

# 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*

### C/CAG BOARD MEETING NOTICE

Meeting No. 304

- DATE:** Thursday, December 14, 2017
- 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>

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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

None.

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. 303 dated November 9, 2017. ACTION p. 1
- 5.2 Review and approval of the 2018 C/CAG Board calendar. ACTION p. 5

- 5.3 Review and approval of the Finance Committee’s recommendation of no change on investment portfolio and accept the Quarterly Investment Report as of September 30, 2017. ACTION p. 6
- 5.4 Review and approval of Resolution 17-58 authorizing the filing of a joint application for \$22,000,000 in funding from the San Mateo County Transportation Authority (SMCTA) Measure A Highway Program for the Design and Right of Way Phases for the US 101 Managed Lane Project from Matadero Creek in Santa Clara County to I-380. ACTION p. 13
- 5.5 Review and concur with redirecting \$1,000,000 in SMCTA Measure A highway program awarded funds for the environmental phase of the US 101 Auxiliary Lane project from the Oyster Point to San Francisco County line towards a contribution to develop a Project Study Report that includes a managed lane alternative on US 101 from I-380 to the San Francisco county line. ACTION p. 17
- 5.6 Review and approval of Resolution 17-60 authorizing the C/CAG Chair to execute an Agreement with the San Mateo County Superintendent of Schools to administer and manage the San Mateo County Safe Routes to School Program in an amount not to exceed \$917,100 for remaining Fiscal Year 2017-2018 & Fiscal Year 2018-2019 (1.5 years). ACTION p. 20
- 5.7 Review and approval of the joint Call for Projects for the C/CAG and San Mateo County Transportation Authority Shuttle Program for Fiscal Year 2018/2019 & Fiscal Year 2019/2020. ACTION p. 23
- 5.8 Review and approval of Resolution 17-61 authorizing the C/CAG Chair to execute an agreement with the County of San Mateo to provide staff services for the San Mateo County Energy Watch Program (SMCEW) 2018 calendar year for an amount not to exceed \$450,000. ACTION p.42
- 5.9 Review and approval of Resolution 17-62 authorizing the C/CAG Chair to execute an agreement between C/CAG and the County of San Mateo for staff services for the Regionally Integrated Climate Action Planning Suite project for calendar year 2018 for an amount not to exceed \$40,000. ACTION p. 50
- 5.10 Review and approval of Resolution 17-63 authorizing the C/CAG Chair to execute funding agreements with ten member agencies for Safe Routes to School and Green Streets Infrastructure Pilot Projects for a total not to exceed \$2,112,863. ACTION p. 60
- 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. 72
- 6.2 Review and approval of the Annual C/CAG Legislative Policies for 2018. ACTION p. 75
- 6.3 Review and approval of the Draft 2017 Congestion Management Program (CMP) and Monitoring Report and authorize its release for distribution and comments. ACTION p. 80
- 7.0 COMMITTEE REPORTS

- 7.1 Committee Reports (oral reports)
- 7.2 Chairperson's Report
- 7.3 Board Members Report/ Communication
- 8.0 EXECUTIVE DIRECTOR'S REPORT
- 9.0 COMMUNICATIONS - Information Only
- 10.0 CLOSED SESSION
- 10.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: Executive Director of C/CAG
- 10.2 Conference with Labor Negotiators  
C/CAG Representatives: Alicia C. Aguirre  
Unrepresented Employee: Executive Director
- 11.0 RECONVENE IN OPEN SESSION
- 11.1 Report out on Closed Session.
- 12.0 Action on Compensation Adjustment for Executive Director. ACTION
- 13.0 Approval of 2018 Performance Objectives for Executive Director. ACTION
- 14.0 ADJOURNMENT

Next scheduled meeting February 8, 2018

**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 Mima Guilles 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: Mima Guilles (650) 599-1406*

## MEETINGS

December 14, 2017 C/CAG Board – SamTrans, 2nd Flr Auditorium – 6:30 p.m.  
December 14, 2017 Legislative Committee – SamTrans 2nd Floor Auditorium – 5:30 p.m.  
December 20, 2017 RMCP Committee – 155 Bovet Rd, 1st Flr Conference Rm, San Mateo – 2 p.m.  
December 21, 2017 CMP Technical Advisory Committee – SamTrans, 2nd Floor Auditorium – 1:15 p.m.  
December 21, 2017 Stormwater Committee – SamTrans, 2nd Flr Auditorium – 2:30 p.m.

# C/CAG

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

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### BOARD MEETING MINUTES

Meeting No. 303  
November 9, 2017

#### 1.0 CALL TO ORDER/ROLL CALL

Chair Alicia Aguirre called the meeting to order at 6:30 p.m. Roll call was taken.

Atherton	– Elizabet Lewis
Belmont	– Doug Kim (arrive 6:34 p.m.)
Brisbane	– Cliff Lentz
Colma	– Diana Colvin
Foster City	– Sam Hindi
Half Moon Bay	– Harvey Rarback
Hillsborough	– Marie Chuang
Millbrae	– Gina Papan
Pacifica	– Sue Vaterlaus
Portola Valley	– Maryann Moise Derwin
Redwood City	– Alicia Aguirre
San Bruno	– Irene O’Connell
San Carlos	– Bob Grassilli
San Mateo	– Diane Papan (depart 8:13 p.m.)
San Mateo County	– David Canepa
South San Francisco	– Karyl Matsumoto (SamTrans & TA)

#### Absent:

Burlingame  
Daly City  
East Palo Alto  
Menlo Park  
Woodside

#### Others:

Sandy Wong	– C/CAG Executive Director
Nirit Eriksson	– C/CAG Legal Counsel
Mima Guilles	– C/CAG Staff
Jean Higaki	– C/CAG Staff
John Hoang	– C/CAG Staff
Matt Fabry	– C/CAG Staff
Reid Bogert	– C/CAG Staff

Jeff Lacap – C/CAG Staff  
 Sara Muse – C/CAG Staff  
 Susy Kalkin – C/CAG Staff  
 Leo Scott – Gray Bowen Scott  
 Joe Hurley – SamTrans  
 April Chan – SamTrans  
 Nancy McGee – Safe Routes to School (SRTS)  
 Theresa Vallez-Kelly – Safe Routes to School (SRTS)  
 Marina Fraser – Half Moon Bay  
 Samantha Hauser – City Ventures  
 Tony Harris – PointC  
 Other members of the public attended.

3.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

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

Marina Fraser, Half Moon Bay, Chair of BPAC, commented on the TDA Article 3 call for project process being well run. Many good project proposals had come forward. And that more funding will be welcome.

4.0 PRESENTATIONS/ ANNOUNCEMENTS

- 4.1 The Board received a presentation from Seamus Murphy, SamTrans, on “Get Us Moving San Mateo County” – A proposed new tax measure.
- 4.2 The Board received a presentation from Nancy McGee and Theresa Vallez-Kelly, San Mateo County Office of Education, on the San Mateo County Safe Routes to School FY 16-17 Annual Report.

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.

Board Member O’Connell MOVED approval of Items 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8, 5.9 and 5.10, including the technical correction for Item 5.1. Board Member Canepa SECONDED.

**MOTION CARRIED 16-0-0**

- 5.1 Approval of the minutes of regular business meeting No. 302 dated October 12, 2017. *Staff recommended a technical correction on top of page 4 of the packet (part of Item 6.5 from the Oct 12, 2017 meeting) to indicate Mike O’Neil represented Pacifica.* APPROVED
- 5.2 Review and approval of Resolution 17-54 adopting the San Mateo County Transportation Development Act Article 3 Program, funding projects that encourage and improve bicycling and walking conditions, for Fiscal Year 2017-2018 for \$2,260,000. APPROVED
- 5.3 Review and approval of Resolution 17-55 determining that Daly City’s Serra Station Mixed-Use Development at 3301 Junipero Serra Blvd, including related Rezoning and Specific Plan Amendments, is consistent with the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport. APPROVED

- 5.4 Review and approval of Resolution 17-56 adopting the updated C/CAG Procurement Policy. APPROVED
- 5.5 Review and approval of Resolution 17-57 amending of the One Bay Area Grant 1 (OBAG 1) program to include supplemental funds of \$225,000 to augment the countywide Safe Routes to School Program. APPROVED
- 5.6 Review and accept the C/CAG Basic Financial Statements (Audit) and the Memorandum on Internal Control and Required Communications for the Year Ended June 30, 2017. APPROVED
- 5.7 Review and accept the C/CAG Single Audit Report for the Year Ended June 30, 2017. APPROVED
- 5.8 Review and accept the Measure M Fund Financial Statements (Audit) for the Year Ended June 30, 2017. APPROVED
- 5.9 Review and accept the C/CAG Smart Corridor Project Audit Report through June 30, 2017. APPROVED
- 5.10 Review and approval of the appointment of Jamie Axt (City of Redwood City) to the C/CAG Bicycle and Pedestrian Advisory Committee (BPAC) for two-year term to fill one vacant public member seat. APPROVED
- 6.0 REGULAR AGENDA
- 6.1 Receive a presentation from Leo Scott, Project Manager, Gray Bowen Scott, on the US 101 Managed Lane project. INFORMATION
- 6.2 Receive a presentation from John Hoang and Sara Muse, C/CAG staff on the Carpool Incentive Program. INFORMATION
- 7.0 COMMITTEE REPORTS
- 7.1 Committee Reports (oral reports)
 

Member Matsumoto reported on the San Mateo County Transportation Authority Bike/Pedestrian Program call for projects.
- 7.2 Chairperson's Report
 

Chair Aguirre reminded board members to return the Executive Director's performance evaluations to the administrator, Pat Martel.
- 7.3 Board Members Report/ Communication
 

Member Lentz reported the roadside sign on Interstate I-380 by the metering light is too small.
- 8.0 EXECUTIVE DIRECTOR'S REPORT
- 9.0 COMMUNICATIONS - Information Only

- 9.1 Letter from Alicia Aguirre, Chair, City/County Association of Governments, to Steve Heminger, Bay Area Metro Center, dated 10/12/17. RE: Proposal to condition the State Transportation Improvement Program (STIP) on Regional Housing Need Allocation (RHNA) production.
- 9.2 Letter from Sandy Wong, Executive Director, City/County Association of Governments, to Office of Sustainability, dated 10/11/17. RE: Support Letter for the San Mateo County Caltrans SB 1 Adaption Grant Program Application
- 9.3 Letter from Sandy Wong, Executive Director, City/County Association of Governments, to Steve Heminger, Executive Director, Metropolitan Transportation Commission (MTC) dated 10/16/17. RE: Support for The Future of Mobility: Ride-Hailing Data Collection and Analysis
- 10.0 ADJOURNMENT – 8:30 p.m.



## C/CAG AGENDA REPORT

Date: December 14, 2017  
TO: City/County Association of Governments of San Mateo County Board of Directors  
From: Sandy Wong, Executive Director  
Subject: Review and approval of the 2018 C/CAG Board calendar.

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

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### **Recommendation:**

That the C/CAG Board of Directors review and approve the 2018 C/CAG Board meeting calendar.

### **Fiscal Impact:**

None.

### **Background/Discussion:**

The following schedule for the 2018 Board meetings is proposed. All meetings start at 6:30 p.m. unless otherwise noted.

January - No meeting is scheduled  
February 8  
March 8  
April 12  
May 10 - Retreat  
June 14  
July 12  
August - No meeting is scheduled  
September 13  
October 11  
November 8  
December 13

## C/CAG AGENDA REPORT

Date: December 14, 2014

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of the Finance Committee’s recommendation of no change on investment portfolio and accept the Quarterly Investment Report as of September 30, 2017.

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

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### RECOMMENDATION

That the C/CAG Board review and approve of the Finance Committee’s recommendation of no change on investment portfolio and accept the Quarterly Investment Report as of September 30, 2017

### FISCAL IMPACT

Potential for higher or lower yields and risk associated with C/CAG investments.

### SOURCE OF FUNDS

The Investment portfolio includes all C/CAG funds held by the C/CAG Financial Agent (City of San Carlos).

### BACKGROUND

According to the C/CAG Investment Policy adopted on September 14, 2017:

*“The portfolio should be analyzed not less than quarterly by the C/CAG Finance Committee, and modified as appropriate periodically as recommended by the Finance Committee and approved by the C/CAG Board, to respond to changing circumstances in order to achieve the Safety of Principal.”*

The Finance Committee will seek to provide a balance between the various investments and maturities to give C/CAG the optimum combination of Safety of Principal, necessary liquidity, and optimal yield based on cash flow projections.

A summary of the July, August, and September 2017 earning rates are as follows:

	Local Agency Investment Fund (LAIF)	San Mateo County Investment Pool (COPOOL)
July	1.051%	1.145%
August	1.084%	1.245%
September	1.111%	1.246%

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 the November 20, 2015 CCAG Finance Committee meeting, the Committee set a goal to keep the investment with the County at 40%-42% of the total pooled investment to earn higher interest.

At the last quarterly review on June 8, 2017, the C/CAG Board approved the investment portfolio with no change. However, given the San Mateo County Investment Pool (COPOOL) fund has consistently out-performed the Local Agency Investment Fund (LAIF) in the past few years, there was a discussion and suggestion by a few Board members that the Finance Committee should consider the risk and benefit of increasing C/CAG's investment in COPOOL fund to seek higher yield.

On August 23, 2017, the Finance Committee reviewed the investment portfolio and conducted a discussion based on the above suggestion made by the C/CAG Board. Discussion included the risk and perceived risk of COPOOL resulting from the lost affected by the Lehman Brothers bankruptcy, as well as the level of confidence that has been restored since then. Discussion also included the possible options of A) 50/50 split between COPOOL and LAIF, or B) 60/40 split between COPOOL and LAIF, to boost overall yield.

While the Finance Committee did not recommend a change to the investment portfolio at the August 23rd meeting, it directed staff to investigate the possibility of using an outside firm to perform a risk analysis, but be mindful that any additional gain not be offset by the cost to do the risk analysis. Staff procured the services of NHA Advisors at approximately \$2,500 to perform a comparative analysis of the two investments funds.

The analysis showed that the COPOOL has outperformed LAIF in recent years largely due to a bull market and its allocation to corporate securities. LAIF is more heavily invested in treasuries which have had lower yields but are on the rise. In an environment of rising treasury rates, the difference in returns may diminish, and LAIF returns may catch up to COPOOL returns.

On November 15, 2017, the Finance Committee reviewed the analysis from NHA Advisors and recommended no change to the portfolio. The Finance Committee felt that it was not prudent to chase yields as a long-term investment strategy. Although the risk to both funds is low, the county pool inherently holds a higher risk than LAIF due to the holding of corporate securities. The trend is also that the gap between the earning rates is decreasing. The Committee also discussed the impact of

reversing the investment percentages of the portfolio. The difference would yield an average increase of approximately \$5,600 per year. Even though both funds are relatively low risk funds, the Committee felt that the increase in returns would not warrant the increased risk of modifying the portfolio.

The investment portfolio as of September 30, 2017 is as follows:

	6/30/2017		9/30/2017	
	Amount	Percent	Amount	Percent
LAIF	\$12,034,768	58%	\$13,363,368	58%
COPOOL	\$8,586,974	42%	\$9,611,660	42%
Total	\$20,621,742	100%	\$22,975,028	100%

**ATTACHMENTS**

1. Quarterly Investment Report as of September 30, 2017 from San Carlos

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

**Board of Directors Agenda Report**

**To: Sandy Wong, Executive Director**  
**From: Carrie Tam, Financial Services Manager**  
**Date: November 15, 2017**

**SUBJECT: Quarterly Investment Report as of September 30, 2017**

**RECOMMENDATION:**

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

**ANALYSIS:**

The attached investment report indicates that on September 30, 2017, funds in the amount of \$22,975,028 were invested producing a weighted average yield of 1.13%. Of the total investment portfolio, 58.2% of funds were invested in the Local Agency Investment Fund (LAIF) and 41.8% in the San Mateo County Investment Pool (COPOOL). These percentages are within the range specified by the CCAG Board. Accrued interest earnings for this quarter totaled \$60,560. At the CCAG Finance Committee meeting in November 2015, the Committee set a goal to keep the investment with the County at 40%-42% of the total pooled investment to earn higher interest. The portfolio mix reflects the recommended percentage invested in the County Investment Pool.

Below is a summary of the changes from the prior quarter:

	<b>Qtr Ended 9/30/17</b>	<b>Qtr Ended 6/30/17</b>	<b>Increase (Decrease)</b>
Total Portfolio	\$ 22,975,028	\$ 20,621,742	\$ 2,353,286
Weighted Average Yield	1.13%	0.98%	0.15%
Accrued Interest Earnings	\$ 60,560	\$ 53,286	\$ 7,274

There was an increase of \$2.4M in the portfolio balance in this quarter compared to the previous quarter mainly due to larger cash receipts in the first quarter for Measure M and Congestion Relief and Management, which were offset by large cash disbursements for Measure M expenditures. A more detailed list of the payments made in the first quarter can be found in the attached monthly "Major Cash Inflows and Outflows" report. The slightly higher weighted average yield resulted in higher interest earnings for this quarter.

Historical cash flow trends are compared to current cash flow requirements on an ongoing basis to ensure that C/CAG's investment portfolio will remain sufficiently liquid to meet all reasonably anticipated operating requirements. As of September 30, 2017, the portfolio contains sufficient liquidity to meet the next six months of expected expenditures by C/CAG.

All investments are in compliance with the Investment Policy. Attachment 2 shows a historical comparison of the portfolio for the past nine quarters.

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

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

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

Attachments

1 – Investment Portfolio Summary for the Quarter Ended September 30, 2017

2 – Historical Summary of Investment Portfolio

**CITY & COUNTY ASSOCIATION OF GOVERNMENTS**

**SUMMARY OF ALL INVESTMENTS**  
For Quarter Ending September 30, 2017

Category	Weighted Average Interest Rate	Historical Book Value	% of Portfolio	GASB 31 ADJ Market Value
<b>Liquid Investments:</b>				
Local Agency Investment Fund (LAIF)	1.07%	13,363,368	58.2%	13,350,567
San Mateo County Investment Pool (COPOOL)	1.21%	9,611,660	41.8%	9,611,660
<b>Agency Securities</b>				
<i>none</i>				
<b>Total - Investments</b>	<b>1.13%</b>	<b>22,975,028</b>	<b>100%</b>	<b>22,962,227</b>
<b>GRAND TOTAL OF PORTFOLIO</b>	<b>1.13%</b>	<b>\$ 22,975,028</b>	<b>100%</b>	<b>\$ 22,962,227</b>
<b>Total Interest Earned This Quarter</b>				<b>60,560</b>
<b>Total Interest Earned (Loss) Fiscal Year-to-Date</b>				<b>60,560</b>

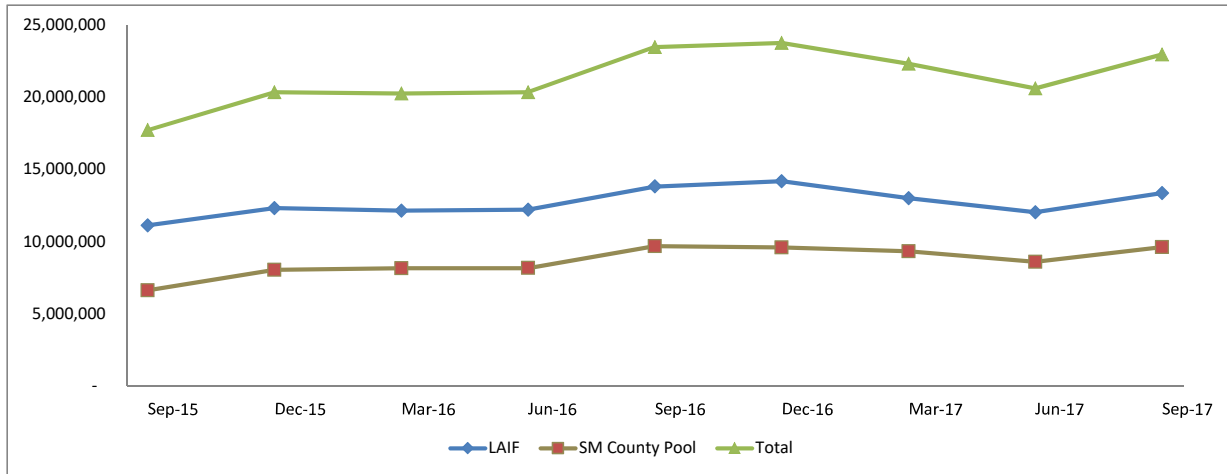
**Note: CCAG Board approved the following investment portfolio mix at its November 14, 2013 meeting:**

LAIF - 50% to 70%  
COPOOL - 30% to 50%

*At the CCAG Finance Committee meeting in November, the Committee set a goal to keep the investment with the County at 40%-42% of the total pooled investment to earn higher interest.*

\*Difference in value between Historical Value and Market Value may be due to timing of purchase. Investments in the investment pools may have been purchased when interest rates were lower or higher than the end date of this report. As interest rates increase or decrease, the value of the investment pools will decrease or increase accordingly. However, interest rate fluctuations does not have any impact to CCAG's balance in the investment pools. The market values are presented as a reference only.

