

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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AGENDA

The next meeting of the
BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)
will be as follows.

Date: Thursday, July 25, 2013

7:00 p.m. to 9:00 p.m.

Place: San Mateo City Hall
330 West 20th Avenue
San Mateo, California
Conference Room C

PLEASE CALL TOM MADALENA (599-1460) IF YOU ARE UNABLE TO ATTEND.

- | | | | |
|----|--|--------------------------------------|------------|
| 1. | Call To Order | Action
(Schmidt) | |
| 2. | Public Comment On Items Not On The Agenda | Limited to 3 minutes
per speaker. | |
| 3. | Minutes of the February 28, 2013 Meeting | Action
(Schmidt) | Pages 1-2 |
| 4. | Review and recommend approval of the
Transportation Development Act Article 3
Program Call for Projects process and schedule for
the FY 2013/2014 cycle | Action
(Madalena) | Pages 3-15 |
| 5. | Member Communications | Information
(Schmidt) | |
| 6. | Adjournment | Action
(Schmidt) | |

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

Other enclosures/Correspondence

- None.

If you have any questions regarding the C/CAG Bicycle and Pedestrian Advisory Committee Meeting Agenda, please contact Tom Madalena at 650-599-1460 or Sandy Wong at 650-599-1409.

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.

The following BPAC meeting will be held on Thursday September 26th, 2013.

**Bicycle and Pedestrian Advisory Committee (BPAC)
Meeting Minutes
February 28, 2013**

1. Call to Order

Chair Schmidt called the Bicycle and Pedestrian Advisory Committee (BPAC) Meeting to order at 7:02 pm.

Members Present:

Cathy Baylock, Karyl Matsumoto, Ken Ibarra, Marge Colapietro, Naomi Patridge, Joel Slavit, Frank Markowitz, Jeffrey Tong, Aaron Faupell, Norm Picker

Members Absent:

Matt Grocott, Ian Bain, Len Stone, Andrew Boone

Staff/Guests Attending:

Sandy Wong, Tom Madalena, Cathleen Baker, Colin Heyne, Kenneth Chin, Susan Wheeler, Robert Ovadia

2. Public Comment On Items Not On The Agenda

None.

3. Minutes of January 24, 2013 Meeting

Motion: Member Baylock moved/member Ibarra seconded approval of the January 24, 2013 minutes. Motion carried unanimously with member Colapietro abstaining.

4. Bicycle and Pedestrian Improvement Program (BPIP) project scoring and ranking and recommendation of a final project list for the C/CAG Board of Directors for funding

BPAC members provided scores and discussed the merits of the candidate projects. Member Baylock motioned and member Tong seconded a motion to fund the top 7 projects.

No	Jurisdiction	Project Description	\$ Requested
1	Redwood City	Streetscape Project	\$1,000,000
2	Daly City	Geneva Ave.	\$318,600
3	County of San Mateo	Semicircular Road	\$319,658
4	Daly City	Westmoor to Guadalupe	\$274,000
5	Burlingame	Carolan Ave.	\$986,000
6	Menlo Park - Atherton	Bike Ped Improvements	\$796,770
7	Belmont	Old County Road	\$270,000
8	San Bruno	College Drive	\$250,000

Motion carried with members Matsumoto, Slavit and Markowitz voting no.

5. Discussion on Future Call for Projects

Sandy Wong, C/CAG Executive Director, presented this information item to the BPAC. Sandy explained the differences between the three bicycle and pedestrian funding sources administered in San Mateo County. There were challenges with the last round which was a joint call for projects with the San Mateo County Transportation Authority (TA). It was mentioned that C/CAG and the TA have different governing boards and there were challenges when it came to actually implementing the joint call between the two agencies. For the future staff suggests to have alternating yearly calls where C/CAG would move forward with Transportation Development Act Article 3 funds as it has in the past. The TA would also move forward with their own process and C/CAG would assist the TA and coordinate with the TA as necessary. There was much discussion over the concern with the BPAC not being utilized for scoring and ranking San Mateo County Transportation Authority projects. The BPAC directed staff to relay that concern to the TA.

