$900,000 to be distributed to 21 member agencies.
- 7 San Mateo Energy Watch - Requires \$200,000 transfer from San Mateo County Congestion Relief Fund for Climate Action Planning, (See item 5 above).
- 8 NPDES (Fund C007) – Part of the revenue and expenditures for Stormwater are shown in Measure M (C010) Fund.
- 9 General Fund – Using the same allocation formula as last year, the overhead expenses in General Fund are shared by other funds. The shared costs include: professional services, supplies, conferences and meetings, printing/ postage, publications, bank fee and audit services. The share is based on the proportion of the sum of the administration and professional services to the total for all the funds. The funds that share these General Fund cost are General Fund, Transportation Programs, San Mateo Congestion Relief Program (SMCRP), LGP Energy Watch, Transportation Fund for Clean Air(TFCA), National Pollutant Elimination Discharge System, NPDES, DMV Fee Program, and Measure M.
- 10 TFCA - Programmed Projects are 100% reimbursed in current and budget year.

Changes since May 9, 2013 C/CAG Board meeting:

This Final Budget is based on the May 9, 2013 Draft Budget plus the following:

1. “clean-up” to categorize a few expenditure items more appropriately.
2. Update on some Projected Actual revenues and expenditures through June 30, 2013.
3. Addition of omitted expenditures in fiscal year 2013-14:
 - a. \$25,000 for local match for Geneva Ave BRT Study (outcome of Bi-County Study between San Mateo county and San Francisco county).
 - b. \$45,000 prior commitment to San Mateo County Green Business Program (related to Agenda Item 5.12)

ATTACHMENTS

- Attachment 1 - Resolution 13-17
- Attachment 2 – Key Budget Definitions/Acronyms
- Attachment 3 -- C/CAG Projected Statement of Revenues, Expenditures, and Changes in Fund Balance for FY 2012-13 and FY 2013-14.
- Attachment 4 -- FY 2013-14 C/CAG Member Fee, Assessment, and Revenue.
- Detail C/CAG 2013/14 Program Budget – provided to C/CAG Board members and alternate members only (also available at: <http://www.ccag.ca.gov/ccag.html>)

Attachment 1

Resolution 13-17



RESOLUTION No. 13-17

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
(C/CAG) ADOPTING THE C/CAG 2013-14 PROGRAM BUDGET AND FEES**

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

WHEREAS, C/CAG is authorized as a Joint Powers Agency to provide services for member agencies; and

WHEREAS, C/CAG is required to adopt a program budget and establish fees annually; and

WHEREAS, C/CAG has adopted Resolution 12-24 approving the 1/1/2011 State of California population data to be used by C/CAG programs; and

WHEREAS, a C/CAG 2013-14 Program Budget and fees has been proposed at the May 9, 2013 C/CAG Board meeting;

NOW, THEREFORE, BE IT RESOLVED that the City/County Association of Governments of San Mateo County (C/CAG) adopts the C/CAG 2013-14 Program Budget and Fees.

PASSED, APPROVED, AND ADOPTED THIS 13TH DAY OF JUNE 2013.

Brandt Grotte, Chair



Attachment 2

Key Budget Definitions/Acronyms



Key Budget Definitions/ Acronyms

AB 434 - Transportation Fund for Clean Air Program
AB 1546 Program - San Mateo County Environmental/ Transportation Pilot Program
AVA - Abandoned Vehicle Abatement
BAAQMD - Bay Area Air Quality Management District
BPAC - Bicycle and Pedestrian Advisory Committee
Cal PUC - California Public Utilities Commission
C/CAG - City/ County Association of Governments
CMAQ - Congestion Mitigation and Air Quality
CMP 111 - Congestion Management Program (Proposition 111)
DMV - Department of Motor Vehicles
ECR - El Camino Real
ISTEA - Intermodal Surface Transportation Equity Act
ITS - Intelligent Transportation Study
LGP - Local Government Partnership with PG&E and Cal PUC
Measure A - San Mateo County Sales Tax for Transportation
Measure M - C/CAG \$10 Motor Vehicle Fee
MTC - Metropolitan Transportation Commission
Normalized - Years in a multi-year analysis all referred to a base year.
NPDES - National Pollutant Discharge Elimination System
Peninsula 2020 Gateway Study - San Mateo and Santa Clara County study on Highway 101 and access to the Dumbarton Bridge.
PPM - Planning Programming and Monitoring
PSR - Project Study Report
RWQCB - San Francisco Bay Area Regional Water Quality Control Board
SFIA - San Francisco International Airport
SMCRP - San Mateo Congestion Relief Plan Program
SMEW - San Mateo Energy Watch
STIP - State Transportation Improvement Program (State and Federal Transportation Funds)
STOPPP - Storm-water Pollution Prevention Program
STP - Surface Transportation Program (Federal Funds)
TA - San Mateo County Transportation Authority
TAC - Congestion Management Technical Advisory Committee
TDA - Transportation Development Act Article III Funding
TFCA - Transportation Fund for Clean Air (Also known as AB 434)
TLSP - Traffic Light Synchronization Program - Part of Proposition 1B Infrastructure Bond
VTA - Santa Clara Valley Transportation Authority



