

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. 263

- DATE:** Thursday, December 12, 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
 - 4.1.1 Certificate of Appreciation to Brandt Grotte, C/CAG Chair, for his years of dedicated service and contributions to C/CAG. p. 1
 - 4.1.2 Certificate of Appreciation to Gina Papan, C/CAG Board Member, for her years of dedicated service and contributions to C/CAG. p. 5
 - 4.2 Presentation by Assemblyman Rich Gordon on State legislative issues of interest to C/CAG. p. 9

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. 262 dated November 14, 2013.
ACTION p. 11
- 5.2 Review and approval of Resolution 13-38 authorizing the C/CAG Chair to execute a Memorandum of Agreement with the San Francisco County Transportation Authority for the Geneva-Harney Bus Rapid Transit Feasibility Study in an amount not to exceed \$25,000.
ACTION p. 17
- 5.3 Review and approval of Resolution 13-42 to adopt the Transportation Alternatives Program (TAP) funding for the South San Francisco Grand Boulevard Complete Streets Project in an amount of \$1,991,000 under the Federal Cycle 2 OneBayArea Grant (OBAG) Program for submission to Metropolitan Transportation Commission (MTC).
ACTION p. 31
- 5.4 Review and approval of the Call for Projects for the C/CAG and San Mateo County Transportation Authority Shuttle Program for Fiscal Year 2014/2015 & Fiscal Year 2015/2016.
ACTION p. 43
- 5.5 Review and approval of the appointment of Council member Pradeep Gupta of South San Francisco to the Resource Management and Climate Protection (RMCP) Committee.
ACTION p. 63
- 5.6 Review and approval of Resolution 13-43 authorizing the C/CAG Chair to execute an agreement between C/CAG and the County of San Mateo, Department of Public Works to provide staff services for countywide climate action planning for an amount not to exceed \$40,000 for calendar year 2014.
ACTION p. 67
- 5.7 Review and approval of Resolution No. 13-41 authorizing the C/CAG Chair to execute an agreement with Environmental Science Associates (ESA Airports), in an amount not to exceed \$187,554 to prepare an update of the Airport Land Use Compatibility Plan (ALUCP) for the Environs of San Carlos Airport and related CEQA documents.
ACTION p. 77
- 5.8 Review and approval of Resolution 13-44 authorizing the C/CAG Chair to execute an agreement with the San Mateo-Foster City School District for a design of a Green Streets and Parking Lot /Safe Routes to School Demonstration Project in an amount not to exceed \$70,000
ACTION p. 81
- 5.9 Review and accept the AB 1546 Fund Financial Statements (Audit) for the Year Ended June 30, 2013.
ACTION p. 91
- 5.10 Review and accept the Measure M Fund Financial Statements (Audit) for the Year Ended June 30, 2013.
ACTION p. 95

- 5.11 Review and accept the C/CAG Single Audit Report for the Year Ended June 30, 2013.
ACTION p. 99
- 5.12 Review and accept the C/CAG Basic Financial Statements (Audit) for the Year Ended June 30, 2013.
ACTION p. 103
- 5.13 Review and approval of Resolution 13-45 authorizing the C/CAG Chair to execute a funding agreement with Joint Venture Silicon Valley to support the Index of Silicon Valley and for Joint Venture Silicon Valley to provide support to San Mateo County and Cities in meeting their sustainability goals, for an amount not to exceed \$75,000 for fiscal years 2013/14 and 2014/15.
ACTION p. 121
- 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. 125
- 6.2 Review and approval of Resolution 13-40 authorizing the C/CAG Executive Director to issue a Notice to Proceed to SCI Consulting Group under the existing stormwater funding initiative contract to perform selected portions of tasks in Phases II and III of the contract, in an amount not to exceed \$66,500.
ACTION p. 135
- 7.0 COMMITTEE REPORTS
- 7.1 Committee Reports (oral reports).
- 7.2 Chairperson's Report
- 7.3 Boardmembers Report
- 8.0 EXECUTIVE DIRECTOR'S REPORT
- 9.0 COMMUNICATIONS - Information Only
- Copies of communications are included for C/CAG Board Members and Alternates only. To request a copy of the communications, contact Nancy Blair at 650 599-1406 or nblair@smcgov.org or download a copy from C/CAG's website – www.ccag.ca.gov.
- 9.1 Letter from Mary Ann Nihart, C/CAG Vice Chair, and Sandy Wong, C/CAG Executive Director, to Ms. Rebecca Mendenhall, Administrative Services Director, City of San Carlos, dated 11/21/13. RE: Board Approval of the C/CAG Investment Portfolio on November 14, 2013.
p. 143

- 9.2 Letter from Sandy Wong, Executive Director C/CAG to Corrine Goodrich, San Mateo County Transit District, dated 11/13/13. Subject: Deadline to obligate STIP-TE Funding for the construction of a Complete Street project on the El Camino Real/Mission Street. p. 145
- 9.3 Letter from Wally Abrazaldo, Transportation Programs Specialist, to John Swiecki, AICP, Community Development Director, City of Brisbane, dated 11/12/13. RE: Draft Environmental Impact Report for Brisbane Baylands Project. p. 147
- 10.0 ADJOURN

Next scheduled meeting: January 9, 2014 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

- Dec. 12, 2013 Legislative Committee - SamTrans 2nd Floor Auditorium - 5:30 p.m.
- Dec. 12, 2013 C/CAG Board - SamTrans 2nd Floor Auditorium - 6:30 p.m.
- Dec. 14, 2013 Resource Management and Climate Protection Committee (RMCP)
- Dec. 19, 2013 CMP Technical Advisory Committee - SamTrans 2nd Floor Auditorium - 1:15 p.m.
- Dec. 19, 2013 Stormwater Committee - SamTrans 2nd Floor Auditorium – 2:30 p.m.
- Dec. 23, 2013 Administrators' Advisory Committee - 555 County Center, 5th Fl, Redwood City – Noon

C/CAG AGENDA REPORT

Date: December 12, 2013
To: City/County Association of Governments Board of Directors
From: Sandy Wong
Subject: Certificate of Appreciation to Brandt Grotte, C/CAG Chair, for his years of dedicated service and contributions to C/CAG.

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

RECOMMENDATION

That the C/CAG Board honor Brandt Grotte, C/CAG Chair, for his years of dedicated service and contributions to C/CAG.

FISCAL IMPACT

Not applicable.

SOURCE OF FUNDS

Not applicable.

BACKGROUND/DISCUSSION

Brandt Grotte has served on the C/CAG Board of Directors, representing the City of San Mateo, as a Member, Vice Chair, and Chair during the years of 2006 through 2013.

ATTACHMENTS

Certificate of appreciation

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

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF
SAN MATEO COUNTY (C/CAG) EXPRESSING APPRECIATION TO
BRANDT GROTTÉ
FOR HIS DEDICATED SERVICE TO THE C/CAG BOARD OF DIRECTORS**

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

Whereas, Brandt Grotte has served as Council Member for the City of San Mateo from 2005 through 2013, and Mayor in 2009 and 2012; and,

Whereas, Brandt Grotte has served on the C/CAG Board of Directors representing the City of San Mateo from 2006 through 2013, serving as Vice Chair in 2011 and 2012, and Chair in 2013; and,

Whereas, during this time, Brandt Grotte, dedicated his services to the people of San Mateo County through his active participation on the C/CAG Board of Directors; and,

Whereas, during those years, Brandt Grotte, dedicated his services to the people of San Mateo County through his participation on the Finance Committee and Legislative Committee from 2011 through 2013; and

Now, therefore, the Board of Directors of C/CAG hereby resolves that C/CAG expresses its appreciation to Brandt Grotte for his years of dedicated public service, and wishes him happiness and success in the future.

PASSED, APPROVED, AND ADOPTED THIS 12TH DAY OF December, 2013.

Mary Ann Nihart, Vice Chair

C/CAG AGENDA REPORT

Date: December 12, 2013
To: City/County Association of Governments Board of Directors
From: Sandy Wong
Subject: Certificate of Appreciation to Gina Papan, C/CAG Board Member, for her years of dedicated service and contributions to C/CAG.

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

RECOMMENDATION

That the C/CAG Board honor Gina Papan, C/CAG Board Member, for her years of dedicated service and contributions to C/CAG.

FISCAL IMPACT

Not applicable.

SOURCE OF FUNDS

Not applicable.

BACKGROUND/DISCUSSION

Gina Papan has served on the C/CAG Board of Directors, representing the City of Millbrae, as an Alternate and Representative during the years of 2006 through 2009, and 2011 through 2013.

ATTACHMENTS

Certificate of appreciation

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*

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF
SAN MATEO COUNTY (C/CAG) EXPRESSING APPRECIATION TO
GINA PAPAN
FOR HER DEDICATED SERVICE TO THE C/CAG BOARD OF DIRECTORS**

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

Whereas, Gina Papan has served as Council Member for the City of Millbrae from 2005 through 2013, and Mayor in 2007 and 2013; and,

Whereas, Gina Papan has served on the C/CAG Board of Directors, representing the City of Millbrae as an Alternate and Representative, during the years of 2006 through 2009, and 2011 through 2013; and,

Whereas, during this time, Gina Papan, dedicated her services to the people of San Mateo County through her active participation on the C/CAG Board of Directors; and,

Whereas, during those years, Gina Papan, dedicated her services to the people of San Mateo County through her participation on the Congestion Management & Environmental Quality (CMEQ) Committee; and the Legislative Committee during the years of 2008 through 2013; and,

Now, therefore, the Board of Directors of C/CAG hereby resolves that C/CAG expresses its appreciation to Gina Papan for her years of dedicated public service, and wishes her happiness and success in the future.

PASSED, APPROVED, AND ADOPTED THIS 12TH DAY OF December, 2013.

Mary Ann Nihart, Vice Chair

C/CAG AGENDA REPORT

Date: December 12, 2013
To: City/County Association of Governments Board of Directors
From: Sandy Wong, Executive Director
Subject: Presentation by Assemblyman Rich Gordon on State legislative issues of interest to C/CAG.

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

A verbal presentation will be provided.

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 MINUTES

Meeting No. 262
November 14, 2013

1.0 CALL TO ORDER/ROLL CALL

Vice Chair Nihart called the meeting to order at 6:32 p.m. Roll call was taken.

Elizabeth Lewis - Atherton
Christine Wozniak - Belmont
Terry O'Connell - Brisbane
Terry Nagel - Burlingame
Joe Silva - Colma
Ruben Abrica - East Palo Alto (6:33)
Art Kiesel - Foster City
Jay Benton - Hillsborough
Kirsten Keith - Menlo Park
Wayne Lee – Millbrae (7:15)
Mary Ann Nihart - Pacifica
Maryann Moise Derwin – Portola Valley
Alicia Aguirre – Redwood City (left 8:20)
Irene O'Connell - San Bruno
Mark Olbert - San Carlos
Donald Horsley - San Mateo County
Pradeep Gupta - South San Francisco

Absent,

Half Moon Bay
Daly City
San Mateo
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

Matt Fabry, C/CAG Staff
Wally Abrazaldo, C/CAG Staff
Kim Springer, San Mateo County
Jim Bigelow, Redwood City/San Mateo County Chamber, CMEQ Member
Nirit Eriksson, San Mateo County
Papia Gambelin, PG&E
Jennifer Stuart, PG&E
Sumeet Singh, Senior Director, Integrity Management, PG&E
Jim Howell, PG&E Chief Regulatory Strategist

4.0. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Representatives from PG&'s Gas Operations Team provided a presentation on gas system upgrades.

Speaking for the Board, Board Members Nagel, Gupta, and Olbert said the Board was unhappy with the information provided. C/CAG members, and the agencies they represent, would like to know how safe their cities are.

For over a year, C/CAG has been giving a clear message to PG&E asking for specific information about the pipelines including:

What are the major transmissions lines in the city?

What is their current condition?

What tests have you done, and what do the results mean?

What work does PG&E need to do?

What is the overall assessment of the safety of the lines?

What is needed is some sort of measurement and specific information relative to safety, not just assurances that PG&E is doing the best they can. This is important because the cities do not know what is underneath their cities.

PG&E's Senior Director, Integrity Management, said when PG&E meets with the cities, they will provide the type of report that is being requested.

Board Member Nagel reiterated that the cities want the answers they are asking for, not just public relation-type presentations, and not another report stating what type of testing is being done. Not just the assurance they are doing the best they can, they want more data.

Board Member O'Connell thanked Senator Jerry Hill for his leadership on this issue. She also agreed with Board Member Nagel, and said the City of San Bruno has been asking the same questions for three years without receiving any answers to their questions about safety. She also reminded colleagues that the grant money PG&E gives out, comes from PG&E rate payers. The grant money is there to come back to the consumers. Safety has nothing do with the money they give out for grants.

5.0 CONSENT AGENDA

Board Member Horsley MOVED approval of Items 5.2, 5.3, 5.6, 5.7, 5.8, 5.9, 5.10, and 5.11.
Board Member Kirsten SECONDED. **MOTION CARRIED** 17-0.

- 5.2 Review and accept the Quarterly Investment Report as of September 30, 2013. APPROVED
- 5.3 Receive a clean copy of the C/CAG Bylaws. APPROVED
- 5.6 Review and approval of Resolution No. 13-34 authorizing the C/CAG Chair to execute an agreement with Coffman Associates, in an amount not to exceed \$43,000, to prepare environmental documents related to the content of the *Draft Final Airport Land Use Compatibility Plan (ALUCP) for the environs of Half Moon Bay Airport* and further authorize the Executive Director to negotiate said agreement prior to final execution. APPROVED
- 5.7 Review and approval of Resolution 13-35 authorizing the C/CAG Chair to execute a funding agreement between C/CAG and the City of Menlo Park for the Willow Road Improvements at Newbridge Street and Bayfront Expressway design project in the amount of \$89,096. APPROVED
- 5.8 Review and approval of Resolution 13-36 authorizing the adoption of the San Mateo County Transportation Development Act (TDA) Article 3 Program for Fiscal Year 2013/2014 for \$1,600,000. APPROVED
- 5.9 Review and approval of C/CAG Administrative Assistant salary. APPROVED
- 5.10 Review and approve the appointment of Ray Towne to represent the City of San Mateo on the Congestion Management Program Technical Advisory Committee (CMP TAC) and Stormwater Committee on an interim basis. APPROVED
- 5.11 Review and approval of the appointment of Council member Michael O'Neill of Pacifica to the Congestion Management & Environmental Quality (CMEQ) Committee and also approve the appointment of Council member Karen Ervin of Pacifica to the Legislative Committee. APPROVED

Items 5.1, 5.4, and 5.5 were removed from the Consent Calendar agenda

- 5.1 Approval of the minutes of regular business meeting No. 261 dated October 10, 2013. APPROVED

Item 5.4 corrects the language in the minutes of Item 5.1. The minutes will be corrected with the language that is on page 4 of the packet, as is corrected by Item 5.4 below.

Board Member Benton MOVED approval of the minutes as amended. Board Member Kiesel SECONDED. **MOTION CARRIED** 17-0.

- 5.4 Receive a clean copy of the FY 2013-14 C/CAG Investment Policy. APPROVED

There is the correction to the language. "The portfolio should be analyzed not less than quarterly by the C/CAG Finance Committee", as opposed to "by the C/CAG Executive Director."

Board Member Benton MOVED approval of Item 5.4 with the substitute page. Board Member Kiesel SECONDED. **MOTION CARRIED** 17-0.

- 5.5 Review and approval of 2014 C/CAG Board Calendar. APPROVED

Due to a meeting conflict with the TA, staff recommends to calendar the January 9, 2014 C/CAG Board meeting to start at 7:00 p.m. instead of 6:30 p.m.

Board Member Nagel MOVED approval of Item 5.5. Board Member Aguirre SECONDED. **MOTION CARRIED** 17-0.

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

There was no November Legislation meeting.

The legislature is still on recess and will reconvene on January 6, 2014. During the recess, staff have been regrouping and working on the Stormwater funding initiative enabling legislation. After getting some resistance in Sacramento, staff has revised the draft language and has submitted that language to the Legislative Counsel for drafting.

No Action was taken.

- 6.2 Review and approval of appointments to the Geneva-Harney Bus Rapid Transit Community Advisory Committee (GHCAC) APPROVED

There is one vacant seat on the GHCAC for a public member. Two residents from Brisbane and one resident from Daly City submitted their applications through the SFCTA CAC solicitation process. The applicants are:

Avi Hoen, Brisbane
Ana Vasuedo, Brisbane
Marion Reed Brown, Daly City

Each applicant made a verbal presentation to the C/CAG Board.

A ballot vote was taken. Ana Vasuedo was elected to the GHCA committee.

- 6.3 Review and approval of an elected official appointment to the Bicycle and Pedestrian Advisory Committee (BPAC). APPROVED

Recruitment for the vacancy was sent to elected officials and city managers.

Staff received two letters of interest for the appointment:

Don Horsley, Supervisor on the San Mateo County Board of Supervisors
Lawrence May, Town of Hillsborough Councilmember

A second seat for an elected official will become available as of December.

Board Member Olbert MOVED to approve appointment of both applicants to the BPAC Committee. Board Member Lee SECONDED. **MOTION CARRIED** 17-0.

- 6.4 Review and approve the C/CAG investment portfolio. APPROVED

C/CAG Finance Committee recommends approval of Item 6.4 with staff recommendations.

Board Member Aguirre MOVED to approve Item 6.4. Board Member O'Connell SECONDED with the understanding that in the next quarter the Board will look at the C/CAG investment portfolio. **MOTION CARRIED** 16-1. Board Member Olbert OPPOSED.

- 6.5 Conduct public hearing and approval of Resolution 13-37 adopting the Final 2013 Congestion Management Program (CMP) for San Mateo County (Require Special Voting Procedures) APPROVED

Board Member O'Connell MOVED to close the public hearing. Board Member Aguirre SECONDED.

Board Member Lee MOVED to approve Item 6.5. Board Member O'Connell SECONDED. **MOTION CARRIED** 16-0.

A Super Majority Vote was taken by roll call. **MOTION CARRIED** 16-0. Results: 16 Agencies approving. This represents 76% of the Agencies representing 59% of the population.

Board Member Nagel requested a discussion at a future meeting regarding potential strategies to reduce drive alone trips.

- 6.6 Forego a special election to fill the vacancy that will be created when the current Chairperson ceases to be a member of the Board in December. APPROVED

Staff provided a replacement page for Item 6.6 correcting the title of the item.

Staff recommends to forego a special election.

Board Member Lewis MOVED to forego a special election. Board Member Wozniak. SECONDED.

7.0 COMMITTEE REPORTS

7.1 Committee Reports (oral reports).

None.

7.2 Chairperson's Report

None.

7.3 Boardmembers Report

None.

8.0 EXECUTIVE DIRECTOR'S REPORT

9.0 COMMUNICATIONS - Information Only

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

9.1 Letter from David F. Carbone, C/CAG staff, to Billy Gross, Associate Planner, City of South San Francisco, dated 10/31/13. RE: Response to Your Letter, RE: Need for C/CAG Review of Proposed Land Use Policy Actions Related to the Bay West Cove Project Near San Francisco International Airport (SFO).

10.0 ADJOURN

The meeting adjourned at 8:33 p.m.

C/CAG AGENDA REPORT

Date: December 12, 2013

To: City/County Association of Governments Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 13-38 authorizing the C/CAG Chair to execute a Memorandum of Agreement with the San Francisco County Transportation Authority for the Geneva-Harney Bus Rapid Transit Feasibility Study in an amount not to exceed \$25,000

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

RECOMMENDATION

That the Board review and approve Resolution 13-38 authorizing the C/CAG Chair to execute a Memorandum of Agreement for the Geneva-Harney Bus Rapid Transit Feasibility Study with the San Francisco County Transportation Authority for an amount not to exceed \$25,000.

FISCAL IMPACT

Not to exceed \$25,000.

SOURCE OF FUNDS

FY 2013/14 Congestion Management Fund

BACKGROUND/DISCUSSION

C/CAG, the San Mateo County Transportation Authority, Caltrain, SamTrans, and the cities of Brisbane and Daly City have been collaborating with the San Francisco County Transportation Authority (SFCTA) and San Francisco agencies over the past several years on transportation planning projects in the vicinity of the San Mateo/San Francisco County Line, including the Bi-County Transportation Study and the Bayshore Station Area Study. The Geneva-Harney Bus Rapid Transit (BRT) project was identified as a high-priority transportation project in the recently completed Bi-County Transportation Study. The proposed BRT corridor crosses multiple jurisdictions, with its western and eastern ends located in San Francisco and its middle portions in Daly City and Brisbane.

In 2012, the SFCTA was awarded a Caltrans Planning Grant for the Geneva-Harney Bus Rapid

ITEM 5.2

Transit (BRT) Feasibility Study (Study), which is a conceptual planning and community consensus-building process to prepare the Geneva-Harney BRT project for the environmental clearance phase. The Geneva-Harney BRT Study will generate descriptions and illustrations of proposed improvements, develop capital and operating cost estimates, and address potential funding strategies, building on the work of the Bi-County Transportation Study.

The Geneva-Harney BRT Study is a multi-year project anticipated to be completed in February 2015. The budget for the Study is \$550,000 with funding contributions indicated as follows:

Contributor	Amount
Caltrans, Federal Urban Transit Planning Grant	\$300,000
San Francisco County Transportation Authority, Prop K Sales Tax	\$200,000
C/CAG	\$ 25,000
Caltrain	\$ 25,000
Total Contributions	\$550,000

In addition to the C/CAG-SFCTA Memorandum of Agreement(MOA), SFCTA will be entering into a separate MOA with Caltrain.

The C/CAG Board, at its November 2013 meeting, appointed five members to the Geneva-Harney Bus Rapid Transit Community Advisory Committee (GHCAC) with two (2) members each representing the cities of Brisbane and Daly City and one at-large position representing San Mateo County interests. C/CAG staff will be participating in the Technical Partners Advisory Committee.

ATTACHMENT

- Resolution 13-38
- Memorandum of Agreement #12/13-14 for Geneva-Harney BRT Feasibility Study

RESOLUTION 13-38

**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 A MEMORANDUM OF AGREEMENT WITH THE SAN
FRANCISCO COUNTY TRANSPORTATION AUTHORITY FOR THE
GENEVA-HARNEY BUS RAPID TRANSIT FEASIBILITY STUDY IN AN
AMOUNT NOT TO EXCEED \$25,000**

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

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

WHEREAS, C/CAG, San Mateo County Transportation Authority, Caltrain, City of Brisbane, City of Daly City, San Francisco County Transportation Authority, and San Francisco agencies have worked collaboratively for the past several years on transportation planning projects in the vicinity of the San Mateo/San Francisco County Line including the Bi-County Transportation Study; and

WHEREAS, the Bi-County Transportation Study, completed in March 2013, identified the Geneva-Harney Bus Rapid Transit as a high priority project; and

WHEREAS, the total project budget is \$550,000 which includes an amount not to exceed \$25,000 from C/CAG; and

WHEREAS, in November 2013, C/CAG appointed five members representing the cities of Brisbane and Daly City neighborhoods and San Mateo County At-Large to the Geneva-Harney Bus Rapid Transit Feasibility Study Community Advisory Committee.

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 Memorandum of Agreement with the San Francisco County Transportation Authority for the Geneva-Harney Bus Rapid Transit Feasibility Study in an amount not to exceed \$25,000. Be it further resolve that the C/CAG Executive Director is authorized to negotiate the final terms of said agreement prior to its execution by the C/CAG Chair, subject to approval as to form by C/CAG Legal Counsel.

PASSED, APPROVED, AND ADOPTED THIS 12TH DAY OF DECEMBER 2013.

Mary Ann Nihart, Vice-Chair



MEMORANDUM OF AGREEMENT # 12/13-14

for

Geneva-Harney BRT Feasibility Study

THIS AGREEMENT is made and shall be effective on the 1st day of October 2013, by and between the San Francisco County Transportation Authority (“the Authority”), and the City/County Association of Governments of San Mateo County (C/CAG), referred to collectively as “Parties.”