### City and County Association of Governments Historical Summary of Investment Portfolio September 30, 2017



*Note: The chart type has been changed from Column to Line after receiving feedback from CCAG's Finance Committee*

#### City/County Association of Governments Investment Portfolio

	Sep-15	Dec-15	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17
LAIF	11,116,115	12,324,374	12,136,268	12,200,510	13,817,524	14,186,530	13,010,532	12,034,768	13,363,368
SM County Pool	6,612,375	8,024,431	8,138,072	8,154,442	9,672,516	9,591,037	9,313,634	8,586,974	9,611,660
<b>Total</b>	<b>17,728,490</b>	<b>20,348,805</b>	<b>20,274,340</b>	<b>20,354,952</b>	<b>23,490,040</b>	<b>23,777,567</b>	<b>22,324,166</b>	<b>20,621,742</b>	<b>22,975,028</b>

*At the CCAG Finance Committee meeting in November 2015, the Committee set a goal to keep the investment with the County at 40%-42% of the total pooled investment to earn higher interest.*



**C/CAG AGENDA REPORT**

Date: December 14, 2017

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 17-58 authorizing the filing of a joint application for \$22,000,000 in funding from the San Mateo County Transportation Authority (SMCTA) Measure A Highway Program for the Design and Right of Way Phases for the US 101 Managed Lane Project from Matadero Creek in Santa Clara County to I-380.

(For further information or questions, contact Jean Higaki at 650-599-1462)

**RECOMMENDATION**

That the C/CAG Board review and approve of Resolution 17-58 authorizing the filing of a joint application for \$22,000,000 in funding from the San Mateo County Transportation Authority (SMCTA) Measure A Highway Program for the Design and Right of Way Phases for the US 101 Managed Lane Project from Matadero Creek in Santa Clara County to I-380.

**FISCAL IMPACT**

No direct impact to the C/CAG budget.

**SOURCE OF FUNDS**

\$22,000,000 in funding from the SMCTA Measure A transportation sales tax.

**BACKGROUND**

On October 9, 2017, the SMCTA issued a call for project for their Measure A Highway Program. A total of \$75 million is available for projects that reduce congestion in commute corridors. Applications were due November 20, 2017. Resolutions from sponsoring governing Boards are due by December 15, 2017.

In general, highway and roadway improvements on congested commute corridors are eligible for Measure A Highway Program funds. The program focuses on removing bottlenecks in the most congested highway commute corridors, reducing congestion, and improving throughput along critical congested commute corridors. Maintenance and rehabilitation projects for highways and roadways are not eligible.

The purpose of the US 101 Managed Lane Project is to provide a continuous managed lane in each direction on US 101 from the terminus of the Santa Clara County Express Lanes (near Matadero Creek) to I-380 in northern San Mateo County. This continuous lane would be managed in real time to achieve maximum efficiency and operations. The project alternative includes removing or replacing existing auxiliary lanes between interchanges; reconstructing ramp connections to US 101, and installing electronic toll collection infrastructure.

In the fall of 2012, C/CAG was awarded SMCTA Measure A Highway Program funding to develop a Project Study Report for the US 101 High-Occupancy Vehicle (HOV) Project (from Whipple to south of the I-380 interchange). The Project Study Report was completed in early May 2015. On June 3, 2016, a supplemental Project Study Report was completed which added an express lane alternative and extended the southern project limit to the terminus of a proposed Santa Clara County express lane project.

Also in June 2016, the San Mateo County Transportation Authority (SMCTA) took an action to become a co-sponsor with C/CAG for the Managed Lane Project. The project is currently in the environmental phase and the draft environmental document has been released for public comment. The environmental phase is fully funded through a combination of SMCTA Measure A funds, private funds through SAMCEDA, and federal repurposed earmark funds passed through C/CAG.

On November 20, 2017, C/CAG and SMCTA submitted a joint Measure A application for funding upcoming phases of work. These phases include design and right of way. Funding for these phases are expected to come from the Caltrans controlled Interregional Transportation Improvement Program (ITIP), SMCTA Measure A highway program funds, and the Regional Transportation Improvement Program (RTIP), recently recommended for approval by the C/CAG Board on October 12, 2017.

The SMCTA Measure A Highway Program call for projects requires a governing board resolution, from project sponsors, for all project scope phases beyond the preliminary study phase (e.g. environmental clearance, design, and construction). C/CAG is submitting this resolution as co-sponsor of the project with SMCTA.

#### **ATTACHMENTS**

1. Resolution 17-58

## **RESOLUTION 17-58**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/ COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY CO-SPONSORING THE U.S. MANAGED LANES PROJECT ALONG WITH THE SAN MATEO COUNTY TRANSPORTATION AUTHORITY, AND AUTHORIZING SUBMITTAL OF A JOINT APPLICATION FOR MEASURE A HIGHWAY PROGRAM FUNDING FOR THE DESIGN AND RIGHT OF WAY PHASES FOR THE US 101 MANAGED LANE PROJECT FROM MATADERO CREEK IN SANTA CLARA COUNTY O I-380**

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

**WHEREAS**, an operational improvement project is needed to address severe traffic congestion and queuing on US 101, during peak commute hours, where generally all lanes are congested, and

**WHEREAS**, the U.S, 101 Managed Lanes project proposes to reduce congestion, increase reliability and throughput for people, goods movement and express transit, improve safety, environmental factors, allow faster travel times, and facilitate travel mode shifts to employment centers, and

**WHEREAS**, it will cost \$38 million to implement the Plans, Specifications, and Estimate (PS&E) design phase and \$18 million for right-of-way support and capital for utility relocation, and

**WHEREAS**, C/CAG and the San Mateo County Transportation Authority (TA), wish to co-sponsor the implementation of the Plans, Specifications, and Estimate (PS&E) design phase and right-of-way support and capital for utility relocation, and

**WHEREAS**, C/CAG and TA seeks \$22 million in Measure A highway program fund contribution towards the PS&E and right of way support phases.

**WHEREAS**, on June 7, 1988, the voters of San Mateo County approved a ballot measure to allow the collection and distribution by the TA of a half-cent transactions and use tax in San Mateo County for 25 years, with the tax revenues to be used for highway and transit improvements pursuant to the Transportation Expenditure Plan presented to the voters (Original Measure A), and

**WHEREAS**, on November 2, 2004, the voters of San Mateo County approved the continuation of the collection and distribution by the TA of the half-cent transactions and use tax for an additional 25 years to implement the 2004 Transportation Expenditure Plan beginning January 1, 2009 (New Measure A), and

**WHEREAS**, the TA issued a Call for Projects for the Measure A Highway Program funds on October 9, 2017, and

**WHEREAS**, the TA requires applicants for Measure A funds to submit a resolution in support of the application, in this case for \$22 million in Measure A Highway Program funds for the implementation of the Plans, Specifications, and Estimate (PS&E) design phase and right-of-way support and capital for utility relocation, and

**WHEREAS**, the TA also requires applicants to submit a resolution committing to the completion of the proposed project scope, in this case Plans, Specifications, and Estimate (PS&E) design phase and right-of-way support and capital for utility relocation, and

**WHEREAS**, if the TA Board awards Measure A Highway Program funds for the Plans, Specifications, and Estimate (PS&E) design phase and right-of-way support and capital for utility relocation, the TA will requires that the project team commence work on the above stated work within one year of TA Board action, and

**NOW THEREFORE BE IT RESOLVED**, that the City/County Association of Governments of San Mateo County:

1. Directs staff to submit a joint application with TA staff for TA Measure A Highway Program funds for \$22 million for the for the Plans, Specifications, and Estimate (PS&E) design phase and right-of-way support and capital for utility relocation.
2. Authorizes the Executive Director to execute a Memorandum of Understanding (MOU) with the San Mateo County Transportation Authority to establish agency roles associated with the implementation of the project scope for Measure A Highway Program funds awarded.
3. Commits a portion of the C/CAG controlled Regional Transportation Improvement Program (RTIP) funds towards the completion of right of way capital for utility relocation for the project.
4. Directs the integrated project team to commence work on Plans, Specifications, and Estimate (PS&E) design phase and right-of-way support and capital for utility relocation within one year of receiving an award of Measure A Highway Program Funds.

**PASSED, APPROVED, AND ADOPTED, THIS 14TH DAY OF DECEMBER 2017.**

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*Alicia C. Aguirre, Chair*

**C/CAG AGENDA REPORT**

Date: December 14, 2017

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and concur with redirecting \$1,000,000 in SMCTA Measure A highway program awarded funds for the environmental phase of the US 101 Auxiliary Lane project from the Oyster Point to San Francisco County line towards a contribution to develop a Project Study Report that includes a managed lane alternative on US 101 from I-380 to the San Francisco county line.

(For further information or questions, contact Jean Higaki at 650-599-1462)

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**RECOMMENDATION**

That the C/CAG Board review and concur with redirecting \$1,000,000 in SMCTA Measure A highway program awarded funds for the environmental phase of the US 101 Auxiliary Lane project from the Oyster Point to San Francisco County line towards a contribution to develop a Project Study Report that includes a managed lane alternative on US 101 from I-380 to the San Francisco county line.

**FISCAL IMPACT**

No direct impact to the C/CAG budget.

**SOURCE OF FUNDS**

Funding comes from the SMCTA Measure A transportation sales tax, originally awarded to the US 101 Auxiliary Lane project in 2015.

**BACKGROUND**

On August 9, 2012 C/CAG Board approved of Resolution 12-46 authorizing the acceptance of allocated funds, and the execution of grant agreements with the San Mateo County Transportation Authority (SMCTA), for project feasibility studies and project study documents associated with four applications submitted by staff to the SMCTA Highway Program for funding. One of these projects was an application to develop a Project Study Report for an auxiliary lane on US 101 from Oyster Point to the San Francisco County Line.

In October 2012, C/CAG was awarded SMCTA Measure A funding to develop a Project Study Report for the for an auxiliary lane on US 101 from Oyster Point to the San Francisco County Line. The Project Study Report was prepared by the SMCTA and approved by Caltrans in early June 2015.

In May 2015, SMCTA issued another Highway Program call for projects. In October 2015, this project was awarded \$8,000,000 in SMCTA Measure A funding to complete the environmental phase of the auxiliary lane project on US 101 from Oyster Point to the San Francisco County Line, with C/CAG being the project sponsor and SMCTA the implementing agency. During this time, the US

101 Managed Lane project, south of I-380, was expanded to include an express lane alternative to the project.

In June 2016, the SMCTA took an action to become a co-sponsor of the US 101 Managed Lane Project. During scoping meetings in August, Caltrans, SMCTA, and C/CAG received several inquiries about plans for a Managed Lane north of I-380. According to Caltrans' requirement, a Project Study Report, which precedes the environmental study, must include all feasible alternative solutions. Since the 2015 approved study only included auxiliary lane alternatives, it must be modified to include a managed lane option to ensure that corridor continuity is considered.

In addition, San Francisco County Transportation Authority (SFCTA) approached SMCTA and C/CAG about jointly funding a Managed Lane Project Study Report from I-380 to downtown San Francisco via the US 101 (in San Mateo and San Francisco County) and the I-280 (in San Francisco County).

The SMCTA is proposing to reallocate \$1,000,000 in allocated environmental phase funds towards the development of a joint Project Study Report with SFCTA that extends the southern project limit from Oyster Point to I-380 and that includes a Managed Lane alternative. This study will supersede the report completed in 2015 but it is expected that auxiliary lane alternatives from the completed report will still be included as alternatives in the new report. SFCTA is expected to lead the effort.

#### **ATTACHMENTS**

1. Letter from SMCTA proposing to reallocate Measure A highway program awarded funds for the environmental phase of the US 101 Auxiliary Lane project from the Oyster Point to San Francisco County line.



Sandy Wong, Director, C/CAG  
County Government Center  
555 County Center, Fifth Floor  
Redwood City, CA

BOARD OF DIRECTORS 2017

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JIM HARTNETT  
EXECUTIVE DIRECTOR

November 30, 2017

Dear Sandy,

At the request of C/CAG and as part of the 2012 Highway Program Call-for-Projects, the TA funded and prepared a Project Initiation Document (PID) for a project that would add auxiliary lanes to the US 101 between Oyster Point and the San Francisco County Line. This PID, which included a range of project alternatives, was approved by Caltrans on June 9, 2015.

In October 2015 the TA Board authorized funding for the environmental phases of two projects on the 101 Corridor; 101 Auxiliary Lanes (Oyster Point to San Francisco County Line) and 101 Managed Lanes (Whipple to I-380). Further work on the auxiliary lanes did not advance because proposed project concepts developed for the managed lanes south of I-380 could influence and potentially change direction on the project approach; project concepts need to include managed lanes within the limits of the proposed auxiliary lanes project.

Appropriate response to this potential change of direction, necessitated by a growing congestion problem on the corridor as well as the need to refocus our effort on improving person throughput, requires consideration of the extension of managed lanes north of I-380. The TA and C/CAG are collaborating with the San Francisco County Transportation Authority on strategies to extend managed lanes north of I-380 into San Francisco.

In order to fund the San Mateo share of the Project Initiation Document, we propose to reallocate \$1 million of the \$8 million in Measure A funds previously allocated for the environmental phase of the 101 Auxiliary Lane Project (Oyster Point – San Francisco County Line). The length of the proposed managed lanes into San Francisco is approximately 10 miles, with the San Mateo/San Francisco County line at the half-way point. The \$1 million share equates to approximately half of the cost of the PID.

Because the subject funding was allocated to a C/CAG sponsored project we request your concurrence with this approach. Please confirm your concurrence by signing below.

\_\_\_\_\_  
Sandy Wong  
C/CAG Executive Director

Thanks,

  
Joseph Hurley  
Director, San Mateo County Transportation Authority

**SAN MATEO COUNTY TRANSPORTATION AUTHORITY**

1250 San Carlos Ave. P.O. Box 3006  
San Carlos, CA 94070-1306 (650) 508-6219

## C/CAG AGENDA REPORT

Date: December 14, 2017

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 17-60 authorizing the C/CAG Chair to execute an Agreement with the San Mateo County Superintendent of Schools to administer and manage the San Mateo County Safe Routes to School Program in an amount not to exceed \$917,100 for remaining Fiscal Year 2017-2018 & Fiscal Year 2018-2019 (1.5 years).

(For further information or questions, please contact Sara Muse at 650-599-1460)

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### RECOMMENDATION

That the C/CAG Board review and approve Resolution 17-60 authorizing the C/CAG Chair to execute an Agreement with the San Mateo County Superintendent of Schools to administer and manage the San Mateo County Safe Routes to School Program in an amount not to exceed \$917,100 for remaining Fiscal Year 2017-2018 & Fiscal Year 2018-2019 (1.5 years).

### FISCAL IMPACT

\$917,100.

### SOURCE OF FUNDS

\$785,100 in Surface Transportation Program/Congestion Management and Air Quality (STP/CMAQ) funds and \$132,000 in local Measure M (\$10 vehicle registration fee) funds (FY 2017-2018 – FY 2018-2019).

### BACKGROUND

#### Safe Routes to School Program

The goal of the San Mateo County Safe Routes to School (SRTS) Program is to enable and encourage children to walk, bicycle, carpool, and utilize transit as means of getting to school. The Program achieves this goal by supporting schools to implement projects and activities that decrease traffic congestion around school sites, reduce school-related travel emissions, and improve the health, well-being, and safety of student participants.

C/CAG, as the Congestion Management Agency (CMA), is the designated agency for San Mateo County that receives federal Surface Transportation Program/Congestion Management and Air Quality (STP/CMAQ) funds, including funds designated for the SRTS Program. C/CAG administers the SRTS funds, serving as fiscal agent for the SRTS Program.



The C/CAG-sponsored SRTS Program, initiated in June 2011, is funded by a combination of federal Surface Transportation Program/Congestion Management and Air Quality (STP/CMAQ) funds and local matching funds from Measure M.

#### Agreement with the San Mateo County Office of Education

In 2010, MTC implemented the Climate Initiatives Program for the New Federal Transportation Act Cycle 1 STP/CMAQ funding program (OBAG 1) including a Regional Safe Routes to School element which funded countywide safe routes to school programs in the region. C/CAG and the San Mateo County Superintendent of Schools (SMCOE) entered into agreements on March 10, 2011 and June 13, 2013 to administer and manage the SRTS Program from FY 2011-2012 through FY 2015-2016.

The adoption of the One Bay Area Grant Cycle 2 Program by MTC approved the continuation of the program for fiscal years 2012-13 through FY 2015-16. The C/CAG Board approved the agreement with SMCOE to continue administering the program for FY 2016-2017 on June 9, 2016.

On June 8, 2017, the C/CAG Board approved the Agreement with SMCOE for a time extension only, at no additional cost, through December 31, 2017. On September 14, 2017 the C/CAG Board approved Amendment No. 3 with SMCOE for an additional amount of \$120,000 of Measure M funds, with a completion date of December 31, 2017. Said amendment No. 3 was funded by C/CAG Measure M local fund as a stop-gap measure while the new OBAG 2 Federal fund was being approved.

Staff recommends authorizing the FY 2017-2018 – FY 2018-2019 contract with SMCOE to continue implementing the program through FY 2018-2019. The contract will be effective January 1, 2018 through August 31, 2019.

#### **ATTACHMENTS**

1. Resolution 17-60
2. Agreement between C/CAG and the San Mateo County Superintendent of Schools (*The document is available for download at the C/CAG website at: <http://ccag.ca.gov/committees/board-of-directors/>*)

## RESOLUTION 17-60

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE AN AGREEMENT WITH THE SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS TO ADMINISTER AND MANAGE THE SAN MATEO COUNTY SAFE ROUTES TO SCHOOL PROGRAM IN AN AMOUNT NOT EXCEED \$917,100 FOR REMAINING FY 2017-2018 AND FY 2018-2019 (1.5 YEARS)**

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

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

**WHEREAS**, C/CAG was provided \$2,617,000 in Surface Transportation Program/Congestion Mitigation and Air Quality (STP/CMAQ) funds from the Metropolitan Transportation Commission Climate Initiative Program for the San Mateo County Safe Routes to School Program for FY 2017-2018 through FY 2021-2022; and

**WHEREAS**, the total cost of the Program is \$2,957,000, including the C/CAG matching funds in the amount of \$340,000; and

**WHEREAS**, C/CAG and SMCOE wish to enter into an agreement to monitor and implement the program for FY 2017-2018 through FY 2018-2019 in the amount of \$917,100; and

**WHEREAS**, the overall goal of the Safe Routes to School Program is to enable and encourage children to walk or bicycle to school by implementing projects and activities to improve health and safety; and

**WHEREAS**, C/CAG has determined that the San Mateo County Superintendent of Schools will serve as the lead agency to monitor and implement the program; 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 the agreement between C/CAG and the San Mateo County Superintendent of Schools for the San Mateo County Safe Routes to School Program for an amount not to exceed \$917,100 for remaining FY 2017-2018 and FY 2018-2019 (1.5 years) and further authorize the Executive Director to negotiate the final terms prior to execution by parties, subject to legal counsel approval as to form.

**PASSED, APPROVED, AND ADOPTED, THIS 14<sup>TH</sup> DAY OF DECEMBER 2017.**

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*Alicia C. Aguirre, Chair*

## C/CAG AGENDA REPORT

**Date:** December 14, 2017

**To:** City/County Association of Governments of San Mateo County Board of Directors

**From:** Sandy Wong, Executive Director

**Subject:** Review and approval of the Joint Call for Projects for the C/CAG and San Mateo County Transportation Authority Shuttle Program for Fiscal Year 18/19 & Fiscal Year 19/20

(For further information or questions contact Susy Kalkin at 599-1467)

### RECOMMENDATION

That the C/CAG Board review and approve the Joint Call for Projects for the C/CAG and San Mateo County Transportation Authority Shuttle Program for Fiscal Year 18/19 & Fiscal Year 19/20.

### FISCAL IMPACT

For the FY 18/19 & FY 19/20 funding cycle there will be approximately \$10,000,000 available.