Attachment 3

C/CAG Projected Statement of Revenues, Expenditures, and Changes in Fund Balance for:

FY 2012-13

FY2013-14



(2)

(3)

C/CAG PROJECTED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE											
											FY 12-13
	Administrative Program (General Fund)	Transportation Programs	SMCRP Program	Smart Corridor	LGP Energy Watch	TFCA	NPDES	AVA	DMV Fee Program	Measure M (DMV Fee)	Total
BEGINNING BALANCE	(28,397)	802,479	2,354,771	205,769	54,915	66,729	1,161,629	619,533	6,366,732	4,299,676	15,903,836
RESERVE BALANCE	43,346	131,863	0	0	0	0	200,903	0	50,000	0	426,112
PROJECTED REVENUES											
Interest Earnings	401	2,234	8,450	647	0	1,010	7,000	1,290	14,871	11,793	47,696
Member Contribution	250,024	390,907	1,850,000	0	0	0	113,490	0	0	0	2,604,421
Cost Reimbursements-SFIA	0	62	0	0	0	0	0	0	0	0	62
MTC/ Federal Funding	0	694,868	0	0	0	0	0	0	0	1,429,000	2,123,868
Grants	91,289	0	0	0	415,600	0	0	0	0	0	506,889
DMV Fee	0	0	0	0	0	1,035,800	0	658,500	1,496,177	6,425,001	9,615,478
NPDES Fee	0	0	0	0	0	0	1,325,760	0	0	0	1,325,760
TA Cost Share	0	0	0	3,000,000	0	0	0	0	0	0	3,000,000
Miscellaneous/ SFIA	0	0	0	0	0	0	0	0	0	0	0
Street Repair Funding	0	0	0	0	0	0	0	0	0	0	0
PPM-STIP	0	292,076	0	1,045,734	0	0	0	0	0	0	1,337,810
Assessment	0	0	0	0	0	0	0	0	0	0	0
TLSP	0	0	0	1,106,479	0	0	0	0	0	0	1,106,479
	0	0	0	0	0	0	0	0	0	0	0
Total Revenues	341,714	1,380,147	1,858,450	5,152,860	415,600	1,036,810	1,446,250	659,790	1,511,048	7,865,794	21,668,463
TOTAL SOURCES OF FUNDS	313,317	2,182,626	4,213,221	5,358,629	470,515	1,103,539	2,607,879	1,279,323	7,877,780	12,165,470	37,572,299
PROJECTED EXPENDITURES											
Administration Services	108,168	133,130	46,107	32,507	4,206	726	29,977	852	17,353	10,206	383,232
Professional Services	161,555	740,028	60,000	517,896	339,600	38,000	107,532	0	39,465	107,532	2,111,608
Consulting Services	133,747	112,296	812,025	4,939,135	224,900	0	1,255,990	0	0	2,260,792	9,738,885
Supplies	44,574	61	0	0	0	0	0	0	0	0	44,635
Prof. Dues & Memberships	750	0	0	0	0	0	44,732	0	0	0	45,482
Conferences & Meetings	8,804	0	0	0	2,400	0	6,000	0	0	0	17,204
Printing/ Postage	225	0	0	0	0	0	0	0	0	0	225
Publications	23,157	1,169	0	0	0	0	0	0	0	0	24,326
Distributions	0	70,000	344,000	2,969	0	990,000	21,943	658,500	2,279,114	3,971,277	8,337,803
Calpers - Unfunded Liability	4,296	4,695	1,953	2,969	146	269	1,414	0	1,305	0	17,047
Miscellaneous	7,308	0	0	1,371	0	0	0	1,200	40,281	0	50,160
Bank Fee	2,165	0	0	0	0	0	0	0	0	0	2,165
Audit Services	29,280	0	0	0	0	0	0	0	0	0	29,280
Project Management	0	0	0	92,000	0	0	0	0	0	0	92,000
Total Expenditures	524,029	1,061,379	1,264,085	5,588,847	571,252	1,028,995	1,467,588	660,552	2,377,518	6,349,807	20,894,052
TRANSFERS											
Transfers In	0	0	0	700,000	200,000	0	0	0	0	0	900,000
Transfers Out	0	0	200,000	0	0	0	0	0	700,000	0	900,000
Administrative Allocation	(173,308)	90,405	10,986	0	35,597	4,010	14,237	0	5,883	12,190	0
Total Transfers	(173,308)	90,405	210,986	(700,000)	(164,403)	4,010	14,237	0	705,883	12,190	0
NET CHANGE	(9,007)	228,362	383,379	264,013	8,751	3,805	(35,575)	(762)	(1,572,353)	1,503,797	774,410
TRANSFER TO RESERVES	0	0	50,000	0	0	0	0	0	0	50,000	100,000
TOTAL USE OF FUNDS	350,721	1,151,784	1,525,071	4,888,847	406,849	1,033,005	1,481,825	660,552	3,083,401	6,411,997	20,994,053
ENDING FUND BALANCE	(37,404)	1,030,841	2,688,150	469,782	63,666	70,534	1,126,054	618,771	4,794,379	5,753,473	16,578,246
RESERVE FUND BALANCE	43,346	131,863	50,000	0	0	0	200,903	0	50,000	50,000	526,112
NET INCREASE (Decrease) IN FUND BALANCE	(9,007)	228,362	333,379	264,013	8,751	3,805	(35,575)	(762)	(1,572,353)	1,453,797	674,410