6. Member Communications

Member Markowitz mentioned that since it has been two years since the Comprehensive Bicycle and Pedestrian plan was completed that maybe we could have a workshop to show what has been accomplished.

Member Matsumoto asked to have an emphasis placed upon pedestrians for future funding cycles.

Chair Schmidt mentioned that the San Mateo County Board of Supervisors are considering providing funding for a bicycle and pedestrian coordinator.

7. Adjournment

The meeting was adjourned at 8:50 pm.

C/CAG AGENDA REPORT

Date: July 25, 2013

To: Bicycle and Pedestrian Advisory Committee (BPAC)

From: Tom Madalena

Subject: Review and recommend approval of the Transportation Development Act Article 3 Program Call for Projects process and schedule for the FY 2013/2014 cycle

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

RECOMMENDATION

That the BPAC review and recommend approval of the Transportation Development Act Article 3 Program Call for Projects process and schedule for the FY 2013/2014 cycle.

FISCAL IMPACT

There is approximately \$1,600,000 available for the Transportation Development Act (TDA) Article 3 Program Call for Projects for the FY 13/14 cycle.

SOURCE OF FUNDS

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

BACKGROUND/DISCUSSION

TDA Article 3 funds are made available through State funds and are distributed by the Metropolitan Transportation Commission (MTC) to C/CAG on a formula basis annually. C/CAG acts as the program administrator in San Mateo County and issues a call for projects for eligible bicycle and pedestrian projects. This funding is available for bicycle and pedestrian projects in San Mateo County. The cities, the County of San Mateo and joint powers agencies operating in San Mateo County are eligible applicants.

The amount of available TDA Article 3 funds available for this call is approximately \$1,600,000. Staff is recommending to issue a call for projects for TDA funds during August of 2013. This current call for projects process is anticipated to take about three months as is presented the schedule below. Once recommended for approval by the BPAC, staff will bring forward the call documents to the C/CAG Board of Directors for review and approval.

Comprehensive Bicycle and Pedestrian Plans are eligible for TDA Article 3 funds. However, in the past, these types of projects were not competitive against capital projects. In order to assist jurisdictions to conduct better planning, staff is recommending to allow for funds to be set aside specifically for Comprehensive Bicycle and Pedestrian Plans. It is recommended to set aside \$200,000 for these planning projects and for these projects to be scored separately. This would allow for projects that come forward as comprehensive planning projects to be able to compete for funding. The scoring criteria and application can be utilized without being significantly modified, as it has been expressed in the past that the scoring criteria does not lend itself to allow for planning projects to compete well against capital projects. The maximum grant amount for this type of planning project would be set at \$100,000. Planning projects will require a 50% match. Unused planning funds will be moved to the capital funding if necessary.

There will be \$1,400,000 for capital projects. The grant maximum for capital projects is to be set at \$400,000. It is also recommended to limit the total number of applications to three from each jurisdiction.

A goal for the FY 13/14 TDA Article 3 Program is to strive for a 50/50 split between pedestrian and bicycle projects.

The proposed schedule for the upcoming Call for Projects is presented below.

TDA Article 3 Schedule FY 13/14

Event	Date*
Call for Projects Issued	August 9, 2013
Application Workshop	August 14, 2013
Applications Due	September 16, 2013
Project Sponsor Presentations to BPAC	September 26, 2013
Project Locations Field Trip	October 5th or 19th
Project Scoring BPAC Meeting	October 24, 2013

*Dates may be adjusted as necessary

ATTACHMENTS

- TDA Article 3 Call for Projects
- TDA Article 3 Program Application
- TDA Article 3 Scoring Sheet

C/CAG

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August 9, 2013

Subject: Call for Projects - TDA Article 3 Pedestrian and Bicycle Program for FY 2013/2014

To: City or County Officials and Interested Parties:

The City/County Association of Governments (C/CAG) of San Mateo County is pleased to issue the Call for Projects for the Transportation Development Act (TDA) Article 3 Pedestrian and Bicycle Program funding. Eligible applicants include the County of San Mateo and the cities within San Mateo County. Joint powers agencies comprised of cities and counties that operate in San Mateo County are also eligible. Agencies are invited to submit applications for pedestrian and bicycle related projects. Available funding for this cycle is estimated to be \$1,600,000.