### SOURCE OF FUNDS

Funding to support the shuttle programs will be derived from the Congestion Relief Plan adopted by C/CAG, and is anticipated to include \$1,000,000 in funding (\$500,000 for FY 18/19 and \$500,000 for FY 19/20). Additionally, the San Mateo County Transportation Authority (TA) Measure A Program is expected to provide approximately \$9,000,000 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 again partner with the San Mateo County Transportation Authority to issue a joint call for projects (CFP) for FY 18/19 and FY 19/20. The program is intended to start new local shuttle services, augment existing services, or continue projects previously funded under this program. The combined program is designed to utilize one call for projects, one application, and one scoring committee. 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 shuttle program sponsor.

The result of this process will be a single prioritized list of projects to be funded by each agency. 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.

***Program Guidelines***

The program guidelines, attached, are similar to the prior CFP that helped subsidize the operation of shuttles during the last cycle (FY 16/17 & 17/18) with the following two exceptions:

1. The established operating cost per passenger benchmark for commuter, community and door to door shuttles has been revised to account for an incremental increase in the consumer price index (CPI), as shown here:

<b>Shuttle Type</b>	<b>Op. Cost/Passenger FY16/17 &amp; 17/18 (Prior CFP)</b>	<b>Op. Cost/Passenger FY18/19 &amp; 19/20 (Current CFP)</b>
Commuter	\$7/passenger	<b>\$8/passenger</b>
Community	\$9/passenger	<b>\$10/passenger</b>
Door to Door	\$18/passenger	<b>\$20/passenger</b>

2. Although C/CAG use to require sponsors to provide a minimum 50% funding match when it conducted its own separate shuttle program funding calls, that changed when C/CAG and the TA combined their shuttle programs together to conduct joint funding calls beginning in FY 12/13 and 13/14. To qualify for funding, project sponsors of the joint C/CAG - TA shuttle funding calls have historically been required to provide a minimum of 25% of the total cost of the program, and that remains the proposal in this cycle for both new shuttles and for existing shuttles that: 1) are meeting their benchmarks for operating cost per passenger; or, 2) are missing the benchmark by less than 50%; or 3) have been in operation for less than two full years. However, for existing shuttles that have failed to meet the applicable “operating cost per passenger” benchmark by 50% or more after two full years of operation, staff is proposing a required 50% match to encourage sponsors to take a more proactive approach with the productivity and cost effectiveness of their shuttles.

The following table shows how the 50% match would be applied:

<b>Shuttle Type</b>	<b>Op. Cost/Passenger FY18/19 &amp; 19/20 (Current CFP)</b>	<b>Benchmark missed by 50% or more</b>
Commuter	\$8/passenger	<b>≥\$12/passenger</b>
Community	\$10/passenger	<b>≥\$15/passenger</b>
Door to Door	\$20/passenger	<b>≥\$30/passenger</b>

Please note that as part of the discussions prior to the last (2015) CFP, staff had informed both the C/CAG and TA boards, as well as our existing shuttle sponsors, of the potential for such an increase in the minimum matching funds requirement to address shuttle effectiveness.

## ***General Requirements***

Eligible project applicants include local jurisdictions and/or public agencies. A governing board resolution that confirms that the jurisdiction/agency approves of the application submittal and commits to providing the matching funds must be submitted along with the application. In addition, sponsors of new shuttles, as well as shuttles that do not meet the established operating cost per passenger or passengers per service hour benchmarks, are required to consult with either SamTrans or Commute.Org to receive technical assistance prior to submittal of an application, and all sponsors must submit a letter of concurrence from SamTrans to confirm that the shuttle route will not duplicate SamTrans fixed-route service or other public shuttle service.

## ***CMP TAC & CMEQ Review***

This item was reviewed by both the Congestion Management Program Technical Advisory Committee (CMP TAC) and the Congestion Management & Environmental Quality (CMEQ) Committee at their respective November meetings, and no substantive issues were raised by either group.

## **Tentative Timeline for Project Review and Approval:**

- December 18, 2017 – Issue Call for Projects for FY 18/19 & FY 19/20 San Mateo County Shuttle Program
- December 18, 2017 – Application Workshop at SamTrans offices
- February 9, 2018 – Shuttle Program Applications Due
- Early March – Convene Shuttle Program Evaluation Committee
- April 19, 2018 – CMP Technical Advisory Committee Recommended Project List Review
- April 30, 2018 – Congestion Management and Environmental Quality Committee Recommended Project List Review
- May 3, 2018 – Transportation Authority Board of Directors Project List Final Review and Approval
- May 10, 2018 – C/CAG Board of Directors Project List Review and Approval

## **ATTACHMENTS**

1. San Mateo County Shuttle Program Call for Projects FY 2018/2019 & 2019/2020

# C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS  
OF SAN MATEO COUNTY



**TO:** City/County Managers  
Public Works Directors

**FROM:** Susy Kalkin, C/CAG  
Joel Slavitt, SMCTA

**DATE:** December 18, 2017

**RE:** **Call for Projects: San Mateo County Shuttle Program FY 18/19 & FY 19/20**

This memo transmits the guidelines and criteria for the San Mateo County Shuttle Program for FY 18/19 & FY 19/20, 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 an estimated \$10,000,000 available on a competitive basis for a two-year funding cycle. The funding for this Call for Projects is intended 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, and must conform to all applicable federal, state and local laws and regulations.

Eligible applicants, including local jurisdictions and/or public agencies within San Mateo County, can apply for funding to establish local shuttle services designed to assist residents and employees to travel within the County and/or to connect with regional transportation service (ex. major SamTrans routes, Caltrain, BART, ferries). Although a public agency must be the applicant for the funds, they may use another entity such as SamTrans, the Peninsula Traffic Congestion Relief Alliance (Commute.org) or others to manage and/or operate the service. Similarly, employers and private entities are not eligible to apply directly, but may partner with a local jurisdiction or public agency to sponsor a project. Projects that are coordinated among multiple jurisdictions are encouraged.

To qualify for funding, the project sponsor must provide a minimum of 25% of the total cost of the program. However, a 50% match is required for sponsors of existing shuttles that have failed to meet the applicable “operating cost per passenger” benchmark by 50% or more after two full years of operation. 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.

Sponsors of new shuttles, as well as sponsors of existing shuttles that do not meet the established operating cost per passenger or passenger per service hour benchmarks, are required to consult

with either SamTrans operations planning staff (for community shuttles) or Commute.Org (for commuter shuttles) for shuttle technical assistance prior to the submittal of an application, and are encouraged to continue to seek assistance as needed during the shuttle funding cycle. Additionally, a letter of concurrence/sponsorship from SamTrans is required to confirm that the shuttle route(s) shall not duplicate SamTrans fixed-route service. Please note that SamTrans planning staff will be available, by appointment only, on Tuesdays and Thursdays in December and January. It is strongly recommended that project sponsors schedule appointments as soon as possible, but no later than four weeks prior to the close of the call, to ensure sufficient time for SamTrans to provide both technical assistance and the required concurrence letter, as well as to allow Commute.Org adequate time to provide its technical assistance. See contacts below:

SamTrans – Community Shuttles

Patrick Blankenship, Mgr.  
Scheduling and Planning  
[blankenship@samtrans.com](mailto:blankenship@samtrans.com)  
(650) 508-6249

Commute.Org – Commuter Shuttles

John Ford, Executive Dir.  
[shuttles@commute.org](mailto:shuttles@commute.org)  
(650) 508-8170

**The application deadline is 4:00 p.m. Friday February 9, 2018. An application workshop will be held from 1:30-3:30 p.m. on Monday December 18, 2017 in the 4<sup>th</sup> Floor Dining Room of the SamTrans office in San Carlos.** 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.

To apply, submit one unbound original, seven hard copies and one electronic copy of the application. Applications may be emailed\* to [callforprojects@samtrans.com](mailto:callforprojects@samtrans.com) and mailed to:

Jennifer Williams  
SMCTA  
1250 San Carlos Ave.  
San Carlos, CA 94070

(\*Note: TA email capacity is 10 MB. For larger files please send an electronic copy via disc, flashdrive, dropbox, or similar means.)

EVALUATION PROCESS (dates are subject to change)

An evaluation panel will review the applications and develop recommendations for publication by mid-March 2018. These recommendations will be presented to the TA Citizen Advisory Committee (CAC) on April 3, 2018 and to the TA Board on April 5, 2018 for information. The recommendations will be presented to the C/CAG Congestion Management Program Technical Advisory Committee (TAC) on April 19, 2018. The TAC recommendation will go to the C/CAG Congestion Management and Environmental Quality Committee (CMEQ) on April 30, 2018. The recommendations will also go to the TA CAC for a final recommendation on May 1,

2018. The TA Board of Directors and the C/CAG Board of Directors will each approve a final program of projects after consideration of the recommendations provided by the TAC, CMEQ, and the TA CAC on May 3, 2018 and May 10, 2018, respectively.

Attachments:

- a. San Mateo County Shuttle Program Application FY 18/19 & 19/20 for Existing Shuttles
- b. San Mateo County Shuttle Program Application FY 18/19 & 19/20 for New Shuttles
- c. San Mateo County Shuttle Program Criteria
- d. Non-supplantation of funds certification



**San Mateo County Shuttle Program FY 18/19 & FY 19/20  
Application Form for Existing Shuttles  
(Filing Deadline: February 9, 2018)**

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\*  
 \* Minimum 50% match required for existing shuttles in operation for 2 years or more that fail to meet the applicable operating cost per passenger benchmark by 50% or more based on FY16/17 performance data. (More recent performance data covering a full 12 months may be applied if available at the time the application is submitted.).<sup>1</sup>
- A Non-Supplantation Certificate is attached
- A letter of concurrence/sponsorship from SamTrans is attached\*  
 \* Sponsors should contact Patrick Blankenship, Operations Planning ([blankenship@samtrans.com](mailto:blankenship@samtrans.com)), by January 12, 2018, and preferably before, to allow sufficient time for SamTrans operations planning staff to review, follow up with sponsors as needed and ultimately make a determination as to whether a letter of concurrence/sponsorship can be issued.
- A governing board resolution in support of the proposed shuttle is attached
- Project met shuttle program benchmark standards for FY 16/17<sup>2</sup>
- If project did not meet shuttle program benchmark standards for FY 16/17, project sponsor has met with SamTrans operations planning staff (community serving shuttles) or Commute.org (commuter shuttles) for technical assistance.
  - Sponsors should make appointments to receive technical assistance by January 12, 2018, and preferably before, to allow sufficient time if any follow-up appointments are needed and to incorporate technical assistance recommendations into their proposals.

1 FY18/19 & 19/20 Benchmarks and 50% match requirement calculation

Shuttle Type	Op. Cost/Passenger FY18/19 & 19/20 (Current CFP)	Benchmark missed by 50% or more
Commuter	\$8/passenger	≥\$12/passenger
Community	\$10/passenger	≥\$15/passenger
Door to Door	\$20/passenger	≥\$30/passenger

2 FY 2016/17 Shuttle Operation Benchmarks

Shuttle Type	Op. Cost/Passenger FY 16/17	Passengers Per Service Hour FY16/17
Commuter	\$7/passenger	15
Community	\$9/passenger	10
Door to Door	\$18/passenger	2

If you have answered “no” to any of the above minimum requirements, please review the project guidelines and contact Susy Kalkin [(650) 599-1467, [kkalkin@smcgov.org](mailto:kkalkin@smcgov.org)] or Joel Slavit [(650) 508-6476, [slavitj@samtrans.com](mailto:slavitj@samtrans.com)] with any questions.

Attachments

List all attachments here:

- A letter of concurrence/sponsorship from SamTrans
- A Non-Supplantation Certificate
- Service Maps
- Governing Board Endorsement
- Support letters
- 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 special populations (e.g. low-income/transit dependent, seniors, disabled, other) and connects to the services used by these demographic groups.

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 required Technical Assistance Program (TAP) offered by SamTrans and/or the Alliance (Commute.Org)?

Table 1 – FY 16/17 Benchmarks

Shuttle service	Operating Cost/ passenger	Passengers/ Service Hour
Commuter	\$7	15
Community or Combination	\$9	10
Door to Door	\$18	2

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

Table 2

Budget Line Item	For Prior 12 Months	FY 18/19 Budget	FY 19/20 Budget	Total Budget FY 18/19 & 19/20
a. Contractor cost (e.g. operator/vendor) – incl. fuel surcharge if applicable)				
b. Insurance				
c. Administrative costs (e.g. staff oversight)				
d. Other direct costs (e.g. marketing)				
e. Total Operating Cost				

- f. 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

Annual operating cost per passenger and passengers per service hour for FY 16/17  
(Use Table 3 below)

Table 3

Operating Data		For FY 16/17
Vehicle Hours of Service		
Service Vehicle Miles		
Total Passengers		
Performance Indicators		For FY 16/17
Operating Cost/Passenger <sup>1</sup>		
Passengers/Service Hour <sup>2</sup>		

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 (list source)		
<i>Subtotal Matching Funds</i>		
TA or C/CAG Funding request for FY 18/19 & 19/20		
<b>Total Funding</b>		

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?

**San Mateo County Shuttle Program FY 18/19 & FY 19/20  
Application Form for New Shuttles  
(Filing Deadline February 9, 2018)**

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*                                                                                                                        |
| <p>* Sponsors should contact Patrick Blankenship, Operations Planning (<a href="mailto:blankenshipP@samtrans.com">blankenshipP@samtrans.com</a>), by January 12, 2018, and preferably before, to allow sufficient time for SamTrans operations planning staff to review, follow up with sponsors as needed and ultimately make a determination as to whether a letter of concurrence/sponsorship can be issued.</p> |                          |                                                                                                                                                                                       |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                            | <input type="checkbox"/> | A governing board resolution in support of the proposed shuttle is attached                                                                                                           |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                            | <input type="checkbox"/> | Project sponsor has met with SamTrans operations planning staff (community shuttles) or Commute.Org staff (commuter shuttles) for technical assistance prior to application deadline. |

If you have answered “no” to any of the above minimum requirements, please review the project guidelines and contact Susy Kalkin [(650) 599-1467, [kkalkin@smcgov.org](mailto:kkalkin@smcgov.org)] or Joel Slavit [(650) 508-6476, [slavitj@samtrans.com](mailto:slavitj@samtrans.com)] with any questions.

**Attachments**

List all attachments here:

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

## 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 and connects to the services used by these demographic groups.

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, use of SamTrans/Alliance technical assistance program, 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.)

2. Funding Plan with budgeted line items – Use Table 1

Table 1

Projected Operating Costs	FY18/19 Projection	FY19/20 Projection
- Contractor (operator/vendor) cost (incl. fuel surcharge, if applicable)		
- Insurance		
- Administrative Costs (e.g. Personnel expenses)		
- Other Direct Costs (e.g. marketing materials, promotions, etc.)		
- Total Operating Costs		

C. Effectiveness (up to 15 points)

- 1. Projected ridership and performance for each fiscal year.<sup>1</sup> (State assumptions and document justifications where possible.)

Projected Operating Data	FY18/19 Projection	FY19/20 Projection
- Vehicle Hours of Service		
- Service Miles		
- Total Passengers		
- Operating Cost/Passenger		
- Passengers/Service Hour		

<sup>1</sup> FY 2018/19 & 2019/20 Shuttle Operation Benchmarks

Shuttle Type	Op. Cost/Passenger FY18/19 & 19/20	Passengers Per Service Hour FY18/19 & 19/20 (Current CFP)
Commuter	<b>\$8/passenger</b>	<b>15</b>
Community	<b>\$10/passenger</b>	<b>10</b>
Door to Door	<b>\$20/passenger</b>	<b>2</b>

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 (*if so, describe*)?
  
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 source</i> )		
<i>Subtotal Matching Funds</i>		
TA or C/CAG Funding request for FY 18/19 & 19/20		
<b>Total Funding</b>		

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?

## San Mateo County Shuttle Program Criteria

Eligibility Criteria		San Mateo County Shuttle Program Call for Projects FY 18/19 & FY 19/20									
<b>Minimum Local Match</b>	<ul style="list-style-type: none"> <li>- 25% funding match for: 1) existing shuttles that do not exceed the applicable operating cost/passenger benchmark by more than 50% and 2) all new shuttles and existing shuttles that have been in operation for less than two years <sup>1</sup></li> <li>- 50% funding match for existing shuttles in operation for 2 years or more that fail to meet the applicable operating cost per passenger benchmark by 50% or more based on FY16/17 performance data. (More recent performance data covering a full 12 months may be applied if available at the time the application is submitted.)</li> </ul>										
<b>Local Match</b>	<ul style="list-style-type: none"> <li>- Measure A Local Streets and Transportation funds may be used.</li> <li>- C/CAG or Measure A funds from programs other than Local Streets and Transportation cannot be used as the local match for either funding agency.</li> </ul>										
<b>Program Purpose</b>	- Provide local shuttle services for residents and employees to travel within or to connect with regional transportation/transit service within San Mateo County.										
<b>Eligible Applicants</b>	<ul style="list-style-type: none"> <li>- 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.</li> <li>- Grant applicants may also contract with other public, non-profit or private entities to manage and/or operate the shuttle service.</li> </ul>										
<b>Eligible Costs</b>	<ul style="list-style-type: none"> <li>- Costs directly tied to the shuttle service, such as operations, marketing and outreach, and staff time directly associated with shuttle administration are eligible.</li> <li>- Leasing of vehicles is an eligible expense; vehicle purchase is not.</li> <li>- Overhead, indirect or other staff costs are not eligible.</li> </ul>										
<b>Minimum Requirements</b>	<ul style="list-style-type: none"> <li>- Project is located in San Mateo County</li> <li>- Project is a shuttle service that meets local mobility needs and/or provides access to regional transit.</li> <li>- Funding is for operations open to the general public</li> <li>- Shuttles must be compliant with the Americans with Disabilities Act(ADA).</li> </ul>										
<b>Other Requirements</b>	- 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								
<b>Non-Supplantation Certification</b>	Funding request does not substitute for existing funds.		Funding request does not substitute for existing funds.								
<b>Letter of Concurrence/Sponsorship</b>	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.								
<b>Governing Board Resolution</b>	A governing board resolution in support of the project is required.										
<b>Technical Assistance</b>	Sponsors of new as well as existing shuttles that have not met the established cost/passenger and passengers/service hour benchmarks, from FY 16/17, are required to consult with SamTrans operations planning staff for community serving shuttles and Commute.org for commuter shuttles prior to the submission of a funding application for guidance on how to best provide cost effective service to meet the identified need. If SamTrans and/or Commute.org apply as sponsors to receive funding from the San Mateo County Shuttle program, they must document the actions that will be taken to improve performance for any of their existing shuttles that do not meet the applicable cost/passenger and passengers/service hour benchmarks.										
Scoring Criteria		Existing Shuttles	New Shuttles								
<b>Need &amp; Readiness</b>	<p><b><u>Need – 20 points</u></b></p> <ul style="list-style-type: none"> <li>-Provides service to an area underserved by other public transit</li> <li>-Provides congestion relief in San Mateo County</li> <li>-Provides transportation services to special populations (e.g. low income/transit dependent, seniors, disabled, other) and connects to the services used by these populations</li> <li>-Letters of support from stakeholders</li> </ul> <p><b><u>Readiness – 20 points</u></b></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"> <li>Service area (routes/maps, destinations served)</li> <li>Specific rail stations, ferry or major SamTrans transit centers served</li> <li>Schedule (days, times, frequency) - show coordination with scheduled transit service</li> <li>Marketing plan/activities (advertising, outreach, signage, etc.)</li> <li>Service Provider</li> <li>Administration and oversight (whom?)</li> <li>Monitoring/evaluation plan/activities (performance data, complaints/compliments, surveys)</li> <li>Co-sponsors/stakeholders (roles?)</li> <li>Ridership characteristics: e.g. commuter/ employees, seniors, students, etc</li> <li>Any significant changes to existing service</li> <li>Incorporation of any changes to the service plan as a result of the required technical assistance consultation with SamTrans operations planning or Commute.org staff for existing underperforming shuttles</li> </ol> <p><b>Solid funding plan with budgeted line items for:</b></p> <ol style="list-style-type: none"> <li>Contractor (operator/vendor) cost. (inc. fuel surcharge if applicable)</li> <li>Administrative (Staff oversight)</li> <li>Other direct costs (e.g. marketing)</li> <li>Total operating cost</li> <li>Notes/exceptions (e.g. if there are projected differences between the 1st and 2nd year costs)</li> </ol>		<p><b><u>Need – 25 points</u></b></p> <ul style="list-style-type: none"> <li>-Provides service to an area underserved by other public transit</li> <li>-Provides congestion relief in San Mateo County</li> <li>-Provides transportation services to special populations (e.g. low income/transit dependent, seniors, disabled, other) and connects to the services used by these populations</li> <li>-Letters of support from stakeholders</li> </ul> <p><b><u>Readiness – 25 points</u></b></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"> <li>Service area (routes/maps, destinations served)</li> <li>Service plan development</li> <li>Specific rail stations, ferry or major SamTrans transit centers served</li> <li>Schedule (days, times, frequency) - show coordination with scheduled transit service</li> <li>Marketing plan/activities (advertising, outreach, signage, etc.)</li> <li>Service Provider</li> <li>Administration and oversight (whom?)</li> <li>Monitoring/evaluation plan/activities (performance data, complaints/compliments, surveys)</li> <li>Co-sponsors/stakeholders (roles?)</li> <li>Ridership characteristics: e.g. commuter/ employees, seniors, students, etc</li> <li>Planning process for shuttles, including actions taken as a result of the required technical assistance consultation with SamTrans operations planning or Commute.org staff for new shuttles</li> </ol> <p><b>Solid funding plan with budgeted line items for:</b></p> <ol style="list-style-type: none"> <li>Contractor (operator/vendor) cost (inc. fuel surcharge if applicable)</li> <li>Administrative (Staff oversight)</li> <li>Other direct costs (e.g. marketing)</li> <li>Total operating cost</li> <li>Notes/exceptions (e.g. if there are projected differences between the 1st and 2nd year costs)</li> </ol>								
<b>Effectiveness</b>	<p><b><u>Effectiveness – 25 points</u></b></p> <ul style="list-style-type: none"> <li>- Annual average operating cost per passenger for the prior 12 months</li> <li>- Annual average passengers per revenue vehicle hour of service for the prior 12 months</li> <li>- Service links with other fixed route transit (more points for higher ridership routes)</li> <li>- Improves access from transit oriented development to major activity nodes</li> <li>- Reduces single occupant vehicle (SOV) trips and vehicle miles traveled (VMT), state assumptions and methodology used for any calculations</li> </ul>		<p><b><u>Effectiveness - 15 points</u></b></p> <ul style="list-style-type: none"> <li>- Projected ridership, operating costs, and revenue vehicle hours of shuttle service to be provided in the first and second years of shuttle service.</li> <li>- State assumptions and document justification where possible</li> <li>- Proposed service links with other fixed route transit (more points for higher ridership routes)</li> <li>- Proposed service improves access from transit oriented development to major activity nodes</li> <li>- Proposed service reduces single occupant vehicle (SOV) trips and vehicle miles traveled (VMT), state assumptions and methodology used for any calculations</li> </ul>								
<b>Funding Leverage – 20 points</b>	<p><b>Percentage of matching funds contribution:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><u>Shuttles w/ min. 25% match reqmt.</u></td> <td style="width: 50%;"><u>Shuttles w/ min. 50% match reqmt.</u></td> </tr> <tr> <td>25 to &lt; 50% - 5 to 10 points</td> <td>50 to &lt; 75% - 5 to 15 points</td> </tr> <tr> <td>50 to &lt; 75% - 10 to 15 points</td> <td>75 to &lt; 99% - 15 to 18 points</td> </tr> <tr> <td>75 to &lt; 99% - 15 to 18 points</td> <td></td> </tr> </table> <p>Private sector funding proposed (supports less public subsidy) – 2 points</p>		<u>Shuttles w/ min. 25% match reqmt.</u>	<u>Shuttles w/ min. 50% match reqmt.</u>	25 to < 50% - 5 to 10 points	50 to < 75% - 5 to 15 points	50 to < 75% - 10 to 15 points	75 to < 99% - 15 to 18 points	75 to < 99% - 15 to 18 points		<p><b>Percentage of matching funds contribution:</b></p> <p>25 to &lt; 50% - up to 10 points  50 to &lt; 75% - up to 15 points  75 to &lt; 99% - up to 18 points  Private sector funding proposed (supports less public subsidy) – 2 points</p>
<u>Shuttles w/ min. 25% match reqmt.</u>	<u>Shuttles w/ min. 50% match reqmt.</u>										
25 to < 50% - 5 to 10 points	50 to < 75% - 5 to 15 points										
50 to < 75% - 10 to 15 points	75 to < 99% - 15 to 18 points										
75 to < 99% - 15 to 18 points											
<b>Policy Consistency &amp; Sustainability – 15 points</b>	<ul style="list-style-type: none"> <li>- 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.)</li> <li>- Supports jobs and housing growth/economic development</li> <li>- Use of clean fuel vehicle(s) for service</li> <li>- Shuttle accommodates bicycles</li> </ul>		<ul style="list-style-type: none"> <li>- 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.)</li> <li>- Supports jobs and housing growth/economic development</li> <li>- Use of clean fuel vehicle(s) for service</li> <li>- Shuttle accommodates bicycles</li> </ul>								
	<b>Maximum Point Total - 100</b>		<b>Maximum Point Total - 100</b>								