RECITALS

- A. The Authority has been awarded a Caltrans Planning Grant for the Geneva-Harney Bus Rapid Transit (BRT) Feasibility Study (Study) to explore the feasibility of transit improvements in the Geneva-Harney corridor, which extends from the Balboa Park Bay Area Rapid Transit District station to Hunters Point Shipyard; and
- B. The focus of the study is on identifying interim and permanent options for supporting a BRT service that connects key destinations along the corridor, including the Bayshore Caltrain Station; and
- C. A portion of the Geneva corridor from Santos Street to Bayshore Boulevard lies outside San Francisco, in San Mateo County and thus C/CAG’s participation is critical to the Study’s success, to collaboratively develop comprehensive bus solutions for the full corridor as portions exist in San Francisco, Brisbane, and Daly City, as well as staffing for a new bi-county Geneva-Harney Community Advisory Committee (GHCAC) to provide input to the Study and other reach out to affected communities; and
- D. The total budget for the Study is \$550,000, provided by a \$300,000 California Department of Transportation (Caltrans) Planning Grant, a \$200,000 appropriation from the Prop K sales tax through Authority Board Resolution 14-14, a \$25,000 contribution from C/CAG, and a \$25,000 contribution from the Peninsula Corridor Joint Powers Board (Caltrain).

AGREEMENT

The Parties agree to the following:

1. **Agreement Purpose.** The purpose of this Agreement is to outline roles and responsibilities of the Authority and C/CAG with respect to the administration and funding of the Study
 - a. **C/CAG:**
 - i. Coordinate with all affected San Mateo County jurisdictions including the City of Brisbane and the City of Daly City.

- ii. Make all necessary appointments to the GHCAC, which includes two seats to represent Daly City, two seats to represent Brisbane, and one “At-large” seat.
- iii. Contribute C/CAG portion of local match to the Authority, determined to be \$25,000, in one lump sum to the Authority for the Study upon execution of this Agreement.

b. Authority

- i. Act as lead agency for the Study, including managing Authority staff and contractors to complete the overall scope of work provided as the “Description of Services” in Appendix A, Study Scope and Schedule, attached hereto and incorporated by reference as though fully set forth.
- ii. Conduct all Authority-assigned activities as specified in the scope of work described in Appendix A.
- iii. Prepare and submit progress reports to C/CAG on a quarterly basis for the scope of work described in Appendix A, “Description of Services,” attached hereto and incorporated by reference as though fully set forth.
- iv. Accept payment of matching funds from C/CAG to use towards the completion of the overall scope of work provided in Appendix A.

2. **Scope and Budget.** This Agreement is limited to the “Description of Services” set forth in Appendix A, attached hereto and incorporated by reference as though fully set forth.

Contributor	Amount
Caltrans, Federal Urban Transit Planning Grant	\$300,000
San Francisco County Transportation Authority, Prop K Sales Tax	\$200,000
C/CAG	\$25,000
Caltrain	\$25,000
Total Contributions	\$550,000

- a. If all the anticipated \$550,000 of funding for the Study is not collected, then (1) C/CAG’s \$25,000 will be returned to C/CAG, (2) the Agreement is terminated, and (3) C/CAG’s obligations under the Agreement are extinguished.
3. **Term.** The term of this Agreement shall be from October 1, 2013 to February 28, 2015. Time extensions shall be by amendment to this Agreement and by mutual agreement between the Parties.
4. **Indemnification:**
- a. C/CAG shall indemnify, defend, and hold harmless the Authority, its Commissioners, representatives, agents or employees from and against all claim, injury, suits, demands, liability, losses, damages and expenses, whether direct or indirect (including any and all costs and expenses in connection therewith), incurred by reason of any act or failure to act of C/CAG, its officers, employees or agents in connection with this Agreement.

- b. The Authority shall indemnify, defend, and hold harmless C/CAG, its Commissioners, representatives, agents or employees from and against all claim, injury, suits, demands, liability, losses, damages and expenses, whether direct or indirect (including any and all costs and expenses in connection therewith), incurred by reason of any act or failure to act of the Authority, its officers, employees or agents in connection with this Agreement.
5. **Notices:** Unless otherwise indicated elsewhere in this Agreement, all written communications sent by the parties may be by U.S. mail, e-mail or by fax, and shall be addressed as follows:

To Authority: **Ms. Cynthia Fong**
 Deputy Director for Finance and Administration
 San Francisco County Transportation Authority
 1455 Market Street, 22nd Floor
 San Francisco, California 94103
 Phone: (415) 522-4800
 Fax: (415) 522-4829
 E-mail: cynthia.fong@sfcta.org

To C/CAG: **Mr. John Hoang**
 Project Manager
 City/County Association of Governments of San Mateo County
 County Office Building
 555 County Center
 Fifth Floor
 Phone: (650) 363-4105
 Fax: (650) 599-1406
 E-mail: jhoang@smcgov.org

Any notice of default must be sent by registered mail.

6. **Modification of Agreement.** This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement.
7. **Agreement Made in California; Venue.** The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California. Venue for all litigation relative to the formation, interpretation and performance of this Agreement shall be in San Francisco.
8. **Audit and Inspection of Records.** The Parties agree to maintain and make available to the each other, during regular business hours, accurate books and accounting records relating to their work under this Agreement and the work of any third parties performing work on the Project. The Parties will permit each other 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 Agreement, whether funded in whole or in part under this Agreement. The Parties shall maintain such data and records in an accessible location and condition for a period of not less than three years after the Authority

receives final payment from the State. The State of California or any federal agency having an interest in the subject matter of this Agreement shall have the same rights conferred upon the Parties by this Section.

DRAFT

IN WITNESS WHEREOF, The parties have executed this AGREEMENT on the date set forth above:

SAN FRANCISCO COUNTY
TRANSPORTATION AUTHORITY

CITY/COUNTY ASSOCIATION OF
GOVERNMENTS OF SAN MATEO
COUNTY

Recommended by:

Recommended by:

Cynthia Fong
Deputy Director for Finance and Administration
San Francisco County Transportation Authority

Mary Ann Nihart
Vice-Chair
City/County Association of Governments of
San Mateo County

Approved by:

Approved as to form:

Tilly Chang
Executive Director
San Francisco County Transportation Authority

Legal Counsel
City/County Association of Governments of
San Mateo County

APPENDICES

Appendix A: Description of Services

DRAFT

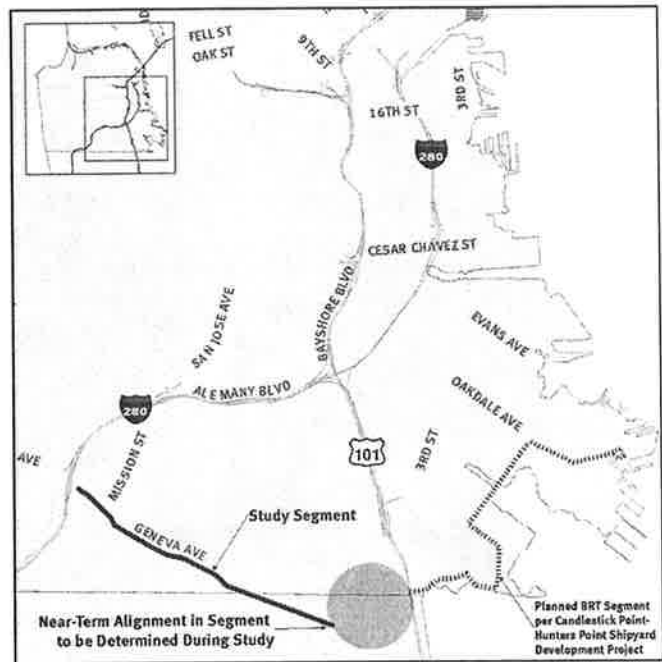
APPENDIX A

Description of Services

DRAFT

Project Background

- A Geneva-Harney BRT investment was envisioned in the Bi-County Transportation Study (approved in March 2013) as a priority project to be implemented in the 2015-2020 time period
- A significant amount of dense, mixed-use development is planned on the now-vacant land parcels around the Bayshore Caltrain Station and is expected to contribute to substantial demand for enhanced rapid transit service in the Bi-County area
- The BRT service is expected to operate as a modification to Route 28L, making use of the planned 19th Avenue enhanced transit improvements, investments studied as part of this project along Geneva Avenue and Harney Way, and investments planned east of US 101 adjacent to Candlestick Park and Hunters Point Shipyard



Scope

- The study will tailor its approach to the planning work for each segment based on unique characteristics, current conditions, and previous planning
- For the Balboa Park Station to Santos Street segment, the SFMTA's Transit Effectiveness Program (TEP) has given attention to bus performance issues and opportunities in the short term to support improved transit service, including Route 8X. The study will identify any long-term (post-TEP) opportunities to improve performance of the new BRT service or improve access to the future transit stations.
- For the Santos Street to Bayshore Boulevard segment, the study will address which transit priority measures most effective at improving transit operations in the near- and long-terms.
- For the Bayshore Boulevard to US 101 segment, the study will focus mainly on the short-term routing options for crossing US 101 and the Caltrain tracks, as well as any supporting transit priority measures that could be incorporated into the street design.
- The study will involve transportation modeling to test the various options brought forward in the analysis.
- The study team will also develop conceptual (order-of-magnitude) operating and capital cost estimates for each of the options brought forward in the analysis
- The study team will lead a public consultant effort at key intervals throughout the study to inform study scope, alternative analysis and characterizing next steps.

Schedule

- The study will be conducted over 18 months, concluding by February 2015.

Public and Stakeholder Communication

- The Community Advisory Committee for this study will be made up of five members from San Mateo County and eight members from San Francisco County. This committee will meet quarterly.
- The Technical Partners Advisory Committee will meet approximately six times over the course of the study and will be made up of technical staff from agency partners including:
 - SFMTA
 - San Francisco Office of Community Investment and Infrastructure (OCII)
 - San Francisco Department of Public Works
 - City of Daly City
 - City of Brisbane
 - San Mateo County Transit District (SamTrans)
 - Peninsula Corridor Joint Powers Board (Caltrain)
 - Caltrans
 - C/CAG
 - San Mateo County Transportation Authority (SMCTA)
- The study will include two major rounds of public outreach in conjunction with the technical work of the study. The first round will correspond to the development of alternatives, while the second round will correspond to the results of the alternatives analysis.

Project Budget

Project Budget Element	Cost
SFCTA In-House Staff, including consultants	\$250,000
Technical Consultants	\$250,000
SFMTA Staff	\$25,000
Disbursements	\$25,000
TOTAL	\$550,000

Project Funding

Project Funding Source	Amount
Caltrans Urban Planning Grant	\$300,000
Prop K	\$200,000
C/CAG	\$25,000
Caltrain	\$25,000
TOTAL	\$550,000

C/CAG AGENDA REPORT

DATE: December 12, 2013

TO: C/CAG Board of Directors

FROM: Sandy Wong, Executive Director

SUBJECT: Review and approval of Resolution 13-42 to adopt the Transportation Alternatives Program (TAP) funding for the South San Francisco Grand Boulevard Complete Streets Project in an amount of \$1,991,000 under the Federal Cycle 2 OneBayArea Grant (OBAG) Program for submission to Metropolitan Transportation Commission (MTC).

(For further information please contact Tom Madalena at 650-599-1460)

RECOMMENDATION

That the Board review and approve Resolution 13-42 to adopt the Transportation Alternatives Program (TAP) funding for the South San Francisco Grand Boulevard Complete Streets Project in an amount of \$1,991,000 under the Federal Cycle 2 OneBayArea Grant (OBAG) Program for submission to Metropolitan Transportation Commission (MTC).

FISCAL IMPACT

This commitment is for up to \$1,991,000 in Transportation Alternatives Program (TAP), previously known as the State Transportation Improvement Program-Transportation Enhancement (STIP-TE) funds prior to MAP-21, funds to fund the construction of one selected Complete Street project on El Camino Real/Mission Street.

SOURCE OF FUNDS

The Transportation Alternatives Program (TAP) was authorized under Section 1122 of Moving Ahead for Progress in the 21st Century Act (MAP-21), previously known as the State Transportation Improvement Program-Transportation Enhancement (STIP-TE) funds prior to MAP-21.

BACKGROUND/ DISCUSSION

At the June 9, 2011 C/CAG Board of Directors meeting the Board conceptually approved of investing up to \$2,000,000 in discretionary State Transportation Improvement Program-Transportation Enhancement (STIP-TE) funds for the construction of a Complete Street project on the El Camino Real/Mission Street. STIP-TE funds are now known as Transportation Alternatives Program (TAP) funds. The C/CAG Board of Directors has been supportive of the Green Streets and Parking Lot Program and this allowed for a project that would build upon that program by constructing a complete street project with green street design features.

As part of the C/CAG Board adoption of the OBAG Program at the May 9, 2013 C/CAG Board meeting the C/CAG Board reaffirmed its approval to allocate \$1,991,000 in STIP-TE funds towards a Complete Streets project to be selected amongst the Tiger II Complete Streets case study projects. The overview of OBAG program, including the \$1,991,000 STIP-TE funds, was reviewed by the C/CAG Board on August 9, 2012.

C/CAG has been a partner with the San Mateo County Transit District (SamTrans) on the Grand Boulevard Initiative in San Mateo County. SamTrans received a United States Department of Transportation Tiger II grant to pursue up to 4 Complete Streets Design Case Studies along the El Camino Real/Mission Street in San Mateo County. The Tiger II funds produced 4 preliminary design packages at approximately 40% design for Complete Streets projects on the El Camino Real/Mission Street. Daly City, San Bruno, San Carlos and South San Francisco were the cities that were part of the Tiger II Complete Streets design work. SamTrans also pursued and was successful in receiving a Transportation, Community, and System Preservation Program (TCSP) grant to bring one of these preliminary design packages to 100% design.

SamTrans, in partnership with C/CAG, issued a Notice for Participation for the Complete Streets project case study selection. The notice was issued on September 16, 2013 with applications being due on October 31, 2013. The notice was made available for the four case study cites to apply to bring their Complete Streets projects to final design with the TCSP grant funds and for the TAP funding for construction. The complete street projects were required to incorporate green street design features to be supportive of the Green Streets and Parking Lot Program. San Bruno, San Carlos and South San Francisco applied for the TCSP and TAP funding through this process.

A review panel to evaluate and score the Complete Streets case study applications was convened on November 6, 2013. This panel consisted of staff from SamTrans, Caltrans, Santa Clara Valley Transportation Authority (VTA), Metropolitan Transportation Commission (MTC), the United States Environmental Protection Agency (EPA) and C/CAG. The panel scored and ranked the projects and the South San Francisco Complete Streets project was recommended for funding by the evaluation panel.

This funding recommendation has been reviewed and recommended for approval by the Congestion Management Program Technical Advisory Committee and the Congestion Management and Environmental Quality Committee at the November 21, 2013 and November 25, 2013 meetings, respectively.

ATTACHMENTS

- Resolution 13-42
- Notice of Participation for the Transportation, Community, and System Preservation (TCSP) Complete Streets and Transportation Alternatives Program (TAP) Project

RESOLUTION 13-42

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/ COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY TO ADOPT THE FUNDING ALLOCATION FOR THE STIP-TE (ALSO KNOWN AS TRANSPORTATION ALTERNATIVE PROGRAM FUNDS) COMPONENT OF THE ONEBAYAREA GRANT (OBAG) PROGRAM - CYCLE 2 FOR FISCAL YEARS 2012/13 THROUGH 2015/16.

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

WHEREAS, the joint Metropolitan Transportation Commission (MTC) and Association of Bay Area Governments (ABAG) adopted Resolution No. 4035 outlining the OneBayArea Grant policies and procedures to be used in the selection of projects to be funded with Surface Transportation Planning (STP) and Congestion Mitigation and Air Quality Improvement Program (CMAQ) and State Transportation Improvement Program-Transportation Enhancement (STIP-TE) funds for the Cycle 2 OBAG Program; and

WHEREAS, local responsibility for project selection Transportation Alternatives Program funds (formerly known as STIP-TE funds prior to MAP-21) has been assigned to the Congestion Management Agencies; and

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

WHEREAS, the C/CAG Board of Directors approved the San Mateo County OBAG Program at the May 9, 2013 C/CAG Board meeting; and

WHEREAS, C/CAG has, through a competitive process and a project selection panel, developed a recommendation to fund the South San Francisco Grand Boulevard Initiative Complete Streets Project from the Transportation Alternatives Program.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County to adopt the funding allocation of \$1,991,000 to the South San Francisco Grand Boulevard Initiative Complete Streets Project from the STIP-TE (also known as Transportation Alternatives Program funds) component of the OneBayArea Grant (OBAG) Program - Cycle 2 for Fiscal Years 2012/13 through 2015/16 and authorize the C/CAG Executive Director to negotiate with the Metropolitan Transportation Commission (MTC) to make minor modifications as necessary.

PASSED, APPROVED, AND ADOPTED THIS 12TH DAY OF DECMEBER 2013.

Mary Ann Nihart, C/CAG Vice-Chair



Grand Boulevard Initiative Complete Streets Program

Transportation, Community, and System Preservation (TCSP) Complete Streets and Transportation Alternatives Program (TAP) Project Notice for Participation

10/02/2013

Amendment #1: The application due date has been extended to Thursday, October 31st at 5pm.

This notice is being distributed to the four TIGER II Complete Streets Project case study cities on behalf of the City/County Association of Governments of San Mateo County and the San Mateo County Transit District.

The Transportation, Community, and System Preservation (TCSP) and Transportation Alternatives Program (TAP) Complete Streets Project is sponsored by the City/County Association of Governments of San Mateo (C/CAG) and the San Mateo County Transit District (SamTrans) under the Grand Boulevard Initiative in San Mateo County. The Project will fund the final design and construction of one of the four TIGER II Complete Streets case study segments on State Route 82 (El Camino Real/Mission Street). The constructed project will serve as a model for the Grand Boulevard Initiative, helping to realize the Grand Boulevard Initiative Vision and provide an example for other jurisdictions in the region and across the nation.

In June 2011, the C/CAG Board of Directors conceptually approved the commitment of \$1,991,000 in discretionary TAP funds (previously known as the State Transportation Improvement Program-Transportation Enhancement (STIP-TE) funds prior to MAP-21) to construct a Complete Streets project on the El Camino Real/Mission Street corridor. Use of the construction funding is contingent upon a Caltrans-approved Complete Streets project design which incorporates Sustainable/Green Streets infrastructure, such as rain gardens/vegetated curb extensions, canopy trees, and other stormwater management features.

In 2011, SamTrans secured final design funding for one of the four TIGER II Complete Streets case studies through the Federal Highway Administration's TCSP grant program. The TCSP grant funds will be used to fill the gap between the TIGER II case study preliminary engineering designs and the use of C/CAG's TAP construction funding.

A summary of the Project background and detailed description of the TCSP and TAP Complete Streets Project and available funding are provided below.

Grand Boulevard Initiative Complete Streets Program Background

The Grand Boulevard Initiative Complete Streets Program builds upon the streetscape design guidelines in the Grand Boulevard Initiative Multimodal Transportation Corridor Plan (2010). The Corridor Plan explores the potential for multimodal transportation design options along the El

Grand Boulevard Initiative Complete Streets Program

Camino Real corridor. The Corridor Plan's Street Design Guidelines, Street Design Prototypes, and a Caltrans Design Guideline Matrix provide a collection of strategies and design typologies to implement the Grand Boulevard Initiative Vision within the context of a State highway and in a manner that best suits the needs and desires of local jurisdictions. The overall purpose of the Grand Boulevard Initiative Complete Streets Program is to develop the El Camino Real corridor as a multimodal boulevard that is safe and efficient for all users (pedestrians, bicycles, transit, and automobiles for people of all ages and abilities).

TIGER II Complete Streets Project

In 2010, SamTrans was awarded a U.S. Department of Transportation/Federal Transit Administration TIGER II Planning Grant on behalf of the Grand Boulevard Initiative, which included funding for four Complete Streets case studies on the El Camino Real corridor in San Mateo County. The TIGER II Complete Streets Project is a partnership of SamTrans and C/CAG, with participation from and coordination with the US Environmental Protection Agency (EPA) and Caltrans.

The TIGER II Complete Streets Project funds the preliminary design of four innovative Complete Streets case study segments in Daly City, South San Francisco, San Bruno, and San Carlos. The projects were selected upon award of the grant through a competitive application process. Each design goes beyond the typical Complete Streets paradigm – each segment incorporates green infrastructure, such as vegetated curb extensions and medians, pervious paving, and canopy trees.

These segments will be the models for future corridor improvements and are intended for replication in the region, state, and across the nation. The case studies document a collaborative process to bring a Complete Street concept to preliminary design and provide a resource for other communities along the El Camino Real corridor and elsewhere in the State as they address the challenges of transforming auto-dominated urban arterial highways into balanced multimodal facilities.

The Daly City, South San Francisco, and San Bruno TIGER II case study designs are being taken to a 25% design level under the TIGER II Complete Streets Project. As required by the Caltrans, a Project Study Report/Project Development Study (PSR/PDS) is being prepared. The Final PSR/PDS and 25% design level will allow the Daly City, South San Francisco, and San Bruno case studies to proceed to the engineering, environmental studies, and final design phases with consensus and support from Caltrans on the preliminary design.

The San Carlos TIGER II case study is being taken to a 65% design level through the Caltrans Permit Engineering Evaluation Report (PEER) process. A Draft PEER has been submitted to Caltrans for review and comment. A Design Exception Fact Sheet is being prepared for the San Carlos case study as part of the PEER and will provide guidance to the Daly City, South San Francisco, and San Bruno case studies as they each incorporate similar design elements and will require similar design exceptions. The Draft PEER and 65% design plans will allow the San Carlos case study to move to the final design phase (preparation of the Final PEER), with approval from Caltrans.

TAP Funding for Construction

As stated above, on June 9, 2011, the C/CAG Board of Directors conceptually approved the commitment of \$1,991,000 in discretionary TAP funding toward construction of a Complete Streets project in the El Camino Real/Mission Street corridor. The Complete Streets project must

Grand Boulevard Initiative Complete Streets Program

incorporate Sustainable/Green Streets elements to be eligible for the construction funding. Upon selection of a project with completion of 100% design, the C/CAG Board of Directors will be asked to formally approve the construction funding. The TAP construction funding must be obligated for construction and the city must be ready to go out to bid for construction by January 2016.

TCSP and TAP Complete Streets Project

The TCSP and TAP Complete Streets Project will build upon the TIGER II Complete Streets Project under the Grand Boulevard Initiative Complete Streets Program. The TCSP funding will bring one of the four TIGER II case studies to 100% final design. C/CAG's \$1,991,000 in TAP funding for construction will be awarded to that final design case study. The Project will result in an exemplary segment for the Grand Boulevard Initiative, bringing the Grand Boulevard Initiative Vision to a reality.

The total amount of final design grant funding for the project is \$365,232. As noted in the Complete Streets Project Summary and Preliminary List of Draft Selection Criteria sent to each case study city representative on June 21, 2013, a local match of \$91,308 (20% match) is required to be eligible for the TCSP funding. The city will be required to provide the \$91,308 local match using non-federal funds.

The total amount of construction grant funding is \$1,991,000 million. The TAP funding also requires a non-federal cash local match. The TAP matching requirements are in progress under MAP-21 legislation and it is our understanding that a 20% non-federal match is required. This may be reduced, pending final legislation. Assuming a 20% match requirement, a local match of \$498,000 is required to be eligible for C/CAG's TAP construction funding. The city will be required to provide the \$498,000 local match using non-federal funds.

The table below summarizes the TCSP and TAP Complete Streets Project funding:

Funding Source	Total
Final Design Funding	
TCSP Grant (80%)	\$365,232
Non-Federal Local Cash Match (20%)	\$91,308
<i>Total Design Funding</i>	<i>\$456,540</i>
Construction Funding	
C/CAG TAP Funding (80%)	\$1,991,000
Non-Federal Local Cash Match (20%)	\$498,000
<i>Total Construction Funding</i>	<i>\$2,489,000</i>
Total Available Funding	\$2,945,540

The TCSP and TAP funding is available until January 2016. The final design funding must be spent by January 2016 and the TAP construction funding must be obligated for construction by January 2016. The project also must be included on the January 2016 California Transportation Commission (CTC) agenda for approval.

