

# 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*

## AGENDA

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

**Date:** Thursday, September 26, 2013

**7:00 p.m. to 9:30 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<br>(Schmidt)                  |            |
| 2. | Public Comment On Items Not On The Agenda  | Limited to 3 minutes<br>per speaker. |            |
| 3. | Minutes of the July 25, 2013 Meeting   | Action<br>(Schmidt)                  | Pages 1-2  |
| 4. | Transportation Development Act Article 3 FY<br>13/14 project applicant presentations | Action<br>(Madalena)                 | Pages 3-10 |
| 5. | Member Communications  | Information<br>(Schmidt)             |            |
| 6. | Adjournment  | Action<br>(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 October 24<sup>th</sup>, 2013.**

**Bicycle and Pedestrian Advisory Committee (BPAC)**  
**Meeting Minutes**  
**July 25, 2013**

**1. Call to Order**

Vice-Chair Slavitt called the Bicycle and Pedestrian Advisory Committee (BPAC) Meeting to order at 7:06 pm.

Members Present:

Matt Grocott, Cathy Baylock, Karyl Matsumoto, Ken Ibarra, Marge Colapietro, Frank Markowitz, Jeffrey Tong, Aaron Faupell

Members Absent:

Steve Schmidt, Len Stone, Naomi Patridge, Andrew Boone, Norm Picker

Staff/Guests Attending:

Jean Higaki, Tom Madalena, Kenneth Chin, Colin Heyne, Emma Shlaes, Cathleen Baker, Susan Wheeler

**2. Public Comment On Items Not On The Agenda**

None.

**3. Minutes of February 28, 2013 Meeting**

*Motion: Member Baylock moved/member Colapietro seconded approval of the February 28, 2013 minutes. Motion carried unanimously.*

**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**

Tom Madalena, C/CAG staff, presented this item on the upcoming call for projects for the TDA Article 3 for fiscal year 2013/2014. The staff recommendation was presented and the BPAC discussed the program and the design of the current call for projects. As a result of this discussion there were a number of motions that spoke to the structure of the call for projects as presented below.

Motion 1 – Member Grocott motioned to allow for 3 applications total if applying for both capital and planning projects, 2 applications total if applying for capital projects only and there would be maximum allocation of \$400,000 awarded per jurisdiction. Member Slavitt seconded the motion. Motion carried unanimously.

Motion 2 – Member Markowitz motioned that in the application under IIIc to add a line for basis for total project cost figure (table or other documentation could be added if necessary). Member Faupell seconded the motion. Members Markowitz, Slavitt and Faupell voted yes. Members Ibarra, Baylock, Grocott, Tong, Colapietro and Matsumoto voted no. Motion did not carry.

Motion 3 – Member Grocott motioned that in the scoring under IVE to add “and/or is the project in coordination with neighboring jurisdictions”. Member Faupell seconded the motion. Motion carried unanimously.

Motion 4 – Member Baylock motioned to change question IVc in the application to read “Is the project a stand-alone pedestrian project or a project that provides facilities for both bicyclists and pedestrians”. Motion carried with member Faupell opposed.

Motion 5 – Member Tong motioned to add 2 points to IVE in the scoring sheet. Member Baylock seconded the motion. Motion carried unanimously.

Motion 6 – Member Grocott motioned to have staff create a separate application for planning projects and to ask for a project narrative describing the need for a bicycle and/or pedestrian plan. This narrative is to be weighted at 50% of the possible points. Member Ibarra seconded the motion. Motion carried unanimously.

Motion 7 – Member Grocott motioned to approve the TDA Article 3 application process with the associated changes under the prior motions. Member Slavit seconded the motion. Motion carried unanimously.

## **5. Member Communications**

Member Baylock announced that she is retiring from public life and will be there through November. She also shared the Burlingame Downtown Streetscape Plan and thanked the BPAC for their support of the plan.

## **6. Adjournment**

The meeting was adjourned at 9:15 pm.

# C/CAG AGENDA REPORT

**Date:** September 26, 2013

**To:** Bicycle and Pedestrian Advisory Committee (BPAC)

**From:** Tom Madalena

**Subject:** Transportation Development Act Article 3 FY 13/14 project applicant presentations

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

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## **RECOMMENDATION**

That the BPAC receive the Transportation Development Act (TDA) Article 3 FY 13/14 project applicant presentations.

## **FISCAL IMPACT**

There is \$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**

C/CAG issued a Call for Projects for the Transportation Development Act (TDA) Article 3 Program for FY 13/14 on August 9, 2013. Applications were due by 5:00 p.m. on Sept 16, 2013. There is a total of \$1,600,000 available for the FY 13/14 funding cycle. Of the \$1,600,000 available, \$200,000 is for planning projects and \$1,400,000 is for capital projects.

Staff received 19 applications which consisted of 4 planning project applications and 15 capital project applications. The total amount requested for all of the projects is \$3,768,974. Planning projects will compete separately amongst themselves for the \$200,000 available in planning funds. Jurisdictions can receive a maximum allocation of \$400,000 in total for all grants through this cycle of TDA Article 3.

Project applicants are to present their projects to the BPAC at the September 26<sup>th</sup> meeting. Each jurisdiction will have a total of 10 minutes to present their project(s) including time for questions and answers, although this is subject to change at the discretion of the BPAC Chair. Staff will provide hard copies of each of the applications for the BPAC members at the September 26<sup>th</sup>

meeting. For the site visit tour, the BPAC can choose from either October 5<sup>th</sup> or October 19<sup>th</sup>. The scoring for the TDA Article 3 applications will occur at the October 24<sup>th</sup> BPAC meeting. As in past practices for the scoring meeting, BPAC members will need to be present at the October 24<sup>th</sup> scoring meeting in order for their scores to count.