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.

06/05/13	C/CAG PROGRAM BUDGET: REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE										
	FY 13-14										
	Administrative	Transportation	SMCRP	Smart	LGP Energy	TFCA	NPDES	AVA	DMV Fee	Measure M	Total
	Program	Programs	Program	Corridor	Watch				Program	(DMV Fee)	
	(General Fund)										
BEGINNING BALANCE	-37,404	1,030,841	2,688,150	469,782	63,666	70,534	1,126,054	618,771	4,794,379	5,753,473	16,578,246
RESERVE BALANCE	43,346	131,863	50,000	0	0	0	200,903	0	50,000	50,000	526,112
PROJECTED REVENUES											
Interest Earnings	2,000	3,000	8,000	0	0	2,200	6,226	1,000	16,000	17,000	55,426
Member Contribution	250,024	390,907	1,850,000	0	0	0	116,060	0	0	0	2,606,991
Cost Reimbursements-SFIA	0	0	0	0	0	0	0	0	0	0	0
MTC/ Federal Funding	0	730,000	0	0	0	0	0	0	0	635,000	1,365,000
Grants	148,711	0	0	0	420,000	0	0	0	0	0	568,711
DMV Fee	0	0	0	0	0	1,050,000	0	0	0	6,515,704	7,565,704
NPDES Fee	0	0	0	0	0	0	1,340,656	0	0	0	1,340,656
TA Cost Share	0	18,750	0	0	0	0	0	0	0	0	18,750
Miscellaneous/ SFIA	0	0	0	0	0	0	0	0	0	0	0
Street Repair Funding	0	0	0	0	0	0	0	0	0	0	0
PPM-STIP	0	290,000	0	5,424,266	0	0	0	0	0	0	5,714,266
Assessment	0	0	0	0	0	0	0	0	0	0	0
TLSP	0	0	0	2,397,858	0	0	0	0	0	0	2,397,858
	0	0	0	0	0	0	0	0	0	0	0
Total Revenues	400,735	1,432,657	1,858,000	7,822,124	420,000	1,052,200	1,462,942	1,000	16,000	7,167,704	21,633,362
TOTAL SOURCES OF FUNDS	363,331	2,463,498	4,546,150	8,291,906	483,666	1,122,734	2,588,996	619,771	4,810,379	12,921,177	38,211,607
PROJECTED EXPENDITURES											
Administration Services	97,333	143,861	39,221	25,572	3,692	6,000	28,021	0	11,419	11,865	366,984
Professional Services	195,000	950,000	60,000	770,000	350,500	31,200	99,600	0	15,000	129,600	2,600,900
Consulting Services	166,000	196,500	1,036,000	1,315,000	263,000	0	2,170,220	0	0	2,197,510	7,300,000
Supplies	52,000	2,000	0	0	0	0	0	0	0	0	54,000
Prof. Dues & Memberships	1,000	0	0	0	0	0	44,732	0	0	0	45,732
Conferences & Meetings	9,500	5,000	1,000	0	4,500	0	5,000	0	0	0	25,000
Printing/ Postage	300	6,000	0	0	0	0	2,500	0	0	0	8,800
Publications	17,000	3,000	0	0	0	0	0	0	0	0	20,000
Distributions	0	70,000	500,000	0	0	1,011,000	16,000	596,578	3,505,000	3,761,782	9,460,360
Contractor	0	0	0	6,493,159	0	0	0	0	0	0	6,493,159
Miscellaneous	10,000	1,000	1,000	1,500	0	0	1,000	0	0	0	14,500
Bank Fee	2,500	0	0	0	0	0	0	0	0	0	2,500
Audit Services	29,000	0	0	0	0	0	0	0	0	0	29,000
Project Management	0	0	0	120,000	0	0	0	0	0	0	120,000
Total Expenditures	579,633	1,377,361	1,637,221	8,725,231	621,692	1,048,200	2,367,073	596,578	3,531,419	6,100,757	26,585,165
TRANSFERS											
Transfers In	0	0	0	500,000	200,000	0	0	0	0	0	700,000
Transfers Out	0	0	150,000	0	0	0	0	0	0	500,000	650,000
Administrative Allocation	-197,144	114,708	10,405	0	37,142	3,901	13,383	0	2,770	14,835	0
Total Transfers	-197,144	114,708	160,405	-500,000	-162,858	3,901	13,383	0	2,770	514,835	-50,000
NET CHANGE	18,246	-59,412	60,374	-403,107	-38,834	99	-917,514	-595,578	-3,518,189	552,112	-4,901,803
TRANSFER TO RESERVES	0	50,000	50,000	0	0	0	0	0	0	50,000	150,000
TOTAL USE OF FUNDS	382,489	1,542,069	1,847,626	8,225,231	458,834	1,052,101	2,380,456	596,578	3,534,189	6,665,592	26,685,165
ENDING FUND BALANCE	-19,158	921,429	2,698,524	66,675	24,832	70,633	208,540	23,193	1,276,190	6,255,585	11,526,443
RESERVE FUND BALANCE	43,346	181,863	100,000	0	0	0	200,903	0	50,000	100,000	676,112
NET INCREASE (Decrease) IN FUND BALANCE	18,246	-109,412	10,374	-403,107	-38,834	99	-917,514	-595,578	-3,518,189	502,112	-5,051,803