Grand Boulevard Initiative Complete Streets Program

Case Study Segment Design and Construction Phasing

As the construction cost of each TIGER II case study segment exceeds the available funding for construction, each case study segment will need to be broken down into smaller segments to fit the funding that is available under this TCSP and TAP Complete Streets Project. The city will need to identify a prioritized segment of the full TIGER II case study segment. The construction cost of the city's prioritized portion of the case study segment must not exceed \$2,489,000 (approximately 1-2 blocks in length), unless additional construction funds from the city (or other secured funding sources) will be allocated to the project.

Caltrans has agreed to this approach of segmenting the TIGER II case studies to fit future funding opportunities, rather than having to construct the complete TIGER II case study segment in full at one time. In order to meet the Caltrans Project Initiation Document requirements, the prioritized portions of the TIGER II case study segments cannot exceed a maximum of \$3 million in total construction costs.

For the Daly City, South San Francisco, and San Bruno case studies, the proposed prioritized portions of the TIGER II case study segments would be required to go through Caltrans' Permit Engineering Evaluation Report (PEER) process for project approval, which combines Caltrans' Project Approval and Environmental Document (PA&ED) phase and the Project Specifications and Estimates (PS&E) phase. The PS&E phase is the final phase prior to project construction.

As a Draft PEER is being prepared for the San Carlos case study under the TIGER II grant, San Carlos' proposed prioritized segment would move directly into the Final PEER stage for Project Specifications and Estimates (PS&E) phase for final design.

Application Process and Requirements

The TIGER II case study cities are invited to submit applications for a prioritized portion of their full TIGER II case study segment. The cities are asked to address the following general application requirements and selection criteria. Responses will be used to determine the final design case study.

The selection panel will consist of representatives from C/CAG, SamTrans, US EPA, and Caltrans.

Please provide the following general application requirements and answer the following questions in a separate document, not to exceed 5 pages. You may provide as many attachments as you see fit.

General Application Requirements

1. City Name
2. Contact Information (Name, Title, Phone Number, E-mail)
3. Define the full TIGER II case study segment boundaries.
4. Define the boundaries of the prioritized portion within the TIGER II case study segment and the rationale for selecting this portion.
5. Provide a construction cost estimate for the prioritized portion of the case study segment.
6. Provide a schedule of major project milestones. (Note: Final design must be completed by January 2016 and the TAP construction funding must be obligated by that same date.)
7. Provide the City's written commitment to incorporating, operating, and maintaining the Sustainable/Green Streets infrastructure within the selected portion. The city selected for the

Grand Boulevard Initiative Complete Streets Program

TCSP and TAP Complete Streets Project funding will be required to provide a City Resolution formalizing this commitment prior to project programming.

8. Confirm the City's ability to provide the required local matching funds and define the source of funding (non-federal).
9. Address the selection criteria questions/considerations listed below.

Criteria for Selection of Final Design Case Study

A. Level of readiness of jurisdiction to utilize Complete Streets design

- What is the level of readiness of the City to support the Complete Streets final design and construction (i.e., policies, plans, visions in place to make use of the design)?
- Is the City Council and/or other city commission in support of complete streets improvements on El Camino Real/Mission Street? The city selected for the TCSP and TAP Complete Streets Project funding will be required to provide a City Resolution in support of the Complete Streets Project prior to project programming.
- What actions have been (or will be) taken to present the case study design to the City Council and/or other city commissions?
- What is the level of anticipated community, business, and political support?
- Who will manage the project for the City?

B. Availability of local match

- A minimum local cash match of \$91,308 (non-federal) is required for the TCSP final design funding, totaling 20% of the total final design budget.
- A minimum local cash match of \$498,000 (non-federal) is required for the TAP construction funding, totaling 20% of the total construction budget.
- What are the total contributions that the city will contribute as a local match to final design and construction? The city selected for the TCSP and TAP Complete Streets Project funding will be required to enter into a Funding Agreement with C/CAG and SamTrans prior to project programming.
- What is the source of the non-federal match contribution?

C. Incorporation of Complete Streets design elements

- Does the case study address exemplary Complete Streets design elements (i.e., pedestrian improvements, bicycle improvements, transit improvements)?
- Please provide a written commitment to incorporate, operate, and maintain the Complete Streets features. The city selected for the TCSP and TAP Complete Streets Project funding will be required to provide a City Resolution formalizing this commitment prior to project programming.

D. Incorporation of Sustainable Streets (Green Streets) infrastructure

- The final design segment must include Sustainable/Green Streets infrastructure in order to be eligible for C/CAG's TAP funding for construction.
- Please provide a written commitment to incorporate, operate, and maintain the Sustainable/Green Streets features. The city selected for the TCSP and TAP Complete Streets Project funding will be required to provide a City Resolution formalizing this commitment prior to project programming.
- How does the city plan to fund ongoing maintenance of the sustainable street infrastructure?

Grand Boulevard Initiative Complete Streets Program

- How many new street trees would be planted in the project segment? What is the anticipated full-growth canopy coverage provided by these trees?
- As feasible, please quantify by square footage pre- and post-project impervious surface, permeable paving, and landscape-based stormwater treatment features, and indicate how much impervious surface will be treated/managed by either permeable pavement or landscape-based stormwater treatment facilities. Please describe how the project incorporates other exemplary Sustainable Streets elements, such as recycled materials, reflective surfaces, water- or energy-conserving features, etc.

E. Utility Conflicts

- Please identify any known utility conflicts in the project segment and whether utility relocations will be required during project construction. Please be as specific as possible (i.e., type of utility and provider, known location, and need for relocation).

F. Transferability to other jurisdictions

- Is the case study area a prime example of corridor conditions?
- Can the design be easily replicated along the corridor?
- Is the case study representative of common Complete Streets design opportunities in other communities in the corridor?

G. Surrounding environment (existing and planned)

- What types of existing development surround the case study area (i.e., transit centers, commercial uses, residential, etc.)?
- What types of uses (and intensity of uses) are planned for the case study area?

Submittal Instructions

Each city shall provide 6 identical hard copies and 1 electronic copy on CD to the address below no later than **5pm on Thursday, October 31, 2013**. The application package must be delivered by this date (not post-marked by this date).

Megan Wessel
San Mateo County Transit District
1250 San Carlos Avenue
San Carlos, CA 94070

General Application Review and Selection Process

Case study applications are due no later than **5pm on Thursday, October 31, 2013**.

The TCSP and TAP Case Study Selection Committee will review the applications according to how well they meet the criteria described above and how representative they are of common complete streets design opportunities faced by other communities along the El Camino Real corridor.

The cities will be notified of the final selection in early November.

Grand Boulevard Initiative Complete Streets Program

Contact Information

Please contact Megan Wessel at 650-622-7815 or wesselm@samtrans.com with any questions.

C/CAG AGENDA REPORT

Date: December 12, 2013
To: C/CAG Board of Directors
From: Sandy Wong, Executive Director
Subject: Review and approval of the Call for Projects for the C/CAG and San Mateo County Transportation Authority Shuttle Program for Fiscal Year 2014/2015 & Fiscal Year 2015/2016

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

RECOMMENDATION

That the Board review and approve the Call for Projects for the C/CAG and San Mateo County Transportation Authority San Mateo County Shuttle Program for Fiscal Year 2014/2015 & Fiscal Year 2015/2016.

FISCAL IMPACT

For the FY 14/15 & FY 15/16 funding cycle there will be \$1,000,000 utilized out of the Congestion Relief Plan funds.

SOURCE OF FUNDS

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

BACKGROUND/DISCUSSION

For the upcoming San Mateo County Shuttle Program, C/CAG will partner with the San Mateo County Transportation Authority to issue a joint call for projects. Staff developed a “one call” funding program that enables applicants to utilize one application for both C/CAG and TA funding sources. The combined program is designed to utilize one call for projects, one application, and one scoring committee. The funding cycle as developed is a two-year cycle and includes FY 14/15 and FY 15/16. Both agencies will be utilizing one methodology by which to score projects. Once proposed projects have been scored they will be brought to each respective Board of Directors for the funding allocation from the respective agency. Staff will work to try to issue only one source of funds (C/CAG or TA) for each project.

ITEM 5.4

All applications will go through one application process. The result of this process will be one prioritized list of projects to be funded. After the funding allocations are made by each Board of Directors, staff from each agency will be responsible for administering their agency's funding agreements with the shuttle program project sponsors. Essentially there is one call for projects and application process, but once the funding allocations are made project sponsors will then be working with staff from the agency that provides the funding. There will be ongoing progress reports required from project sponsors that will be the same for both agencies.

The minimum match is twenty five percent (25%) of the total project cost. Project applicants include local jurisdictions and/or public agencies. There will be a governing board resolution that confirms that the jurisdiction/agency approves of the application submittal and commits to providing the matching funds that must be submitted no later than March 7, 2014.

This call for projects was reviewed by the Congestion Management Program Technical Advisory Committee (TAC) at the November 21, 2013 TAC meeting. The TAC recommendation to approve the call documents included a recommended revision to the applications. Under the minimum requirements section on the applications, the recommendation was to change "Funding is for shuttles operations open to the general public" to "Funding is for shuttle operations open to the general public, or for shuttle operations intended to primarily serve public school student populations, unless prohibited by state or federal laws". The San Mateo County Transportation Authority legal counsel opined that this type of service would be an eligible use of the Measure A funds. However the recommendation by staff is to leave the application as is and not add the line as recommended. Upon further research and information after the TAC meeting, it was confirmed that shuttles that serve schools are eligible the same way as other shuttle services as long as it's open to the public, and therefore, shuttles that serve schools need not be spelled out specifically under eligibility. As drafted the application and guidelines allow for service that can provide some public school student population service as part of a regularly scheduled service run that is open to the public.

At the CMEQ Committee meeting on November 25, 2013, the CMEQ recommended approval of the call documents with an additional modification to the application as well. The CMEQ recommendation also included a revision to the application to include a question that specifically asks for whether the project reduces congestion. Staff has incorporated a question in the need section of both applications that pertains to congestion reduction.

This call for projects will also need to go through the San Mateo County Transportation Authority review and approval process and is scheduled to go before their Board of Directors on January 9, 2014.

Proposed Timeline for the San Mateo County Shuttle Program for FY 14/15 & FY 15/16:

- November 21, 2013 – Technical Advisory Committee Call for Projects Review
- November 25, 2013 – Congestion Management and Environmental Quality Committee Call for Projects Review
- December 12, 2013 – C/CAG Board of Directors Call for Projects Review and Approval
- January 9, 2014 – Transportation Authority Board of Directors Call for Projects Review and Approval

- January 13, 2014 – Issue Call for Projects for FY 14/15 & FY 15/16 San Mateo County Shuttle Program
- January 21, 2014 – Application Workshop at SamTrans offices
- February 14, 2014 – Shuttle Program Applications Due
- February 24-28, 2014 – Convene Shuttle Program Evaluation Committee
- March 20, 2014 – Technical Advisory Committee Recommended Project List Review
- March 31, 2014 – Congestion Management and Environmental Quality Committee Project List Review
- May 1, 2014 Transportation Authority Board of Directors Project List Final Review and Approval
- May 8, 2014 – C/CAG Board of Directors Project List Review and Approval

ATTACHMENTS

- San Mateo County Shuttle Program Call for Projects FY 2014/2015 & 2015/2016

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS
OF SAN MATEO COUNTY



TO: City/County Managers
Public Works Directors

FROM: Tom Madalena, C/CAG
Joel Slavit, SMCTA

DATE: January 13, 2014

RE: **Call for Projects: San Mateo County Shuttle Program FY 2014/2015 & FY 2015/2016**

This memo transmits the guidelines and criteria for the San Mateo County Shuttle Program for FY 2014/2015 & FY 2015/2016, a combination of the C/CAG Local Transportation Services Program under the Countywide Congestion Relief Plan and the San Mateo County Transportation Authority (TA) Measure A Sales Tax Program. This combined funding program offers \$7,000,000 available on a competitive basis for a two-year funding cycle. Eligible applicants in San Mateo County can apply for funding to establish local shuttle services that are designed to assist residents and employees to travel within San Mateo County or to connect with a regional transportation service (major SamTrans routes, Caltrain, BART, ferries). Eligible applicants include local jurisdictions and/or public agencies within San Mateo County. Projects that are coordinated among multiple jurisdictions are encouraged. The funding for this Call for Projects is to start new local transportation services, augment existing services, or continue projects previously funded under the Congestion Relief Plan and/or the Measure A Sales Tax Local Shuttle Program. Shuttles funded through this program must be open to the general public. Shuttles projects must conform to all applicable federal, state and local laws and regulations.

In order to qualify for funding, the project sponsor must provide a minimum of 25% of the total cost of the program. The source of matching funds is at the discretion of the project sponsor, although matching funds must not be C/CAG funds or San Mateo County Transportation Authority Measure A Local Shuttle Program funds. Direct costs for operations, marketing and administration of shuttles are eligible.

Local jurisdictions and/or public agencies must be the applicant for the funds; however they may use other entities such as SamTrans, the Peninsula Traffic Congestion Relief Alliance (Alliance) or others to manage and/or operate the service. Employers and private entities are not eligible to apply directly, however they may partner with a local jurisdiction or public agency which would be the applicant. A letter of concurrence/sponsorship from SamTrans is required to confirm that the shuttle route(s) shall not duplicate SamTrans fixed-route service. Please contact Michael Eshleman, Operations Planning [(650)-508-6227, eshlemanm@samtrans.com], no later than

January 31, 2014 to request the letter of concurrence/sponsorship.

Submit seven (7) hard copies and one (1) electronic copy of the application. Applications may be emailed to tmadalena@smcgov.org and mailed to:

Tom Madalena
C/CAG
555 County Center, 5th Floor
Redwood City, CA 94063

The application deadline is 5:00 p.m. Friday February 14, 2014. An application workshop will be held 1:30 p.m. Tuesday January 21, 2014 in the 2nd Floor Auditorium of the SamTrans office in San Carlos. Governing Board Resolution must be submitted no later than March 7, 2014. The applications must include the information listed below and must be completed with the attached Microsoft Word application forms. Projects (both new and existing) may be considered for reduced funding in the event that there are insufficient funds to fully fund the requested amount. C/CAG and the TA intend to program funds such that each shuttle program funded through this funding cycle will only receive one funding source.

EVALUATION PROCESS (dates are subject to change)

An evaluation panel will review the applications and develop recommendations for publication by March 1, 2014. These recommendations will be presented to the C/CAG Congestion Management Program Technical Advisory Committee (TAC) on March 20, 2014. The TAC recommendation will go to the C/CAG Congestion Management and Environmental Quality Committee (CMEQ) on March 31, 2014. The C/CAG Board of Directors and TA Board of Directors will each develop a program of projects after consideration of the recommendations provided by the TAC and CMEQ on May 8, 2014 and May 1, 2014 respectively.

Attachments:

- San Mateo County Shuttle Program Application FY 14/15 & 15/16 for Existing Shuttles
- San Mateo County Shuttle Program Application FY 14/15 & 15/16 for New Shuttles
- San Mateo County Shuttle Program Criteria
- Non-supplantation of funds certification

San Mateo County Shuttle Program FY 2014/2015 & FY 2015/2016

Application Form for Existing Shuttles

Sponsoring agency:

Contact person:

Phone:

Email:

Shuttle Name	Amount of Funding Requested
	\$

Minimum Requirements:

- | Yes | No | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Project is located within San Mateo County |
| <input type="checkbox"/> | <input type="checkbox"/> | Project is a shuttle service that meets local mobility needs and/or provides access to regional transit |
| <input type="checkbox"/> | <input type="checkbox"/> | Funding is for shuttle operations open to the general public |
| <input type="checkbox"/> | <input type="checkbox"/> | Shuttles must be compliant with the Americans with Disabilities Act (ADA) |
| <input type="checkbox"/> | <input type="checkbox"/> | A funding match of at least 25% will be provided |
| <input type="checkbox"/> | <input type="checkbox"/> | A Non-Supplantation Certificate is attached |
| <input type="checkbox"/> | <input type="checkbox"/> | A letter of concurrence/sponsorship from SamTrans is attached* |
| <small>* Please contact Michael Eshleman, Operations Planning [(650)-508-6227, eshlemanm@samtrans.com], no later than January 31, 2014 to request the letter of concurrence/sponsorship.</small> | | |
| <input type="checkbox"/> | <input type="checkbox"/> | A governing board resolution in support of the proposed shuttle is required. If the applicant is not able to obtain a governing board resolution prior to the February 14, 2014 application submission deadline, the application will be accepted on an interim basis with an endorsement letter from the applicant's City manager or Executive officer. An adopted governing board resolution must be obtained no later than March 7, 2014. |

If you have answered "no" to any of the above minimum requirements, please review the project guidelines and contact Tom Madalena [(650) 599-1460, tmadalena@smcgov.org] or Joel Slavit [(650) 508-6476, slavitj@samtrans.com] with any questions.

Attachments

List all attachments here:

- A letter of concurrence/sponsorship from SamTrans (*Minimum requirement*)
- A Non-Supplantation Certificate (*Minimum requirement*)
- Service Maps (*C1a*)
- Governing Board Endorsement (*E1*)
- Support letters (*E2*) Other specify here _____

APPLICATION FOR EXISTING PROJECTS

A. Need (up to 20 points)

Describe how the shuttle will:

1. Provide service in/to an area underserved by other public transit
2. Provide congestion relief in San Mateo County (Does it provide peak period commute service? Does it make connections to employment centers, activity centers or transit stations? Does it make first or last mile connections? Provide as much detail as you can to support your response.)
3. Provide transportation to low-income, transit dependent, seniors, disabled or other special-needs populations
4. Provides transportation to the services used by the special demographic groups from Item A.3 above.

Letters of support from co-sponsors, partners, stakeholders, etc. *(List agencies/organizations and attach letters)*

B. Readiness (Up to 20 points)

1. Service Plan - Describe how the service was delivered for the prior 12 months and any proposed changes for the new two year funding period, including:
 - a. Service area (route description, destinations served)
(Attach maps)
 - b. List specific rail stations, major SamTrans route or ferries served by the shuttle
 - c. Schedule (Days, times, frequency) Show coordination with scheduled transit service. Also describe whether the shuttle is a community shuttle, commuter shuttle or door-to-door shuttle as well as the size and number of vehicles to be used.
 - d. Marketing (outreach, advertising, signage, schedules, etc.)

- e. Service provider
- f. Administration and oversight plan/roles
- g. Co-sponsor/stakeholders (roles/responsibilities)
- h. Monitoring plan (service quality performance data, complaints/complements, surveys)
- i. Ridership characteristics (commuters, employees, seniors, students, etc.)
- j. Any differences/changes to existing service for the funding period, compared to the prior 12 months
- k. If the shuttle under-performed the benchmarks listed in Table 1 below, did the sponsor utilize the Technical Assistance Program (TAP) offered by SamTrans and the Alliance?

Table 1 - Benchmarks for existing shuttles

Shuttle service	Operating Cost/ passenger	Passengers/ Service Hour
Commuter	\$7	15
Community or Combination	\$9	10
Door to Door	\$16	2

2. Funding Plan with Budgeted Line Items (use Table 2 below):

Table 2

Budget Line Item	For Prior 12 Months	FY 15 Budget	FY 16 Budget	Total Budget FY 15 & 16
a. Contractor cost (e.g. operator/vendor)				
b. Fuel				
c. Insurance				
d. Administrative costs (e.g. staff oversight)				
e. Other direct costs (e.g.				

marketing)				
f. Total Operating Cost				

g. Notes/exceptions (e.g. if there are projected differences between the first and second years' costs)

C. Effectiveness (up to 25 points)

1. Service Performance

Operating cost per passenger and passengers per service hour for prior 12 months
(Use Table 3 below)

Table 3

Operating Data	For Prior 12 Months
Vehicle Hours of Service	
Service Vehicle Miles	
Total Passengers	
Performance Indicators	For Prior 12 Months
Operating Cost/Passenger ¹	
Passengers/Service Hour ²	

Footnotes

1. Total Operating Cost/Total Passengers
2. Total Passengers/Vehicle Hours of Service

2. What other transit services does this shuttle connect with (*if bus, identify the route*)?
3. Does the shuttle provide connections between transit oriented development and major activity centers?
4. Describe the extent that this shuttle reduces Single Occupancy Vehicle (SOV) trips and Vehicle Miles Traveled (VMT). *Provide justification/methodology for the reduction in the number of SOV trips and VMT.*

D. Funding Leverage (up to 20 points)

1. List amounts and sources of matching funds

Source of Funding	Amount	Percentage
Matching Funds <i>(list sources)</i>		
<i>Subtotal Matching Funds</i>	\$0.00	#DIV/0!
TA or C/CAG Funding request for FY15 & FY16		#DIV/0!
Total Funding	\$0.00	#DIV/0!

2. How much private sector funding will be contributed towards this shuttle? \$ _____

E. Policy Consistency & Sustainability – (up to 15 points)

1. Proposed shuttle is included in adopted local, special area, county or regional plan *(list plans)*

2. Describe how the shuttle service supports job and housing growth/economic development.

3. Will clean-fuel vehicles be deployed for shuttle service? *(describe)*

4. Does the shuttle accommodate bicycles?

5. Are there any costs savings demonstrated through sharing of resources (e.g. shuttle operator provides reduced rates if used for both peak and off-peak service)

San Mateo County Shuttle Program FY 2014/2015 & FY 2015/2016

Application Form for New Shuttles

Sponsoring agency:

Contact person:

Phone:

Email:

Shuttle Name	Amount of Funding Requested
	\$

Minimum Requirements:

Yes No

- Project is located within San Mateo County
- Project is a shuttle service that meets local mobility needs and/or provides access to regional transit
- Funding is for shuttle operations open to the general public
- Shuttles must be compliant with the Americans with Disabilities Act (ADA)
- A funding match of at least 25% will be provided
- A Non-Supplantation Certificate is attached
- A letter of concurrence/sponsorship from SamTrans is attached*
* Please contact Michael Eshleman, Operations Planning [(650)-508-6227, eshlemanm@samtrans.com], no later than January 31, 2014 to request the letter of concurrence/sponsorship.
- A governing board resolution in support of the proposed shuttle is required. If the applicant is not able to obtain a governing board resolution prior to the February 14, 2014 application submission deadline, the application will be accepted on an interim basis with an endorsement letter from the applicant's City manager or Executive officer. An adopted governing board resolution must be obtained no later than March 7, 2014.

If you have answered "no" to any of the above minimum requirements, please review the project guidelines and contact Tom Madalena [(650) 599-1460, tmadalena@smcgov.org] or Joel Slavit [(650) 508-6476, slavitj@samtrans.com] with any questions.

Attachments

List all attachments here:

- A letter of concurrence/sponsorship from SamTrans (*Minimum requirement*)
- A Non-Supplantation Certificate (*Minimum requirement*)
- Service Maps (*C1a*)
- Governing Board Endorsement (*E1*)
- Support letters (*E2*)
-
-
-

APPLICATIONS FOR NEW PROJECTS

A. Need (up to 25 points)

Describe how the shuttle will:

1. Provide service in/to an area underserved by other public transit
2. Provide congestion relief in San Mateo County (Does it provide peak period commute service? Does it make connections to employment centers, activity centers or transit stations? Does it make first or last mile connections? Provide as much detail as you can to support your response.)
3. Provide transportation to low-income, transit dependent, seniors, disabled or other special-needs populations
4. Provides transportation to the services used by the special demographic groups from Item A.3 above.