### **ATTACHMENTS**

- TDA Article 3 FY 13/14 Project Applications List
- TDA Article 3 FY 13/14 Project Presentation Schedule
- TDA Article 3 FY 13/14 Call for Projects

## TDA Article 3 FY 13/14 Project Applications

<b>Jurisdiction</b>	<b>Project Description</b>	<b>Amount Requested</b>	<b>Project Type</b>
City of Daly City	Geneva Ave. Bicycle and Pedestrian Improvements	<b>\$375,000</b>	<b>Capital</b>
City of South San Francisco	Oyster Point Blvd. Bike Lane Improvement Project	<b>\$182,100</b>	<b>Capital</b>
City of South San Francisco	Citywide Bicycle Parking Program	<b>\$51,400</b>	<b>Capital</b>
City of Menlo Park	Citywide Bicycle and Pedestrian Enhancement Project	<b>\$347,860</b>	<b>Capital</b>
City of Menlo Park	Joint Bicycle and Pedestrian Connectivity Project	<b>\$105,380</b>	<b>Capital</b>
County of San Mateo	Pedestrian Access and Safety Improvement Project	<b>\$361,914</b>	<b>Capital</b>
City of Redwood City	Safe Routes to School Improvement Project	<b>\$400,000</b>	<b>Capital</b>
City of Pacifica	Warning Lights Crosswalk Project	<b>\$140,000</b>	<b>Capital</b>
City of Pacifica	Rockaway Beach to Pacifica State Beach Class 1 Multi-purpose Trail Rehabilitation Project	<b>\$250,000</b>	<b>Capital</b>
City of East Palo Alto	Bike/Ped Access to Services	<b>\$108,820</b>	<b>Capital</b>
City of Belmont	Ruth Ave. Street Improvement Project	<b>\$200,000</b>	<b>Capital</b>
City of Foster City	Rectangular Rapid Flashing Beacons	<b>\$24,000</b>	<b>Capital</b>
City of San Bruno	Streetscape at El Camino Real and Angus Ave.	<b>\$300,000</b>	<b>Capital</b>
City of San Mateo	Pedestrian and Bicycle Infrastructure Upgrade Project	<b>\$200,000</b>	<b>Capital</b>
City of Burlingame	Burlingame-ECR Pedestrian Access Improvement Project	<b>\$385,000</b>	<b>Capital</b>
City of San Carlos	Pedestrian Master Plan	<b>\$100,000</b>	<b>Planning</b>
City of Belmont	Comprehensive Bicycle and Pedestrian Plan	<b>\$37,500</b>	<b>Planning</b>
City of Millbrae	Bicycle and Pedestrian Transportation Plan	<b>\$100,000</b>	<b>Planning</b>
City of San Bruno	Bicycle and Pedestrian Master Plan	<b>\$100,000</b>	<b>Planning</b>

**Total**

**\$3,768,974**

## **TDA Article 3 FY 13/14**

### **Project Presentation Schedule**

<b>Time (Approximately)</b>	<b>Jurisdiction</b>
<b>7:10 PM</b>	<b>City of San Mateo</b>
<b>7:20 PM</b>	<b>San Carlos</b>
<b>7:30 PM</b>	<b>Menlo Park</b>
<b>7:40 PM</b>	<b>County of San Mateo</b>
<b>7:50 PM</b>	<b>East Palo Alto</b>
<b>8:00 PM</b>	<b>Redwood City</b>
<b>8:10 PM</b>	<b>Burlingame</b>
<b>8:20 PM</b>	<b>South San Francisco</b>
<b>8:30 PM</b>	<b>Pacifica</b>
<b>8:40 PM</b>	<b>Foster City</b>
<b>8:50 PM</b>	<b>San Bruno</b>
<b>9:00 PM</b>	<b>Millbrae</b>
<b>9:10 PM</b>	<b>Daly City</b>
<b>9:20 PM</b>	<b>Belmont</b>

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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 \$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 allocation that a jurisdiction/agency can receive for the FY 13/14 cycle is \$400,000 for both capital and planning projects. Planning projects can receive a maximum of \$100,000 and are included in the total allocation allowed of \$400,000. An agency/jurisdiction can submit a maximum of three (3) applications if applying for both capital and planning grants. If only applying for the capital program an agency/jurisdiction can submit a maximum of two (2) applications.

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

There is no minimum match required for capital projects. Planning projects will require a 50% cash match. 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.

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

A workshop for all potential project sponsors will be held on August 14, 2013.



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. Comprehensive Bicycles and Pedestrian Facilities Plan.

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 (Environmental clearance

document not required for the planning grants):

- 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. 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 C/CAG TDA Article 3 Pedestrian and Bicycle Program 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(s). 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**

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

\*Dates may be adjusted as necessary

**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, 5<sup>th</sup> 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](mailto:tmadalena@smcgov.org).

Enclosures:

1. TDA Article 3 Capital Project Application FY 13/14
2. TDA Article 3 Planning Project Application FY 13/14
3. TDA Article 3 Capital Application Scoring Sheet FY 13/14
4. TDA Article 3 Planning Application Scoring Sheet FY 13/14