Note: 1- Beginning/ Ending Reserve Fund Balance is not included in Beginning/ Ending Fund Balance.

2- See individual fund summaries and fiscal year comments for details on Miscellaneous expenses.

3- SMCRP - San Mateo Congestion Relief Program; TFCA - Transportation Fund For Clean Air; NPDES - National Pollutant Discharge Elimination System; Abatement.
AVA - Abandoned Vehicle Abatement; DMV - Department of Motor Vehicles.

Attachment 4

FY 2013-14 C/CAG Member Fee, Assessment, and Revenue

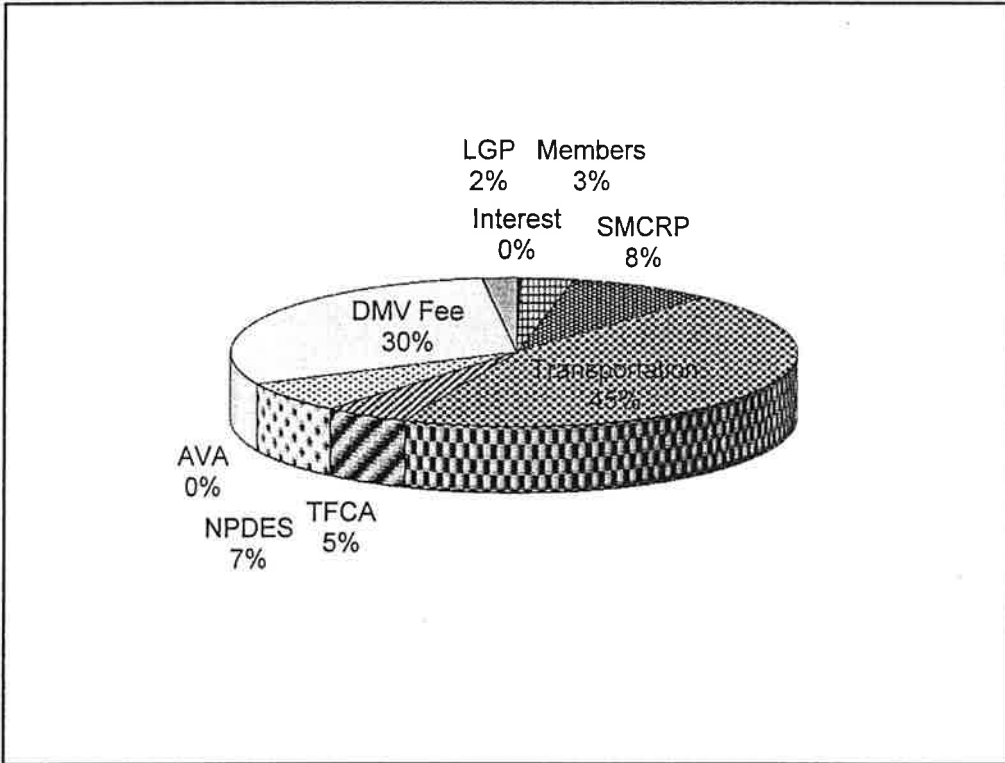


			C/CAG Member FEE		
			FY 13-14		
Agency	%	General Fund	Gas Tax	Total	
	Population	Fee	Fee	Fee	
	(as of 1/1/11)	\$250,024	\$390,907		
Atherton	0.95%	\$2,386	\$3,731	\$6,117	
Belmont	3.59%	\$8,981	\$14,041	\$23,022	
Brisbane (2)	0.60%	\$1,493	\$2,335	\$3,828	
Burlingame	4.00%	\$10,008	\$15,648	\$25,656	
Colma	0.25%	\$623	\$974	\$1,596	
Daly City	14.06%	\$35,163	\$54,976	\$90,139	
East Palo Alto	3.91%	\$9,786	\$15,301	\$25,087	
Foster City	4.25%	\$10,623	\$16,608	\$27,231	
Half Moon Bay	1.58%	\$3,938	\$6,157	\$10,095	
Hillsborough	1.51%	\$3,770	\$5,894	\$9,664	
Menlo Park	4.46%	\$11,150	\$17,433	\$28,583	
Millbrae	3.00%	\$7,491	\$11,713	\$19,204	
Pacifica	5.18%	\$12,947	\$20,242	\$33,188	
Portola Valley	0.61%	\$1,515	\$2,369	\$3,883	
Redwood City	10.72%	\$26,811	\$41,918	\$68,729	
San Bruno	5.77%	\$14,436	\$22,570	\$37,005	