<sup>1</sup> See Tables 1 & 2, next page, for details on Shuttle Operation Benchmarks and parameters for 50% match

Table 1 – FY 2018/19 & 2019/20 Shuttle Operation Benchmarks

Shuttle Type	Op. Cost/Passenger FY18/19 & 19/20	Passengers Per Service Hour FY18/19 & 19/20 (Current CFP)
Commuter	\$8/passenger	15
Community	\$10/passenger	10
Door to Door	\$20/passenger	2

Table 2 - The following table shows how the 50% match would be applied for shuttles that fail to meet the applicable operating cost per passenger benchmark by 50% or more after 2 full years of operation:

Shuttle Type	Op. Cost/Passenger FY18/19 & 19/20 (Current CFP)	Benchmark missed by 50% or more
Commuter	\$8/passenger	≥\$12/passenger
Community	\$10/passenger	≥\$15/passenger
Door to Door	\$20/passenger	≥\$30/passenger

**San Mateo County Shuttle Program  
Fiscal Years 2018/2019 and/or 2019/2020**

**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 FY 2018/2019 and/or 2019/2020 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 14, 2017

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 17-61 authorizing the C/CAG Chair to execute an agreement with the County of San Mateo to provide staff services for the San Mateo County Energy Watch Program (SMCEW) 2018 calendar year for an amount not to exceed \$450,000.

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

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**RECOMMENDATION**

That the C/CAG Board of Directors review and approve Resolution 17-61 authorizing the C/CAG Chair to execute an agreement with the County of San Mateo to provide staff services for the San Mateo County Energy Watch Program (SMCEW) 2018 calendar year for an amount not to exceed \$450,000.

**FISCAL IMPACT**

Expenses for the San Mateo County Energy Watch program are reimbursed by the Local Government Partnership Agreement between C/CAG and PG&E.

**BACKGROUND**

The San Mateo County Energy Watch (SMCEW) Local Government Partnership (LGP) with PG&E began on January 1, 2009, under the auspices of the California Public Utilities Commission (CPUC). Since the original program cycle, which ended on December 31, 2009, PG&E has contracted with C/CAG for the SMCEW for three additional program cycles, 2010-2012, 2013-2014, 2015, and the current program cycle is for 2016-2018.

Since the SMCEW LGP began, C/CAG has contracted with the County of San Mateo, Department of Public Works for management and staffing of the program, and said county staff has since moved to the County's Office of Sustainability. The County has successfully supported the SMCEW, meeting goals and developing the program, which initially provided energy efficiency services to municipal buildings, nonprofits and lower-income residents, and has expanded into schools, farms, and small and medium businesses. In the current 2017 calendar year, the program is working to meet its savings goals, with a robust pipeline of projects approved by customers or being installed, moving into 2018.

The current staff services agreement ends on December 31, 2017. Resolution No. 17-61 and the new agreement establish County staff coordination of the program for the 2018 calendar year, and are attached to this staff report for your review.

**ATTACHMENTS**

1. Resolution 17-61
2. 2018 Staff Service Agreement between C/CAG and the County of San Mateo

## **RESOLUTION 17-61**

### **RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE AN AGREEMENT BETWEEN C/CAG AND THE COUNTY OF SAN MATEO TO PROVIDE STAFF SERVICES FOR THE SAN MATEO COUNTY ENERGY WATCH PROGRAM 2018 CALENDAR YEAR FOR AN AMOUNT NOT TO EXCEED \$450,000.**

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

**WHEREAS**, C/CAG and the County of San Mateo entered into Agreements for Management and Staffing of the San Mateo County Energy Watch from calendar year 2009 through 2017, and

**WHEREAS**, County staff have successfully managed and staffed the San Mateo County Energy Watch to the satisfaction of C/CAG, and

**WHEREAS**, in the current 2017 calendar year, the San Mateo County Energy Watch program has been working to meet its savings goals, with a robust pipeline of projects approved by customers or being installed, moving into 2018, and

**WHEREAS**, both parties and PG&E wish to continue work on energy efficiency in San Mateo County under the existing program.

**NOW THEREFORE BE IT RESOLVED**, by the Board of Directors of the City and 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 to provide staff services for the San Mateo County Energy Watch Program 2018 calendar year for an amount not to exceed \$450,000, and further authorize the Executive Director to negotiate final terms of the agreement prior to execution by the Chair, subject to C/CAG legal counsel approval as to form.

**PASSED, APPROVED, AND ADOPTED, THIS 14<sup>TH</sup> DAY OF DECEMBER 2017.**

---

**Alicia C. Aguirre, Chair**

**AGREEMENT BETWEEN  
CITY/COUNTY ASSOCIATION OF GOVERNMENTS (C/CAG) AND THE  
COUNTY OF SAN MATEO TO PROVIDE STAFF SERVICES FOR THE  
SAN MATEO COUNTY ENERGY WATCH**

This Agreement entered this 14<sup>th</sup> Day of December 2017, by and between the CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY, a joint powers agency formed for the purpose of preparation, adoption and monitoring of a variety of county-wide state-mandated plans, hereinafter called "C/CAG" and the COUNTY OF SAN MATEO, hereinafter called "COUNTY."

\* \* \*

WHEREAS, C/CAG is committed to working with Pacific Gas and Electric (PG&E) and the County of San Mateo to continue the San Mateo County Energy Watch; and

WHEREAS, C/CAG desires to obtain services from the COUNTY to serve as the primary staff support function for the San Mateo County Energy Watch; and

WHEREAS, the COUNTY is committed to providing staff services for resource conservation activities including the San Mateo County Energy Watch; and

WHEREAS, C/CAG has executed a Local Government Partnership contract with PG&E to implement the San Mateo County Energy Watch for the 2016 through 2018 calendar year program cycle;

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

1. **Services to be provided by COUNTY.** The COUNTY 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 for eligible costs as set forth in Exhibit A. Payments shall be made within 60 days after receipt and approval of monthly invoices from the COUNTY. Alternatively cost reimbursement for some COUNTY costs may come directly from PG&E. The total cost reimbursement under this agreement for work completed from January 1, 2018 through December 31, 2018 will not exceed \$450,000.
3. **Relationship of the Parties.** It is understood that this is an Agreement by and between Independent Contractor(s) and 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 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 in violation of this Section automatically shall terminate this Agreement.



5. **Contract Term.** This Agreement shall be in effect as of January 1, 2018 and shall terminate on December 31, 2018; provided, however, C/CAG may terminate this Agreement at any time for any reason by providing 30 days' notice to COUNTY, and COUNTY may terminate this Agreement at any time for any reason by providing 90 days' notice to C/CAG, and termination will be effective on the date specified in the notice. In the event of termination under this paragraph, COUNTY shall be paid for all services provided to the date of termination.

6. **Hold Harmless/ Indemnity.** COUNTY 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's performance under this Agreement.

C/CAG shall defend, indemnify and save harmless COUNTY, and its employees, agents and officers from all claims, suits, damages or actions arising from C/CAG's performance under this Agreement.

The duty 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 with limits of not less than one million dollars (\$1,000,000) for any and all persons employed directly or indirectly by COUNTY. In the alternative, COUNTY 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, 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 shall take out and maintain during the life of this Agreement, in an amount not less than one million dollars (\$1,000,000), such Bodily Injury Liability and Property Damage Liability Insurance as shall protect COUNTY, 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 or by any sub-contractor or by anyone directly or indirectly employed by either of them. In the alternative, COUNTY may rely on a self-insurance program to meet these requirements so long as the program of self-insurance complies fully with all applicable laws.

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 and its subcontractors performing the services on behalf of the C/CAG 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, 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.** Particular staff are working under this Agreement. COUNTY will not assign others to work in their place without written permission from C/CAG. Whether or not particular staff are identified in Exhibit A, any substitution in staffing shall be with a person of commensurate experience and knowledge.
12. **Joint Property.** As between C/CAG and COUNTY any system or documents developed, produced or provided under this Agreement shall become the joint property of C/CAG and the COUNTY.
13. **Access to Records.** COUNTY 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 CCAG, its member agencies, and or their auditors with access to said books and records.  
  
COUNTY 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 his/her designated representative, and the County of San Mateo's Director of the Office of Sustainability or his/her designated representative. 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, without regard to its choice of law rules, 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 \_\_\_\_\_  
President, Board of Supervisors, San Mateo County

Date \_\_\_\_\_

APPROVED AS TO FORM:

ATTEST:

By: \_\_\_\_\_  
County Counsel

By: \_\_\_\_\_  
Clerk of Said Board

City/County Association of Governments (C/CAG)

By \_\_\_\_\_  
Alicia C. Aguirre  
C/CAG - Chair

\_\_\_\_\_  
Date

C/CAG Legal Counsel

By \_\_\_\_\_  
Nirit Eriksson  
C/CAG - Counsel

\_\_\_\_\_  
Date

## Exhibit A

### SAN MATEO COUNTY ENERGY WATCH LOCAL GOVERNMENT PARTNERSHIP SCOPE OF WORK

- 1.0 Introduction - The City/ County Association of Governments (C/CAG) is committed to working with Pacific Gas and Electric (PG&E) and the County of San Mateo to continue the San Mateo County Energy Watch. The County of San Mateo will provide staff support functions for C/CAG.
- 2.0 C/CAG - PG&E Contract - C/CAG has executed a Master Service Agreement and Contract Work Authorization with PG&E, with a Scope of Work for the San Mateo County Energy Watch 2016 through 2018 program cycle, attached hereto as Attachment A to this Scope of Work. This generally specifies the work that needs to be completed in calendar year 2018 and in many cases how it is to be completed. The requirements of Attachment A constitute the Scope of Work for County of San Mateo staff during the term of this agreement.
- 3.0 Cooperative Effort - This is a cooperative effort between the C/CAG as the Local Government Partner (LGP), the County of San Mateo, and PG&E. It is recognized that a good faith effort has been made to address the terms, conditions and scope of work. Since this is a cooperative effort it is likely there will be further changes to the terms, conditions and scope of work. C/CAG as the LGP, the County of San Mateo, agree to work in good faith with PG&E to address these issues as they develop.
- 4.0 Management Oversight – Under general guidance of the C/CAG Executive Director, County of San Mateo staff shall provide adequate reporting and information, and shall attend PG&E, C/CAG Board or other committee meetings as necessary to ensure that the San Mateo County Energy Watch is properly and effectively implemented.
- 5.0 Power of C/CAG Representation - County of San Mateo staff is granted the authority to represent C/CAG and the Local Government Partnership relative to implementation of the San Mateo Energy Watch with approval of the C/CAG Executive Director. However, any and all changes to the Scope of Work or local government partnership contracts must be approved and executed by C/CAG.
- 6.0 Payments - The referenced PG&E contract identifies the tasks and allowable associated cost reimbursement. Monthly, County staff will submit a cost reimbursement request to PG&E for consideration on behalf of C/CAG. C/CAG will reimburse the County for the full amount that is approved by PG&E, including all direct and indirect costs incurred by County of San Mateo during the performance of its contract duties to support the San Mateo County Energy Watch.
- 7.0 To retain the experience and knowledge gained by staff over the years, the parties understand and agree that those staff assigned to perform services under this Agreement shall be from the County of San Mateo, Office of Sustainability and may be reassigned by the County of San Mateo, subject to the provisions of Section 11 of this Agreement. Notwithstanding any other provision of this Agreement, if County of San Mateo changes the staff assigned to

perform services under this Agreement from those staff that are assigned as of the date of execution of this Agreement, and such change is unsatisfactory to C/CAG, C/CAG may immediately terminate this Agreement.

## C/CAG AGENDA REPORT

Date: December 14, 2017

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 17-62 authorizing the C/CAG Chair to execute an agreement between C/CAG and the County of San Mateo for staff services for the Regionally Integrated Climate Action Planning Suite project for calendar year 2018 for an amount not to exceed \$40,000.

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

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### RECOMMENDATION

Review and approve Resolution 17-62 authorizing the C/CAG Chair to execute an agreement between C/CAG and the County of San Mateo for staff services for the Regionally Integrated Climate Action Planning Suite project for calendar year 2018 for an amount not to exceed \$40,000.

### FISCAL IMPACT

Up to \$40,000.

### SOURCE OF FUNDS

Congestion Relief funds in the amount of \$40,000.

### BACKGROUND

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, launching the C/CAG Climate Action Plan Template and Tool project. On March 7, 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 was \$350,000 through calendar year 2012. The project eventually came to be known as the Regionally Integrated Climate Action Planning Suite (RICAPS).

C/CAG began contracting with the County of San Mateo to provide staff services for RICAPS December 2012 for \$60,000, and has continued funding climate action planning in 2013, 2014, 2015, 2016, and 2017 for \$50,000, \$40,000, \$40,000, 40,000 and \$40,000 respectively. The funds for staff services are a match from C/CAG to funds provided in the C/CAG – PG&E Local Government Partnership contracts. Since climate action planning support is given for all sectors of emissions: energy, transportation, solid waste and other emissions, PG&E asks that C/CAG provide additional funding for emissions outside of energy-related emissions, such as transportation, tied to development of climate action plans in San Mateo County. The goal of RICAPS is for every city in San Mateo County and the County to have an adopted plan to reduce greenhouse gas emissions, a means to track individual jurisdiction and countywide progress, and to provide ongoing implementation and technical support.

Resolution 17-62 and the Staff Services Agreement are provided as attachments to this staff report.

**ATTACHMENTS**

1. Resolution 17-62
2. Staff Services Agreement between C/CAG and County of San Mateo

**RESOLUTION NO. 17-62**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) AUTHORIZING THE C/CAG CHAIR TO EXECUTE AN AGREEMENT BETWEEN C/CAG AND THE COUNTY OF SAN MATEO FOR SUPPORT FOR THE REGIONALLY INTEGRATED CLIMATE ACTION PLANNING SUITE (RICAPS) PROGRAM FOR AN AMOUNT NOT TO EXCEED \$40,000 FOR CALENDAR YEAR 2018**

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

**WHEREAS**, C/CAG, by action of the Board, entered into grant agreements with the Bay Area Air Quality Management District and PG&E to fund Climate Action Planning starting in September 2010 and has continued to receive funding from PG&E to support climate action efforts countywide through Contract Work Authorizations (CWAs) in 2010- 2012, 2013-2014, 2015 and, most recently, 2016-2018; and

**WHEREAS**, PG&E asks that C/CAG provide matching funds for development of climate action plans to compensate for sectors of emissions in those plans, outside of energy-related emissions; and

**WHEREAS**, progress continues to be made and deliverables for the CWAs continue to be completed by C/CAG staff and County of San Mateo through an existing staffing agreement that expires on December 31, 2017; and

**WHEREAS**, C/CAG desires to both continue the RICAPS project on behalf of the cities in San Mateo County and the County, and for County of San Mateo staff to continue work on the Project and explore additional grant funding for Climate 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 for support for the Regionally Integrated Climate Action Planning Suite program for an amount not to exceed \$40,000 for calendar year 2018, and further authorize the Executive Director to negotiate final terms of the agreement prior to execution by the Chair, subject to C/CAG legal counsel approval as to form.

**PASSED, APPROVED, AND ADOPTED THIS 14TH DAY OF DECEMBER, 2017.**

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*Alicia C. Aguirre, Chair*



**AGREEMENT BETWEEN  
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO  
COUNTY (C/CAG) AND THE COUNTY OF SAN MATEO, OFFICE OF  
SUSTAINABILITY TO PROVIDE STAFF SERVICES FOR COUNTYWIDE  
CLIMATE ACTION PLANNING**

This Agreement entered this 11<sup>th</sup> Day of December 2017, by and between the CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY, a joint powers agency formed for the purpose of preparation, adoption and monitoring of a variety of county-wide, state-mandated plans, hereinafter called “C/CAG” and the COUNTY OF SAN MATEO, hereinafter called “COUNTY.”