Letters of support from co-sponsors, partners, stakeholders, etc. (*List agencies/organizations and attach letters*)

B. Readiness (Up to 25 points)

1. Service Plan - Describe how the service will be delivered including:
 - a. Service area (route description, destinations served)
(*Attach maps*)
 - b. Describe your service plan development (planning process, public outreach, whether SamTrans/Alliance technical assistance was utilized, etc.)
 - c. List specific rail stations, major SamTrans route or ferries served by the shuttle
 - d. Schedule (Days, times, frequency) Show coordination with scheduled transit service. Also describe whether the shuttle is a community shuttle, commuter shuttle or door-to-door shuttle as well as the size and number of vehicles to be used.
 - e. Marketing (outreach, advertising, signage, schedules, etc.)

- f. Service provider
- g. Administration and oversight plan/roles
- h. Co-sponsor/stakeholders (roles/responsibilities)
- i. Monitoring plan (service quality performance data, complaints/complements, surveys)
- j. Ridership characteristics (commuters, employees, seniors, students, etc.)
- k. Any differences/changes to existing service for the funding period, compared to the prior 12 months
- l. Planning process for shuttles (extent of public planning process, use of SamTrans and Alliance Technical Assistance Program)

C. Effectiveness (up to 15 points)

- 1. Projected ridership and performance for each fiscal year. *(Use Table 1 to provide calculation information for questions 1, 2 and 3. State assumptions and document justifications where possible.)*

Table 1

Projected Operating Costs	FY15 Projection	FY16 Projection
Contractor Cost		
Fuel		
Insurance		
Administrative Costs (e.g. Personnel expenses)		
Other Direct Costs (e.g. Printing marketing materials, promotions, etc.)		
Total Operating Costs		\$0

Projected Operating Data	FY15 Projection	FY16 Projection
Vehicle Hours of Service		
Service Vehicle Miles		
Total Passengers		

Performance Indicators	FY15 Projected Average	FY16 Projected Average
Operating Cost/Passenger	#DIV/0!	#DIV/0!
Passengers/Service Hour	#DIV/0!	#DIV/0!

2. What other transit services does this shuttle connect with (*if bus, identify the route*)?

3. Does the shuttle provide connections between transit oriented development and major activity centers?

4. Describe the extent that this shuttle reduces Single Occupancy Vehicle (SOV) trips and Vehicle Miles Traveled (VMT). *Provide justification/methodology for the reduction in the number of SOV trips and VMT.*

D. Funding Leverage (up to 20 points)

1. List amounts and sources of matching funds

Source of Funding	Amount	Percentage
Matching Funds (<i>list sources</i>)		
<i>Subtotal Matching Funds</i>	\$0.00	#DIV/0!
TA or C/CAG Funding request for FY15 & FY16		#DIV/0!
Total Funding	\$0.00	#DIV/0!

2. How much private sector funding will be contributed towards this shuttle? \$ _____

E. Policy Consistency & Sustainability – (up to 15 points)

1. Proposed shuttle is included in adopted local, special area, county or regional plan (*list plans*)
2. Describe how the shuttle service supports job and housing growth/economic development.
3. Will clean-fuel vehicles be deployed for shuttle service? (*describe*)
4. Does the shuttle accommodate bicycles?
5. Are there any cost savings demonstrated through sharing of resources (e.g. shuttle operator provides reduced rates if used for both peak and off-peak service)

San Mateo County Shuttle Program Criteria

Eligibility Criteria		San Mateo County Shuttle Program Call for Projects FY 15 & 16	
Minimum Local Match	- 25%		
Local Match	<ul style="list-style-type: none"> - C/CAG or Measure A Shuttle funds cannot be used as the local match for either funding agency. - Measure A Local Streets/Transportation Funds may be used. 		
Program Purpose	- Provide local shuttle services for residents and employees to travel within or to connect with regional transportation/transit service within San Mateo County.		
Eligible Applicants	<ul style="list-style-type: none"> - Local jurisdictions and/or public agencies are eligible applicants for the funds, however they must obtain a letter of concurrence/sponsorship from SamTrans. They may partner with other public, non-profit or private entities to co-sponsor shuttles. - Grant applicants may also contract with other public, non-profit or private entities to manage and/or operate the shuttle service. 		
Eligible Costs	<ul style="list-style-type: none"> - Costs directly tied to the shuttle service, such as operations, marketing and outreach, and staff time directly associated with shuttle administration are eligible. - Leasing of vehicles is an eligible expense; vehicle purchase is not. - Overhead, indirect or other staff costs are not eligible. 		
Minimum Requirements	<ul style="list-style-type: none"> - Project is located in San Mateo County - Project is a shuttle service that meets local mobility needs and/or provides access to regional transit. - Funding is for operations open to the general public - Shuttles must be compliant with the Americans with Disabilities Act(ADA). 		
Other Requirements	- Any change to the proposed service prior to implementation or during the funding period must be approved by the funding agency (TA or C/CAG) with the concurrence of SamTrans.		
Screening Criteria		Existing Shuttles	New Shuttles
Non-Supplantation Certification	Funding request does not substitute for existing funds.		NA
Letter of Concurrence/sponsorship	Evidence of coordination with SamTrans, through a letter of concurrence from SamTrans, that shuttle routes do not duplicate SamTrans fixed-route or other public shuttle service, is required. If there are proposed route and/or schedule changes to existing shuttle service, applicant shall provide a letter of concurrence from SamTrans regarding the proposed changes.		Evidence of coordination with SamTrans, through a letter of concurrence from SamTrans, that proposed shuttle routes does not duplicate SamTrans fixed route or other public shuttle service, is required.
Governing Board Resolution	A governing board resolution in support of the project is required. If the applicant is not able to obtain a governing board resolution prior to the February 14, 2014 application deadline, the application will be accepted on an interim basis with an endorsement letter from the applicant's City Manager or Executive Officer until an adopted governing board resolution can be obtained by March 7, 2014		
Scoring Criteria		Existing Shuttles	New Shuttles
Need & Readiness	<p>Need – 20 points</p> <ul style="list-style-type: none"> - Provides service to an area underserved by other public transit - Provides congestion relief in San Mateo County - Provides services to special populations (e.g. low income/transit dependent, seniors, disabled, other) - Provides transportation to the services used by special populations - Letters of support from stakeholders <p>Readiness – 20 points</p> <p>Solid service plan in place describing how the shuttle service will be delivered for the</p> <p>2-year funding period including:</p> <ol style="list-style-type: none"> Service area (routes/maps, destinations served) Specific rail stations, ferry or major SamTrans transit centers served Schedule (days, times, frequency) - show coordination with scheduled transit service Marketing plan/activities (advertising, outreach, signage, etc.) Service Provider Administration and oversight (whom?) Monitoring/evaluation plan/activities (performance data, complaints/compliments, surveys) Co-sponsors/stakeholders (roles?) Ridership characteristics: e.g. commuter/ employees, seniors, students, etc Any significant changes to existing service Did applicant use the Technical Assistance Program offered by SamTrans & the Alliance to Improve underperforming routes? <p>Solid funding plan with budgeted line items for:</p> <ol style="list-style-type: none"> Contractor (operator/vendor) cost Fuel Insurance Administrative (Staff oversight) Other direct costs (e.g. marketing) Total operating cost Notes/exceptions (e.g. if there are projected differences between the 1st and 2nd year costs) 		<p>Need – 25 points</p> <ul style="list-style-type: none"> - Provides service to an area underserved by other public transit - Provides congestion relief in San Mateo County - Provides services to special populations (e.g. low income/transit dependent, seniors, disabled, other) - Provides transportation to the services used by special populations - Letters of support from stakeholders <p>Readiness – 25 points</p> <p>Solid service plan in place describing how the shuttle service will be delivered for the 2-year funding period including:</p> <ol style="list-style-type: none"> Service area (routes/maps, destinations served) Service plan development Specific rail stations, ferry or major SamTrans transit centers served Schedule (days, times, frequency) - show coordination with scheduled transit service Marketing plan/activities (advertising, outreach, signage, etc.) Service Provider Administration and oversight (whom?) Monitoring/evaluation plan/activities (performance data, complaints/compliments, surveys) Co-sponsors/stakeholders (roles?) Ridership characteristics: e.g. commuter/ employees, seniors, students, etc Any significant changes to existing service Planning process for shuttles (extent of public planning process, use of SamTrans & Alliance Technical Assistance Program) <p>Solid funding plan with budgeted line items for:</p> <ol style="list-style-type: none"> Contractor (operator/vendor) cost Administrative (Staff oversight) Other direct costs (e.g. marketing) Total operating cost Notes/exceptions (e.g. if there are projected differences between the 1st and 2nd year costs)
	Effectiveness	<p>Effectiveness – 25 points</p> <ul style="list-style-type: none"> - Annual average operating cost per passenger for the prior 12 months - Annual average passengers per revenue vehicle hour of service for the prior 12 months - Service links with other fixed route transit (more points for higher ridership routes) - Improves access from transit oriented development to major activity nodes - Reduces single occupant vehicle (SOV) trips and vehicle miles traveled (VMT) 	
Funding Leverage – 20 points	<p>Percentage of matching funds contribution:</p> <ul style="list-style-type: none"> 25 to <50% - up to 10 points 50 to <75% - up to 15 points 75 to <99% - up to 18 points Private sector funding proposed (supports less public subsidy) – 2 points 		<p>Percentage of matching funds contribution:</p> <ul style="list-style-type: none"> 25 to <50% - up to 10 points 50 to <75% - up to 15 points 75 to <99% - up to 18 points Private sector funding proposed (supports less public subsidy) – 2 points
Policy Consistency & Sustainability – 15 points	<ul style="list-style-type: none"> - Proposed shuttle is included in an adopted local, special area, county or regional plan (e.g. community-based transportation plan, general plan, Grand Blvd. Initiative, MTC Priority Development Area, etc.) - Supports jobs and housing growth/economic development - Use of clean fuel vehicle(s) for service - Shuttle accommodates bicycles - Cost savings demonstrated through sharing of resources (shuttle operator provides reduced rates if service used for peak and off-peak service) 		<ul style="list-style-type: none"> - Proposed shuttle is included in an adopted local, special area, county or regional plan (e.g. community-based transportation plan, general plan, Grand Blvd. Initiative, MTC Priority Development Area, etc.) - Supports jobs and housing growth/economic development - Use of clean fuel vehicle(s) for service - Shuttle accommodates bicycles - Cost savings demonstrated through sharing of resources (shuttle operator provides reduced rates if service used for peak and off-peak service)
Maximum Point Total - 100		Maximum Point Total - 100	

**San Mateo County Shuttle Program
Fiscal Years 2015 and/or 2016**

Non-Supplantation of Funds Certification

This certification, which is a required component of the project initiator's grant application, affirms that San Mateo County Transportation Authority (TA) Measure A Local Shuttle Program and/or City/County Association of Governments of San Mateo County (C/CAG) Local Transportation Services Program funds will be used to **supplement** (add to) existing funds, and will not **supplant** (replace) existing funds that have been appropriated for the same purpose. Potential supplantation will be examined in the application review as well as in the pre-award review and post award monitoring.

Funding may be suspended or terminated for filing a false certification in this application or other reports or documents as part of this program.

Certification Statement:

I certify that any funds awarded under the FY2015 and/or FY2016 TA Measure A Local Shuttle Program and/or C/CAG Local Transportation Services Program will be used to supplement existing funds for program activities, and will not replace (supplant) existing funds or resources.

Project Name: _____

Project Applicant: _____

PRINT NAME

TITLE*

SIGNATURE

DATE

* This certification shall be signed by the Executive Director, Chief Executive Officer, President or other such top-ranking official of the Project Applicant's organization.

C/CAG AGENDA REPORT

Date: December 12, 2013
To: City/County Association of Governments Board of Directors
From: Sandy Wong, Executive Director
Subject: Review and approval of the appointment of Council member Pradeep Gupta of South San Francisco to the Resource Management and Climate Protection (RMCP) Committee

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

RECOMMENDATION

That the Board review and approve appointment of Council member Pradeep Gupta of South San Francisco to the Resource Management and Climate Protection (RMCP) Committee.

FISCAL IMPACT

None.

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, water use and climate action and adaptation efforts in San Mateo County and develops and promotes actions on the same. The RMCP also reports on the San Mateo County Energy Watch (SMCEW) and updates and promotes the goals 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.

The committee currently has two open elected official seats. Staff has received one letter of interest from Pradeep Gupta, recently re-elected Council member of South San Francisco. The letters of interest, as well as the current RMCP Committee roster, are provided as attachments to this staff report.

Staff continues to pursue an elected official to fill the remaining vacant seat on the RMCP Committee.

ATTACHMENTS

- Letter of Interest – Pradeep Gupta
- Current RMCP Committee Roster

ITEM 5.5



CITY COUNCIL 2013

PEDRO GONZALEZ, MAYOR
KARYL MATSUMOTO, MAYOR PRO TEM
MARK ADDIEGO, COUNCILMEMBER
RICHARD A. GARBARINO, COUNCILMEMBER
PRADEEP GUPTA, PH.D, COUNCILMEMBER

STEVEN T. MATTAS, INTERIM CITY MANAGER

OFFICE OF THE CITY COUNCIL

November 14, 2013

Dear C/CAG Board Members and Alternate Members,

Re: Vacant Seat on the Resource Management and Climate Protection (RMCP) Committee

I am writing to express my interest in serving on the Resource Management and Climate Protection (RMCP) Committee. As a Council Member of the City of South San Francisco, I have been serving on the C/CAG Board as an Alternate for the last one year.

My qualifications and professional experience make me ideally suited to serve on the RMCP Committee. I am a retired electrical power engineer with a PhD in EE from Purdue University. My professional career includes over 25 years in the US electric power industry and about a decade directing research at Electric Power Research Institute (EPRI) on the issues of energy efficiency and utility investments under uncertainty. I served at Southern California Edison for eight years managing their energy efficiency group and developing long term energy conservation plans. I am a Lifetime Senior Member of the Institute of Electrical and Electronics Engineers (IEEE).

I am aware of the critical role played by resource management and climate protection in San Mateo County and look forward to working on the RMCP Committee to provide proper guidance to the C/CAG Board.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Pradeep Gupta".

Pradeep Gupta, Ph.D.
Council Member, City of South San Francisco

CC: Steven T. Mattas, Interim City Manager
South San Francisco City Council

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*

Resource Management and Climate Protection Committee (December 2013)	
Elected Officials (6)	
Deborah Gordon – Committee Chair Former Mayor/Councilwoman Woodside dcgordon@stanford.edu Work (650) 725-6501	Dave Pine Supervisor County of San Mateo dpine@smcgov.org Work (650) 363-4571
Barbara Pierce Former Mayor/Councilwoman Redwood City barbara@barbarapierce.org Cell (650) 208-9828 Home (650) 368-6246	Pradeep Gupta (proposed) Councilmember City of South San Francisco
Maryann Moise Derwin – Vice-Chair Former Mayor/Councilwoman Portola Valley mderwin@portolavalley.net Home (650) 851-8074 Cell (650) 279-7251	Vacant
<u>Stakeholder Representatives (8)</u>	
<u>Energy</u>	Noelle Bell Assistant Program Manager, Energy Group Ecology Action nbelle@ecoact.org (831)818-3180
<u>Water</u>	Nicole Sandkulla, P.E. Water Resources Planning Manager BAWSCA nsandkulla@bawsca.org (650) 349-3000
<u>Utility</u>	Kathy Lavezzo Account Manager PG&E KOL1@pge.com (650) 598-7267 cell (650) 279-3864

Resource Management and Climate Protection Committee
(December2013)

<u>Nonprofit</u>	Robert Cormia Professor, Foothill - De Anza Community College rdcormia@earthlink.net (650)747-1588
<u>Large Business</u>	Lauren Bonar Swezey LEED® GA Facebook Facilities lauren.swezey@fb.com (650)521-4886
<u>Small Business</u>	Eric Sevim Shop Manager A+ Japanese Auto Repair, Inc. apluseric@gmail.com (650) 595-CARS
<u>Chamber of Commerce</u>	Jorge Jaramillo President SMC Hispanic Chamber of Commerce smchcc@gmail.com (650)245-6902
<u>Environmental</u>	Beth Bhatnagar Board Member Sustainable San Mateo County bethbh@comcast.net (650) 638-2323

RMCP Committee Staff

<u>C/CAG:</u>	Sandy Wong Executive Director swong@smgov.org (650) 599-1420
<u>County of San Mateo, RecycleWorks:</u>	Kim Springer Resource Conservation Programs Manager kspringer@smcgv.org (650) 599-1412
	Susan Wright Resource Conservation Specialist SMCEW Program Coordinator swright@smcgv.org (650)599-1403
<u>Climate Corps Bay Area (CCBA) Fellow</u> Erica Kudyba	<u>Climate Corps Bay Area (CCBA) Fellow</u> Kelly Harrison

C/CAG AGENDA REPORT

Date: December 12, 2013
To: C/CAG Board of Directors
From: Sandy Wong, Executive Director
Subject: Review and approval of Resolution 13-43 authorizing the C/CAG Chair to execute an agreement between C/CAG and the County of San Mateo, Department of Public Works to provide staff services for countywide climate action planning for an amount not to exceed \$40,000 for calendar year 2014.

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

RECOMMENDATION

Review and approve Resolution 13-43 authorizing the C/CAG Chair to execute an agreement between C/CAG and the County of San Mateo, Department of Public Works to provide staff services for countywide climate action planning for an amount not to exceed \$40,000 for calendar year 2014.

FISCAL IMPACT

Up to \$40,000.

SOURCE OF FUNDS

Congestion Relief funds in the amount of \$40,000 will be used to pay for County staff time.

BACKGROUND/DISCUSSION

On September 16, 2010 the C/CAG Board adopted Resolution 10-53 authorizing the C/CAG chair to execute an agreement with the BAAQMD to receive a \$50,000 grant for a climate action plan template and tool project. On March 10, 2011, the C/CAG Board adopted Resolution No. 11-11 for a PG&E Contract Work Authorization No. 2500458103 between C/CAG and PG&E for \$125,000. The total grant funding for Climate Action Plan Template was \$175,000, and with C/CAG's commitment to match funds, the total project budget is \$350,000 through calendar year 2012. C/CAG contracted with the County of San Mateo Public Works Department to provide staff support for that project in an amount of \$60,000. Further, on December 13, 2012, C/CAG passed Resolution 12-70 authorizing another contract with the County to continue staff support in 2013 in an amount of \$50,000, of which approximately \$35,000 is expected to be spent through December 31, 2013.

The effort that began as the Climate Action Plan Template project was renamed the Regionally Integrated Climate Action Planning Suite (RICAPS). The goal is for every city in San Mateo County and the County to have a plan to reduce greenhouse gas emissions. The project provides a plan document template, a menu of measures to reduce emissions (complete with the calculation methodologies and cost-benefit analysis), a C/CAG-licensed emission tracking tool (Hara **ITEM 5.6**

software) that each city can use at no additional cost, and technical support to help cities through the process of developing climate action plans.

C/CAG staff are in the process of developing a climate action plan for countywide transportation and four additional cities for their community and government operation emissions. To date, the project has completed draft (or adopted) climate action plans for 5 cities and C/CAG is working with four additional cities to complete draft plans and, with support from consultant Kema Services, will ensure completion of 2010 community-scale emission inventories for all the cities and the County.

Under this agreement, County staff will seek funding for climate adaptation planning on behalf of the cities in San Mateo County.

ATTACHMENTS

- Resolution 13-43.
- Agreement between C/CAG and the County of San Mateo, Department of Public Works for staff services.

RESOLUTION NO. 13-43

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 WITH THE COUNTY OF SAN MATEO, DEPARTMENT OF PUBLIC WORKS TO PROVIDE STAFF SERVICES FOR COUNTYWIDE CLIMATE ACTION PLANNING FOR AN AMOUNT NOT TO EXCEED \$40,000 FOR CALENDAR YEAR 2014

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

WHEREAS, C/CAG entered into grant agreements for Climate Action Planning by action of the C/CAG Board: on September 16, 2010, by adopting Resolution No. 10-53, authorizing the C/CAG Chair to sign Grant Agreement 2010-083 between C/CAG and the BAAQMD for \$50,000, and on March 10, 2011, adopting Resolution No. 11-11 for a PG&E Contract Work Authorization (Grant) No. 2500458103 between C/CAG and PG&E for \$125,000 through calendar year 2012, to complete climate action plans for the cities in San Mateo County and Cupertino, and adopting Resolution No. 12-68 authorizing the C/CAG Chair to execute PG&E Contract Change Order #1 of Master Service Agreement 4400004093 on January 14, 2013 for continued support for cities to complete climate action plans and greenhouse gas emission inventories; and

WHEREAS, the deliverables for those grant agreements continue to be completed by C/CAG staff and County of San Mateo, Department of Public Works staff through an existing staffing agreement that expires on December 31, 2013; and

WHEREAS, C/CAG desires to both continue the RICAPS project and for County of San Mateo, Department of Public Works staff to continue work on the Project and explore additional grant funding for Climate Adaptation Planning for San Mateo County cities;

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 between C/CAG and the County of San Mateo, Department of Public Works to provide staff services for Countywide Climate Action Planning for an Amount not to Exceed \$40,000 for Calendar Year 2014, subject to C/CAG legal counsel approval as to form.

PASSED, APPROVED, AND ADOPTED THIS 12TH DAY OF DECEMBER, 2013.

Mary Ann Nihart, Vice Chair

**AGREEMENT BETWEEN
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO
COUNTY (C/CAG) AND THE COUNTY OF SAN MATEO DEPARTMENT
OF PUBLIC WORKS TO PROVIDE STAFF AND MANAGEMENT
SERVICES FOR COUNTYWIDE CLIMATE ACTION PLANNING FOR AN
AMOUNT NOT TO EXCEED \$40,000 FOR CALENDAR YEAR 2014**

This Agreement entered this ____ Day of ____ 2013, by and between the CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY, a joint powers adoption and monitoring of a variety of county-wide agency formed for the purpose of preparation, state-mandated plans, hereinafter called "C/CAG" and the COUNTY OF SAN MATEO, DEPARTMENT OF PUBLIC WORKS, hereinafter called "COUNTY DPW."

W I T N E S S E T H

WHEREAS, the City/County Association of Governments (C/CAG) is committed to working with the cities in San Mateo County on issues related solid waste, resource conservation and climate protection; and

WHEREAS, C/CAG desires to obtain services from COUNTY DPW to provide staff services for the Regionally Integrated Climate Action Planning Suite (RICAPS) project; and

WHEREAS, the COUNTY DPW is committed to providing staff services;

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

1. **Services to be provided by COUNTY DPW.** COUNTY DPW shall provide services as described in Exhibit A, attached hereto and incorporated by reference herein.
2. **Payments.** In consideration of the services rendered in accordance with all terms, conditions and specifications set forth herein and in Exhibit A, C/CAG shall reimburse COUNTY DPW for eligible costs as set forth in Exhibit A, up to \$40,000. Payments shall be made within 30 days after receipt and approval of monthly invoices from COUNTY DPW.
3. **Relationship of the Parties.** It is understood that COUNTY DPW enters into this Agreement as an Independent Contractor and the 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.** COUNTY DPW shall not assign this Agreement or any portion thereof to a third party without the prior written consent of C/CAG, and any attempted assignment without such prior written consent is in violation of this Section and shall be grounds for termination of this Agreement.

5. **Contract Term.** This Agreement shall be in effect and cover costs as set out in Exhibit A from January 1, 2014 and shall terminate on December 31, 2014; provided, however, C/CAG may terminate this Agreement at any time for any reason by providing 30 days' written notice to COUNTY DPW. COUNTY DPW may terminate this Agreement at any time for any reason by providing 30 days' written notice to C/CAG, termination will be effective on the date specified in the notice. In the event of termination under this paragraph, COUNTY DPW shall be paid for all services provided to the date of termination.
6. **Hold Harmless/Indemnity.** COUNTY DPW shall defend, indemnify and save harmless C/CAG and its member agencies and their employees, agents and officers from all claims, suits, damages or actions arising from COUNTY DPW's performance under this Agreement.