San Carlos	3.95%	\$9,872	\$15,435	\$25,307	
San Mateo	13.52%	\$33,799	\$52,843	\$86,642	
South San Francisco	8.84%	\$22,103	\$34,558	\$56,661	
Woodside (3)	0.74%	\$1,841	\$2,878	\$4,719	
San Mateo County	8.51%	\$21,289	\$33,284	\$54,573	
TOTAL	100	\$250,024	\$390,907	\$640,931	
1- Same C/CAG Fee as in FY 08-09, FY 09-10, FY 10-11, FY 11-12, and FY 12-13.					
2- Transmitted to Cities and County for planning purposes					
3- Updated population to 1/1/11.					

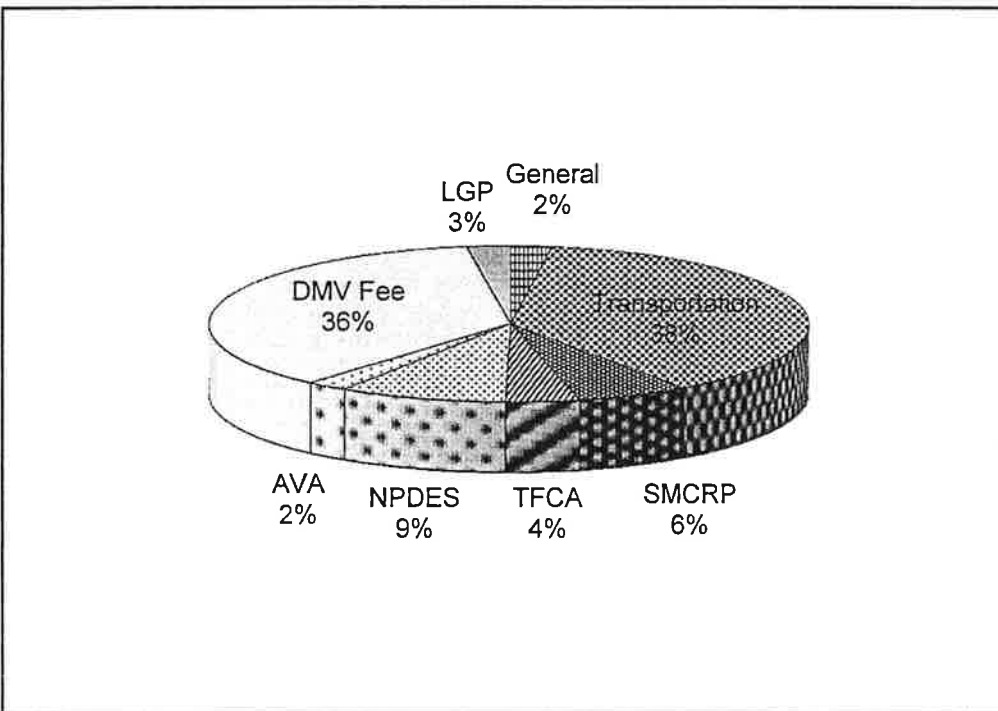
CONGESTION RELIEF PROGRAM ASSESSMENT			
FY 13-14			
Agency	% of Trip Generation	Congestion Relief	
Atherton	1.34%	\$24,845	
Belmont	3.56%	\$65,884	
Brisbane (2)	1.18%	\$21,775	
Burlingame	5.79%	\$107,193	
Colma	0.50%	\$9,224	
Daly City	10.79%	\$199,610	
East Palo Alto	2.30%	\$42,633	
Foster City	4.90%	\$90,679	
Half Moon Bay	1.27%	\$23,451	
Hillsborough	1.27%	\$23,491	
Menlo Park	5.57%	\$103,109	
Millbrae	3.27%	\$60,419	
Pacifica	3.50%	\$64,742	
Portola Valley	0.41%	\$7,607	
Redwood City	13.42%	\$248,197	
San Bruno	5.55%	\$102,604	
San Carlos	4.77%	\$88,246	
San Mateo	16.11%	\$298,110	
South San Francisco	8.99%	\$166,325	
Woodside (3)	0.60%	\$11,189	
San Mateo County	4.90%	\$90,667	
TOTAL	100.0%	\$1,850,000	
1- Transmitted to Cities and County for planning purposes			
3- Same C/CAG Fee as FY 10-11, FY 11-12, and FY 12-13.			