**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 to solid waste, resource conservation and climate protection; and

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

WHEREAS, the COUNTY is committed to providing staff services;

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

1. **Services to be provided by COUNTY.** The COUNTY 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 for eligible costs as set forth in Exhibit A. Payments shall be made within 60 days after receipt and approval of monthly invoices from the COUNTY. The total cost reimbursement under this agreement for work completed from January 1, 2018, through December 31, 2018, will not exceed \$40,000.
3. **Relationship of the Parties.** It is understood that this is an Agreement by and between Independent Contractor(s) and 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 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 in violation of this Section automatically shall terminate this Agreement.

5. **Contract Term.** This Agreement shall be in effect as of January 1, 2018, and shall terminate on December 31, 2018; provided, however, C/CAG may terminate this Agreement at any time for any reason by providing 30 days' notice to COUNTY, and COUNTY may terminate this Agreement at any time for any reason by providing 30 days' notice to C/CAG, and termination will be effective on the date specified in the notice. In the event of termination under this paragraph, COUNTY shall be paid for all services provided to the date of termination.

6. **Hold Harmless/ Indemnity.** COUNTY 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's performance under this Agreement.

C/CAG shall defend, indemnify, and save harmless COUNTY, and its employees, agents, and officers from all claims, suits, damages or actions arising from C/CAG's performance under this Agreement.

The duty 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 with limits of not less than one million dollars (\$1,000,000) for any and all persons employed directly or indirectly by COUNTY. In the alternative, COUNTY 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, 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 shall maintain during the life of this Agreement, in an amount not less than one million dollars (\$1,000,000), such Bodily Injury Liability and Property Damage Liability Insurance as shall protect COUNTY, 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 or by any sub-contractor or by anyone directly or indirectly employed by either of them. In the alternative, COUNTY may rely on a self-insurance program to meet these requirements so long as the program of self-insurance complies fully with all applicable laws.

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 and its subcontractors performing the services on behalf of the C/CAG 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, 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.** Particular staff are working under this Agreement. COUNTY will not assign others to work in their place without written permission from C/CAG. Whether or not particular staff are identified in Exhibit A, any substitution in staffing shall be with a person of commensurate experience and knowledge.
12. **Joint Property.** As between C/CAG and COUNTY any system or documents developed, produced or provided under this Agreement shall become the joint property of C/CAG and the COUNTY.
13. **Access to Records.** COUNTY shall retain, for a period of no less than five years after final payment by C/CAG, 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 CCAG, its member agencies, and or their auditors with access to said books and records.
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 and the County of San Mateo's Director of the Office of Sustainability or his/her designated representative. 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, without regard to its choice of law rules, 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 (County)

By \_\_\_\_\_  
Jim Eggemeyer  
County Office of Sustainability - Director

\_\_\_\_\_  
Date

Approved as to Form By \_\_\_\_\_  
County Counsel

\_\_\_\_\_  
Date

City/County Association of Governments (C/CAG)

By \_\_\_\_\_  
Alicia C. Aguirre  
C/CAG Chair

\_\_\_\_\_  
Date

Approved as to Form By \_\_\_\_\_  
C/CAG Legal Counsel

\_\_\_\_\_  
Date

## Exhibit A

### CLIMATE ACTION PLANNING (RICAPS) 2018 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 (County) 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 under its PG&E Master Service Agreement and associated Contract Work Authorizations between C/CAG and PG&E (Grant Agreement).
- 2.0 Management and Staffing Oversight - 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 calendar year 2018. The County shall provide project administration and project management, to include: coordination of a working group of city staff, contracting and 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 work of the Project scope, for which C/CAG has been funded through the PG&E Local Government Partnership grant agreement for technical support in calendar year 2018, up to a maximum amount of \$40,000 pursuant to this Agreement.
  - 3.2 Explore planning and funding options for climate action planning and implementation for the cities in San Mateo County and, if approved by C/CAG, apply for those funds.
- 4.0 Reporting - The County 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 Power of C/CAG Representation - County of San Mateo staff is granted the authority to represent C/CAG and the Local Government Partnership relative to implementation of the San Mateo Energy Watch with approval of the C/CAG Executive Director. However, any and all changes to the Scope of Work or local government partnership contracts must be approved and executed by C/CAG.
- 6.0 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 60 days of receipt.
- 7.0 To retain the experience and knowledge gained by staff over the years, the parties understand

and agree that those staff assigned to perform services under this Agreement shall be from the County of San Mateo, Office of Sustainability and may be reassigned by the County of San Mateo, subject to the provisions of Section 11 of this Agreement. Notwithstanding any other provision of this Agreement, if County of San Mateo changes the staff assigned to perform services under this Agreement from those staff that are assigned as of the date of execution of this Agreement, and such change is unsatisfactory to C/CAG, C/CAG may immediately terminate this Agreement.

**Exhibit B**

**CLIMATE ACTION PLANNING (RICAPS) 2018  
BILLING RATES\***

<b>Labor Classification</b>	<b>Maximum Billing Rate 2018</b>
Assistant Director	\$141.57
Program Manager	\$118.55
Resource Conservation Specialist III	\$97.41
Resource Conservation Specialist II	\$91.75
Resource Conservation Specialist I	\$85.31
Fellow III	\$53.64

\*These are fully loaded rates including salary, benefits and overhead.

## C/CAG AGENDA REPORT

Date: December 14, 2017

To: City/County Association of Governments of San Mateo County Board of Directors

From: Matthew Fabry, Program Manager

Subject: Review and approval of Resolution 17-63 authorizing the C/CAG Chair to execute funding agreements with ten member agencies for Safe Routes to School and Green Streets Infrastructure Pilot Projects for a total not to exceed \$2,112,863.

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

### RECOMMENDATION

Review and approval of Resolution 17-63 authorizing the C/CAG Chair to execute funding agreements with the following ten member agencies for Safe Routes to School and Green Streets Infrastructure Pilot Projects for a total not to exceed \$2,112,863.

Brisbane	Colma	Daly City	East Palo Alto
Half Moon Bay	Menlo Park	Millbrae	Pacifica
Redwood City	County of San Mateo		

### FISCAL IMPACT

\$2,112,863.

### SOURCE OF FUNDS

Funded in equal parts from local \$4 vehicle license fees (AB 1546) designated for regional stormwater pollution prevention programs and \$10 vehicle license fees (Measure M) designated for Safe Routes to School Programs.

### BACKGROUND

At the July 13, 2017 C/CAG Board of Directors meeting, the Board approved Resolution 17-31 authorizing the Safe Routes to School and Green Streets Infrastructure Pilot Program (Pilot Program), including a Call for Projects and associated funding guidelines. The purpose of the Pilot Program is to demonstrate an integrated approach to building infrastructure that makes it safer for walking and biking to school while simultaneously addressing the capture and cleaning of stormwater runoff. Specifically, the Pilot Program is intended to fund integrated improvements at intersections and mid-block crossings near schools. Funding for the Pilot Program includes \$1 million from Measure M slated for the Safe Routes to Schools (SRTS) program and \$1 million from AB 1546 slated for countywide stormwater pollution prevention programs.

Staff released a Call for Projects on July 18, 2017. A pre-application coordination meeting was



held on May 18, 2017 for interested local agency and school representatives. In addition, C/CAG hosted an application workshop on August 3, 2017 for potential project sponsors. Proposals were due on October 20, 2017.

Sixteen (16) applications were submitted from 12 jurisdictions. Applications were screened for responsiveness and 15 of the 16 proposals were deemed eligible. A selection panel, including staff from C/CAG, County Office of Sustainability, County Health System, and County Office of Education scored the eligible projects based on the scoring criteria, and scores were ranked and summarized (see Attachment 1).

Of the 15 eligible projects submitted, the selection panel recommended nine for full funding and one for partial funding, totaling \$2,000,000. In accordance with the Pilot Program guidelines, the recommended funding list prioritizes distribution of funds to as many jurisdictions as possible before funding multiple projects in a single jurisdiction (i.e., second project proposals from three jurisdictions are not recommended for funding). Given that the project recommended for partial funding was scored one point below the next highest-ranked project, funding for the pilot projects is all locally controlled vehicle registration fees, and sufficient additional unallocated vehicle registration fees designated for stormwater pollution prevention and Safe Routes to School are available, staff recommends fully funding the tenth project for an additional cost of \$112,863.

Projects receiving funding are required to be completed by October 1, 2019, with the final reimbursement request submitted to C/CAG no later than December 31, 2019. The C/CAG Congestion Management Program Technical Advisory and Stormwater Committees approved the proposed funding list at their meetings on November 16. The Congestion Management and Environmental Quality Committee also approved the proposed funding list on November 26.

Staff recommends the C/CAG Board of Directors approve Resolution 17-62, authorizing the Chair to execute funding agreements totaling \$2,112,863 with ten member agencies for the projects and funding amounts detailed in Attachment 1, and further authorizing the C/CAG Executive Director to negotiate the final scope and terms of said agreements, subject to approval as to form by C/CAG's legal counsel. The template funding agreement is included as Attachment 3 and project scopes of work are included as Attachment 4 (only available online due to size).

#### **ATTACHMENTS**

1. Pilot Program Funding Recommendation
2. Resolution 17-63
3. Pilot Program Template Funding Agreement
4. Project Scopes of Work (available online at <http://ccag.ca.gov/committees/board-of-directors/>)

Attachment 1. Safe Routes to School and Green Streets Infrastructure Pilot Program Funding Recommendation

<b>Recommended Funding List</b>					
<b>Rank</b>	<b>Score</b>	<b>Jurisdiction</b>	<b>Project Title</b>	<b>Funding Request</b>	<b>Funding Recommendation</b>
<b>1</b>	<b>91</b>	<b>Redwood City</b>	<b>Safe Routes to School (SRTS) and Green Streets Infrastructure Pilot Program at Taft Community School</b>	<b>\$250,000</b>	<b>\$250,000</b>
<b>2</b>	<b>91</b>	<b>Colma</b>	<b>Mission Road Improvements Safe Routes to School and Green Streets Infrastructure Project</b>	<b>\$200,000</b>	<b>\$200,000</b>
<b>3</b>	<b>85</b>	<b>Pacifica – Cabrillo</b>	<b>Cabrillo School Pedestrian Crossing Improvement Project</b>	<b>\$157,600</b>	<b>\$157,600</b>
4*	78	Pacifica – Terra Nova	Terra Nova High School Pedestrian Crossing Improvement Project	\$123,200	\$0
<b>5</b>	<b>78</b>	<b>East Palo Alto</b>	<b>Addison Avenue SRTS and Green Streets Infrastructure Project</b>	<b>\$250,000</b>	<b>\$250,000</b>
<b>6</b>	<b>78</b>	<b>Millbrae</b>	<b>Taylor Middle School SRTS and GSIPP</b>	<b>\$212,500</b>	<b>\$212,500</b>
<b>7</b>	<b>77</b>	<b>Brisbane</b>	<b>Brisbane SRTS and Green Infrastructure Project</b>	<b>\$245,263</b>	<b>\$245,263</b>
<b>8</b>	<b>76</b>	<b>Daly City - Westlake</b>	<b>Westlake Elementary School Pilot Green Streets Improvements Project</b>	<b>\$144,500</b>	<b>\$144,500</b>
<b>9</b>	<b>76</b>	<b>San Mateo County</b>	<b>Fair Oaks Community School Green Infrastructure and SRTS Improvements</b>	<b>\$250,000</b>	<b>\$250,000</b>
10*	75	Daly City - Panorama	Panorama Elementary School Pilot Green Streets Improvement Project	\$170,000	\$0
<b>11</b>	<b>72</b>	<b>Half Moon Bay – Cunha</b>	<b>Half Moon Bay Safe Routes to Cunha School Project</b>	<b>\$153,000</b>	<b>\$153,000</b>
<b>12</b>	<b>71</b>	<b>Menlo Park</b>	<b>Oak Grove SRTS and Green Infrastructure Improvements Project</b>	<b>\$250,000</b>	<b>**\$250,000</b>
13*	69	Half Moon Bay - Hatch	Half Moon Bay Safe Routes to Hatch School Project	\$221,000	\$0
14	66	South San Francisco	Hillsdale Blvd Safe Routes to Martin School Project	\$212,204	\$0
15	54	Belmont	School Crossing at Cipriani Blvd and Carmelita Ave	\$100,000	\$0
<b>TOTAL:</b>				<b>\$2,489,267</b>	<b>\$2,112,863</b>
<p>Note:                      Projects recommended for funding are <b>bold/shaded</b>.                      * Second application for jurisdiction                      ** Partial funding from original \$2 million (\$137,137), recommended for \$112,863 of unallocated vehicle registration fees for full funding.</p>					

## **RESOLUTION NO. 17-63**

**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 FUNDING AGREEMENTS  
WITH TEN MEMBER AGENCIES FOR SAFE ROUTES TO SCHOOL AND GREEN  
STREETS INFRASTRUCTURE PILOT PROJECTS FOR A TOTAL NOT TO  
EXCEED \$2,112,863**

**WHEREAS**, C/CAG manages the Countywide Water Pollution Prevention Program to support its member agencies in meeting regulatory requirements to reduce pollution discharging from municipal storm drainage systems; and,

**WHEREAS**, C/CAG manages the Countywide Safe Routes to Schools Program (SRTS) to encourage and enable school children to walk and bicycle safely to school and reduce congestion and emissions caused by school related travel; and,

**WHEREAS**, C/CAG approved Resolution 17-31 authorizing the Safe Routes to School and Green Streets Infrastructure Pilot Program (Pilot Program) to use up to \$2 million in local vehicle registration fees to fund integrated improvements within the public right-of-way that increase safety for children walking and biking to school, while also improving water quality, increasing urban greening, and enhancing the pedestrian environment; and,

**WHEREAS**, twelve (12) of C/CAG's member agencies submitted sixteen (16) project proposals in response to the Call for Projects, of which fifteen (15) were deemed eligible and competitively scored by a panel including staff from C/CAG, the County Office of Education, County Health System, and County Office of Sustainability; and,

**WHEREAS**, the scoring panel recommended fully funding nine of the 15 eligible projects and partially funding a 10th project with the available \$2 million in vehicle registration fees, in accordance with the agencies and projects shown in Exhibit A; and,

**WHEREAS**, the scoring panel's recommendation is supported by C/CAG's Congestion Management Program Technical Advisory, Stormwater, and Congestion Management and Environmental Quality Committees; and,

**WHEREAS**, C/CAG has \$112,863 in additional unallocated vehicle registration fees designated for stormwater and SRTS to fully fund the tenth project;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the City/County Association of Governments of San Mateo County that the C/CAG Chair is hereby authorized to execute funding agreements with the Cities/Towns of Brisbane, Colma, Daly City, East Palo Alto, Half Moon Bay, Menlo Park, Millbrae, Pacifica, and Redwood City and the County of San Mateo for Safe Routes to School and Green Streets Infrastructure Pilot Projects in accordance with the amounts shown in Exhibit A and for a total not to exceed \$2,112,863

**RESOLUTION 17-62**

**BE IT FURTHER RESOLVED** that the C/CAG Executive Director is authorized to negotiate the final scope and terms of said agreements, subject as to form by C/CAG's legal counsel.

**APPROVED AND ADOPTED THIS 14TH DAY OF DECEMBER, 2017.**

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*Alicia C. Aguirre, Chair*

**RESOLUTION 17-62**  
**EXHIBIT A – PROJECT FUNDING LIST**

<b>Pilot Project Funding List</b>			
<b>Jurisdiction</b>	<b>Project Title</b>	<b>Funding Request</b>	<b>Funding Amount</b>
<b>Redwood City</b>	<b>Safe Routes to School (SRTS) and Green Streets Infrastructure Pilot Program at Taft Community School</b>	<b>\$250,000</b>	<b>\$250,000</b>
<b>Colma</b>	<b>Mission Road Improvements Safe Routes to School and Green Streets Infrastructure Project</b>	<b>\$200,000</b>	<b>\$200,000</b>
<b>Pacifica</b>	<b>Cabrillo School Pedestrian Crossing Improvement Project</b>	<b>\$157,600</b>	<b>\$157,600</b>
<b>East Palo Alto</b>	<b>Addison Avenue SRTS and Green Streets Infrastructure Project</b>	<b>\$250,000</b>	<b>\$250,000</b>
<b>Millbrae</b>	<b>Taylor Middle School SRTS and GSIPP</b>	<b>\$212,500</b>	<b>\$212,500</b>
<b>Brisbane</b>	<b>Brisbane SRTS and Green Infrastructure Project</b>	<b>\$245,263</b>	<b>\$245,263</b>
<b>Daly City</b>	<b>Westlake Elementary School Pilot Green Streets Improvements Project</b>	<b>\$144,500</b>	<b>\$144,500</b>
<b>San Mateo County</b>	<b>Fair Oaks Community School Green Infrastructure and SRTS Improvements</b>	<b>\$250,000</b>	<b>\$250,000</b>
<b>Half Moon Bay</b>	<b>Half Moon Bay Safe Routes to Cunha School Project</b>	<b>\$153,000</b>	<b>\$153,000</b>
<b>Menlo Park</b>	<b>Oak Grove SRTS and Green Infrastructure Improvements Project</b>	<b>\$250,000</b>	<b>\$250,000</b>
<b>TOTAL:</b>		<b>\$2,112,863</b>	<b>\$2,112,863</b>

**FUNDING AGREEMENT BETWEEN  
CITY/COUNTY ASSOCIATION OF GOVERNMENTS  
AND THE CITY OF xxxx [Or COUNTY OF SAN MATEO]**

This Agreement entered this \_\_\_\_ Day of \_\_\_\_ 2017, by and between the CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY, a joint powers agency whose members include the County of San Mateo and the twenty incorporated cities and towns within San Mateo County, hereinafter called “C/CAG,” and the City of xxx, hereinafter called “CITY” [or County of San Mateo].

**WITNESSETH**

**WHEREAS**, C/CAG approved Resolution 17-31 authorizing the Safe Routes to School and Green Streets Infrastructure Pilot Program, including a Call for Projects for awarding competitive grant funding to member agencies; and

**WHEREAS**, the purpose of the grant program is for C/CAG member agencies to construct demonstration projects that integrate Safe Routes to School improvements with green infrastructure for stormwater management to show cost effective means of making it safer for children to walk and bike to school while simultaneously improving water quality and enhancing communities throughout San Mateo County; and

**WHEREAS**, the CITY submitted a grant proposal that was approved for funding by the C/CAG Board via Resolution XXX; and

**WHEREAS**, the C/CAG Board authorized its Chairperson to execute funding agreements with member agencies under the grant program;

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

1. **Project to be constructed by CITY.** In consideration of the payments hereinafter set forth, the CITY shall build the proposed project Safe Routes to School/Green Streets Infrastructure Pilot Project approved for grant funding (hereinafter called the “PROJECT”) in accordance with the terms, conditions, and specifications set forth herein and in Exhibit A attached hereto and by this reference made a part hereof. C/CAG assumes no ownership, operations, or maintenance obligations in exchange for providing the specified grant payments.
2. **Payments.** In consideration of the CITY building the PROJECT in accordance with all terms, conditions and specifications set forth herein and in Exhibit A, C/CAG shall make payments to CITY for work completed as described in Exhibit A, in a total amount not to exceed xxxxxx (\$xxxxx). Payments are for PROJECT construction costs only; planning, design, permitting, and staff costs are not eligible for reimbursement and do not count toward the local match requirement. Reimbursement requests, including any progress payment requests, shall recognize the required 15% local match component to ensure that C/CAG does not pay more than 85% of the total project construction costs, up to the grant award amount (i.e., after deducting 15% from the total PROJECT construction costs for local match, C/CAG will reimburse CITY for the remaining costs, up to the grant award amount). Reimbursement requests shall include the final PROJECT costs, either as a contractor bid document including any change orders, or an alternate version that details the total project costs. This is to ensure appropriate calculation of local match vs. grant funding, but also to

enable C/CAG staff to better evaluate the overall cost effectiveness of integrating Safe Routes to School improvements with green infrastructure for stormwater management.