For the FY 13/14 cycle there will be \$1,400,000 available for capital projects and \$200,000 available for Comprehensive Bicycle and Pedestrian Plans. The capital and planning projects will compete separately for the available funds. The maximum grant amount is set at \$400,000 for capital projects and at \$100,000 for planning projects. An agency can submit up to a maximum of three (3) applications. A goal for the FY 13/14 TDA Article 3 Program is to strive for a 50/50 split between pedestrian and bicycle projects.

There is no minimum match required for capital projects, although applications with a larger match will score better during the review process based on a sliding scale in the evaluation criteria of the scoring sheet. Planning projects will require a 50% match.

Completed application along with all the required materials must be received at the C/CAG office by **Monday, September 16, 2013, at 5:00p.m.** The application form is enclosed and an electronic version of the form is also available at the C/CAG website at <http://www.ccag.ca.gov>.

A workshop for all potential project sponsors will be held on August 14, 2013. Attendance in this workshop is optional but will enhance the project sponsors chance of having their projects selected, as the workshop will provide complete and detail information on how to meet all the application requirements.

The Metropolitan Transportation Commission (MTC) directly administers these funds. Your application should show how the proposed project could demonstrate one or more of the 12 objectives established by MTC. These objectives are detailed on pages 6 and 7 of MTC Resolution 875. A summary of the objectives is as follows:

1. Elimination or improvement of an identified problem area.
2. A continuous interconnected route to activity centers where it did not previously exist.
3. Secure bicycle parking facilities.

4. Provisions that facilitate bicycle/transit trips.
5. Maintenance of Class I bikeways or restriping Class II bicycle lanes.
6. Projects identified in a comprehensive local bicycle or pedestrian plan.
7. Enhancing bicycle or pedestrian commuting.
8. Supporting jurisdictions that promote safety, information, and facility maintenance.
9. Local support for bicycle and pedestrian projects.
10. Regional continuity.
11. Bicycle safety education.
12. Signage to identify bicycle routes.

The evaluation and selection of projects for funding will be based on the numerical score (see attached scoring sheet) after careful review of the information contained in the written application, the oral presentation of the project before the C/CAG Bicycle and Pedestrian Advisory Committee, and/or information gathered from a site visit of the proposed project. The Bicycle and Pedestrian Advisory Committee will use all of these factors to create a balanced program of projects that will best meet the short and long-term needs of San Mateo County's bicycling and walking population. In developing this balanced program, consideration will be given to other factors including the size of projects, geography impacted, population served, and other relevant information. Some of the important factors that in the past have influenced whether a project received funding or not include:

- Participation of a local jurisdiction's Bicycle/Pedestrian Advisory Committee, Council, and/or other organizations in the proposed project. Committees that include actual consumers are strongly encouraged.
- Assurance that at least one staff or board member of the sponsoring jurisdiction has personally biked and/or walked the proposed project route in order to gain first hand knowledge of the potential hazards and challenges that might exist for the potential users
- Extent of local match provided.
- The extent to which the project provides access to high use activity centers.
- The extent to which the project addresses an important safety issue.
- The extent to which the project addresses a need listed in the San Mateo County Comprehensive Bicycle and Pedestrian Plan or a comparable Bicycle and/or Pedestrian Plan.

Please clearly identify in your application whether the project can be implemented in phases or divided into smaller usable components in case the BPAC does not want to recommend the full funding requested at this time.

The following information must be submitted for each project:

- MTC TDA Article 3 required information. This information will be embodied in a resolution from your governing body that includes certain findings by the local jurisdiction. In the past you were required to submit a separate "opinion of counsel." This new resolution format, once adopted by your governing body, will now meet all of these requirements. Instructions plus a sample resolution format and sample application form are available from the MTC website at <http://www.mtc.ca.gov/funding/STA-TDA/index.htm>. *(The MTC application form will not be required until your project has been selected for funding by C/CAG.)*
- Environmental clearance document.