NPDES MEMBER ASSESSMENT							
FY 13-14							
Agency	%	NPDES	NPDES	NPDES	NPDES	NPDES	NPDES
	Population	Basic (1)	Extended (1)	Extended (1,5)	Extended (1,5)	Total (1)	
	(as of 1/1/06)		2.50%				
Atherton	1.00%	\$10,906	\$8,518	\$8,731	\$8,949	\$19,855	
Belmont	3.54%	\$30,446	\$23,780	\$24,375	\$24,984	\$55,430	
Brisbane (2)	0.52%	\$8,664	\$6,767	\$6,936	\$7,110	\$15,773	
Burlingame	3.91%	\$34,339	\$26,822	\$27,492	\$28,180	\$62,519	
Colma	0.22%	\$2,933	\$2,291	\$2,348	\$2,407	\$5,340	
Daly City	14.48%	\$81,553	\$63,699	\$65,291	\$66,924	\$148,476	
East Palo Alto	4.43%	\$17,681	\$13,811	\$14,156	\$14,510	\$32,191	
Foster City	4.13%	\$32,692	\$25,535	\$26,173	\$26,827	\$59,519	
Half Moon Bay	1.76%	\$18,581	\$14,513	\$14,876	\$15,248	\$33,829	
Hillsborough	1.51%	\$14,105	\$11,017	\$11,293	\$11,575	\$25,680	
Menlo Park	4.25%	\$42,985	\$33,575	\$34,415	\$35,275	\$78,261	
Millbrae	2.86%	\$22,529	\$17,597	\$18,037	\$18,488	\$41,017	
Pacifica	5.35%	\$45,183	\$35,291	\$36,174	\$37,078	\$82,261	
Portola Valley	0.63%	\$7,227	\$5,645	\$5,786	\$5,931	\$13,158	
Redwood City	10.51%	\$78,175	\$61,061	\$62,587	\$64,152	\$142,327	
San Bruno	5.73%	\$42,460	\$33,165	\$33,994	\$34,844	\$77,304	
San Carlos	3.90%	\$39,176	\$30,599	\$31,364	\$32,148	\$71,324	
San Mateo	13.03%	\$94,938	\$74,154	\$76,007	\$77,908	\$172,845	
South San Francisco	8.54%	\$73,973	\$57,779	\$59,223	\$60,704	\$134,676	
Woodside (3)	0.76%	\$9,046	\$7,066	\$7,243	\$7,424	\$16,470	
San Mateo County	8.94%	\$82,636	\$64,545	\$66,159	\$67,813	\$150,449	
TOTAL	100.00%	\$790,227	\$617,230	\$632,660	\$648,477	\$1,438,704	
1- Except those in bold is collected by the San Mateo County Flood Control District							
2- Bold indicate Cities pay it from their General Fund.							
3- Woodside pays for Both NPDES Basic and NPDES Extended from City Funds							
4- Estimate of fees. Budget includes approximately \$1,425,000.							
5- Increased by 1%.							
6- The Column Headings shown in Bold are the FY 12-13 Projected Fee							

C/CAG REVENUES FY 13-14

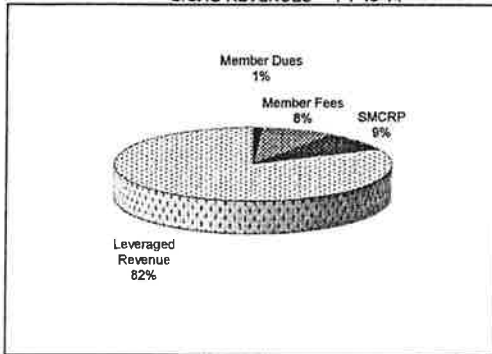


C/CAG EXPENDITURES FY 13-14



C/CAG MEMBER DUES/ FEES HIGHLY LEVERAGED

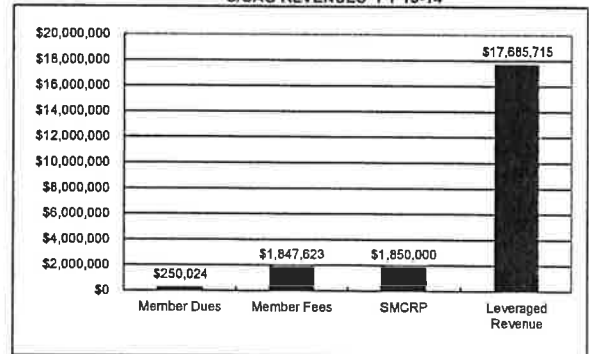
C/CAG REVENUES FY 13-14



Leverage= 9.43122 to 1
(Less SMCRP Funds)