C/CAG shall defend, indemnify and save harmless COUNTY DPW and its member agencies and their employees, agents and officers from all claims, suits, damages or actions arising from C/CAG's 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. **Workers' Compensation Coverage.** Statutory Workers' Compensation Insurance and Employer's Liability Insurance will be provided by the COUNTY DPW with limits of not less than one million dollars (\$1,000,000) for any and all persons employed directly or indirectly by COUNTY DPW. In the alternative, COUNTY DPW may rely on a self-insurance program to meet these requirements so long as the program of self-insurance complies fully with the provisions of the California Labor Code. In such case, excess Workers' Compensation Insurance with statutory limits shall be maintained. The insurer, if insurance is provided, and the COUNTY DPW, if a program of self-insurance is provided, shall waive all rights of subrogation against C/CAG for loss arising from worker injuries sustained under this Agreement.
8. **Liability Insurance.** COUNTY DPW shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect COUNTY DPW, 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 COUNTY DPW or by any sub-contractor or by anyone directly or indirectly employed by either of them. In the alternative, COUNTY DPW may rely on a self-insurance program to meet these requirements so long as the program of self-insurance complies fully with the provisions of the California Labor Code.

In the event of the breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, C/CAG, at its option, may, notwithstanding any other provision of this Agreement to the

contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.

9. **Non-discrimination.** COUNTY DPW and its subcontractors performing the services on behalf of the COUNTY DPW 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.
10. **Accessibility of Services to Disabled Persons.** COUNTY DPW, not C/CAG, shall be responsible for compliance with all applicable requirements regarding services to disabled persons, including any requirements of Section 504 of the Rehabilitation Act of 1973.
11. **Substitutions.** If particular people are identified in Exhibit A as working under this Agreement, COUNTY DPW 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. **Joint Property.** As between C/CAG and COUNTY DPW any system or documents developed, produced or provided under this Agreement shall become the joint property of C/CAG and the COUNTY DPW.
13. **Access to Records.** COUNTY DPW shall retain, for a period of no less than five years, all books, documents, papers, and records which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcriptions, and shall provide C/CAG, its member agencies, and or their auditors with access to said books and records.

COUNTY DPW shall maintain all required records for five years after C/CAG makes final payments.
14. **Merger Clause.** This Agreement constitutes the sole agreement of the parties hereto with regard to the matters covered in this Agreement. Any prior agreement, promises, negotiations or representations between the parties not expressly stated in this document are not binding.
15. **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 the C/CAG Executive Director or a designated representative, and the Director of Public Works. No claim for additional compensation or extension of time shall be recognized unless contained in a duly executed amendment.

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

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

County of San Mateo

By _____
James C. Porter
County Department of Public Works - Director

Date

Approved as to Form By

County Counsel

Date

City/County Association of Governments (C/CAG)

By _____
Mary Ann Nihart, C/CAG Vice Chair

Date

Approved as to Form By

C/CAG Legal Counsel

Date

Exhibit A

STAFF SERVICES FOR RICAPS FOR 2014

SCOPE OF WORK

- 1.0 Introduction - The City/ County Association of Governments of San Mateo County (C/CAG) is committed to working with the cities in San Mateo County on issues related to solid waste, resource conservation and climate protection. C/CAG desires to contract with the County of San Mateo, Department of Public Works (County DPW) to provide staff services for the administration and project management of C/CAG's RICAPS Project (Project) pursuant to this Scope of Work. The Project will be funded through C/CAG and Master Service Agreement No. 4400004093 and associated Contract Work Authorization No. 2500758821 between PG&E and C/CAG (Grant Agreement).
- 2.0 Management and Staffing Oversight - the County shall provide staff support to C/CAG to accomplish deliverables as provided in the current PG&E Specific Conditions (Contract Work Authorization) for Climate Action Planning Support to the cities in San Mateo County and the County for 2013 and 2014. The County shall provide project administration and project management to include: coordination of a working group of city staff, managing the consultants, reviewing and commenting on consultant submittals, preparing and submitting required grant reports, and managing the Project in accordance with the stipulated timelines to ensure the progress of the Project.
- 3.0 Scope of Work – the County shall:
 - 3.1 Support the completion of the Project scope, for which C/CAG is providing funding through the Grant Agreement for technical support for work completed by the County in 2013 and 2014, up to a maximum amount of \$40,000 pursuant to this Agreement.
 - 3.2 Explore planning and funding options for climate adaptation for the cities in San Mateo County and, if approved by C/CAG, apply for those funds.
- 4.0 Reporting - The County of San Mateo shall report to the C/CAG Board and other C/CAG committees and staff on activities and Project progress related to this scope of work upon request during the term of this Agreement.
- 5.0 Payments - The County shall submit invoices for services provided along with supporting documentation including labor hours and rates for management and staffing. C/CAG shall pay invoices within 30 days of receipt.
- 6.0 The parties understand and agree that the County personnel assigned to perform services under this Agreement shall be, initially, Kim Springer and Susan Wright. Staff may be reassigned by the County, subject to the provisions of Section 11 of this Agreement.

C/CAG AGENDA REPORT

Date: December 12, 2013

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution No. 13-41 authorizing the C/CAG Chair to execute an agreement with Environmental Science Associates (ESA Airports), in an amount not to exceed \$187,554, to prepare an update of the Airport Land Use Compatibility Plan (ALUCP) for the environs of San Carlos Airport and related CEQA documents

(For further information, contact Dave Carbone at 599-1453)

RECOMMENDATION

That the C/CAG Board of Directors review and approve Resolution No. 13- 41 authorizing the C/CAG Chair to execute an agreement with Environmental Science Associates (ESA Airports) to provide professional consulting services to prepare an update of the Airport Land Use Compatibility Plan (ALUCP) for the environs of San Carlos Airport and related CEQA documents in an amount not to exceed \$187,554 and further authorize the Executive Director to negotiate said agreement prior to final execution.

FISCAL IMPACT

The cost of this project is estimated at \$187,554 in consulting services plus necessary C/CAG staff time. It is anticipated the expenditures for this project will be in fiscal years 2013/2014 and 2014/2015.

SOURCE OF FUNDS

Funding for this project will come from the State of California Department of Transportation Division of Aeronautics (which provides a \$135,000 grant) as well as C/CAG General Fund. C/CAG general fund comes from C/CAG member annual assessment. Additionally, staff is in the process of developing funding contribution from the County of San Mateo County (Department of Public Works) as the owner of the San Carlos Airport.

BACKGROUND/DISCUSSION

The C/CAG Board of Directors, in its designated role as the Airport Land Use Commission for the county, is responsible for preparing, adopting, and implementing an airport land use compatibility plan (ALUCP) for the environs of each of the three airports in the county: Half Moon Bay Airport, San Carlos Airport, and San Francisco International Airport, as required by State law. The Board adopted an updated ALUCP for the environs of San Francisco International Airport in November 2012. An updated version of the ALUCP for the environs of Half Moon Bay Airport is in progress. That Plan is anticipated to be adopted by the C/CAG Board by the summer of 2014.

The current version of the San Carlos Airport Land Use Plan (Chapter IV. of the *San Mateo County Comprehensive Airport Land Use Plan*) was adopted in 1996 and amended in 2004. The content of the updated ALUCP for the environs of San Carlos Airport will be guided by the relevant provisions in the current version (October 2011) of the *California Airport Land Use Planning Handbook*, published by

the Caltrans Division of Aeronautics and all relevant federal policies and regulations. It is proposed to prepare an update of the ALUCP for the environs of San Carlos Airport to better address future land development in the airport environs and reflect new state and federal guidance and regulations. The updated ALUCP will be a stand-alone document that will replace the current version of the Plan in its entirety.

On September 23, 2013, C/CAG staff released a Request for Proposal (RFP) solicitation on the C/CAG website, as well as directly to 11 consulting firms, to identify a recommended consultant to prepare an update of the Airport Land Use Compatibility Plan (ALUCP) for the environs of San Carlos Airport and related CEQA environmental documents. By the proposal submittal deadline of October 18, 2013, C/CAG staff received proposals from the following consulting firms:

Mead & Hunt	Ricondo & Associates, Inc.
Environmental Science Associates (ESA Airports)	Coffman Associates

C/CAG staff convened a review panel to review and evaluate the four proposals to determine which consultants should be invited to an interview. The panel members included a C/CAG staff member, a planner from the San Mateo County Planning and Building Department, a planner from the City of Redwood City, a planner from the City of San Carlos, and the County Airports Division Manager. The panel members were chosen based on their status as key stakeholders in the Plan update process. Based on the panel's review of the submitted proposals, all four responders to the RFP were invited to an interview. The interviews were held on Friday, November 8, 2013 at San Carlos City Hall.

The interview panel included two C/CAG staff members, a planner from the City of Redwood City, and a planner from the City of San Carlos. The interview panel recommended Environmental Science Associates (ESA Airports) to execute an agreement with C/CAG, for the following reasons: (1), Environmental Science Associates is a longstanding environmental consulting firm which has extensive knowledge of the San Carlos Airport environs; (2) they described their understanding of the complex interrelationships between the San Carlos Airport airspace and the San Francisco International Airport airspace and how the airspace parameters affect the altitude and routes of aircraft operating to and from both airports, (3) they proposed a comprehensive outreach program for the project, and (4) was the lead author for the current version of the *California Airport Land Use Planning Handbook* (October 2011).

Upon approval by the C/CAG Board of the recommended consultant and Resolution No. 13-41, the C/CAG Executive Director will conduct final negotiations with Environmental Science Associates (ESA Airports) on the final contract terms, including a Scope of Work, subject to approval by C/CAG legal counsel. Upon execution of a final agreement by all parties, the C/CAG Executive Director will issue a Notice to Proceed (NTP). The tentative project schedule consists of 14 months.

ATTACHMENT

- Resolution No. 13-41

RESOLUTION No. 13-41

**A RESOLUTION OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS
OF SAN MATEO COUNTY (C/CAG) BOARD OF DIRECTORS AUTHORIZING THE
C/CAG CHAIR TO EXECUTE AN AGREEMENT WITH ENVIRONMENTAL SCIENCE
ASSOCIATES (ESA AIRPORTS) IN AN AMOUNT NOT TO EXCEED \$187,554 TO
PREPARE AN UPDATE OF THE AIRPORT LAND USE COMPATIBILITY PLAN (ALUCP)
FOR THE ENVIRONS OF SAN CARLOS AIRPORT AND RELATED CEQA
ENVIRONMENTAL DOCUMENTS**

WHEREAS, in its designated role as the Airport Land Use Commission for San Mateo County, the C/CAG Board of Directors is responsible for preparing, adopting, and implementing an airport land use compatibility plan (ALUCP) for the environs of each of the three airports in the county: Half Moon Bay Airport, San Carlos Airport, and San Francisco International Airport, as required by state law; and

WHEREAS, the C/CAG Board adopted an update of the ALUCP for the environs of San Francisco International Airport in November 2012 and an update of the ALUCP for the environs of Half Moon Bay Airport is currently in progress; and

WHEREAS, the current version of the San Carlos Airport Land Use Plan (Chapter IV. of the *San Mateo County Comprehensive Airport Land Use Plan*) was adopted in 1996 and amended in 2004; and

WHEREAS, the San Carlos Airport ALUCP needs to be updated to better address future land development in the airport environs and reflect new state and federal guidance and regulations; and

WHEREAS, a consultant selection process was conducted, via a Request for Proposal (RFP) solicitation of consulting firms and panel interviews to make a recommendation on the selection of a consultant to prepare the San Carlos ALUCP update and related CEQA documents; and

WHEREAS, based on the outcome of the consultant selection process, Environmental Science Associates (ESA Airports) is the recommended consultant to perform the required Scope of Work;

NOW, THEREFORE, BE IT RESOLVED, that the C/CAG Board of Directors hereby authorizes the C/CAG Chair to execute an agreement with Environmental Science Associates (ESA Airports) to prepare an update of the airport land use compatibility plan (ALUCP) for the environs of San Carlos Airport and related CEQA environmental documents for an amount not to exceed \$187,554 and further authorizes the C/CAG Executive Director to negotiate final terms of said agreement with ESA Airports prior to execution by the C/CAG Chair, subject to approval by C/CAG Legal Counsel as to form.

PASSED, APPROVED, AND ADOPTED THIS 12TH DAY OF DECEMBER 2013.

Mary Ann Nihart, C/CAG Vice-Chair

C/CAG AGENDA REPORT

Date: December 12, 2013

To: City/County Association of Governments Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 13-44 authorizing the C/CAG Chair to execute an agreement with the San Mateo-Foster City School District for design of a Green Streets and Parking Lot/Safe Routes to School Demonstration Project in an amount not to exceed \$70,000

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

RECOMMENDATION

That the C/CAG Board review and approve Resolution 13-44 authorizing the C/CAG Chair to execute an agreement with the San Mateo-Foster City School District for design of a Green Streets and Parking Lot/Safe Routes to School Demonstration Project in an amount not to exceed \$70,000.

FISCAL IMPACT

Up to \$70,000

SOURCE OF FUNDS

50% from AB 1546 (\$4 Vehicle Registration Fee) and 50% from Measure M (\$10 Vehicle Registration Fee)

BACKGROUND/DISCUSSION

Sustainable, Green Streets and Parking Lot Program

C/CAG's Countywide Water Pollution Prevention Program (Countywide Program) works with member agencies to address water quality issues associated with urban runoff. In 2007, using AB 1546 (\$4 vehicle registration fee) revenue, the Countywide Program developed the Sustainable, Green Streets and Parking Lot Program (Green Streets Program) to help address the negative impact on creeks, streams, bays, and the ocean caused by motor vehicles and the infrastructure supporting motor vehicle travel. Under this program, the Countywide Program provided funding for the design and construction of stormwater treatment demonstration projects on local streets, and parking lots. These projects utilize attractive landscapes to slow down and capture stormwater runoff, allowing water to gradually infiltrate into specially designed soils that

ITEM 5.8

filter out pollutants, Through the Green Streets Program, C/CAG provided funding for six demonstration projects, although only four projects were ultimately able to be built.

San Mateo County Safe Routes to School Program

The overall goal of the San Mateo County Safe Routes to School (SR2S) Program is to enable and encourage children to walk or bicycle to schools by implementing projects and activities to improve health and safety, and also reduce traffic congestion due to school-related travels. The San Mateo County SR2S Program, initiated in June 2011, is funded by a combination of federal Surface Transportation Program (STP) and Congestion Mitigation and Air Quality (CMAQ) funding received from the Metropolitan Transportation Commission's (MTC's) Regional Safe Routes to School (RSR2S) Program and local Measure M (\$10 Vehicle Registration Fee). C/CAG contracts with the San Mateo County Office of Education (COE) to serve as the lead agency managing the day-to-day operations and project implementation activities. In addition to providing student safety education, outreach, encouragement, and evaluation activities, the SR2S Program includes performing walk and bike audits to document factors that impacts safe walking and bicycling as well as traffic congestion attributed to school-related travels.

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

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

School site selection considerations

Beginning with the schools that have completed the walk and bike audits, C/CAG and COE staff, together with a consultant team used the following evaluative approach for selecting a demonstration project location and ultimately selected Laurel Elementary School in the City of San Mateo, for the proposed demonstration project:

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

maintenance. With the introduction of stormwater elements in the parking lot and adjacent school facilities, the school district would need resources to maintain the stormwater facilities in the long-term.

- Performed preliminary assessment of school site, parking lot, and adjacent streets and stormwater treatment measure potentials.
- Performed on-site field assessment at a short list of sites to determine opportunities to manage stormwater and to showcase multiple techniques to manage stormwater from the street and parking lot that could be replicated at other schools.

Project Coordination and Phasing

The foundation of this pilot project is the coordination of multiple organizations to develop an exceptional and cost efficient example for future projects. In this regard, a Project Technical Advisory Committee (TAC) will be established to engage stakeholders from each organization during the planning and design of the pilot project. The members of the TAC will be finalized prior to the first TAC meeting, which will include C/CAG, County Office of Education (COE), San Mateo-Foster City School District (SMFCSD), City of San Mateo and the consultant team.

The SMFCSD will be the lead agency for the design and construction of the demonstration project since most of the improvements will be on property owned by the District. The design work is expected to begin upon SMFCSD execution of the design consultant contract and is anticipated to be completed by the end of May 2014. The construction phase is expected to begin in June 2014 and majority of the work will be completed by the end of August 2014, prior to the beginning of the school year 2014-15.

C/CAG will enter into another agreement with SMFCSD to provide funding for construction of the project. The construction phase will be funded by a combination of AB 1546 and Measure M. The cost of construction will be developed as part of the design phase. The proposed agreement will be brought to the C/CAG Board for approval separately.

ATTACHMENTS

- Resolution 13-44
- Funding Agreement between C/CAG and San Mateo-Foster City School District

RESOLUTION 13-44

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE AN AGREEMENT WITH SAN MATEO-FOSTER CITY SCHOOL DISTRICT FOR DESIGN OF A GREEN STREETS AND PARKING LOT/SAFE ROUTES TO SCHOOL DEMONSTRATION PROJECT IN AN AMOUNT NOT TO EXCEED \$70,000

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

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

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

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

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

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

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

WHEREAS, C/CAG intends to provide funding for Green Streets and Parking Lot/Safe Routes to School Demonstration Project that integrates green infrastructure for stormwater treatment and safe routes to school improvements to show a cost-effective, multi-benefit project approach; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County that the Chair is authorized to execute an agreement with San Mateo-Foster City School District for the design of a Green Streets and Parking Lot/Safe Routes to School in the amount not to exceed \$70,000. Be it further resolve that the C/CAG Executive Director is authorized to negotiate the final terms of said agreement prior to its

execution by the C/CAG Chair, subject to approval as to form by C/CAG Legal Counsel.

PASSED, APPROVED, AND ADOPTED THIS 12TH DAY OF DECEMBER 2013.

Mary Ann Nihart, Vice-Chair

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

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-FOSTER CITY SCHOOL DISTRICT, a public agency, hereinafter called "SMFCSD".

WITNESSETH

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

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

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

WHEREAS, C/CAG and SMFCSD agree that SMFCSD will act as the agency for the design and subsequent construction phases of the Project; and

WHEREAS, C/CAG will provide SMFCSD up to \$70,000 for the design phase of the Project; and

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

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

SCOPE OF SERVICES

SMFCSD shall serve as the lead agency for the Project, coordinating and contracting with consultants to provide professional services required by the Project in the design phase. The Project is further described in Exhibit A attached hereto.

TIME OF PERFORMANCE

The services funded by this agreement shall commence on or after full execution of this agreement and shall be terminated by Project close out. Either party may terminate the Agreement without cause by providing thirty (30) days advance written notice to the other party.

FUNDING AND METHOD OF PAYMENT

- a) C/CAG agrees to reimburse SMFCSD up to \$70,000 towards the design phase of the Project.
- b) SMFCSD shall submit billings, on a quarterly basis, accompanied by the activity reports and paid invoices issued by contractor or progress payments as proof that services were rendered and paid for by the SMFCSD. 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 \$70,000, unless revised in writing and approved by C/CAG and SMFCSD.

AMENDMENTS

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

NOTICES

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

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

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

1170 Chess Drive
Foster City, CA 94404

INDEPENDENT CONTRACTOR

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

HOLD HARMLESS

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

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

SAN MATEO-FOSTER CITY
SCHOOL DISTRICT

CITY/COUNTY ASSOCIATION OF
GOVERNMENTS

Name/Title

Mary Ann Nihart, C/CAG Vice-Chair

Attest:

Name/Title

Approved as to form:

SMFCSD Attorney

Counsel for C/CAG

EXHIBIT A

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

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

C/CAG AGENDA REPORT

Date: December 12, 2013
TO: C/CAG Board of Directors
From: Sandy Wong, Executive Director
Subject: Review and accept the AB 1546 Fund Financial Statements (Audit) for the Year Ended June 30, 2013

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

Recommendation:

Review and accept the AB 1546 Fund Financial Statements (Audit) for the Year Ended June 30, 2013 in accordance with the staff recommendation.

Fiscal Impact:

None.

Revenue Source:

Dedicated Motor Vehicle Fee.

Background/ Discussion:

A separate independent audit was performed on the AB 1546 Fund for the year ended June 30, 2013. No issues were identified that required correction.

Attachments:

1. AB 1546 Statement of Net Position and Governmental Fund Balance Sheet.
2. AB 1546 Fund Statement of Activities and Governmental Fund Revenues, Expenditures, and Changes in Fund Balance.
3. Full copy – AB 1546 Fund Financial Statements (Audit) for the Year Ended June 30, 2013 – *(Provided to board members and alternate members separately, also available: www.ccag.ca.gov/ccag.html)*

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

**AB 1546 FUND
STATEMENT OF NET POSITION AND GOVERNMENTAL FUND BALANCE SHEET
JUNE 30, 2013**

	<u>AB 1546 Fund</u>	<u>Adjustments</u>	<u>Statement of Net Position</u>
Assets:			
Cash and investments	\$ 5,551,885	\$ -	\$ 5,551,885
Accounts receivable	33,634	-	33,634
Total Assets	<u>\$ 5,585,519</u>	<u>-</u>	<u>5,585,519</u>
Liabilities and Fund Balance:			
Liabilities:			
Accounts payable	831,681	-	831,681
Total Liabilities	<u>831,681</u>	<u>-</u>	<u>831,681</u>
Fund Balance:			
Restricted for AB 1546	4,753,838	(4,753,838)	-
Total Fund Balance	<u>4,753,838</u>	<u>(4,753,838)</u>	<u>-</u>
Total Liabilities and Fund Balance	<u>\$ 5,585,519</u>		
Net Position:			
Restricted for AB 1546		4,753,838	4,753,838
Total Net Position		<u>\$ -</u>	<u>\$ 4,753,838</u>

See Independent Auditors' Report and Notes to Financial Statements

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

**AB 1546 FUND
STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUND
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
YEAR ENDED JUNE 30, 2013**

	<u>AB 1546 Fund</u>	<u>Adjustments</u>	<u>Statement of Activities</u>
Revenues:			
From other agencies	\$ 1,489,529	\$ -	\$ 1,489,529
Investment income	14,994	-	14,994
Total Revenues	<u>1,504,523</u>	<u>-</u>	<u>1,504,523</u>
Expenditures:			
Professional services	32,840	-	32,840
Administrative services	25,486	-	25,486
Distributions	2,353,209	-	2,353,209
Total Expenditures	<u>2,411,535</u>	<u>-</u>	<u>2,411,535</u>
Excess (Deficiency) of Revenues Over (under) Expenditures	(907,012)	-	(907,012)
Other Financing Sources (Uses):			
Transfers out	(705,883)	-	(705,883)
Total Other Financing Sources (Uses)	<u>(705,883)</u>	<u>-</u>	<u>(705,883)</u>
Net Change in Fund Balance/Net Position	(1,612,895)	-	(1,612,895)
Fund Balance/Net Position at Beginning of Year	6,366,733	-	6,366,733
Fund Balance/Net Position at End of Year	<u>\$ 4,753,838</u>	<u>\$ -</u>	<u>\$ 4,753,838</u>

See Independent Auditors' Report and Notes to Financial Statements

AB 1546 Financial Statements (Audit) for the
Year Ended June 30, 2013 - Provided separately

C/CAG AGENDA REPORT

Date: December 12, 2013
TO: C/CAG Board of Directors
From: Sandy Wong, Executive Director
Subject: Review and accept the Measure M Fund Financial Statements (Audit) for the Year Ended June 30, 2013

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

Recommendation:

Review and accept the Measure M Fund Financial Statements (Audit) for the Year Ended June 30, 2013 in accordance with the staff recommendation.

Fiscal Impact:

None.

Revenue Source:

Dedicated Motor Vehicle Fee.

Background/ Discussion:

A separate independent audit was performed on the Measure M Fund for the year ended June 30, 2013. No issues were identified that required correction.