3. **Contract Term.** This Agreement shall be in effect as of December 14, 2017 and shall terminate on June 30, 2020; provided, however, the C/CAG Chairperson may terminate this Agreement at any time for any reason by providing 30 days' written notice to CITY. Termination to be effective on the date specified in the notice. In the event of termination under this paragraph, CITY may request reimbursement for construction costs incurred prior to termination (less 15% local match); however, C/CAG reserves the right to reduce or withhold payment under this paragraph for projects that do not meet the overall intent of the grant program or that do not demonstrate balanced integration of Safe Routes to School and stormwater features.
4. **Submittal of Final Project Design.** To ensure the PROJECT is substantially consistent with the proposed project selected to receive funding via the Call for Projects, the CITY shall submit to C/CAG for concurrence its final PROJECT design prior to initiating a process to either secure a contractor to build the project or before CITY staff or others would begin building the project. C/CAG recognizes there may be revisions between the grant proposal and final project design, but the overall intent is to ensure a comparable project is built consistent with what was submitted under the Call for Projects and for which the CITY was competitively selected to receive grant funding. CITY shall not proceed with building the PROJECT until it receives written concurrence from C/CAG staff that the PROJECT is substantially consistent with the project submitted with the original grant proposal.
5. **Duty to Operate and Maintain.** To ensure the PROJECT continues to function effectively in regard to managing stormwater, supporting Safe Routes to School, and enhancing communities, CITY is required to operate and maintain the PROJECT for the useful life of the facilities. This includes ensuring the green infrastructure portions of the project are regularly kept free of trash, sediment, and debris, vegetation is maintained in a healthy and weed-free condition, and pedestrian and bike infrastructure is kept in safe and functional condition, including curb ramps, any pedestrian actuated signals, signage, or other safety features. Failure to comply with these requirements may impact CITY's ability to receive future grant funding from C/CAG for this PROJECT or other projects.
6. **Relationship of the Parties.** It is understood that this is an Agreement by and between Independent Contractors and 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.
7. **Non-Assignability.** CITY 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 in violation of this Section automatically shall terminate this Agreement.
8. **Hold Harmless/ Indemnity.** CITY shall indemnify and save harmless C/CAG, its agents, officers, and employees from all claims, suits or actions resulting from willful misconduct or negligence of CITY or its agents, officers, or employees relating to this Agreement. The duty 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.
9. **Insurance.** CITY or its subcontractors performing the services on behalf of CITY shall not commence work under this Agreement until all insurance required under this section has been

obtained. CITY shall furnish C/CAG with Certificates of Insurance evidencing the required coverage and there shall be a specific contractual liability endorsement extending the CITY's coverage to include the contractual liability assumed by CITY pursuant to this Agreement. These Certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to C/CAG of any pending change in the limits of liability or of non-renewal, cancellation, or modification of the policy.

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

Liability Insurance: CITY shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect CITY, 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 CITY or by any sub-contractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall be not less than \$1,000,000 unless another amount is specified below and shows approval by C/CAG Staff.

Required insurance shall include:

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

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

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

10. **Non-discrimination.** The Contractor and any subcontractors performing the services on behalf of the Contractor shall not discriminate or permit discrimination against any person or group of persons on the basis of race, color, religion, national origin or ancestry, age, sex, sexual orientation, marital status, pregnancy, childbirth or related conditions, medical condition, mental or physical disability or veteran's status, or in any manner prohibited by federal, state or local laws.



11. **Compliance with All Laws.** Contractor shall at all times comply with all applicable laws and regulations, including without limitation those regarding services to disabled persons, including any requirements of Section 504 of the Rehabilitation Act of 1973.
12. **Access to Records.** C/CAG, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of CITY which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcriptions. CITY shall maintain all required records for five (5) years after C/CAG makes final payments and all other pending matters are closed.
13. **Merger Clause.** This Agreement, including Exhibit A attached hereto and incorporated herein by reference, constitutes the sole agreement of the parties hereto with regard to the matters covered in this Agreement, and correctly states the rights, duties and obligations of each party as of the document's date. Any prior agreement, promises, negotiations or representations between the parties not expressly stated in this Agreement are not binding. All subsequent modifications shall be in writing and signed by the C/CAG Chairperson. In the event of a conflict between the terms, conditions or specifications set forth herein and those in Exhibit A attached hereto, the terms, conditions or specifications set forth herein shall prevail.
14. **Governing Law.** This Agreement shall be governed by the laws of the State of California, without regard to its choice of law rules, and any suit or action initiated by either party shall be brought in the County of San Mateo, California.
15. **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:

C/CAG:           Attn: Reid Bogert, Stormwater Program Specialist  
                    City/County Association of Governments of San Mateo County  
                    555 County Center, 5<sup>th</sup> Floor  
                    Redwood City, CA 94063

CITY:            XXX

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

**CITY of XXXX**

By \_\_\_\_\_

\_\_\_\_\_  
Date

By \_\_\_\_\_  
CITY Legal Counsel

**CITY/County Association of Governments (C/CAG)**

By \_\_\_\_\_  
Alicia C. Aguirre  
C/CAG Chair

\_\_\_\_\_  
Date

C/CAG Legal Counsel

By \_\_\_\_\_  
Nirit Erickson, C/CAG Counsel

**EXHIBIT A**  
**SCOPE OF WORK**

## C/CAG AGENDA REPORT

Date: December 14, 2017

To: City/County Association of Governments of San Mateo County 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 650-599-1462)

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### RECOMMENDATION

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

### FISCAL IMPACT

Unknown.

### SOURCE OF FUNDS

N/A

### BACKGROUND

The C/CAG Legislative Committee receives monthly written reports and oral briefings from the C/CAG's State legislative advocates. Important or interesting issues that arise out of that meeting are reported to the Board.

### ATTACHMENTS

1. December 2017 Legislative update from Shaw/ Yoder/ Antwih, Inc.
2. Full Legislative information is available for specific bills at <http://leginfo.legislature.ca.gov/>



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

**DATE:** November 28, 2017  
**TO:** Board Members, City/County Association of Governments, San Mateo County  
**FROM:** Andrew Antwih and Matt Robinson, Shaw / Yoder / Antwih, Inc.  
**RE:** STATE LEGISLATIVE UPDATE – December 2017

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***Legislative Update***

The Legislature will reconvene the 2017-2018 Legislative Session on January 3. The 2017-2018 Legislative Session will end August 31, 2018. Legislators have until February 16 to introduce bills for consideration in 2018.

***SB 1 Programs Underway***

For the past several months, numerous state agencies, including CalSTA, Caltrans, and the CTC have been working vigorously to develop guidelines and issue the call for projects for several programs funded by SB 1 (Beall and Frazier). Below is the most up to date information on the status of each program.

*Trade Corridors Enhancement Program* – Final guidelines were adopted on October 18, 2017. Applications or project lists must be submitted to the CTC by January 30, 2018.

*Solution for Congested Corridors Program* – Draft guidelines for the Program were approved by the CTC on October 18 and will be finalized by the Commission on December 6. Project applications will be due by February 16, 2018. The first Program cycle will stretch across four years and the CTC will award \$1 billion in projects.

*State-Local Partnership Program* – Applications for the Formula Program share are due on December 15. Applications for the Competitive Program are due on January 30, 2018.

*Transit and Intercity Rail Capital Program* – Final guidelines were released for this competitive statewide Program on October 13 and the Call for Projects has been announced. Project applications are due to Caltrans by January 12, 2018. This Program cycle will stretch across five years and CalSTA is poised to award approximately \$2.4 billion in projects.

*State Rail Assistance Program* – Guidelines for this Program were released on October 13. Allocation requests are due to CalSTA by December 15. This Program provides approximately \$2.5 to \$4.1 million annually over the next three years to Caltrain.

***SB 1 Repeal***

As we have reported in the past, a meaningful threat to the SB 1 revenues has arisen, with the filing of a new referendum initiative on September 14. The initiative would require statewide voter approval of

any increase or extension of gasoline or diesel fuel taxes after January 1, 2017. The initiative is now being led by John Cox, a wealthy Republican businessman and candidate for Governor. The initiative is also supported by several of California's Congressional Republicans. To qualify the initiative for the ballot, the proponents will need to gather approximately 587,000 signatures.

On November 20, the California's Attorney General released the title and summary for the repeal initiative. The title and summary retains the language of the title and summary drafted for the repeal initiative led by Assembly Member Travis Allen (R-Huntington Beach), and adds verbiage specifying that the initiative "Requires Any Measure to Enact Certain Vehicle Fuel Taxes and Vehicle Fees Be Submitted to and Approved by the Electorate." The Los Angeles Times has since reported that, with the title and summary in hand, supporters of the initiative will begin to collect signatures immediately. This signature gathering effort is supported by two committees, which have collectively raised \$675,000, including \$250,000 from John Cox, \$100,000 from House Majority Leader Kevin McCarthy (R-Bakersfield) and \$50,000 from other Republican members of Congress. According to the L.A. Times story, the funding will pay for a \$500,000 public awareness campaign on television, radio and print intended to persuade voters to sign petitions as well as an email blast of petitions to the nearly 300,000 voters who have already said they intend to sign. These developments signal that the campaign to repeal SB 1 is now underway. It remains unclear if opponents will raise the necessary funds to qualify the measure for the ballot, and we are monitoring the situation closely.

## C/CAG AGENDA REPORT

Date: December 14, 2017

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of the Annual C/CAG Legislative Policies for 2018.

(For further information or questions, contact Jean Higaki at 650-599-1462)

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### RECOMMENDATION

Review and approval of the Annual C/CAG Legislative Policies for 2018.

### FISCAL IMPACT

Many of the policies listed in the attached document have the potential to increase or decrease the fiscal resources available to C/CAG member agencies.

### SOURCE OF FUNDS

New legislation

### BACKGROUND

Each year, the C/CAG Board adopts a set of legislative policies to provide direction to its Legislative Committee, staff, and legislative advocates. In the past, the C/CAG Board established policies that:

- Clearly defined a policy framework at the beginning of the Legislative Session.
- Identified specific policies to be accomplished during this session by C/CAG's legislative advocates.
- Limited the activities of C/CAG to areas where we can have the greatest impact.

The adoption of a list of policies will maximize the impact of having legislative advocates represent C/CAG in Sacramento and will also significantly reduce the amount of C/CAG staff time needed to support the program.

Recommendations from the Legislative Committee on December 14, 2017 will be presented verbally to the Board. If substantial modifications are requested from the committee a subsequent draft will be presented again at the next committee and corresponding Board meeting.

### ATTACHMENTS

1. Draft C/CAG Legislative Policies for 2018

## C/CAG LEGISLATIVE POLICIES FOR ~~2017~~2018

### ***Policy #1 -***

***Protect against the diversion of local revenues and promote equitable distribution of state/regional resources and revenues.***

- 1.1 Support League, CSAC, and other initiatives to protect local revenues.
- 1.2 Provide incentives and tools to local government to promote economic vitality and to alleviate blighted conditions.
- 1.3 Support the reinstatement of state funding for economic development and affordable housing.
- 1.4 Pursue and support efforts that direct state and regional funds equitably to ensure a return to source.

### ***Policy #2 -***

***Protect against increased local costs resulting from State action without 100% State reimbursement for the resulting costs.***

- 2.1 Support State actions that take into consideration the fiscal impact to local jurisdictions, by ensuring that adequate funding is made available by the State, for delegated re-alignment responsibilities and by ensuring that all State mandates are 100% reimbursed.
- 2.2 Oppose State actions that delegate responsibilities to local jurisdictions without full reimbursement for resulting costs.

### ***Policy #3 -***

***Support actions that help to meet municipal stormwater permit requirements and secure stable funding to pay for current and future regulatory mandates.***

- 3.1 Primary focus on securing additional revenue sources for both C/CAG and its member agencies for funding state- and federally mandated stormwater compliance efforts.
  - ~~a. Support additional efforts to exempt storm sewers from the voting requirements imposed by Proposition 218, similar to water, sewer, and refuse services; or efforts to reduce the voter approval threshold for special taxes related to stormwater management.~~
  - a. Advocate for funding for implementing the San Mateo County Stormwater Resource Plan and local Green Infrastructure Plans to support long-term reductions in trash, mercury, and PCBs discharging to the Bay and Ocean and to reduce flooding, recharge groundwater, and enhance communities.
  - b. Advocate for inclusion of water quality and stormwater management as a priority for funding in new sources of revenues (e.g. water bonds) and protect against a geographically unbalanced North-South allocation of resources.



- c. Track and advocate for resources for stormwater management in State and Federal grant and loan programs.
  - d. Support efforts to identify regulatory requirements that are unfunded state mandates and ensure provision of state funding for such requirements.
  - e. Pursue and support efforts that address stormwater issues at statewide or regional levels and thereby reduce the cost share for C/CAG and its member agencies and limit the need to implement such efforts locally.
- 3.2 Support efforts to secure statewide legislation mandating abatement of polychlorinated biphenyls (PCBs) in building materials prior to demolition of relevant structures, in accordance with requirements in the San Francisco Bay Regional Water Quality Control Board's Municipal Regional Permit.
  - 3.3 Pursue and support efforts that control pollutants at the source and extend producer responsibility, especially in regard to trash and litter control.
  - 3.4 Support efforts to place the burden/ accountability of reporting, managing, and meeting municipal stormwater requirements on the responsible source rather than the cities or county, such as properties that are known pollutant hot spots and third party utility purveyors.
  - 3.5 Advocate for integrated, prioritized, and achievable stormwater regulations that protect water quality and beneficial uses and account for limitations on municipal funding.
  - 3.6 Pursue and support pesticide regulations that protect water quality and reduce pesticide toxicity.

***Policy #4 -  
Advocate and support an integrated approach to funding.***

- 4.1 Advocate for an integrated approach to both funding and project types for statewide and regional infrastructure efforts including stormwater management, transportation, and affordable housing.
- 4.2 Advocate for efforts that breakdown funding silos and provide flexibility in funding sources to enable a holistic approach to fund programs and projects.

***Policy #5 -  
Support lowering the 2/3rd super majority vote for local special purpose taxes and fees.***

- 5.1 Support constitutional amendments that reduce the vote requirements for special taxes and fees.
- 5.2 Oppose bills that impose restrictions on the expenditures, thereby reducing flexibility, for special tax category.
- 5.3 Support modification or elimination of the Proposition 26 two-thirds requirements.

**Policy #6-**  
***Protect and support transportation funding.***

- 6.1 ~~Oppose the transfer of additional State transportation funds to the State General Fund and support the redirection of truck weight fees to the State Highway Account~~Support ACA 5 and other efforts that protect transportation revenues from being pledged, transferred, or used for non-transportation purposes.—
- 6.2 ~~Support stabilizing and indexing the STIP and new revenues for transportation across all modes.~~Oppose the repeal of SB 1 (The Road Repair and Accountability Act of 2017) and support the implementation of SB 1 programs.
- ~~6.3 —Protect existing funding and support additional funding for maintenance of streets and roads and oppose the any negative adjustments by the Board of Equalization to the excise tax on gasoline.~~
- 6.43 Monitor and engage in the implementation of the SB 1077 “Road User Charge.”
- ~~6.5 —Protect existing funding and support new funding for the State of California SHOPP program, which provides resources for maintenance of State highways. Proposed new funding for the SHOPP program should not be proposed at the expense of the STIP.~~
- 6.64 Support revisions in the Peninsula Joint Powers Agreement that provide equitable funding among the Caltrain partners.
- 6.75 Support a dedicated funding source for the operation of Caltrain and monitor the implementation of High Speed Rail.
- 6.86 Support efforts to secure the appropriation and allocation of “cap and trade” revenues to support San Mateo County needs.
- 6.97 Support or sponsor efforts that finance and/ or facilitate operational improvements on the US 101 corridor.
- 6.108 Support the development of an expenditure plan for a potential countywide sales tax measure to fund transportation in San Mateo County.
- 6.119 Support the development of a new bridge toll program (Regional Measure 3) and ensure an appropriate share of new revenues is available for projects in San Mateo County.

**Policy #7 -**  
***Advocate for revenue solutions to address State budget issues that are also beneficial to Cities/ Counties***

- 7.1 Support measures to ensure that local governments receive appropriate revenues to service local communities.
- 7.12 Support measures and policies that encourage and facilitate public private partnerships.

***Policy #8 -***

***Support reasonable climate protection action, Greenhouse Gas reduction, and energy conservation legislation***

- 8.1 Support incentive approaches toward implementing AB32, ~~and~~ SB 32 and AB 398.
- 8.2 Oppose climate legislation that would conflict with or override projects approved by the voters.
- 8.3 Support funding for both transportation and housing investments, which support the implementation of SB 375, so that housing funds are not competing with transportation funds.
- 8.4 Monitor the regulatory process for implementing SB 743 and impacts the new regulations may have on congestion management plans.
- 8.5 Alert the Board on legislation that would require recording of vehicle miles of travel (VMT) as part of vehicle registration.
- 8.6 Support local government partnerships to foster energy conservation, as well as the generation and use of renewable and/ or clean energy sources (wind, solar, etc.).
- 8.7 Support efforts to improve the disadvantage community screening tools used by the state on the allocation of “cap and trade” and other state funding programs to ensure that San Mateo county needs are reflected.

***Policy #9 -***

***Protection of water user rights***

- 9.1 Support the Bay Area Water Supply and Conservation Association (BAWSCA) efforts in the protection of water user rights for San Mateo County users.

***Policy #10 –***

***Other***

- 10.1 Support/sponsor legislation that identifies revenue to fund airport/land use compatibility plans.
- 10.2 Support efforts that will engage the business community in mitigating industry impacts associated with stormwater, transportation congestion, affordable housing, greenhouse gas emissions, and energy consumption.

## C/CAG AGENDA REPORT

**Date:** December 14, 2017

**To:** C/CAG Board of Directors

**From:** Sandy Wong, Executive Director

**Subject:** Review and approval of the Draft 2017 Congestion Management Program (CMP) and Monitoring Report and authorize its release for distribution and comments

(For further information contact Jeff Lacap at 650-599-1455)

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### RECOMMENDATION

That the C/CAG Board review and approve the Draft 2017 Congestion Management Program (CMP) and Monitoring Report and authorize its release for distribution and comments.

### FISCAL IMPACT

It is not anticipated that the changes in the 2017 CMP will result in any increase in the current fiscal commitment that C/CAG has made to the Program.

### BACKGROUND

#### *Overview*

Every two years, C/CAG as the Congestion Management Agency for San Mateo County, is required to prepare and adopt a Congestion Management Program (CMP) for San Mateo County. The CMP is prepared in accordance with state statutes, which also establish requirements for local jurisdictions to receive certain gas tax subvention funds. The CMP's conformance with regional goals enable San Mateo County jurisdictions to qualify for state and federal transportation funding.

The Metropolitan Transportation Commission (MTC) also provides guidance for consistency and compatibility with the Regional Transportation Plan (RTP). MTC's findings for the consistency of CMPs focus on five areas:

- Goals and objectives established in the RTP,
- Consistency of the system definition with adjoining counties,
- Consistency with federal and state air quality plans,
- Consistency with the MTC travel demand modeling database and methodologies; and
- RTP financial assumptions.