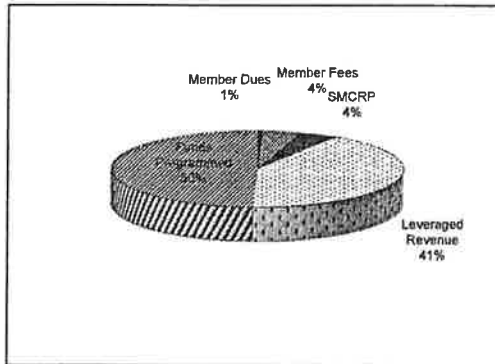
C/CAG MEMBER DUES/ FEES HIGHLY LEVERAGED

C/CAG REVENUES FY 13-14



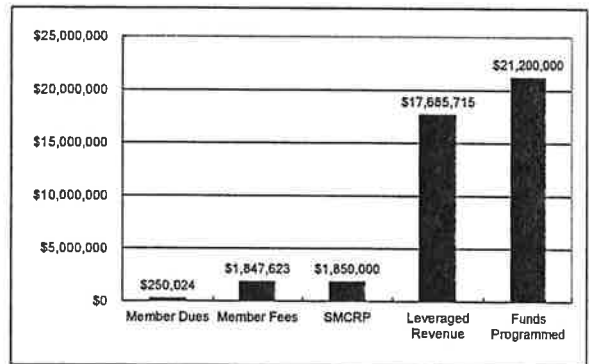
Leverage= 9.4312 to 1
(Less SMCRP Funds)

C/CAG CONTROLLED FUNDS FY 13-14



Leverage= 19.5378 to 1
(Less SMCRP Funds)

C/CAG CONTROLLED FUNDS FY 13-14



Leverage= 19.538 to 1
(Less SMCRP Funds)

32

32

32

Detail C/CAG 2013-14 Program Budget

(Provided to C/CAG Board Members and Alternate Members separately)

(Also available at <http://www.ccag.ca.gov/ccag.html>)



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

Date: May 20, 2013

To: All Councilpersons of San Mateo County Cities and Members of the Board of Supervisors
All City/County Managers

From: Brandt Grotte, C/CAG Chair

Subject: **C/CAG Committee Vacancies for Elected Officials**

The City/County Association of Governments of San Mateo County (C/CAG) currently has vacancies on two of its standing Committees for elected officials of City Councils and/or the Board of Supervisors. The vacancies are:

- 1 Seat – Congestion Management & Environmental Quality (CMEQ) Committee**
- 1 Seat – Resource Management and Climate Protection (RMCP) Committee**

Individuals wishing to be considered for appointment to either of these Committees should send a letter of interest to:

Sandy Wong, C/CAG Executive Director
City/County Association of Governments
555 County Center, 5th Floor
Redwood City, CA 94063
or e-mail to slwong@smcgov.org

Individuals must be an elected official on one of the twenty City Councils in San Mateo County or an elected official on the County Board of Supervisors. Individuals may send a letter of interest for a specific committee or a letter expressing interest in serving on either or both of the committees where there are vacancies.

About the committees:

1. **The Congestion Management and Environmental Quality Committee (CMEQ):** provides advice and recommendations to the full C/CAG Board on all matters relating to transportation planning, congestion management, travel demand management, coordination of land use and transportation planning, mobile source air quality programs, energy resources and conservation, and other environmental issues facing the local jurisdictions in San Mateo County. The role of the CMEQ Committee also includes making recommendations to the C/CAG Board on the allocation of funding for specific projects and activities addressing these programmatic areas. The Committee meets on the last Monday of each month from 3:00 p.m. to 5:00 p.m. in the San Mateo City Hall. There is one vacancy on this committee.

ITEM 9.1

2. **The Resource Management and Climate Protection Committee (RMCP):** provides advice and recommendations to the full C/CAG Board and provides updates to the Congestion Management and Environmental Quality (CMEQ) Committee on matters related to energy, water use and climate action efforts in San Mateo County and develops and promotes actions, programs and resources on the same. The RMCP committee also reports on the San Mateo County Energy Watch (SMCEW) and promotes the goals outlined in the San Mateo County Energy Strategy, including: energy, water, collaboration between cities and the utilities, leadership, and economic development opportunities. There is one vacancy on this committee.

If you would like to be considered for either of these Committees, please submit your letter of interest to by **June 28, 2013**.