Attachments:

1. Measure M Statement of Net Position and Governmental Fund Balance Sheet.
2. Measure M Fund Statement of Activities and Governmental Fund Revenues, Expenditures, and Changes in Fund Balance.
3. Full copy - Measure M Fund Financial Statements (Audit) for the Year Ended June 30, 2013 – *(Provided to board members and alternate members separately, also available: www.ccag.ca.gov/ccag.html)*

CITY/COUNTY ASSOCIATION OF GOVERNMENTS
OF SAN MATEO COUNTY

MEASURE M FUND
STATEMENT OF NET POSITION AND GOVERNMENTAL FUND BALANCE SHEET
JUNE 30, 2013

	Measure M Fund	Adjustments	Statement of Net Position
Assets:			
Cash and Investments	\$ 5,649,372	\$ -	\$ 5,649,372
Accounts Receivable	2,096,551	-	2,096,551
Total Assets	\$ 7,745,923	-	7,745,923
Liabilities, Deferred Inflows of Resources and Fund Balance:			
Liabilities:			
Accrued Expenses	\$ 47,944	-	47,944
Accounts Payable	2,310,176	-	2,310,176
Total Liabilities	2,358,120	-	2,358,120
Deferred Inflows of Resources			
Unavailable Revenues	35,182	(35,182)	-
Total Deferred Inflows of Resources	35,182	(35,182)	-
Fund Balance:			
Restricted for Measure M	5,352,621	(5,352,621)	-
Total Fund Balance	5,352,621	(5,352,621)	-
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 7,745,923		
Net Position:			
Restricted for Measure M		5,352,621	5,387,803
Total Net Position		\$ -	\$ 5,387,803

See Independent Auditors' Report and Notes to Financial Statements

CITY/COUNTY ASSOCIATION OF GOVERNMENTS
OF SAN MATEO COUNTY

MEASURE M FUND
STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUND
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
YEAR ENDED JUNE 30, 2013

	Measure M Fund	Adjustments	Statement of Activities
Revenues:			
From other agencies	\$ 6,846,838	\$ 35,182	\$ 6,882,020
Cost reimbursement	1,153,229	-	1,153,229
Investment income	15,403	-	15,403
Total Revenues	8,015,470	35,182	8,050,652
Expenditures:			
Professional services	2,405,473	-	2,405,473
Administrative services	14,252	-	14,252
Distributions	4,530,611	-	4,530,611
Total Expenditures	6,950,336	-	6,950,336
Excess (Deficiency) of Revenues Over (under) Expenditures	1,065,134	35,182	1,100,316
Other Financing Sources (Uses):			
Transfers out	(12,190)	-	(12,190)
Total Other Financing Sources (Uses)	(12,190)	-	(12,190)
Net Change in Fund Balance/Net Position	1,052,944	35,182	1,088,126
Fund Balance/Net Position at Beginning of Year	4,299,677	-	4,299,677
Fund Balance/Net Position at End of Year	\$ 5,352,621	\$ 35,182	\$ 5,387,803

See Independent Auditors' Report and Notes to Financial Statements

Measure Fund Financial Statements (Audit) for the
Year Ended June 30, 2013 - Provided separately

C/CAG AGENDA REPORT

Date: December 12, 2013
TO: C/CAG Board of Directors
From: Sandy Wong - C/CAG Executive Director
Subject: Review and accept the C/CAG Single Audit Report for the Year Ended June 30, 2013

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

Recommendation:

Review and accept the C/CAG Single Audit Report for the Year Ended June 30, 2013.

Fiscal Impact:

None.

Revenue Source:

Federal Transportation Funds.

Background/ Discussion:

An independent Single Audit Report was performed on C/CAG for the year ended June 30, 2013. The Single Audit is specifically for Federal funds C/CAG received for programs. During that fiscal year, C/CAG received a total of \$1,763,872 in Federal funds.

The auditor made a finding under the "Grant Receivables" that a federal expenditure in an amount of \$70,181 was not requested for reimbursement from the granting agencies. Part of it was caused by the sub-recipient's delay in providing invoices. A correction was made to record that amount as a receivable and unavailable revenue. C/CAG management and C/CAG financial agent staff have agreed that going forward, staff will record expenditures that have not been reimbursed at year-end as receivable and unavailable revenue. It should be noted that C/CAG was not at risk in losing reimbursements as a result of the delay. Although the expenditures were not recorded in the general ledger, the individual C/CAG project managers closely monitored and tracked expenditures for the respective projects.

Additionally, the "Schedule of Expenditures of Federal Awards" reported federal expenditures for the total project costs rather than isolating the federal expenditures for reporting purposes. The schedule was corrected as a result of the audit testwork. In the future, staff will report only the federal expenditures on the Schedule of Expenditures of Federal Awards as recommended by the auditor.

Attachments:

- Excerpts from Single Audit Report - for the Year Ended June 30, 2013
- Full copy - Single Audit Report for Year Ended June 30, 2013 – *(Provided to Board members and alternate members separately, also available: www.ccag.ca.gov/ccag.html)*

ITEM 5.11

CITY/ COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2013

SECTION II - FINANCIAL STATEMENT FINDINGS

Finding 2013-1

Grant Receivables

During our audit procedures of the federal grants, we noted federal expenditures in the amount of \$70,181 that was not requested for reimbursement from the granting agencies. Of that amount, approximately \$35,000 was requested in September before the audit fieldwork. The remaining \$30,000 was caused by the subrecipient's delay in providing invoices. A correcting entry was made to record this amount as a receivable and unavailable revenue. Additionally, the Schedule of Expenditures of Federal Awards reported federal expenditures for the total project costs rather than isolating the federal expenditures for reporting purposes. The schedule was corrected as a result of our testwork. We recommend that going forward, management determine the total amount of reimbursable expenditures for all federal grant programs to verify that the receivable is properly recorded. Additionally, the matching requirement of federal grants needs to be closely monitored to ensure that the amount of federal expenditures reported on the Schedule of Federal Awards is correct.

Management's Response: Going forward, we will record the expenditures that have not been reimbursed at year-end as receivable and unavailable revenue. It should be noted that CCAG was not at risk in losing reimbursements as a result of the delay. It should also be noted that although the expenditures are not recorded in the general ledger, the individual CCAG project managers closely monitored and tracked expenditures for their respective projects.

We will report only the federal expenditures on the Schedule of Expenditures of Federal Awards as recommended by the auditor.

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

No matters were reported.

**C/CAG Single Audit Report for the
Year Ended June 30, 2013 - Provided separately
Also available on-line at www.ccag.ca.gov**

C/CAG AGENDA REPORT

Date: December 12, 2013
TO: C/CAG Board of Directors
From: Sandy Wong – Executive Director
Subject: Review and accept the C/CAG Basic Financial Statements (Audit) for the Year Ended June 30, 2013

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

Recommendation:

Review and accept the C/CAG Basic Financial Statements (Audit) for the Year Ended June 30, 2013.

Fiscal Impact:

None.

Revenue Source:

Member assessments, parcel fee, motor vehicle fee (AVA/ TFCA/ AB1546/ Measure M), grants from State/ Federal Transportation programs, and other grants.

Background/ Discussion:

An independent audit was performed on C/CAG for the year ended June 30, 2013. No issues were identified that required correction.

Management's Discussion and Analysis is attached and included in the audit. The complete audit is provided in the packet separately.

Attachments:

1. Management's Discussion and Analysis for the Basic Financial Statements (Audit) for the Year Ended June 30, 2013
2. Full copy - C/CAG Basic Financial Statements (Audit) for the Year Ended June 30, 2013
– (Provided to Board members and alternate members separately, also available at: <http://www.ccag.ca.gov/ccag.html>)

ITEM 5.12

MANAGEMENT'S DISCUSSION AND ANALYSIS

The information presented in the "Management's Discussion and Analysis" is intended to be a narrative overview of the City/County Association of Governments of San Mateo County (C/CAG) financial activities for the fiscal year ended June 30, 2013. We encourage readers to consider this information in conjunction with the accompanying financial statements, notes, supplementary and statistical information located herein.

FINANCIAL STATEMENT OVERVIEW

This discussion and analysis is intended to serve as an introduction to the C/CAG Annual Financial Report. The C/CAG basic financial statements are comprised of three components: 1) Government-wide Financial Statements, 2) Fund Financial Statements, and 3) Notes to the Financial Statements.

Government-wide Financial Statements: The *Government-wide Financial Statements* are designed to provide readers with a broad overview of the C/CAG finances. These statements include *all* assets and liabilities, using the full *accrual basis of accounting*, which is similar to the accounting used by most private-sector companies. All revenues and expenses related to the current fiscal year are included regardless of when the funds are received or paid.

- The *Statement of Net Position* presents all of the C/CAG assets and liabilities, with the difference reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator to determine whether the financial position of the Agency is improving or deteriorating.
- The *Statement of Activities* presents information showing how the C/CAG net position changed during the fiscal year. All changes in net position (revenues and expenses) are reported when the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Accordingly, revenues and expenses are reported in this statement for items that will result in cash flows in future fiscal periods (e.g., uncollected tax revenues, and accrued but unpaid interest expenses).

The services of the Agency are considered to be governmental activities including General and special purpose Government. All Agency activities are financed with investment income, City/County fees, State/Federal/Regional grants, Motor Vehicle Fees, and County discretionary State/Federal Transportation funds. The Government-wide Financial Statements can be found on page 16-17 of this report.

Fund Financial Statements: A fund is a grouping of related accounts that are used to maintain control over resources that have been segregated for specific activities or objectives. The Agency used fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the C/CAG activities are reported in governmental funds. These funds are reported using modified accrual accounting, which measures cash and all other financial assets

MANAGEMENT'S DISCUSSION AND ANALYSIS

that can readily be converted to cash. The governmental Fund Financial Statements provide a detailed view of the C/CAG operations. Governmental fund information helps to determine the amount of financial resources used to finance the C/CAG programs.

Notes to the Financial Statements: The notes provide additional information that is essential for a full understanding of the data provided in the Government-wide and Fund Financial Statements.

FINANCIAL HIGHLIGHTS

- C/CAG total assets increased by \$4,721,210
- C/CAG total liabilities increased by \$3,937,465
- The combined C/CAG revenues were \$22,994,768
- The combined C/CAG expenditures were \$22,205,026
- C/CAG total net position increased by \$767,157
- The Transportation/Environmental Program (AB 1546) uses a \$4 motor vehicle fee to fund programs to address the congestion and environmental impacts (water quality) caused by motor vehicles. The \$4 motor vehicle fee is only for vehicles in San Mateo County and is dedicated and controlled by C/CAG. This program provided \$1,489,529 for the fiscal year and expired on 12/31/2012.
- The San Mateo Congestion Relief Program uses an assessment to the cities and County to address the impact of their economic development. The revenues are used to fund countywide transportation solutions such as shuttles, ramp metering, and Intelligent Transportation System solutions. This program provided \$1,850,000 for the fiscal year and will expire 6/30/2015 if not reauthorized by the C/CAG board. Accounted for under Congestion Management in the audit.
- Measure M adds \$10 to the annual fees associated with registering a vehicle in San Mateo County and will last for 25 years. This fee will generate \$6.7 million per year or \$170M over 25 years to the county and is dedicated and controlled by C/CAG. The \$10 motor Vehicle Licensing Fee (VLF) took effect for fees due July 1, 2011 and later and will terminate July 2036. Half of the funds will be allocated to the cities and the County for Water Pollution Prevention Programs and Congestion Management Programs. The remaining half will go to transit operations, safe routes to schools, Intelligent Transportation System projects, and County-wide Water Pollution Prevention Programs. In FY 2012-13 \$6,846,838 was received.

MANAGEMENT'S DISCUSSION AND ANALYSIS

PROGRAM HIGHLIGHTS

- Implementation of the Local Government Partnership (LGP) between C/CAG and PG&E began in late 2008. The objective of the LGP is to provide integrated approaches to energy efficiency and savings, and incentive funding to encourage cost-effective projects for municipal governments, nonprofits, schools, farms, and small/medium businesses. The 2010-2012 cycle was completed in December 2012. The new cycle for 2013-2014 began in January 2013, and it will provide \$840K to C/CAG over the two-year period for program administration, implementation and climate action support to all member agencies. The Regionally Integrated Climate Action Planning Suite (RICAPS) and technical support via a consultant is underway to assist in local and Countywide Climate Action Planning.
- The construction of Smart Corridor Project Segments 2 & 3 is underway. This project will provide signal coordinated corridors on El Camino Real between I- 380 and the Santa Clara County line and on major arterials between El Camino Real and US 101. A communications and monitoring system is included that will allow monitoring and operation from the Caltrans Traffic Management Center. State transportation funding of \$20M has been committed to the project. In FY 12-13 \$7.9 million was spent on the construction. Accounted for under Congestion Management in the audit.
- Annual implementation of the Congestion Management Program (Congestion Management and Congestion Relief), NPDES Water Pollution Prevention Program (WPPP), Abandoned Vehicle Abatement Program (AVA), Transportation Fund for Clean Air County (TFCA) Program, Transportation/ Environmental Program (AB 1546), TDA Article 3 Program, Airport Land Use Commission, and State Legislative Program.
- The C/CAG Motor Vehicle Fee Program (Measure M and Transportation/ Environmental Programs) provided \$4.2 million to the cities and County for congestion management and water pollution projects. Motor vehicle fees were also used for countywide programs such as Safe Routes to Schools, green streets, Intelligent Transportation Solutions projects, and water pollution prevention projects. The Transportation/ Environmental funds expire on 12/31/12. The funds were used only for projects that need one time funding so as not to create a future obligation potentially without funding. Fund of \$700,000 was transferred to support the Smart Corridor program.
- The cost of the NPDES Municipal Regional Permit (MRP) for the Water Pollution Prevention Program (WPPP) is projected to significantly increase when the next permit is issued. Evaluation of a potential Countywide assessment is underway.

MANAGEMENT'S DISCUSSION AND ANALYSIS

GOVERNMENT-WIDE FINANCIAL ANALYSIS

The government-wide analysis focuses on the net position (Table 1) and changes in net position (Table 2) for the C/CAG governmental activities.

**Statement of Net Position
Year Ended June 30, 2013
Table 1**

	Governmental Activities			
	2012	2013	\$ Change	% Change
Assets				
Cash and investments (note 2)	17,032,289	19,418,887	2,386,598	14.0%
Accounts receivable	3,227,981	5,568,592	2,340,611	72.5%
Total Assets	20,260,270	24,987,479	4,727,209	23.3%
Liabilities				
Accounts payable	2,131,776	5,000,137	2,868,361	134.6%
Accrued liabilities	1,848,545	2,917,651	1,069,106	57.8%
Net OPEB liability	-	22,585	22,585	n/a
Total Liabilities	3,980,321	7,940,373	3,960,052	99.5%
Net Position				
Restricted for:				
Congestion management	3,494,878	4,647,872	1,152,994	33.0%
NPDES	1,362,534	1,524,761	162,227	11.9%
AB 1546	6,366,733	4,753,838	(1,612,895)	-25.3%
Air quality (BAAQMD)	66,728	80,450	13,722	20.6%
Abandoned vehicle abatement	619,534	541,174	(78,360)	-12.6%
Energy Watch	54,915	125,356	70,441	128.3%
Measure M	4,299,677	5,387,803	1,088,126	25.3%
Unrestricted	14,950	(14,148)	(29,098)	-194.6%
Total Net Position	16,279,949	17,047,106	767,157	4.7%

Statement of Net Position (Table 1) Change Analysis:

MANAGEMENT'S DISCUSSION AND ANALYSIS

As of June 30, 2013, the City/County Association of Governments of San Mateo County had total assets of \$24.9 million and total liabilities of \$7.9 million resulting in net position totaling \$17.1 million. The increase is due to the delay between receiving the funds and the corresponding program expenditure. Since most programs pay out on a cost reimbursement basis this delay is determined by the project sponsors delivery of the funded projects.

Assets

- Cash and investments totaling \$19.4 million. This amount includes \$15.7 million held with Local Agency Investment Fund, \$2.6 million in San Mateo County Investment Pool, and \$1.1 million of cash in bank. The majority of these amounts were held in short term investments as outlined in Note 2 to the financial statements.
- Accounts receivable totaling \$5.6 million are general receivable. This amount includes \$3.2 million in Congestion Fund, \$2.1 million in Measure M and the remaining \$0.3 million in other programs.

Liabilities

- Liabilities totaling \$7.9 million are general accounts payable. This amount includes payable of \$3.5 million in Congestion Fund, \$0.4 million in NPDES, \$0.2 million in Bay Air Quality Management and \$0.3 million in Abandoned Vehicle Abatement, \$2.4 million in Measure M and the remaining \$1.1 million in other programs.
- Prior to July 1 2012, C/CAG's other post-employment benefit (OPEB) liability was included with the OPEB liability reported by the City of Redwood City, the two agencies are now segregating this liability going forward. The net OPEB obligation for the fiscal year ended June 30, 2013 is \$22,585.

Net Position

- C/CAG's net position totaled \$17.1 million, represents an increase of \$0.8 million or 4.7% from the total assets of \$16.3 million reported in the prior year. The implementation of Smart Corridor program is the key factor contributing the increase from the prior year

**Statement of Activities with
Changes in Net Position
Year Ended June 30, 2013
Table 2**

	Governmental Activities		\$ Change	% Change
	2012	2013		
Revenues				
Program Revenues:				
Charges for services	3,882,615	6,764,652	2,882,037	74.2%
Operating grants and contributions	3,409,810	5,045,208	1,635,398	48.0%
General Revenues:				
Abandoned vehicle program	679,764	611,173	(68,591)	-10.1%
AB 434 DMV fees	1,014,961	1,031,565	16,604	1.6%
AB 1546 fees	2,732,080	1,489,529	(1,242,551)	-45.5%
Measure M	7,040,380	8,000,067	959,687	13.6%
Investment Income	89,963	52,574	(37,389)	-41.6%
Total Revenues	18,849,573	22,994,768	4,145,195	22.0%
Expenses				
General government	638,546	545,104	(93,442)	-14.6%
Congestion management	5,111,133	8,776,803	3,665,670	71.7%
Air quality (BAAQMD)	976,480	1,014,626	38,146	3.9%
NPDES stormwater	1,650,956	1,270,661	(380,295)	-23.0%
Abandoned vehicle abatement	682,119	691,638	9,519	1.4%
AB 1546	1,790,681	2,411,535	620,854	34.7%
Energy Watch	396,343	566,908	170,565	43.0%
Measure M	3,238,016	6,950,336	3,712,320	114.6%
Total Expenses	14,484,274	22,227,611	7,743,337	53.5%
Inc (Dec) in Net Position	4,365,299	767,157	(3,598,142)	-82.4%
Beginning Net Position	11,177,537	16,279,949	5,102,412	45.6%
Restatement of Net Position	737,113	-		
Ending Net Position	16,279,949	17,047,106	767,157	4.7%

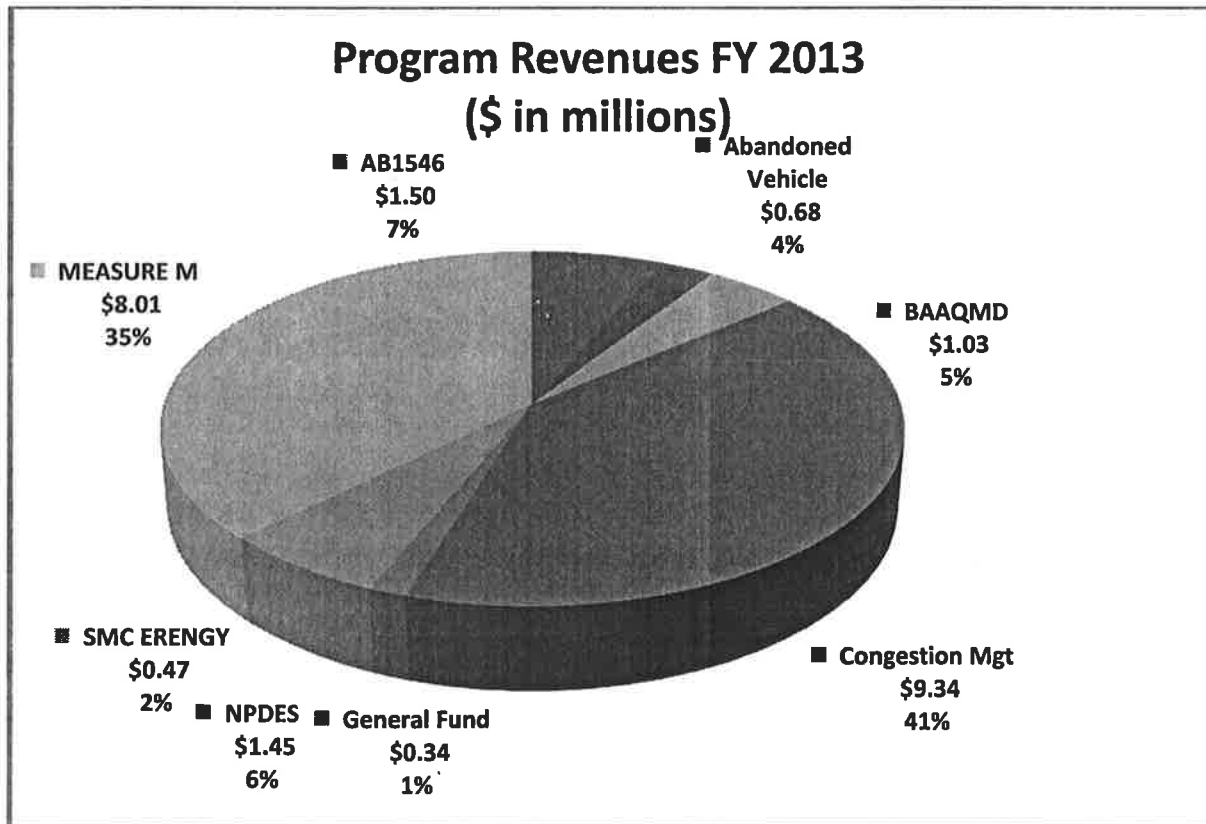
Statement of Activities with Changes in Net Position (Table 2) Change Analysis:

Revenues

- Program Revenues:
 - Charges for Service increased by \$2.9 million or 74.2% mainly due to increase in Smart Corridor program reimbursement . The member contributions remained the same as the prior year.

MANAGEMENT'S DISCUSSION AND ANALYSIS

- Operating grants & contributions increased by \$1.6 million or 48.0% due to increase Smart Corridor construction activities.
- **General Revenues:**
 - AB 1546 Fees decreased by \$1.2 million or 45.5% compared to the prior year. The decrease is due to program funding expired on 12/31/12.
 - Measure M program was added as a special revenue fund in fiscal year 2010-11. The voters approved the \$10 motor vehicle licensing fee to the annual registration in San Mateo County. This fiscal year Measure M had revenue of \$8.0 million, an increase of \$1.0 million or 13.6% from the total revenues of \$7.0 million reported in the prior year.
 - A \$37K or 41.6% decrease in investment income was due to San Mateo County Pool Fair Market value adjustment at the fiscal year end.
 - Total revenues increased by \$4.1 million or 22.0% compared to the prior fiscal year 2012. The increase is a result of Smart Corridor construction activities as well as the accumulation of \$10 vehicle license fee Intelligent Transportation System component which is reserved for Smart Corridor future maintenance.