### ***2017 CMP Update***

The Draft 2017 CMP includes updated information and changes from the adopted 2015 CMP. The majority of the document is unchanged from the 2015 CMP. Some key updates are highlighted below:

- Updated Chapter 4 – Performance Element
  - Includes discussion regarding SB 743 and future updates to the CMP
- Updated Chapter 5 – Trip Reduction and Travel Demand Element
  - Reflects the current Transportation Demand Element (TDM) and Transportation System Management (TSM) measures.
- Updated Chapter 7 – Deficiency Plan Guidelines
  - Reflects updated 2017 LOS Monitoring results
- Updated Chapter 8 – Seven Year Capital Improvement Program
  - Reflects the recently adopted OBAG 2 Program, 2018 State Transportation Improvement Program (STIP), and TDA Article 3 Program project lists.
- Appendices that were updated includes the following:
  - Appendix F - 2017 CMP Monitoring (Draft)
  - Appendix G - Status of Capital Improvement Projects
  - Appendix I - Land Use Guide and Updated List
  - Appendix J - San Mateo County Projects Included in Plan Bay Area 2040
  - Appendix M - Measure M Implementation Plan FY 2017-2021

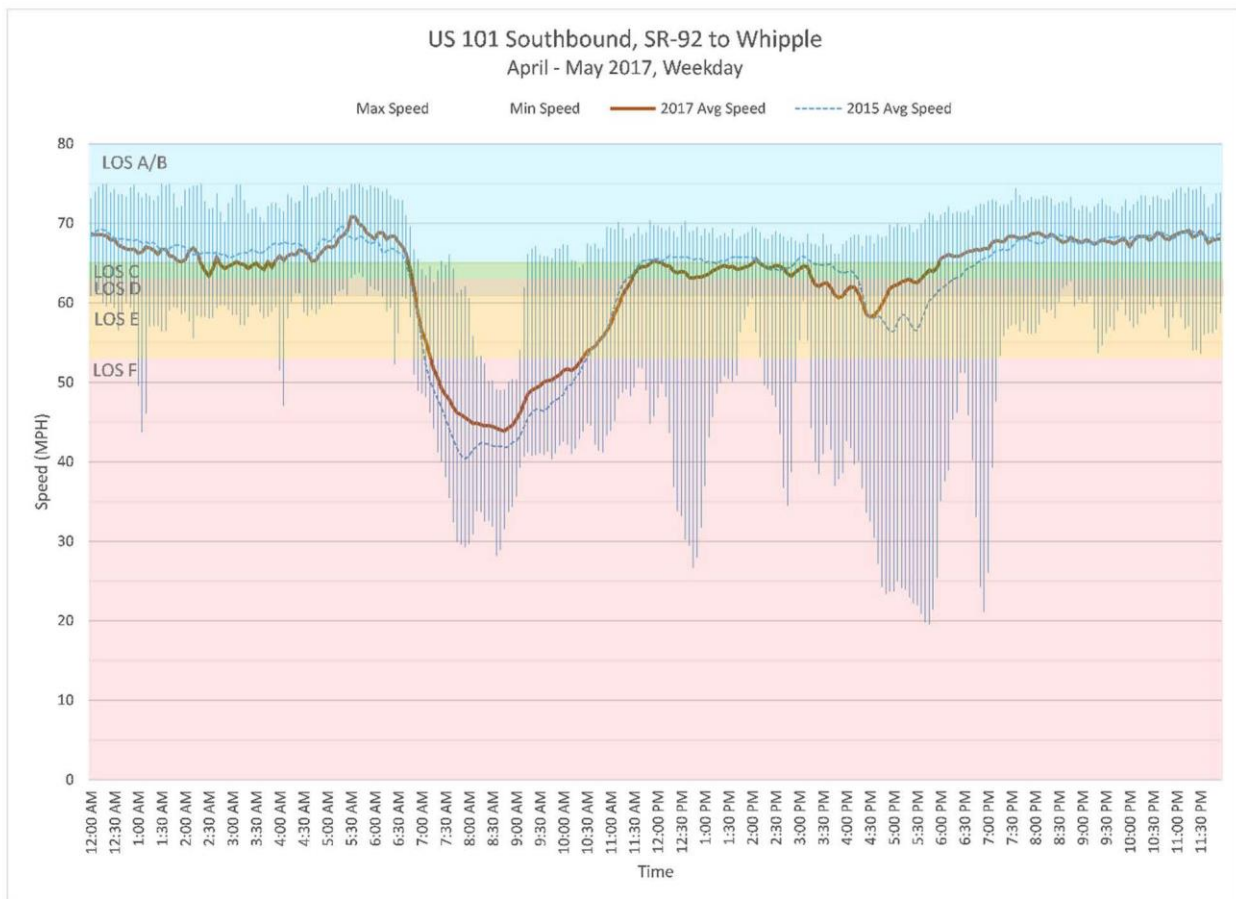
### ***2017 Traffic Level of Service and Performance Monitoring***

C/CAG is required to measure the roadway segments and intersections on the Congestion Management Program roadway network to determine the change in Level of Service (LOS) from the previous CMP update. As part of the 2017 CMP update, C/CAG has retained a consultant to monitor the roadway segments and intersections on the CMP roadway network. This year's performance monitoring study was conducted in the spring of 2017 with travel time data from INRIX being used between March and April of 2017 during the AM and PM peak hours of 7-9am and 4-7pm. The assessment prior to this study was performed in March - May 2015. The primary tasks completed as part of this study include converting travel time data to Level of Service for the CMP roadway network. C/CAG is then required to determine what location(s), if any, has (have) exceeded the LOS standard that was established by C/CAG in 1991.

In determining conformance with the LOS standards, C/CAG historically excludes traffic impacts attributable to interregional travel based on the C/CAG Travel Demand Forecasting Model. To address deficiencies on the CMP network, C/CAG developed the San Mateo County Congestion Relief Plan (CRP). Originally adopted in 2002 and reauthorized in 2007, 2011, and 2015 (effective through July 2019), the CRP fulfills the requirement of a Countywide Deficiency Plan for all roadway segment and intersection deficiencies identified from 1999 through the current Congestion Management Program. With the CRP in place, no jurisdiction will be required to develop a deficiency plan because of this monitoring report.

### Other Performance Measures Using INRIX

With the use of INRIX data in this year's freeway travel time analyses, new performance measures were added. A new performance measure that was included is the **Duration of Congestion**, or amount of time below a certain speed/LOS within a segment. For example, the figure below illustrates the 5-minute average speed for a 24-hour period on all Tuesdays, Wednesdays, and Thursdays in April and May of 2017. The red line depicts the average speed, while the vertical lines represent the minimum and maximum speeds reported for each respective time interval (showing the variability of speed for each time slice). Further, on the horizontal axis, the colored shaded regions depict the corresponding LOS for the average speed for the freeway section. For example, the average speed in the southbound US 101 segment between SR 92 and Whipple decreases into the LOS F range in the morning period at approximately 6:30 AM and remains at that LOS until approximately 9:00 AM. For the PM period (12:00pm to 11:30pm), the average speed/LOS remains better than LOS F, while at times over the 2 months, the minimum speeds reported at 20mph during the 6pm time period.



### ***Roadway and Intersection Level of Service***

In calculating the LOS for the CMP roadway network, C/CAG identified 12 segments that are below the established 1991 LOS standard. They are as follows:

- SR-84 between SR 1 and Portola Road – PM Peak Hour<sup>+</sup>
- SR-84 between I-280 and Alameda de las Pulgas – AM and Peak Hour\*
- SR-84 between Willow Road and University Avenue – AM and PM Peak Hour\*
- SR-92 between I-280 and US-101 – AM and PM Peak Hour\*
- SR-92 between US-101 and Alameda County Line – AM and PM Peak Hour\*
- US-101 between San Francisco County Line and I-380 – AM and PM Peak Hour\*
- US-101 between I-380 and Millbrae Avenue – PM Peak Hour<sup>+</sup>
- US-101 between Millbrae Avenue and Broadway – PM Peak Hour<sup>+</sup>
- US-101 between Broadway and Peninsula Avenue – AM and PM Peak Hour\*
- US-101 between SR-92 and Whipple Avenue – AM and PM Peak Hour\*
- I-280 between SR-1 (South) and San Bruno Avenue – AM and PM Peak Hour\*
- I-280 between SR-92 and SR-84 – AM and PM Peak Hour\*

It is noted that nine (9) of the twelve (12) CMP roadway segments (denoted by an \*) had deficient level of service (without interregional travel exemptions) in both the AM and PM peak periods. Three (3) segments had deficient level of service in the PM peak period only (denoted by +).

The CMP-enabling legislation allows for the reduction in volume for those trips that are interregional. In this case, “interregional” are those trips that originate from outside the county. Based on the monitoring report and after the exclusions for interregional traffic was applied, two out of the 53 roadway segments exceeded the LOS standard. The segments in violation of the LOS Standard in 2017 are as follows:

- Westbound SR-84 between I-280 and Alameda de Las Pulgas – AM and PM Peak Hour
- Eastbound and Westbound SR 92 between I-280 and US 101 – AM and PM Peak Hour

For the sixteen (16) intersections monitored, the 2017 traffic volumes, lane configurations, and signal phasing were used as inputs to the intersection level of service calculations. This year’s monitoring as well as the 2015 monitoring used the 2000 Highway Capacity Manual method (average control delay) to calculate the LOS results.

All 16 CMP intersections are in compliance with the LOS Standard. A summary of the number of roadway segments (before deducting for interregional travel) and intersections with a LOS F (F designated the worse possible congestion) since the 2001 CMP are as follows:

Year	LOS F*		Year	LOS F*	
	Roadways	Intersections**		Roadways	Intersections**
2001	16	1	2011	14	2
2003	13	0	2013	12	2
2005	12	0	2015	10	0
2007	14	2	<b>2017</b>	<b>12</b>	<b>0</b>
2009	10	3			

\* Without Exemption

\*\* Majority of intersections monitored are along Route 82 (El Camino Real)  
See Table 5 of 2017 CMP Monitoring Report for additional information

### ***Average Travel Times on US-101***

Travel times were also measured for the U.S. 101 corridor between the San Francisco and Santa Clara County Lines. The U.S. 101 corridor was selected because, in addition to mixed-flow lanes, it includes High Occupancy Vehicle (HOV) lanes, bus routes, and passenger rail.

The general-purpose lane travel times presented in this report are the result of a 2-month average between all Tuesdays, Wednesday, and Thursdays in April and May 2017 during the 7-9am and 4-7pm peak hours. Those included in the table below for the single occupant vehicle represent the calculated INRIX travel time using the average speed over each CMP roadway segment for each 5-minute interval during each respective AM and PM peak period. The HOV travel times are based on 5 runs in the field for the limits of the HOV between the county line and Whipple summed with the INRIX results for the balance of the route to the San Francisco county line on the north. Therefore, the HOV portion represents a far smaller sample size than an average for the peak period over two months.

The total travel time for carpools was estimated by adding the travel time in the HOV lanes between the Santa Clara County Line and Whipple Avenue to the travel time in the mixed-flow lanes between Whipple Avenue and the San Francisco County Line. Travel times for bus and passenger rail modes were estimated based on SamTrans and Caltrain published schedules. SamTrans bus route KX and 398 operates in the U.S. 101 corridor. This route provides service through San Mateo County from San Francisco to Palo Alto. Travel times were based on the average travel time between County lines during the commute hours. Travel time via Caltrain was calculated in a similar manner. Results for the 2017 travel time surveys are summarized below.



Average Travel Time on US 101 Corridor (in minutes) - Between San Francisco and Santa Clara County Lines																
Mode	AM - Morning Commute Peak Period (7-9am)								PM - Evening Commute Peak Period (4-7pm)							
	NB				SB				NB				SB			
	2017	2015	2013	2011	2017	2015	2013	2011	2017	2015	2013	2011	2017	2015	2013	2011
Auto - Single Occ. <sup>3</sup>	32	32	28	29	35	36	41	34	36	39	30	32	32	32	33	40
Carpool - HOV Lane <sup>4</sup>	32	32	32	28	34	35	37	30	36	42	37	30	32	32	32	35
Caltrain <sup>1</sup>	40	39	23	35	44	43	27	31	40	38	24	34	36	38	23	35
SamTrans Route KX <sup>2</sup>	80	80	68	76	-	-	73	81	-	-	72	81	91	91	74	78

<sup>1</sup> Baby Bullet b/n Palo Alto and Menlo and Approximate north county line near Bayshore Station - but not stop on Baby Bullet.

<sup>2</sup> Route KX b/n RWC and SF(AM NB Only, PM SB Only) & 398 (b/n Palo Alto and Redwood City).

<sup>3</sup> 2015 & 2017 Results based on Inrix avg speeds over each CMP roadway segment for the full 3 and 2 month periods, respectively

<sup>4</sup> 2015 & 2017 HOV results are based on HOV field runs south of Whipple + Inrix avg speed for CMP roadway segment north to SF county line

### Transit Ridership

As shown in the table below, the 2017 transit ridership data indicates annual total ridership for SamTrans has decreased by 10% whereas Caltrain ridership increased by 3% when compared to the CMP update 2015. Annual total ridership for BART decreased by 4% at the Colma, Daly City, and SFO Extension stations. Overall annual total transit ridership decreased about 3% when compared with the previous 2015 CMP Update. Results for the 2017 transit ridership are summarized below.

Transit Agency	Annual Total		Average Weekday	
	2017	2015	2017	2015
SamTrans <sup>1</sup>	11,816,760	13,158,703	38,700	42,981
Caltrain <sup>2</sup>	18,743,189	18,156,173	59,132	58,429
BART (Colma & Daly City) <sup>3</sup>	7,818,023	8,155,340	25,269	28,050
BART (SFO Ext. Stations) <sup>3</sup>	12,102,872	12,614,731	39,989	40,741
<b>Combined Transit</b>	<b>50,480,844</b>	<b>52,084,947</b>	<b>163,090</b>	<b>170,201</b>

<sup>1</sup> Source: SamTrans End-of-Year Performance Report FY2017

<sup>2</sup> Source: Caltrain Website

<sup>3</sup> Source: BART Staff

The complete draft Monitoring Report is included in Appendix F of the Draft 2017 Congestion Management Program (A copy is attached to this staff report).

### SB 743

Senate Bill 743 was signed into law in 2013 and aimed to replace the metric used to measure the transportation impact assessment in the California Environmental Quality Act (CEQA) process from a delay based metric such as traffic level of service (LOS) to another metric such as vehicle miles traveled (VMT).

The Governor’s Office of Planning and Research (OPR) is responsible for identifying the alternative metric and updating the CEQA Guidelines on transportation impact analysis. OPR has identified VMT as the new metric but is currently still finalizing the technical guidance for impact analysis.

Since current CMP legislation requires the use of LOS metric, the Draft 2017 CMP has been prepared following current CMP guidelines. C/CAG did not do any major updates to the CMP and only made focused changes during this update to report on the work performed and progress made in implementing the CMP elements (Roadway System, Traffic LOS Standards, Performance Element, Trip Reduction and Travel Demand Element, Land Use Impact Analysis Program, and Seven-Year Capital Improvement Program) since the last update in 2015.

It is anticipated when SB 743 implementation guidelines are fully adopted by OPR or any other legislative efforts to amend the CMP legislation occur, C/CAG, in coordination with the Metropolitan Transportation Commission and other Congestion Management Agencies in the Bay Area, will evaluate and recommend performance metrics for future CMP updates.

***2017 CMP Approval Schedule (Tentative)***

<u>Date</u>	<u>Activity</u>
November 16, 2017	Draft CMP to TAC
November 27, 2017	Draft CMP to CMEQ
December 14, 2017	Draft CMP to Board
*Draft CMP is released for public review and comment	
January 19, 2018	Final CMP to C/CAG TAC
January 29, 2018	Final CMP to C/CAG CMEQ
February 9, 2018	Final CMP to Board
March 2018	Final CMP to MTC

On November 16, 2017, the C/CAG Congestion Management Program Technical Advisory Committee recommended approval of the 2017 Draft CMP. It was further recommended that staff list the 12 deficient CMP roadway segments in the report and provide detail on the methodology in calculating the travel time. The C/CAG Congestion Management and Environmental Quality Committee (CMEQ) also recommended approval at their meeting on November 27, but had questions regarding the travel times reported in the monitoring report and asked staff to provide further clarification.

**ATTACHMENTS**

- Draft 2017 San Mateo County CMP – Executive Summary
- Draft 2017 San Mateo County CMP (*Hard copies provided to C/CAG Board members only - under separate cover*)
- Draft 2017 San Mateo County CMP Appendix (*Electronic version available for download at: <http://ccag.ca.gov>*)
- Draft Level of Service and Performance Measure Monitoring Report – 2017 (*Electronic version available for download at: <http://ccag.ca.gov>*)

## Executive Summary

The City/County Association of Governments of San Mateo County (C/CAG), as the Congestion Management Agency for San Mateo County, is required to prepare and adopt a Congestion Management Program (CMP) on a biennial basis. The purpose of the CMP is to identify strategies to respond to future transportation needs, develop procedures to alleviate and control congestion, and promote countywide solutions. The CMP is required to be consistent with the Metropolitan Transportation Commission (MTC) planning process that includes regional goals, policies, and projects for the Regional Transportation Improvement Program (RTIP). The 2017 CMP, which is developed to be consistent with MTC's Plan Bay Area, provides updated program information and performance monitoring results for the CMP roadway system.

The CMP roadway system comprises of 53 roadway segments and 16 intersections. The roadway network includes all the State highways within the County in addition to Mission Street, Geneva Avenue, and Bayshore Boulevard. The intersections are located mostly along El Camino Real (Chapter 2). Baseline Level of Service (LOS) Standards were adopted for each of the roadway segments and intersections on the system wherein five roadway segments and four intersections were designated LOS F (F designated as the worse possible congestion) (Chapter 3).

In addition to the roadway system LOS, the CMP also includes other elements to evaluate the performance of the roadway and transit network such as travel time to traverse the length of the County by single-occupant vehicle, carpool, and transit in addition to transit ridership during the peak periods (Chapter 4). Monitoring is completed every two years to determine compliance with the adopted LOS standards and changes to the performance elements are measured.

The results of the 2017 Monitoring indicate the following roadway segments exceeded its LOS Standard before the reduction of interregional trips:

- SR-84 between SR 1 and Portola Road – PM Peak Hour
- SR-84 between I-280 and Alameda de las Pulgas – AM and Peak Hour
- SR-84 between Willow Road and University Avenue – AM and PM Peak Hour
- SR-92 between I-280 and US-101 – AM and PM Peak Hour
- SR-92 between US-101 and Alameda County Line – AM and PM Peak Hour
- US-101 between San Francisco County Line and I-380 – AM and PM Peak Hour
- US-101 between I-380 and Millbrae Avenue – PM Peak Hour
- US-101 between Millbrae Avenue and Broadway – PM Peak Hour
- US-101 between Broadway and Peninsula Avenue – AM and PM Peak Hour
- US-101 between SR-92 and Whipple Avenue – AM and PM Peak Hour
- I-280 between SR-1 (South) and San Bruno Avenue – AM and PM Peak Hour
- I-280 between SR-92 and SR-84 – AM and PM Peak Hour

It is noted that nine (9) of the twelve (12) CMP segments had deficient level of service (without interregional travel exemptions) in both the AM and PM peak periods. Three (3) segments had deficient level of service in the PM peak period only.

The CMP-enabling legislation allows for the reduction in volume for those trips that are interregional. In this case, “interregional” are those trips that originate from outside the county. Based on the monitoring report and after the exclusions for interregional traffic was applied, two out of the 53 roadway segments exceeded the LOS standard. The segments in violation of the LOS Standard in 2017 are as follows:

- Westbound SR-84 between I-280 and Alameda de Las Pulgas – AM and PM Peak Hour
- Eastbound SR 92 between I-280 and US 101 – AM and PM Peak Hour
- Eastbound SR 92 between I-280 and US 101 – AM and PM Peak Hour

Regarding intersections, all intersection locations are in compliance with their LOS Standards.

Travel time for single occupancy vehicles and high occupancy vehicles along US-101 identified as part of the 2017 monitoring indicates a minor improvement in the northbound direction during the PM peak hour.

Travel times for bus and passenger rail modes are estimated based on SamTrans and Caltrain published schedules for travel between County lines during peak commute periods (7 a.m. – 9 a.m. and 4 p.m. to 7 p.m.). Caltrain travel times show a 2% increase in the NB AM Peak Period, 3% increase the SB AM Peak Period, 5% increase in the NB PM Peak Period, and a 5% improvement in the SB PM Peak Period.

SamTrans travel times showed no change in the NB AM Peak Period and SB PM Peak Period. (The complete 2017 Monitoring results are included in Appendix F)

The CMP includes C/CAG’s programs and policies regarding transportation systems management (TSM) and transportation demand management (TDM), which address efforts to increase efficiency of the existing system and encourage utilization of alternative modes of transportation. The TSM/TDM programs under Measure A, Commute.org, Transportation Fund for Clean Air (TFCA), local cities, and C/CAG are updated in the 2017 CMP to reflect the current status (Chapter 5). Also included in the CMP is the C/CAG Land Use Impact Analysis Program Policy which address long-range planning, individual large developments generating 100 or more net peak period trips on the CMP network, and cumulative developments.

The Policy provides procedures for local jurisdictions to analyze and mitigate potential impacts to the CMP network resulting from land use decisions (Chapter 6 and Appendix I). The Countywide Congestion Relief Plan (CRP), (reauthorized through June 2019) was developed to address the roadway system deficiencies (or violations of LOS Standards) on a countywide basis. The CRP relieves individual jurisdictions from the need to develop individual deficiency plans to mitigate (or reduce) existing congestion on specific locations. Elements contained in the CRP includes revised provision for Countywide programs such as Employer-based shuttle program and local transportation services, Travel Demand Management, Countywide Intelligent Transportation System (ITS) program and traffic operational improvement strategies, Ramp Metering, and other programs Linking Transportation and Land Use (Chapter 7). The seven-year Capital Improvement Program (CIP) consists of projects programmed in the updated 2018 State

Transportation Improvement Program (STIP), OBAG 2, and TDA Article 3 in Chapter 8, Table X.

Other elements included in the 2017 CMP are updates to Measure M, an additional VRF approved by the voters in November 2010, imposes an annual fee of ten dollars (\$10) on motor vehicles registered in San Mateo County to help fund transportation-related congestion mitigation and water pollution mitigation programs (Chapter 11). The most current Measure M 5-Year Implementation Plan for Fiscal Year 2017-2021 is included in Appendix M.