If you have any questions about these Committees or this appointment process, please feel free to contact any of the C/CAG Staff as follows:

For CMEQ:
Sandy Wong
650-599-1409
slwong@smcgov.org

For RMCP:
Kim Springer
650-599-1412
kspringer@smcgov.org

Sincerely,



Brandt Grotte
C/CAG Chair

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*

May 16, 2013

Steve Heminger
Executive Director
Metropolitan Transportation Commission
101 Eighth Street
Oakland, CA 94607

Ezra Rapport
Executive Director
Association of Bay Area Governments
101 Eighth Street
Oakland, CA 94607

Dear Mr. Heminger and Mr. Rapport:

Thank you for the opportunity to participate in the development of Plan Bay Area over the past two years, and the opportunity to offer comments at this time. As the Congestion Management Agency for San Mateo County, we are a working partner with MTC/ABAG as well as an implementation agency that works directly with the cities/county to deliver transportation projects in a sustainable and equitable manner. We would like to offer the below comments:

1. Plan Bay Area made growth assumptions and projections with regarding to jobs and housing. However, it must also take into consideration growth impacts and limitations in relation to other infrastructure and services such as storm water systems, clean water supply (which is limited for some communities), schools and public safety. We strongly encourage you to bring these issues into the equation in the next steps.
2. Plan Bay Area clearly lays out the shortfall in resources needed to adequately maintain the region's roadway and transit infrastructure and therefore can serve as an effective platform to advocate for the resources needed to bring the system up to an acceptable level. To be consistent with the MTC "Fix it First" principle, we request that future rounds of discretionary transportation funding for maintenance not be subjected to Priority Development Area limitations, as system maintenance is needed throughout the region.

We appreciate your consideration of these comments as the Draft Plan Bay Area is revised and as subsequent plans are developed in the future.

Sincerely,


Sandy Wong
Executive Director



C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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Woodside*

May 9, 2013

The Honorable Toni Atkins
California State Assembly
P.O. Box 942849
Sacramento, CA 94249-0078

RE: AB 1229 (Atkins) – Inclusionary Housing – SUPPORT

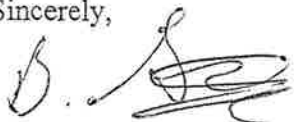
Dear Assembly Member Atkins,

On behalf of the City/County Association of Governments of San Mateo County (C/CAG), I write to express our support position of Assembly Bill 1229.

In our dual capacity as a Congestion Management Agency (CMA) and a Sub-region of regional housing needs allocation, we applaud you for introducing this bill, which clarifies and reinforces the existing Inclusionary Housing Policy. AB1229 reinstates each jurisdiction's right to adopt and enforce an inclusionary housing ordinance, or not as it deems appropriate. The language in AB 1229 will help to ensure that future development across our state and in our county includes a reasonable share of housing affordable to the service-sector workforce, which is essential to the quality of life and economic prosperity of the region. We also note that an inadequate local supply of workforce homes contributes to local and regional traffic congestion.

Thank you for authoring this bill, and for your ongoing commitment to support housing affordable to all Californians.

Sincerely,



Brandt Grotte
Board Chair
City/County Association of Governments of San Mateo County

ITEM 9.3



C/CAG

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June 3, 2013

Grant Officer
Department of Transportation – 2013 TIGER Discretionary Grants

RE: Bay Area Air Quality Management District's Application to the U.S. Department of Transportation 2013 TIGER Discretionary Grants – Regional Bike Sharing

Dear Grant Officer:

I am writing in support of the Bay Area Air Quality Management District's (BAAQMD) grant proposal to administer an expanded Regional Bike Sharing program along the regional commuter rail lines and other suitable transit corridors around the San Francisco Bay. A small bike share pilot program with 1,000 bicycles at 100 kiosks is scheduled to launch in August in five (5) communities, one of which is in San Mateo County. However, the demand for bike sharing in communities along major transit routes in the Bay Area far exceeds current available funding.

The success of this expanded program is an important component to the overall solution for protecting global climate and reducing air pollution emissions in our region by providing an affordable and seamless first- and last-mile transportation solution for residents, commuters, and visitors. By demonstrating and testing the concept for a regional bike sharing program in the Bay Area this proposal can provide national leadership in the area of last mile commute solutions. This project would add 400 additional bicycles and 40 kiosks to the existing pilot program.

The BAAQMD has extensive experience administering air quality improvement incentive programs. Since 1992, the Air District has administered over \$400 million in incentives for transportation projects, including trip-reduction and capacity building projects to support regional bicycle use. Based on our experience in working with the BAAQMD and the other Regional Bicycle Sharing partners, we are confident that this proposal is best suited to achieve the goals of the Department of Transportation.

We urge the Department of Transportation to support this important project. Thank you for your consideration.

Sincerely,


Sandy Wong
Executive Director

ITEM 9.4