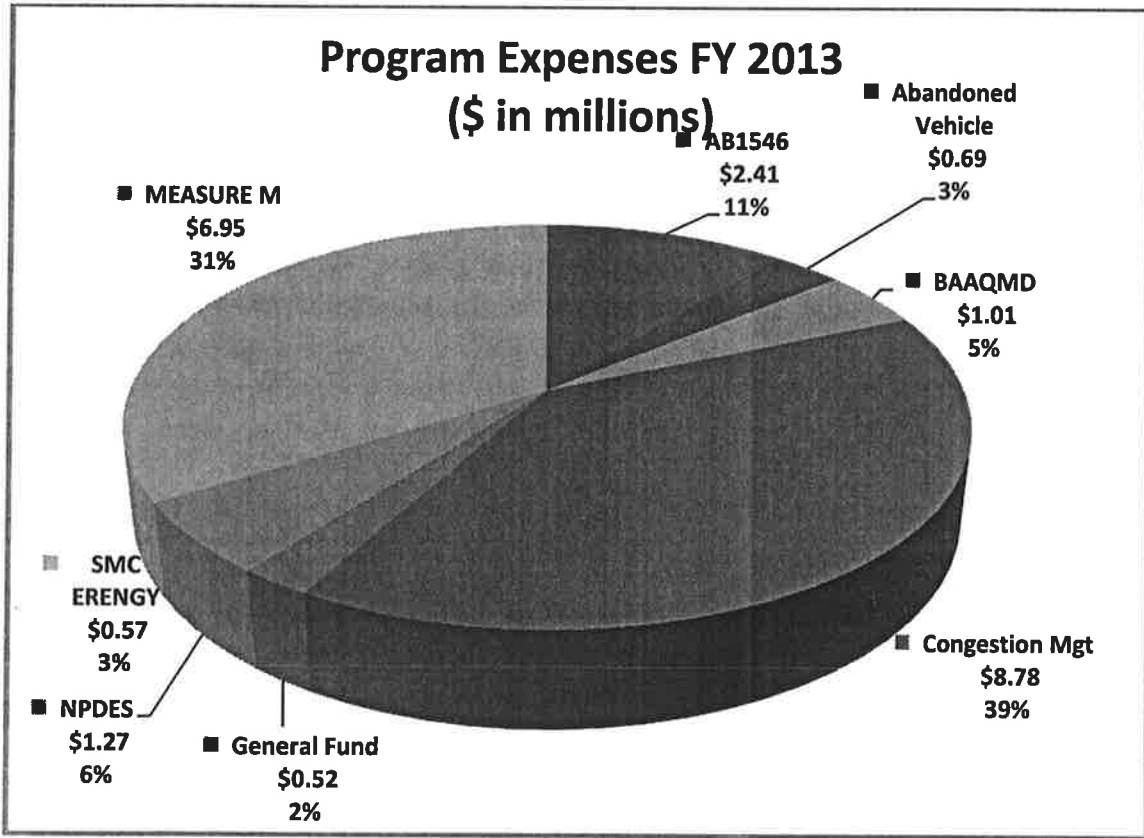


MANAGEMENT'S DISCUSSION AND ANALYSIS

Expenses

- General expenses decreased by \$93K or 14.6% mainly due to decrease in professional services in Airport Land Use program.
- Congestion Management increased by \$3.6 million or 71.7% due primarily to construction cost in the Smart Corridor Project.
- SMC Energy Watch increased by \$170K or 43.0% compared to the prior year due to increase Climate Action Plan professional services in Energy Watch Program.
- Change in Abandoned Vehicle Abatement is within the normal variances from year to year.
- NPDES storm water decreased by \$380K or 23.0% mainly due to decrease of consultant services for implementation of the Municipal Regional Permit.
- Air Quality program increased by \$38K or 3.9% due to increase of fund distribution to Samtrans shuttle service compared to the prior year.
- AB 1546 increased by \$0.6 million or 34.7% compared to the prior year expenditures of \$1.8 million due to increase of fund distribution to members.
- At the end of fiscal year, Measure M had expenditures of \$6.95 million, represents an increase of \$3.7 million or 114.6% compared to the prior year expenditures of \$3.2 million. The increase was driven by Safe Route to School and NPDES regional program professional service increased by \$1.9 million plus \$1.8 million more in fund distribution to cities.

Program expenditures totaled \$22.2 million, an increase of \$7.7 million from fiscal year end 2011-2012 expenditures of \$14.5 million. This was primarily due to Measure M program fund distribution to members and Smart Corridor construction cost increased.



C/CAG FUND FINANCIAL STATEMENTS

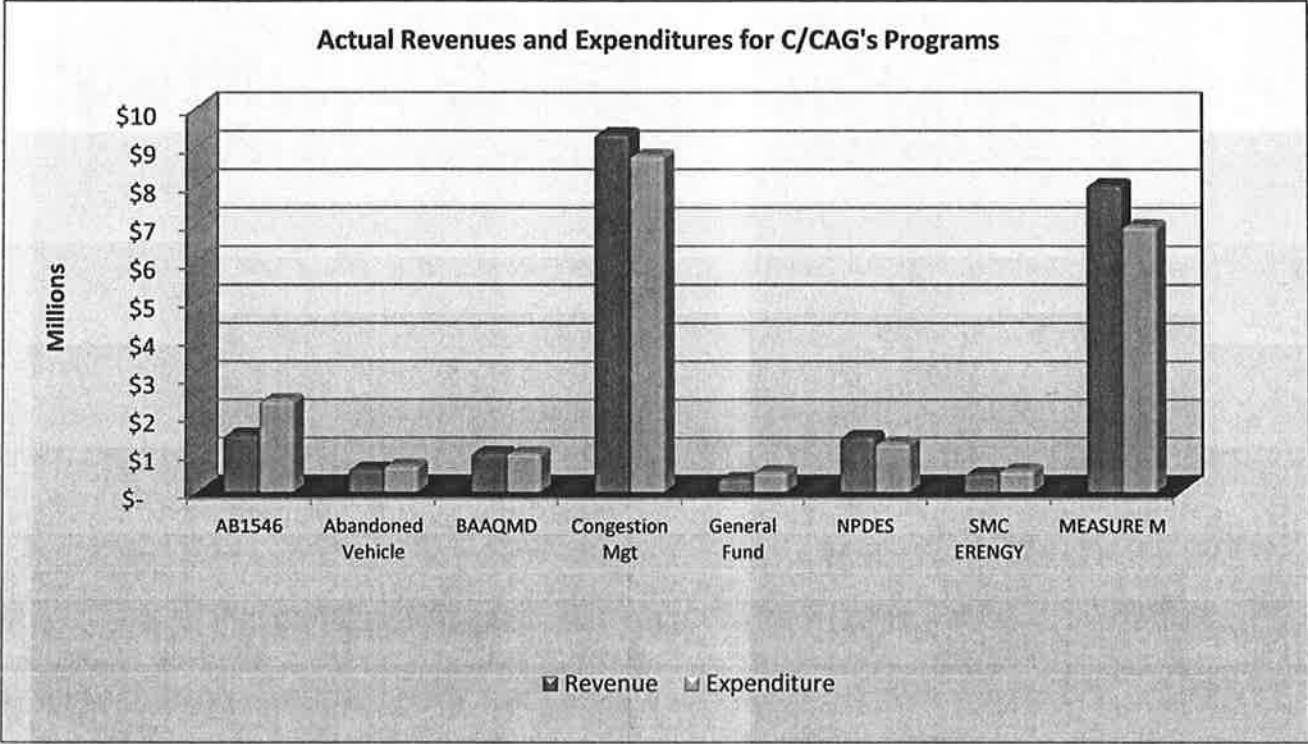
At year-end the C/CAG governmental funds reported combined fund balance of \$16.8 million.

C/CAG Combined Highlights

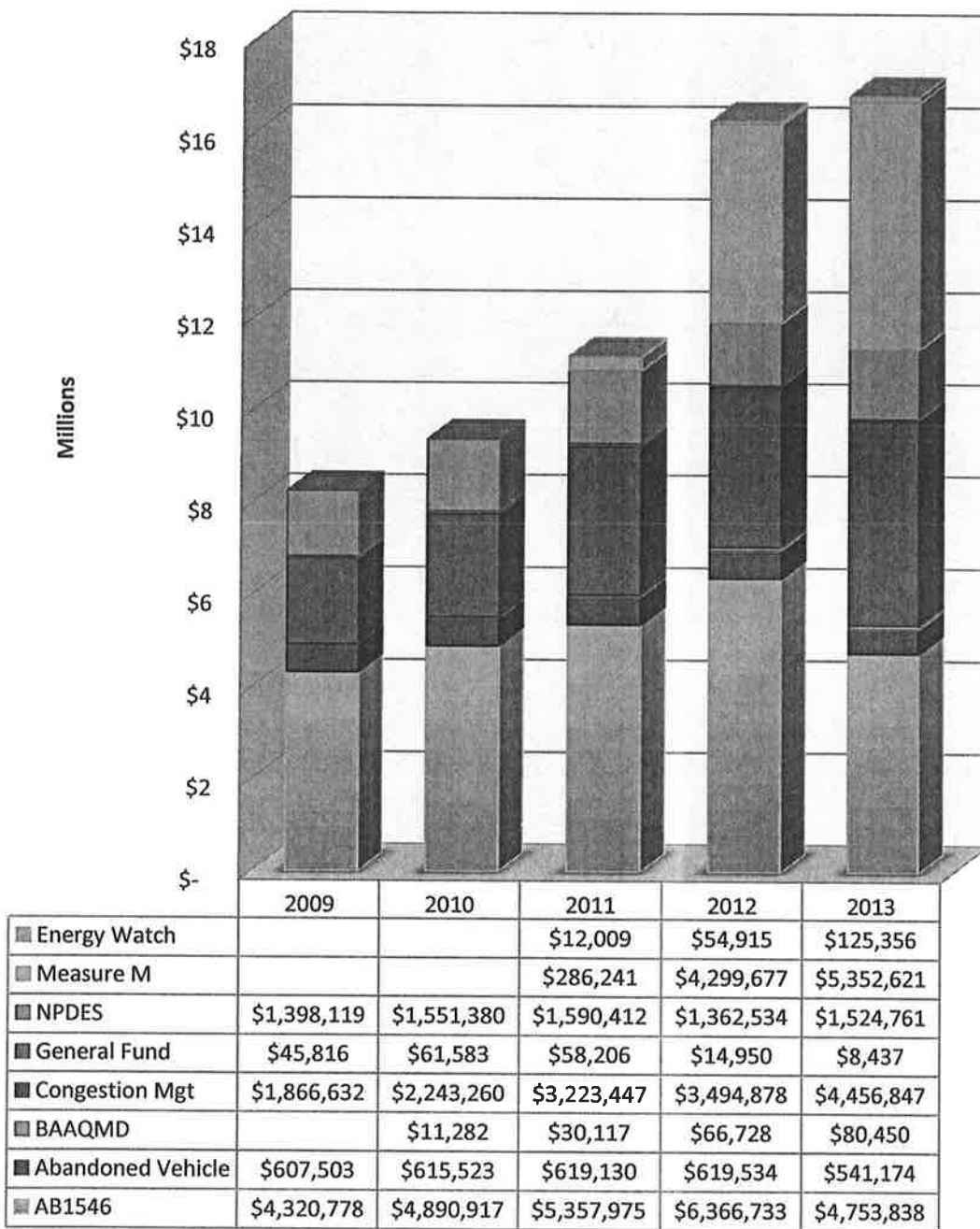
- The combined C/CAG revenues were \$22.7 million (actual) versus \$25.8 (budget) or \$3.1 million under the budget. This was primarily related to the State funds for the Smart Corridor Project.
- The combined C/CAG expenditures were \$22.2 million (actual) versus \$27.3 million (budget) or \$5.1 million under the budget. The spending lower than the budget was due to delays in implementation of the Congestion Management , NPDES stormwater, and the Smart Corridor Project implementation.
- The combined C/CAG Fund ending balance was \$16.8 million (actual). This is \$0.5 million higher than the prior year, primarily due to the increase in revenue from Measure M program and delay in various project implementations.

Financial Analysis of the C/CAG's Programs

MANAGEMENT'S DISCUSSION AND ANALYSIS



Total Fund Balance



MANAGEMENT'S DISCUSSION AND ANALYSIS

General Fund

- Total revenues of \$342,698 were received during the year, a decrease of \$15,914 or 4.4% compared to the prior year. This was mainly due to decrease in grant received from Airport Land Use Program.
- Expenditures decreased by \$116,028 or 18.2% compared to the prior year. The decrease was mainly due to the CCAG office relocation expenditures made in prior year.
- Fund Balance decreased by \$6,513 or 44.0% from \$14,950 (beginning) to \$8,437 (ending) due to the payment of professional fee for pension plan actuarial study.
- Investment interest is received into the General Fund and then proportionately allocated to each fund quarterly.
- A policy was adopted by the C/CAG Board to share certain General Fund costs with the other funds. This is shown by the Transfer in to the General Fund.
- Revenue includes member contributions of \$250,025 which remained the same as in FY 2011-2012.

Congestion Management

- Consists of Congestion Management, San Mateo Congestion Relief Program, and Smart Corridor Project.
- Total revenues increased by \$4.1 million or 78.0% from \$5.2 million to \$9.3. The factor contributing to the variance is the increased cost reimbursement from State grants and San Mateo County Transportation Authority.
- Expenditures increased by \$3.6 million or 71.7% from \$5.1 million to \$8.7 million. The implementation of the Smart Corridor Project is the key factor contributing to the variance. Total expenditures of this year were \$6.3 million, which represents an increase of \$4.6 million from the prior year.
- Fund Balance increased by \$0.9 million or 27.5% from \$3.5 million to \$4.4 million. An excess of revenues over expenditures of \$0.5 million in Congestion Relief Program before transfer out of \$0.2 million to Energy Watch Fund and transfer from AB 1546 of \$0.7 million for Smart Corridor Design reimbursement.
- Revenue includes member contributions of \$2,240,906 and intergovernmental reimbursement of \$1,459,463 and cost reimbursement of \$1,431,053. Remaining revenues are interest and other revenue.
- Implementation is underway for the Smart Corridor Project that provides an Intelligent Transportation System for incident and event management.
- This fund pays for the C/CAG local shuttle program as well as the countywide trip reduction program.

MANAGEMENT'S DISCUSSION AND ANALYSIS

NPDES

- Minimal change in revenues of \$17,225 or 1.2% which was up from the prior year. This is due to minor escalation of the parcel fees.
- Expenditures decreased by \$380,295 or 23.0% compared to the prior year mainly due to decrease of consultant services which is caused by the work on the public information and participation.
- Revenue includes NPDES parcel fees of \$1,328,462.
- Fund balance increased by \$162,227 or 12% from \$1,362,534 (beginning) to \$1,524,761 (ending) primarily due to decrease in consultant services.

Bay Area Air Quality Management District

- Minimal change in revenue of \$15,225 or 1.5% which was up from the prior year.
- Expenditures increased by \$38,146 or 3.9% due to increase totaling \$49,000 in fund distribution to projects. The expenditures were higher to match the revenues received.
- Fund Balance increased by \$13,722 from the prior year \$66,728 to \$80,450 due to the decrease in fund distribution and received interest allocation.
- Revenues received are completely disbursed to participating agencies and the administrator.

Abandoned Vehicle Abatement Program

- Revenues received are completely disbursed to participating agencies and the administrator. Therefore revenues and expenditures had minimal change from year to year.
- The program ended in May 2013 and the remaining fund balance will fully disburse to participating agencies by June 30, 2014.
- Fund balance decreased by \$78,360 or 12.6% from the prior year \$619,534 to \$541,174 which resulted from decrease in final quarter receipt as program ended in May 2013.

AB 1546

- Revenues from intergovernmental reimbursement (motor vehicle fees) had decreased by \$1.2 million or 45.5% compared to the prior year.
- Expenditures increased by \$0.6 million or 34.7% from \$1.8 million to \$2.4 million due to an increase in fund distribution as projects being completed and getting reimbursed.
- Fund Balance decreased by \$1.6 million or 25.3% from \$6.3 million to \$4.7 million. This primarily resulted from the transfer of \$0.7 million to Smart Corridor Design and increase of \$0.9 million fund distribution to Cities and other Agencies.
- This was the eighth year of the AB 1546 Program which provides a \$4 motor vehicle fee for C/CAG for congestion and environmental impacts caused by motor vehicles. This program provided \$1,489,529 for the fiscal year and expired on 12/31/12.

MANAGEMENT'S DISCUSSION AND ANALYSIS

SMC Energy

- Revenue totaled of \$472,948 in FY 2013. Cost reimbursement of \$380,936 was received from PG&E for the Energy Local Government Partnership and \$91,500 for Climate Action Plan program. This is \$182,850 or 63.0% over the prior year due to increased implementation of the San Mateo County Energy Watch.
- Total expenses for the year were \$566,908; mainly \$559,209 was passed through to the County for implementing the program. Remaining costs of \$7,553 was for Executive Director and administrative support. This is an increase of \$170,505 or 43.0% over the prior year which resulted from the implementation of Climate Action Plan.
- Transferred \$200,000 from the Congestion Relief Program to support Climate Action Planning (CAP) development.
- Fund balance increased by \$70,441 compared to the prior year from \$54,915 to \$122,356 which resulted from the transfer from the Congestion Relief Program to fund the project.

Measure M

- Total revenues for the year were \$8.0 million which included \$6.8 million vehicle registration fee received from Department of Motor Vehicle and cost reimbursement of \$1.2 million for Safe Routes to School Program from Metropolitan Transportation Commission.
- Total expenditures for the year were \$6.9 million which included \$4.6 million fund distribution to cities and other agencies within the San Mateo County; \$1.4 million related to Safe Routes to School Program and \$0.9 million consultant fee for NPDES Municipal Regional Permit Program.
- At the end of the fiscal year there was fund balance of \$5.3 million, represents an increase of \$1 million or 23.3% from prior year \$4.3 million to \$5.3 million. The program will provide \$6.7M annually and will last for 25 years.

CONTACTING THE C/CAG FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, and creditors with a general overview of the C/CAG finances. If you have any questions about this report or need additional information, please contact the Executive Director of the City/County Association of Governments of San Mateo County at 555 County Center Fifth Floor, Redwood City, CA 94063 or the C/CAG Financial Agent which is the Finance Department at the City of San Carlos, 600 Elm Street, San Carlos, CA 94070.

C/CAG Basic Financial Statements (Audit) for the
Year Ended June 30, 2013 - Provided separately

C/CAG AGENDA REPORT

Date: December 12, 2013
To: C/CAG Board of Directors
From: Sandy Wong, Executive Director
Subject: Review and approval of Resolution 13-45 authorizing the C/CAG Chair to execute a funding agreement with Joint Venture Silicon Valley to support the Index of Silicon Valley and for Joint Venture Silicon Valley to provide support to San Mateo County and Cities in meeting their sustainability goals, for an amount not to exceed \$75,000 for fiscal years 2013/14 and 2014/15

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

RECOMMENDATION

That the C/CAG Board review and approve Resolution 13-45 authorizing the C/CAG Chair to execute a funding agreement with Joint Venture Silicon Valley to support the Index of Silicon Valley, and for Joint Venture Silicon Valley to provide support to San Mateo County and Cities in meeting their sustainability goals, for an amount not to exceed \$75,000 for fiscal years 2013/14 and 2014/15.

FISCAL IMPACT

\$75,000 for two years.

SOURCE OF FUNDS

San Mateo County Energy Watch fund and Congestion Relief fund. FY 2014/15 budget is subject to C/CAG Board approval.

BACKGROUND/DISCUSSION

Joint Venture Silicon Valley promotes and facilitates greater cooperation and understanding within the region's public and private sectors through initiatives, forums and task forces. Through this agreement Joint Venture Silicon Valley (JVSV) agrees to assist the C/CAG and its members with meeting their sustainability goals; and C/CAG agrees to support Joint Venture's Index of Silicon Valley. JVSV will support quarterly Public Sector Climate Task Force meetings, as well as develop climate protection and adaptation related workshops that connect public agencies and private entities together to collaborate on solutions. This agreement will also support the development of the Index of Silicon Valley and acknowledgement of C/CAG sponsorship in publication.

ATTACHMENTS

- Resolution 13-45

ITEM 5.13

RESOLUTION 13-45

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) AUTHORIZING THE C/CAG CHAIR TO EXECUTE A FUNDING AGREEMENT WITH JOINT VENTURE SILICON VALLEY TO SUPPORT THE INDEX OF SILICON VALLEY AND FOR JOINT VENTURE SILICON VALLEY TO PROVIDE SUPPORT TO SAN MATEO CITIES AND COUNTY IN MEETING SUSTAINABILITY GOALS FOR AN AMOUNT NOT TO EXCEED \$75,000 FOR FISCAL YEARS 2013/14 and 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 responsible for the development and implementation of the Congestion Management Program for San Mateo County; and

WHEREAS, C/CAG desires to work jointly with organizations that support initiatives aimed at reducing energy use and greenhouse gas emissions; and

WHEREAS, Joint Venture Silicon Valley oversees a public sector climate protection task force that includes cities from San Mateo County; 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 Joint Venture Silicon Valley for an amount not to exceed \$75,000 for fiscal years 2013/14 and 2014/15, and further authorize the C/CAG Executive Director to negotiate the final agreement prior to execution by the Chair, subject to approval by C/CAG Legal Counsel as to form.

PASSED, APPROVED, AND ADOPTED THIS 12TH DAY OF DECEMBER 2013.

Mary Ann Nihart, Vice Chair

C/CAG AGENDA REPORT

Date: December 12, 2013
To: City/County Association of Governments Board of Directors
From: Sandy Wong, Executive Director
Subject: Review and approval of C/CAG legislative policies, priorities, positions, and legislative update (A position may be taken on any legislation, including legislation not previously identified)

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

RECOMMENDATION

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

Also approve the conceptual legislative approach for stormwater funding initiative enabling legislation which would authorize C/CAG to develop and adopt a Countywide Water Pollution Prevention Plan and to subsequently impose a plan implementation charge as a special tax or property-related fee pursuant to the requirements of the California Constitution.

FISCAL IMPACT

Unknown.

SOURCE OF FUNDS

NA.

BACKGROUND/DISCUSSION

This year, the last day of the legislative session was September 12, 2013. The legislature reconvenes next year on January 6, 2014.

Stormwater

In November, C/CAG staff drafted revised enabling legislation intended to address concerns raised during the 2013 session by the State's Legislative Counsel, the San Mateo County legislative delegation, and legislative committee staff. C/CAG staff is working with its legislative advocacy team to introduce revised legislation at the beginning of next year's session. The current draft of this legislation that has been formatted for introduction into a bill by Legislative Counsel is attached – this language is preliminary and subject to change prior to being introduced as a bill and as it proceeds through the legislative approval process. The

ITEM 6.1

revised legislative approach would authorize C/CAG to adopt a Countywide Water Pollution Prevention Plan (Plan) that identifies programs that would be implemented by C/CAG or its member agencies consistent with municipal stormwater permit requirements imposed by the Regional Water Quality Control Board. C/CAG would be further authorized to impose, subject to the California Constitution, a countywide charge to fund Plan implementation. The implementation charge could be either a special tax or a property-related fee, requiring appropriate approval by voters or property owners, respectively.

C/CAG staff is working with the advocacy team and the local San Mateo delegation to secure an existing vehicle in which to insert the draft language. Assemblymember Mullin previously offered C/CAG an existing bill (AB 418) that is already in the Senate for this purpose, and that bill is currently still available to C/CAG. C/CAG is working with the advocacy team to request inclusion of an “urgency” clause that would require approval by 2/3 of the membership of both the Senate and Assembly, but would allow the bill to go into effect immediately upon signature by the Governor. If successful, this would provide more flexibility to C/CAG with regard to timing of a potential initiative, with potential for property-related fee balloting in September 2014 or a special tax on the November 2014 ballot. This would require an urgency bill to be signed by the Governor in early 2014. If C/CAG is unsuccessful in getting sufficient support under an urgency clause but still able to get enabling legislation signed into law in 2014 as a non-urgency bill, balloting would be possible as a property-related fee in spring 2015 or as a special tax on the June 2015 ballot.

In conjunction with the revised legislative approach, C/CAG staff is revising its overall approach to the consultant-led tasks in support of a potential initiative to include development of a Countywide Water Pollution Prevention Plan. Staff plans extensive engagement and additional opinion research in the first half of 2014 with C/CAG’s member agencies and stakeholder groups throughout the county to support development of the Plan.

At this time, staff recommends the C/CAG Board approve the overall concept for the revised legislative approach, under which C/CAG would be authorized to develop and adopt a Countywide Water Pollution Prevention Plan and to subsequently impose a plan implementation charge as a special tax or property-related fee pursuant to the requirements of the California Constitution. Final bill language will be provided to the Legislative Committee and the C/CAG Board once it is introduced in January. The current draft language that has been received back from Legislative Counsel is attached.