- A detailed map showing project vicinity and location.
- A visual presentation describing the project (e.g., photographs, MS Powerpoint, etc.)
- Attach a brief description of your Bicycle and Pedestrian Advisory Committee and a copy of the minutes in which this Committee approved the submittal of the FY 13/14 Transportation Development Act (TDA) Article 3 application.
- A completed San Mateo County TDA Article 3 Application for FY 13/14.
- Evidence that the project is eligible for funding by ensuring that the items listed in MTC Resolution No. 875, pages 1 and 2, sections a. through h. are fully addressed. Some of these items may be covered through other parts of the application packet such as the resolution from your governing board.
- Attach additional sheets as needed to address all of the criteria included in the BPAC Scoring Sheet. Also provide any information that you feel would provide a compelling justification for the funding of this project.

If the above information is not included in the application, the application will not be considered.

TDA Article 3 Schedule FY 13/14

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Applicants must submit seventeen (17) copies and one (1) unbound copy of the completed application packet, including all attachments. All complete applications must be received at the C/CAG office by Monday, September 16, 2013 at 5:00 p.m. Please submit applications to:

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

If you have questions, please contact Tom Madalena at 650-599-1460 or email at tmadalena@smcgov.org.

Enclosures:

1. San Mateo County TDA Article 3 Program FY 13/14 Application
2. C/CAG BPAC TDA Article 3 FY 13/14 Scoring Sheet

SAN MATEO COUNTY
TDA ARTICLE 3 PROGRAM FY 2013/2014
APPLICATION

AGENCY:

FUNDS REQUESTED: \$

PROJECT DESCRIPTION / OBJECTIVE:

PROJECT TYPE

Capital

1. Bicycle project

2. Pedestrian project

3. Dual purpose (both bicycle and pedestrian)

If it is a dual purpose project then break down the project costs for the bicycle and pedestrian components separately in the "Total Project Costs" section of question III.(c).

Comprehensive Bicycle and Pedestrian Plan

I. PROJECT SCREENING

a. Is the Project Sponsor the County of San Mateo, a City in San Mateo County or a Joint powers agency operating in San Mateo County? Answer must be "Yes" to continue. Yes No

b. CALTRANS Standards

Explain how the project meets CALTRANS Standards.

c. CEQA approval? Yes No

Date of approval

Note: CEQA document must be submitted with the application.

II. STATE OF READINESS

a. Make sure that the project proposal is complete and contains all required documentation. The more complete the application will result in a higher project score.

b. Right-of-Way certification required? Yes No N/A

If required, Right-of-way Cert. completed? Yes No

Comments:

c. Permits/Agreements approved? Yes No N/A

List all permits and/or agreements approved/obtained to date:

Document	Date approved/ obtained

Comments:

d. Comment on the status of design of the project, and indicate the percentage of design completed.

III. COMMUNITY SUPPORT

a. Listed in the San Mateo County Comprehensive Bicycle and Pedestrian Plan or other Bicycle and/or Pedestrian plan. Yes No

Plan:
Page:

b. Local approval by bicycle/pedestrian (BPAC) organization?

Yes No

Other organized groups with demonstrated knowledge of bicycle and pedestrian needs? (examples: clubs, school committees, citizen coalition, combined citizens/public BPAC, etc)

Yes No

Comment on level of support. Attach approval documentation and show composition of relevant committee. (examples: letters, meeting minutes, etc)

c. Funds requested: \$

Total Project Costs \$

Local match to be provided: \$

Local match percentage = $\frac{\text{Local match provided}}{\text{Funds requested}}$

= = %

IV. MEETS PROGRAM OBJECTIVES

a. Does the project eliminate or mitigate the effects from an identified problem?
 Yes No

Explain:

b. Bicycle and Pedestrian:

1. Does the project provide access to bicycle facilities in high use activity centers?
 Yes No

2. Does the project provide access to pedestrian facilities in high use activity centers?
 Yes No

Explain:

c. Is the project a multi-modal project that provides facilities for both bicyclists and pedestrians?:

Explain:

d. Is commute use improved by the project? Yes No

Explain:

e. What is the relationship of the project to more significant bicycle or pedestrian routes? Explain:

f. The project is consistent with or included in the following:
(Attach copy of documentation for item Nos. 1, 2, 3, & 4 as appropriate)

- a. County or City facilities plan: Yes No
- b. Circulation element of general plan: Yes No
- c. San Mateo County Comprehensive Bicycle and Pedestrian Plan: Yes
No
- d. Other Bicycle or Pedestrian Plan: Yes No

Plan:

Page:

f. Comment on the level of local support:

V. SAFETY

How is safety improved because of the project? Explain:

VI. OTHER ITEM

(These Items are for information ONLY and will not be "scored" but may be used as a tiebreaker)

a. Can the project be partially funded? Yes No

- If "Yes", how much? Explain:

b. Can the project be divided into phases? Yes No

- If "Yes", describe the different phases and cost associated with each phase.

VII. PROJECT CONTACT INFORMATION

Primary Contact Person:

Telephone Number:

Email address:

Secondary Contact Person:

Telephone Number:

Email address:

**C/CAG Bicycle and Pedestrian Advisory Committee
TDA Article 3 FY 13/14 Scoring Sheet**

AGENCY:	RATER:
PROJECT:	

I. PROJECT SCREENING	
a. City, County of San Mateo or joint powers agency in San Mateo County	Yes <input type="checkbox"/> No <input type="checkbox"/> (No disqualifies project)
b. Meets applicable Caltrans standards	Yes <input type="checkbox"/> No <input type="checkbox"/> (No disqualifies project)
c. CEQA approval	Yes <input type="checkbox"/> No <input type="checkbox"/> (No disqualifies project)

	Scale	Max Points	Points Assigned
II. STATE OF READINESS			
a. Clear and complete proposal	0 or 3 (A zero score disqualifies project.)	3	
b. Right-of-Way Certification	0 – No 3 – Yes (Completed or Not Needed)	3	
c. Permits/Agreements obtained	0 – No 3 - Yes	3	
d. Project design completed	0 – No 3 - Yes	3	
Subtotal		12	
III. COMMUNITY SUPPORT			
a. Is it listed as a project in the San Mateo County Comprehensive Bicycle and Pedestrian Plan or other Bicycle or Pedestrian Plan.	0 – None 5 – Local Project 10 – C/CAG Project	10	
b. Local BPAC approval AND/OR Support from other organizations	0 – No Support 3– General Support 6 – Strong Support	6	

c. Cost Sharing (Local Match as % of total requested funds)	0 – 0% match 2 – 10% match 4 – 20% match 6 – 30% match 8 – 40% match 10 – 50% match	10	
Subtotal		23	
IV. MEETS PROGRAM OBJECTIVES			
a. Eliminates or mitigates an identified problem area on a route that would otherwise provide relatively safe and direct bicycle or pedestrian travel.	0 to 10	10	
b. Bicycle and Pedestrian 1. Does the project provide access to or bicycle parking in high use activity centers? (Bicycle only) OR 2. Does the project provide access to recognized pedestrian facilities in high use activity centers? (Pedestrian only)	0 – No 5 - Yes	5	
c. Is the project a project that provides facilities for both bicyclists and pedestrians	0 – No 7 - Yes	7	
d. Does the project provide for the improvement of bicycle or pedestrian commute use?	0 to 5	5	
e. Does the project provide connection to and continuity of more significant routes?	0 to 5	5	

e. Is the project included in a County or city facilities plan or circulation element of a general plan? OR Is it consistent with the San Mateo County Comprehensive Bicycle and Pedestrian Plan or other Bicycle and/or Pedestrian Plan?	0 to 5	5	
f. Is there demonstrated local support?	0 – None 2 – Little 3 – Moderate 5 - Strong	5	
Subtotal		42	
V. SAFETY			
Improves Safety	0 – None 5 – Little 10 – Moderate 15 – Substantial 20 - Significant	20	
TOTAL SCORE		100	