ATTACHMENTS

- Current draft of C/CAG enabling legislation

An act to add the heading of Article 1 (commencing with Section 65089.11) to Chapter 2.65 of, and to add Article 2 (commencing with Section 65089.50) to Chapter 2.65 of Division 1 of Title 7 of, the Government Code, relating to local government, and declaring the urgency thereof, to take effect immediately.



132825919704BXL

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. The Legislature finds and declares all of the following:

(a) The County of San Mateo and each of the 20 incorporated cities within this county have joined together to form the 21-member City/County Association of Governments of San Mateo County, a joint powers agency that addresses issues of countywide significance, including water pollution prevention programs.

(b) Each of the 21-member agencies of the City/County Association of Governments of San Mateo County is mandated to comply with municipal stormwater permit requirements issued by the San Francisco Bay Regional Water Quality Control Board.

(c) The City/County Association of Governments of San Mateo County helps coordinate municipal stormwater permit compliance activities among its member agencies and, in cases where compliance activities are more effectively implemented at a countywide level, does so on their behalf as directed by its member agencies.

(d) The addition of Section 65089.50 to the Government Code will better enable the City/County Association of Governments of San Mateo County to do, among other things, all of the following:

(1) In conjunction with its member agencies, protect the natural resources within the County of San Mateo and restore and enhance the environment, including the long-term protection of the waters of local creeks, the San Francisco Bay, and the coastline along the Pacific Ocean.

(2) Develop and adopt a countywide water pollution prevention plan designed to coordinate, fund, and implement water pollution prevention programs within the



132825919704BILL

County of San Mateo, by the City/County Association of Governments of San Mateo County or its member agencies.

(3) Impose, consistent with and pursuant to the California Constitution, a plan implementation charge within its boundaries to fund programs defined in an adopted countywide water pollution prevention plan and consistent with municipal stormwater permit requirements mandated by the San Francisco Bay Regional Water Quality Control Board.

SEC. 2. The heading of Article 1 (commencing with Section 65089.11) is added to Chapter 2.65 of Division 1 of Title 7 of the Government Code, to read:

Article 1. Traffic Congestion and Stormwater Pollution

SEC. 3. Article 2 (commencing with Section 65089.50) is added to Chapter 2.65 of Division 1 of Title 7 of the Government Code, to read:

Article 2. Water Pollution Prevention Plan

65089.50. (a) The City/County Association of Governments of San Mateo County may develop and adopt a countywide water pollution prevention plan (countywide plan) designed to coordinate and implement water pollution prevention programs in San Mateo County. The countywide plan shall identify water pollution prevention programs that will be implemented by the City/County Association of Governments of San Mateo County or its member agencies consistent with municipal



stormwater permit requirements mandated by the San Francisco Bay Regional Water Quality Control Board. The countywide plan shall be adopted by the governing board of the City/County Association of Governments of San Mateo County at a noticed public hearing using special voting procedures requiring approval by a majority of voting members representing a majority of the population of San Mateo County.

(b) (1) The City/County Association of Governments of San Mateo County may impose, subject to Article XIII C or Article XIII D of the California Constitution, a plan implementation charge within its boundaries to fund the provision of improved water quality in accordance with an adopted countywide plan. This plan implementation charge may be either a special tax subject to the procedures and requirements set forth in subdivision (d) of Section 2 of Article XIII C or a property-related fee subject to the procedures and requirements set forth in subdivisions (a), (b), and (c) of Section 6 of Article XIII D of the California Constitution.

(2) The plan implementation charge, at the option of the City/County Association of Governments of San Mateo County, may be collected on the tax rolls of the county in the same manner, by the same persons, and at the same time as, together with and not separate from, county ad valorem property taxes. In that event, from the amount collected pursuant to this paragraph, the county auditor may deduct that amount required to reimburse the county for its actual cost of collection.

(3) The amount of an unpaid plan implementation charge, together with any penalty and interest thereon, shall constitute a lien on that land as of the same time and in the same manner as does the tax lien securing county ad valorem property taxes.



132825919704114

(4) In lieu of a plan implementation charge being imposed on parcels within the boundaries of any individual member agency of the City/County Association of Governments of San Mateo County, any member agency may determine by resolution to make payments to the City/County Association of Governments of San Mateo County of funds in an amount equal to the amount that would be raised by imposition of the plan implementation charge within the boundaries of that member, to be paid at the same time that the plan implementation charge would be collected if imposed within those boundaries.

(5) The City/County Association of Governments of San Mateo County may grant available funds to any of its member public agencies for the purpose of implementing water pollution prevention programs, as long as those programs are determined by the City/County Association of Governments of San Mateo County governing board to be consistent with the adopted countywide plan and requirements imposed through an adopted municipal stormwater permit.

SEC. 4. The Legislature finds and declares that, because of the unique circumstances applicable only to the City/County Association of Governments of San Mateo County and San Mateo County, an existing joint powers agency composed of the county and every city and town within the county that coordinates and provides stormwater permit compliance activities, a statute of general applicability cannot be enacted within the meaning of subdivision (b) of Section 16 of Article IV of the California Constitution. Therefore, this special statute is necessary.



132825919704BILU

SEC. 5. This act is an urgency statute necessary for the immediate preservation of the public peace, health, or safety within the meaning of Article IV of the Constitution and shall go into immediate effect. The facts constituting the necessity are:

In order to protect the water of local creeks, the San Francisco Bay, and the coastline for the use and enjoyment of the citizens of San Mateo and aquatic life, it is necessary that this act take effect immediately.

- 0 -



1328259197043111

C/CAG AGENDA REPORT

Date: December 12, 2013

To: City/County Association of Governments Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 13-40 authorizing the C/CAG Executive Director to issue a Notice to Proceed to SCI Consulting Group under the existing stormwater funding initiative contract to perform selected portions of tasks in Phases II and III of the contract, in an amount not to exceed \$66,500.

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

RECOMMENDATION

Review and approve Resolution 13-40 authorizing the C/CAG Executive Director to issue a Notice to Proceed to SCI Consulting Group under the stormwater funding initiative contract to perform limited portions of contract Task 4 (Report and Action Plan) and Task 6 (Public Education and Outreach), for amounts not to exceed \$18,500 and \$48,000, respectively.

BACKGROUND

Since January, C/CAG has been working with a consultant team led by SCI Consulting Group to evaluate the feasibility of a countywide funding initiative to generate new, ongoing funding for C/CAG and its member agencies to address compliance costs associated with the Municipal Regional Stormwater Permit (MRP). The consultant team contract was divided into three phases, with associated sub-tasks:

Phase I (Currently authorized and underway)

- Task 1 – Funding Needs Analysis: estimates costs to comply with the MRP for both C/CAG and its member agencies. This includes analysis for each of the 21 jurisdictions in the county.
- Task 2 – Funding Options Report: details the various available options for funding the different compliance activities mandated in the MRP. This includes both balloted and non-balloted approaches, as well as recommendations for potential ways existing efforts and funding sources could be restructured for greater effectiveness.
- Task 3 – Public Opinion Research: gauges support among both registered voters and property owners within San Mateo County for funding stormwater compliance activities. This includes completing 800 telephone surveys and mailing out 22,000 written surveys that test varying dollar amounts, positive and negative arguments, and potential ballot language.

ITEM 6.2

Phase II (not yet authorized)

- Task 4 – Report and Action Plan: includes development of a specific Action Plan for the proposed funding measure, including meetings with municipalities and stakeholders to develop consensus or understanding of the plan, and a Revenue Report detailing the services to be funded, the rationale for fee apportionment, method of fee apportionment, and calculation of specific fees for parcels.

Phase III (not yet authorized)

- Task 5 – Implementation of Funding Initiative: includes actual implementation of a funding initiative, including preparation of public notices, facilitation of public hearings, and preparation, mailing, and tabulation of ballots.
- Task 6 – Public Education and Outreach: includes implementation of a plan to educate and engage the public and key stakeholders regarding the water quality concerns in San Mateo County and the need for additional funding to fully address the problems.

Progress To-Date

Up to now, the consultant team has only been authorized to implement Tasks 1 through 3 under Phase I of the contract and can't implement any of the Phase II or III tasks without written Notice to Proceed from C/CAG's Executive Director. A preliminary draft of the Task 1 Funding Needs Analysis has been provided to the Stormwater Committee for review and feedback and staff is continuing to work with C/CAG's member agencies to accurately characterize existing and future funding needs. The Task 2 Funding Options Report has been drafted, but will be further revised and finalized upon completion of the Funding Needs Analysis. Under Task 3, a phone survey was completed during the summer, and the mailed survey is planned for early 2014.

Enabling Legislation

In parallel with those efforts, C/CAG has been working with its legislative advocacy team to secure enabling legislation authorizing C/CAG, as a Joint Powers Agency, to impose a countywide special tax or property-related fee pursuant to the approval processes required under the California Constitution. That effort was unsuccessful in the first year of the two-year legislative session, primarily due to delays in obtaining definitive opinions from the State's Legislative Counsel and legislative committee staffs on the need for legislation and appropriate language. In response to concerns raised throughout those discussions, C/CAG is pursuing a revised approach to enabling legislation that would require the C/CAG Board to approve via special voting procedures at a public hearing a Countywide Water Pollution Prevention Plan (Countywide Plan). The Countywide Plan would detail programs that would be implemented by C/CAG or its member agencies to address water quality problems consistent with municipal stormwater permit requirements imposed by the Regional Water Quality Control Board. C/CAG would be further authorized to impose, subject to the California Constitution, a countywide charge to fund implementation of the Countywide Plan. The implementation charge could be either a special tax or a property-related fee, requiring appropriate approval by voters or property owners, respectively.

Revised Approach Recommended by Staff

C/CAG staff is recommending a revised approach and timeline to the overall funding initiative process that mirrors the revised legislative approach and maximizes the additional time created by the extended legislative process. In developing the Phase I deliverables, staff and the consultant team carefully evaluated other funding initiative efforts throughout the state, including the failed Contra Costa County initiative, the currently stalled Los Angeles County initiative, and the recent successful Santa Clara Valley Water District parcel tax reauthorization, and believe there are important lessons that should shape C/CAG's process moving forward.

Specifically, staff believes there needs to be a greater up-front effort to engage the public and key stakeholders in developing the Countywide Plan described above. While the existing consultant contract includes developing an Action Plan and Revenue Report intended to serve a similar purpose (as detailed above under Task 4 description), staff believes the Action Plan portion of that effort would serve the purpose of the Countywide Plan and should be initiated sooner and in a manner that allows more engagement by both municipalities and stakeholders with the intent of generating support for a potential countywide initiative. Although C/CAG staff is maximizing existing Municipal Regional Permit-mandated outreach efforts to help create a foundation for future public engagement efforts, additional engagement activities supporting a potential initiative in the near term would be beneficial. This would include building media relations, supporting identification of and meetings with key stakeholders, designing printed materials, web and social media content, and media ads, and performing outreach on key issues, focused on highlighting the significant water quality concerns in San Mateo County, demonstrating that C/CAG and its member agencies are making significant progress toward addressing those concerns, and emphasizing that additional efforts and funding are needed to solve these problems.

Staff-Recommended Contract Authorization

Moving forward, staff is recommending the C/CAG Board authorize the Executive Director to issue a Notice to Proceed to SCI Consulting Group to perform limited portions of Tasks 4 and 6 under the existing contract. This will allow staff and the consultant team to begin developing the proposed Countywide Plan and engaging member agencies and the community as it is developed in advance of any decision to proceed with a potential initiative. Staff recommends authorizing up to \$18,500 under Task 4 for developing the Countywide Plan (out of \$73,863) and up to \$48,000 for community engagement efforts under Task 6 (out of \$240,582). The general outline and timing for planned tasks is as follows:

- C/CAG staff/consultants engage municipalities (January – March 2014)
 - Discuss individual funding needs
 - Discuss funding initiative approach
 - Solicit feedback for survey
 - Get connected to key community stakeholders
- C/CAG staff/consultants engage community stakeholders (April – May 2014)
 - Conduct mailed survey
 - Online questionnaire
 - Meetings with key stakeholders

C/CAG staff has discussed with the consultant team the overall contractual efforts required to proceed with an initiative in the context of the revised approach of developing a Countywide Plan and incorporating greater municipality and community engagement. The consultant team has indicated there should be no overall impact to the contract costs – portions of Phases II and III would simply be implemented sooner than originally anticipated, although there are still many unknowns in the process related to the enabling legislation and public/stakeholder levels of support in each jurisdiction.

There is potential risk that C/CAG will be unsuccessful in securing enabling legislation to allow proceeding with a countywide initiative. If C/CAG is unable to proceed with an initiative on behalf of its member agencies, the likely fallback plan would be to recommend implementation of an initiative either on a countywide basis through the County Flood Control District under the Board of Supervisors, or individually by each jurisdiction. Staff believes the proposed efforts to be implemented early under Phases II and III would be beneficial for either of those fallback approaches, thereby minimizing the potential risk of funding those efforts in advance of securing enabling legislation.

In support of this approach, Resolution 13-40 would authorize the Executive Director to issue a Notice to Proceed to SCI Consulting Group under the existing stormwater funding initiative contract to develop a Countywide Plan under Task 4 and begin community engagement efforts under Task 6, for amounts not to exceed \$18,500 and \$48,000, respectively. Future C/CAG Board authorization to develop a revenue report and actually proceed with implementing an initiative would be necessary before the remaining tasks in Phases II and III could begin.

ATTACHMENTS

Resolution 13-40

Proposed Budget and Scope for Action Plan and Community Engagement

RESOLUTION NO. 13-15

AUTHORIZING THE C/CAG EXECUTIVE DIRECTOR TO ISSUE A NOTICE TO PROCEED TO SCI CONSULTING GROUP UNDER THE EXISTING STORMWATER FUNDING INITIATIVE CONTRACT TO PERFORM LIMITED PORTIONS OF CONTRACT TASK 4 (REPORT AND ACTION PLAN) AND TASK 6 (PUBLIC EDUCATION AND OUTREACH), FOR AMOUNTS NOT TO EXCEED \$18,500 AND \$48,000, RESPECTIVELY.

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

WHEREAS, C/CAG contracted with SCI Consulting Group to perform tasks supporting a potential countywide funding initiative for stormwater compliance activities; and

WHEREAS, C/CAG's existing funding agreement with SCI Consulting Group divides work tasks into three distinct phases and requires issuance of a written Notice to Proceed by the C/CAG Executive Director prior to implementing tasks in Phases II and III; and

WHEREAS, C/CAG would like SCI Consulting Group to begin portions of tasks designated in Phases II and III under the existing contract, including developing a Countywide Water Pollution Prevention Plan (Action Plan under the contract) and initiating community engagement efforts in support of creating said plan and in anticipation of a future funding initiative; and,

WHEREAS, SCI Consulting Group has provided a cost estimate under the existing contract of \$18,500 for developing the Action Plan and \$48,000 to initiate community engagement efforts in advance of a potential initiative;

NOW, THEREFORE, BE IT RESOLVED that C/CAG hereby authorizes the C/CAG Executive Director to issue a written Notice to Proceed to SCI Consulting Group under the existing stormwater funding initiative contract to perform limited portions of contract Task 4 to develop the Action Plan and Task 6 to initiate public education and outreach efforts for amounts not to exceed \$18,500 and \$48,000, respectively.

PASSED, APPROVED, AND ADOPTED THIS 12TH DAY OF DECEMBER, 2013.

Mary Ann Nihart, Vice-Chair

Proposed Scope and Budget for Action Plan and Community Engagement

Phase II, Task 4

Action Plan **\$18,500**

Develop an Action Plan to serve as a Countywide Water Pollution Prevention Plan, detailing the program of services to be performed under a potential funding initiative aligned with municipality and stakeholder priorities and mandated activities in current and future municipal stormwater permits issued by the San Francisco Bay Regional Water Quality Control Board. The Action Plan will be developed in consultation with C/CAG's member agencies, the general public, and key community stakeholders via individual meetings, an online questionnaire, and the mailed survey.

Phase III, Task 6

Public Outreach and Education

Media Relations:

Build relations with local media (including County editions of regional papers)
Develop local stories of problems and solutions \$14,000

Meeting Support:

Provide strategic support for meetings (as needed) with local groups and key community stakeholders (assisting in identifying groups and individuals to engage; developing message points for meetings; tracking meeting results and issues) \$8,000

Materials Design:

Design materials for printed materials; design and update web pages; and develop media ads \$16,000

Issue Outreach:

Broader community outreach via ads and social media focusing on building understanding of the water quality issues, existing efforts to address the issues by C/CAG and its member agencies, and additional efforts and funding needed to address the problems \$10,000

Total \$48,000

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

November 21, 2013

Ms. Rebecca Mendenhall
Administrative Services Director
City of San Carlos
600 Elm Street
San Carlos, CA 94070

RE: Board Approval of the C/CAG Investment Portfolio on November 14, 2013

Dear Ms. Mendenhall:

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

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

At this time, the C/CAG Board directs the San Carlos Administrative Services Director to reallocate the C/CAG investment portfolio as follows. The dollar amounts shown below are based on the September 30th fund balance. Actual amount fluctuates from time to time, based on cash flow need as well as interest earned each month.

Local Agency Investment Fund (LAIF)	\$11,325,281+/- (approx. 65%)
San Mateo County Investment Pool (COPOOL)	<u>\$6,000,000+/-</u> (approx. 35%)
Total:	\$17,325,281

Please contact Sandy Wong at (650)599-1409 or slwong@smcgov.org if you have any questions.

Regards,



Mary Ann Nihart
C/CAG Vice Chair (Acting Chair)



Sandy Wong
C/CAG Executive Director

c.c. Tracy Kwok, San Carlos Financial Services Manager

ITEM 9.1

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*

November 13, 2013

Corrine Goodrich
San Mateo County Transit District
1250 San Carlos Avenue
San Carlos, CA 94070

SUBJECT: Deadline to obligate STIP-TE Funding for the construction of a Complete Street project on the El Camino Real/Mission Street

Dear Corrine,

On June 9, 2011 the City/ County Association of Governments of San Mateo County (C/CAG) approved of investing up to \$2,000,000 in discretionary Transportation Enhancement (TE) funds for the construction of a Complete Street project on the El Camino Real/Mission Street.

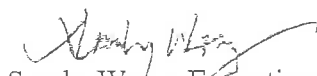
Since then, C/CAG identified \$1,991,000 in Cycle 2 OneBayArea Grant (OBAG) Transportation Enhancement (TE) funds for this project. Cycle 2 funding is available in the following four federal fiscal years: FY 2012-13, 2013-14, 2014-15, and FY 2015-16 and is governed by MTC Resolution No. 4035. Per this resolution:

“Obligation deadlines, project substitutions and redirection of project savings will continue to be governed by the MTC Regional Project Funding Delivery Policy. All funds are subject to obligation, award, invoicing, reimbursement and project close out requirements. The failure to meet these deadlines may result in the de-programming and redirection to other projects.”

The Regional Project Funding Delivery Policy (MTC Resolution No. 3606) is available at (http://www.mtc.ca.gov/funding/delivery/MTC_Res_3606.pdf). Under the current delivery policy, the absolute deadline for this project to be ready to advertise and submit a package for construction obligation to Caltrans is no later than February 1, 2016.

If there are any questions please contact Jean Higaki at (650) 599-1462.

Regards,



Sandy Wong, Executive Director
City/County Association of Governments of San Mateo County (C/CAG)

cc: Megan Wessel, San Mateo County Transit District

ITEM 9.2

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*

November 12, 2013

John Swiecki, AICP
Community Development Director
City of Brisbane
50 Park Place, Brisbane, CA 94005

RE: Draft Environmental Impact Report for Brisbane Baylands Project

Dear Mr. Swiecki:

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

The requirements that developments within the Brisbane Baylands project site (1) contribute their fair share, as identified by the San Francisco/San Mateo Bi-County Transportation Study, to transportation infrastructure improvements on nearby facilities, such as Geneva Avenue and US 101, and (2) prepare, submit to C/CAG for approval, and establish a transportation demand management (TDM) program prior to the issuance of the first building occupancy permit both satisfy CMP policy.

We look forward to reviewing the TDM plans of new developments at the Brisbane Baylands project site and encourage the City of Brisbane to keep C/CAG informed of ongoing efforts to monitor trip generation and TDM implementation.

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

Sincerely,



Wally Abrazaldo
Transportation Programs Specialist

ITEM 9.3

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

November 21, 2013

Ms. Rebecca Mendenhall
Administrative Services Director
City of San Carlos
600 Elm Street
San Carlos, CA 94070

RE: Board Approval of the C/CAG Investment Portfolio on November 14, 2013

Dear Ms. Mendenhall:

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

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

At this time, the C/CAG Board directs the San Carlos Administrative Services Director to reallocate the C/CAG investment portfolio as follows. The dollar amounts shown below are based on the September 30th fund balance. Actual amount fluctuates from time to time, based on cash flow need as well as interest earned each month.

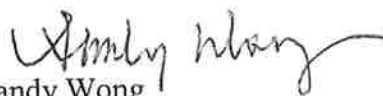
Local Agency Investment Fund (LAIF)	\$11,325,281+/- (approx. 65%)
San Mateo County Investment Pool (COPOOL)	<u>\$6,000,000+/-</u> (approx. 35%)
Total:	\$17,325,281

Please contact Sandy Wong at (650)599-1409 or slwong@smcgov.org if you have any questions.

Regards,



Mary Ann Nihart
C/CAG Vice Chair (Acting Chair)



Sandy Wong
C/CAG Executive Director

c.c. Tracy Kwok, San Carlos Financial Services Manager

ITEM 9.1

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*

November 13, 2013

Corrine Goodrich
San Mateo County Transit District
1250 San Carlos Avenue
San Carlos, CA 94070

SUBJECT: Deadline to obligate STIP-TE Funding for the construction of a Complete Street project on the El Camino Real/Mission Street

Dear Corrine,

On June 9, 2011 the City/ County Association of Governments of San Mateo County (C/CAG) approved of investing up to \$2,000,000 in discretionary Transportation Enhancement (TE) funds for the construction of a Complete Street project on the El Camino Real/Mission Street.

Since then, C/CAG identified \$1,991,000 in Cycle 2 OneBayArea Grant (OBAG) Transportation Enhancement (TE) funds for this project. Cycle 2 funding is available in the following four federal fiscal years: FY 2012-13, 2013-14, 2014-15, and FY 2015-16 and is governed by MTC Resolution No. 4035. Per this resolution:

"Obligation deadlines, project substitutions and redirection of project savings will continue to be governed by the MTC Regional Project Funding Delivery Policy. All funds are subject to obligation, award, invoicing, reimbursement and project close out requirements. The failure to meet these deadlines may result in the de-programming and redirection to other projects."

The Regional Project Funding Delivery Policy (MTC Resolution No. 3606) is available at (http://www.mtc.ca.gov/funding/delivery/MTC_Res_3606.pdf). Under the current delivery policy, the absolute deadline for this project to be ready to advertise and submit a package for construction obligation to Caltrans is no later than February 1, 2016.

If there are any questions please contact Jean Higaki at (650) 599-1462.

Regards,



Sandy Wong, Executive Director
City/County Association of Governments of San Mateo County (C/CAG)

cc: Megan Wessel, San Mateo County Transit District

ITEM 9.2

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*

November 12, 2013

John Swiecki, AICP
Community Development Director
City of Brisbane
50 Park Place, Brisbane, CA 94005

RE: Draft Environmental Impact Report for Brisbane Baylands Project

Dear Mr. Swiecki:

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

The requirements that developments within the Brisbane Baylands project site (1) contribute their fair share, as identified by the San Francisco/San Mateo Bi-County Transportation Study, to transportation infrastructure improvements on nearby facilities, such as Geneva Avenue and US 101, and (2) prepare, submit to C/CAG for approval, and establish a transportation demand management (TDM) program prior to the issuance of the first building occupancy permit both satisfy CMP policy.

We look forward to reviewing the TDM plans of new developments at the Brisbane Baylands project site and encourage the City of Brisbane to keep C/CAG informed of ongoing efforts to monitor trip generation and TDM implementation.

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

Sincerely,



Wally Abrazaldo
Transportation Programs Specialist

ITEM 9.3