The Traffic Impact Analysis (TIA) Policy, which provides uniform procedures to analyze traffic impacts on the CMP network, was added to the 2009 CMP and remains the same. The TIA Policy applies to all General Plan updates, Specific Area Plans, and modifications to the CMP roadway network. (Chapter 12 and Appendix L)

Senate Bill 743 was signed into law in 2013 and aimed to replace the metric used to measure the transportation impact assessment in the California Environmental Quality Act (CEQA) process from a delay based metric such as traffic level of service (LOS) to another metric such as vehicle miles traveled (VMT).

The Governor's Office of Planning and Research (OPR) is responsible for identifying the alternative metric and updating the CEQA Guidelines on transportation impact analysis. OPR has identified VMT as the new metric but is currently still finalizing the technical guidance for impact analysis.

Until SB 743 implementation guidelines are adopted by OPR's effort, or if any other legislative efforts to amend the CMP legislation will occur, C/CAG did not do any major updates to the CMP and only made focused changes during this update to report on the work performed and progress made in implementing the CMP elements (Roadway System, Traffic LOS Standards, Performance Element, Trip Reduction and Travel Demand Element, Land Use Impact Analysis Program, and Seven-Year Capital Improvement Program) since the last update in 2015.

Since current CMP legislation requires the use of LOS metric, the Draft 2017 CMP has been prepared following current CMP guidelines. However, it is anticipated when SB 743 implementation guidelines are fully adopted by OPR, C/CAG, in coordination with the Metropolitan Transportation Commission and other Congestion Management Agencies in the Bay Area, will evaluate and recommend performance metrics for future CMP updates.

*Submitted to:*



# **Level of Service and Performance Measure Monitoring Report - 2017**

**November 2017**

*Submitted by:*

**CoPLAN** – *The Planning Collaborative*

5508 Sandalwood

McKinney, TX 75070

November 1, 2017

City/County Association of Governments of San Mateo County  
County Office Building  
555 County Center  
Fifth Floor  
Redwood City, California 94063  
Attention: Jeffrey Lacap, Transportation Programs Specialist

**Re: Level of Service and Performance Measure Monitoring Report - 2017**

Dear Mr. Lacap:

CoPLAN, LLC. (CoPLAN) is pleased to submit the report for the 2017 LOS and Performance Measure Monitoring to support of the 2017 Congestion Management Program for the City/County Association of Governments of San Mateo County (C/CAG).

CoPLAN conducted the 2017 study for C/CAG utilizing the latest technology for performing CMP studies. Our extensive and unique experience provides a cost-effective and cutting edge process to obtain and analyze traffic data. CoPLAN has developed a methodology including GPS and GIS over the past 15 years with exciting results. The addition of GIS linear reference systems has added a component that is unique to CoPLAN for network analyses. Over the last 4 update cycles, CoPLAN staff have developed a comprehensive database for C/CAG that now is integrated in GIS for easy access and historic comparisons.

C/CAG has taken a major step forward in having the ability to take the GIS data, in addition to the historic tables, and integrate the digital data with your travel demand model. The speeds, roadway attributes, etc. can be conflated with the model to produce a very robust and comprehensive system. This was not available in the past because the methodology used with tables and charts did not produce the value-added products of this 2017 study. CoPLAN will continue to support C/CAG to produce the best value that not only meets the intended LOS monitoring requirements to allow historic comparisons of this project, but produces the results in a form that can be used by many other areas within the county and by its members.

Sincerely,  
CoPLAN, LLC

Steve Taylor  
Project Manager

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Appendix A

Appendix B - Technical Appendix



## A. EXECUTIVE SUMMARY

The City/County Association of Governments of San Mateo County (C/CAG) has an established Congestion Management Program (CMP) to monitor the transportation network within the county. All roadways included in the CMP network are evaluated for conformity at least every two years.

The goal of the monitoring program is to improve the performance of the transportation system by identifying congested areas and related transportation deficiencies. This information is then used to help prioritize transportation funding decisions based on system performance, land use factors, multimodal characteristics, and other considerations.

This year's monitoring study was conducted in the spring 2017 with data collection between March and May including INRIX data on approximately 163.3 directional miles of freeways and arterials, 72-hour counts on 21 segments representing 301.4 centerline miles of arterials, and 16 intersection turning movement counts.

This is the second monitoring cycle during which the C/CAG has used commercially available travel speed data from INRIX integrated in a geographic information system (GIS) to monitor Level of Service (LOS) on the CMP network. The primary tasks completed as part of this study include:

- Conflation of travel time data to LOS Monitoring network
- LOS Analysis

With the 2017 monitoring cycle, C/CAG is calculating LOS based on two methodologies—Highway Capacity Manual (HCM) 1994 and HCM 2010. This dual reporting facilitates historical comparisons while also reporting LOS based on the more current methodology. For freeways, only HCM 1994 LOS is reported, as the HCM 2000 methodology requires traffic volume information for all unique freeway segments and ramps. The HCM 2010 criteria was used only for the intersection LOS using the collected peak period turning movement counts analyzed in Synchro. Collection of comprehensive freeway traffic volumes is beyond the scope of the CMP monitoring effort.

## B. INTRODUCTION

### History of the Congestion Management Program

C/CAG has an established Congestion Management Program (CMP) to monitor the transportation network within the county. All roadways included in the CMP network are evaluated for conformity at least every two years by the agency, which is the designated Congestion Management Agency (CMA) for San Mateo County. The goal of the monitoring program is to improve the performance of the transportation system by identifying congested areas and related transportation deficiencies. This information is then used to help prioritize transportation funding decisions in light of system performance, land use factors, multimodal characteristics, and other considerations.

This year's study was conducted in the spring of 2017 with travel time data from INRIX being used between April and May of 2017. The most recent assessment prior to this study was performed in March - May 2015. The primary tasks completed as part of this study include:

- Conflation of travel time data to LOS Monitoring network
- Level of Service Analysis

### Study Background

This year's monitoring study was conducted in the spring 2017 with data sourced between April and May on approximately 163.3 directional miles of freeways and arterials, 72-hour counts on 21 segments representing 301.4 centerline miles of arterials, and 16 intersection turning movement counts. CMP legislation requires that state highways (including freeways) and principal arterials be included in the CMP network. The network must be useful to track the transportation impacts of land development decisions, as well as to help assess the congestion management implications of proposed transportation projects. C/CAG's network therefore includes numerous local thoroughfares since most urban traffic occurs on city arterials (rather than on the freeways). **Figure 1** shows the routes that were monitored.

All of the study roadways were evaluated during the AM and PM peak period between the hours of 7 AM - 9 AM and 4 PM - 7 PM. As in previous studies, both time periods are considered when determining the LOS to be reported. The directionality of the segment is not reported in many of the summary tables, but the worst LOS found for either direction for either AM or PM peak period is shown as the official result. In most cases, the PM period is the focus of the CMP since consistently, the PM period results in higher volumes, slower speeds, and more congestion. The methodology used included using INRIX travel time data, 72-hour traffic counts, and intersection turning movement counts.

The total directional miles and number of route segments for each roadway type are shown in **Table 1**.

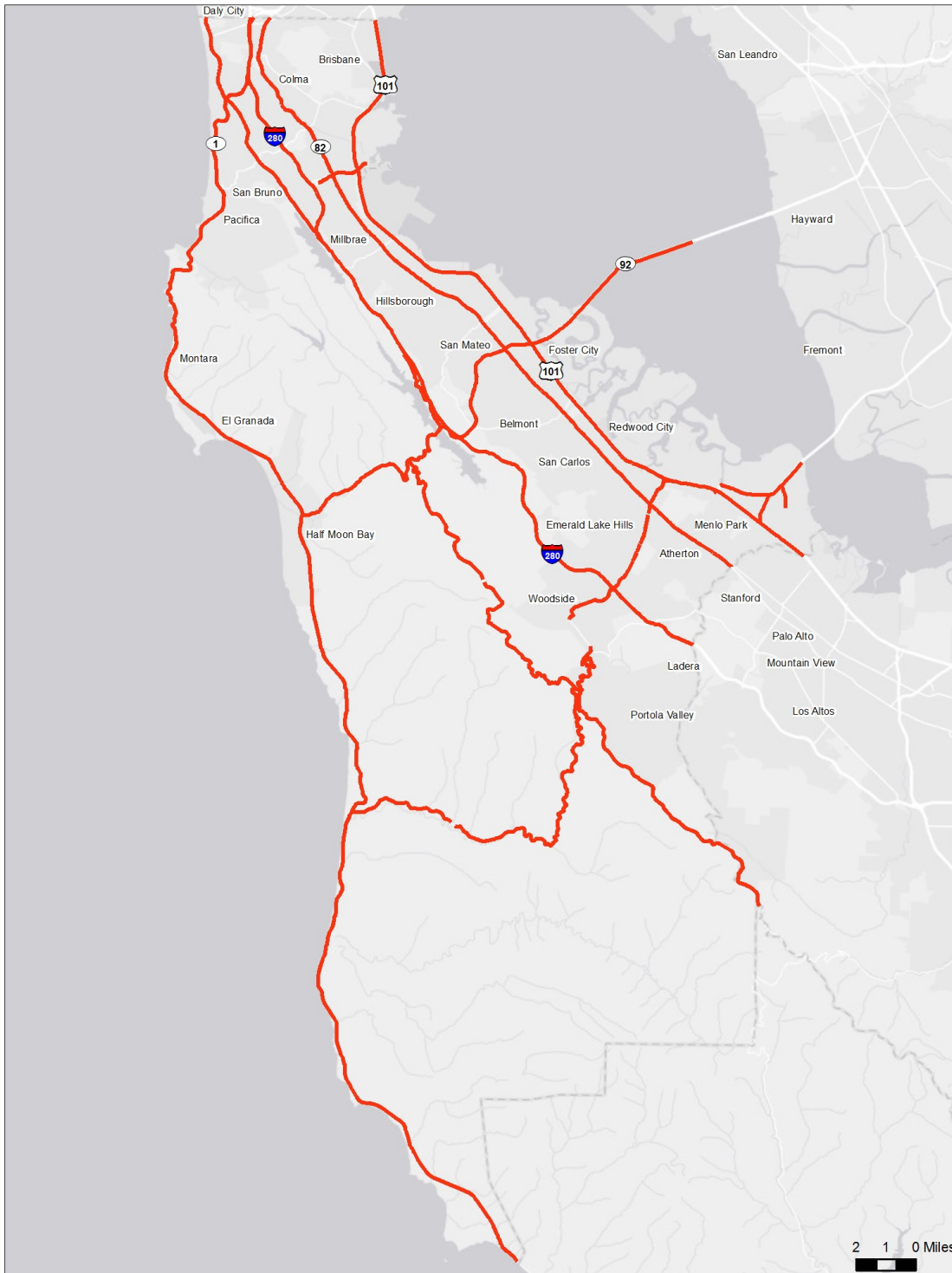


Figure 1 – Spring 2017 CMP Monitored Routes

Table 1 – Total Study Miles Summary

Roadway Type	Total Directional Miles
Arterial / State Routes	301.4
Freeway	163.3
Total	464.7

This monitoring report focused on the five performance measures established in the San Mateo County Congestion Management Program. These performance measures are:

1. Roadway Level of Service
  - a. Travel Time – Average Speed
  - b. 72-hour traffic counts – V/C for rural arterials
2. Intersection LOS
3. Travel Time for various modes (single occupant, carpools, and transit)
4. Pedestrian and Bicycle Improvements
5. Ridership / Person Throughput for Transit

As noted, the “Roadway Level of Service and Intersection LOS” are the primary CMP performance measures; therefore, a mitigation plan is required if the resulting LOS is below the established minimum standard.

The following sections focus on each of the above performance measures with emphasis on the Roadway and Intersection LOS. The other items are included to provide some alternative views to help explain the changes in performance and the opportunities for improvement.

## C. METHODOLOGY

### Mapping of CMP Network

#### Global Positioning System (GPS)

Historically, CMP travel time runs were done manually. CoPLAN staff introduced the use of GPS and GIS to C/CAG in 2011.

All the roadways in the network were mapped using GPS technology in 2011 and 2013. With the introduction of INRIX datasets in 2015, the network attributes were carried over from those past cycles.

As first introduced in 2015, the travel speed data collection process was made more efficient by using data from INRIX in place of a small sample size of GPS travel time runs.

### Travel Time Data

Travel time data was assembled from INRIX and conflated to the LOS Monitoring network.

Travel time data was conflated for the morning and afternoon peak periods on all applicable roadway segments; data were only used on Tuesdays, Wednesdays, or Thursdays, and school district spring break periods were avoided.

## D. EVALUATION

### LOS Analysis – HCM 1994

The tables in the Appendix highlight the 2017 CMP route segments that had LOS lower than the established standard during the AM or PM Peak by HCM 1994 standards directly from the travel time data or 72-hour counts. The CMP enabling legislation allows for the reduction in volume for those interregional trips for those segments that have a LOS lower than the established standard; i.e. those trips that originate from outside the county and either pass through the county or have a destination within San Mateo County.

### Other Performance Measures Results

Apart from average speeds aggregated to the CMP route segments level, intersection segment level average speeds were also calculated in 2017 for all routes. These results are available in the GIS tables provided to C/CAG.

With the use of INRIX data once again in this year's freeway travel time analyses, we have the opportunity to include various new performance measures for the region. In prior years, a small sample of travel time runs were made during a small window of time in the AM and PM peak period. One interesting new performance measure that can be evaluated is the **Duration of Congestion**, or amount of time below a certain speed / LOS within a segment. For example, **Figure 2** illustrates the 5-minute average speed for a 24-hour period between April and May of 2017. The red line depicts the average speed, while the vertical lines represent the minimum and maximum speeds for each respective time interval (showing the variability of speed for each time slice). Further, on the horizontal axis, the shaded regions depict the corresponding LOS for the average speed for the freeway section. Therefore, one can see that the average speed in the southbound US 101 segment between SR 92 and Whipple falls into the LOS F range in the morning period around 6:30 AM and remains at that LOS until around 9:00 AM. For the afternoon period, the average speed remains better than LOS F all afternoon, while at times over the 2 months, the minimum speed does drop to a very low speed around 9 mph.

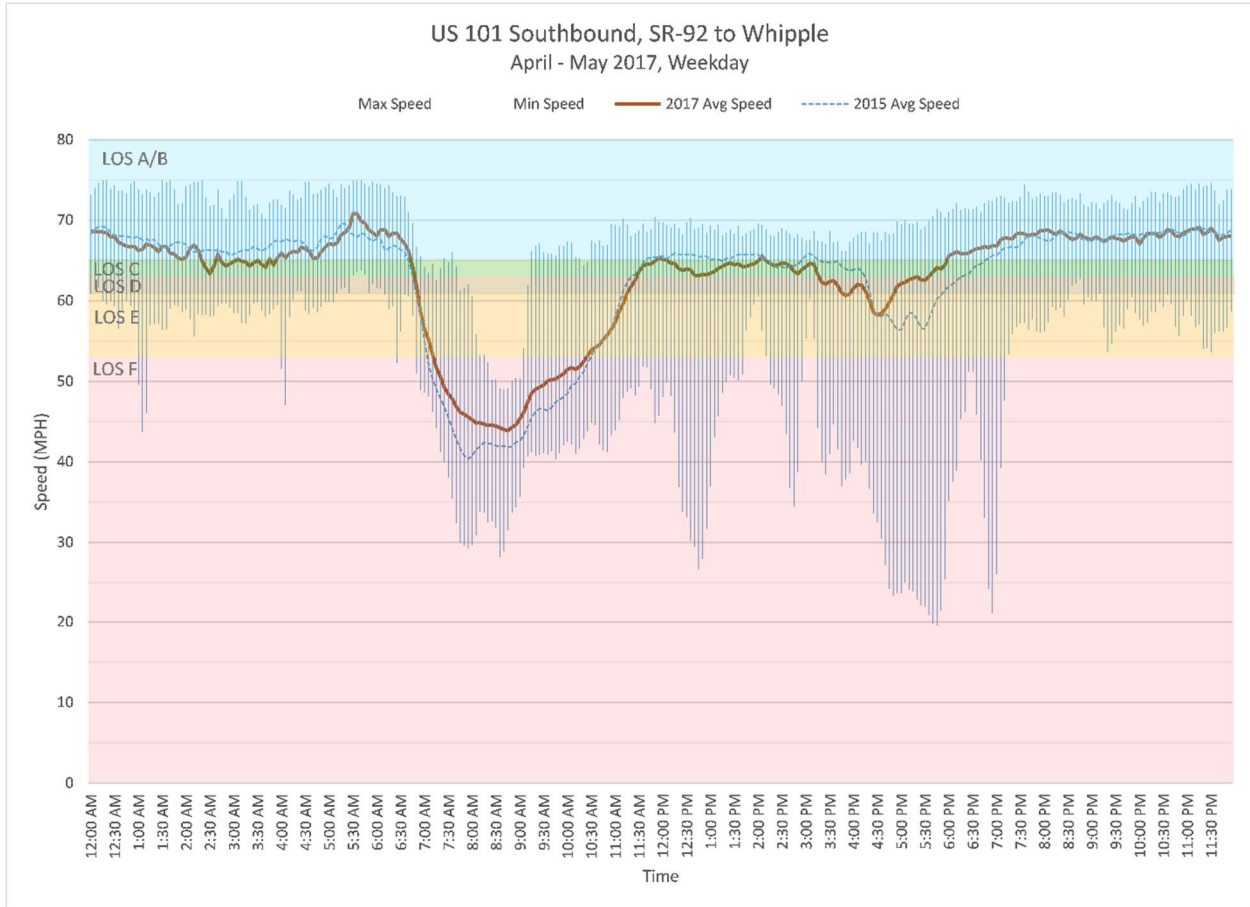


Figure 2 – Spring 2017 Duration of Congestion

## E. ROADWAY LEVEL OF SERVICE (LOS)

### Traffic Flow

The Highway Capacity Manual (HCM) defines capacity as “...the maximum hourly rate at which persons or vehicles reasonably can be expected to traverse a point or a uniform section of a lane or roadway during a given time period under prevailing roadway, traffic, and control conditions.”

The vehicle capacity and operational characteristics of a roadway are a function of a number of elements including: the number of lanes and lane widths, shoulder widths, roadway alignment, access, traffic signals, grades, and vehicle mix. Generally, roadways with wider travel lanes, fewer traffic control devices, straight alignments, etc. allow faster travel speeds and therefore greater vehicle flow per unit time.

### Level of Service

The HCM defines level of service (LOS) as “...a quality measure describing operational conditions within a traffic stream, generally in terms of such service measures as speed and travel time, freedom to maneuver, traffic interruptions, and comfort and convenience.”

“Six LOS are defined for each type of facility that has analysis procedures available. Letters designate each level, from A to F, with LOS A representing the best operating conditions and LOS F the worst. Each level of service represents a range of operating conditions and the driver’s perception of those conditions.”

In accordance with CMP legislation, the county and city governments are required to show that all CMP route segments within their jurisdiction are operating at or above the CMP traffic LOS standard. Section 65089(b)(1)(B) of the California Government Code states that “In no case shall the LOS standards established be below the LOS E or the current level, whichever is farthest from LOS A. When the level of service on a segment or at an intersection fails to attain the established level of service standard, a deficiency plan shall be adopted pursuant to section 65089.4.”

All freeway segments in the network, as included in **Figure 3**, were monitored using the INRIX travel time data, which allows for determination of LOS on the basis of average operating speed. C/CAG primarily uses the 1994 and 2000 HCM methodology to monitor LOS on the CMP network, as this methodology was utilized in the baseline monitoring cycle and is necessary to maintain historical comparisons, identify exempt segments, and monitor potential network deficiencies. The specific methodologies used for monitoring freeway and arterial segments are listed below per HCM definitions:

- **Freeway Segments (HCM 1994 - Chapter 3)** – All freeway segments were evaluated using the “basic freeway sections” methodology of HCM 1994 where the LOS for each freeway segment was determined using its average travel speed.



Freeway LOS was not calculated based on HCM 2000 methodology. In order to evaluate all freeway segments using the HCM 2000 methodology, the volumes on all freeway sections (mainline) with distinct characteristics (e.g., quantity of lanes), as well as on entrances and exits would be required. Changes to the methodology will be considered along with the next update cycle when the HCM 2010 may be incorporated. Until then, the methodology of previous updates was followed to maintain the historical context for comparisons of the results.

- **Multilane, Two-Lane and Arterial Segments (HCM 1994 – Chapters 7, 8, and 11)** – All non-freeway surface street segments were evaluated based on the volume to capacity ratio (V/C) dependant on the local free-flow speed, cross-section, number of lanes, % no-passing zones, and functional class.

Multilane and Two-Lane highways were evaluated primarily based on the current volumes as measured through 72-hour traffic counts at 21 locations throughout the county. These counts and resulting V/C were then compared to the applicable criteria in the HCM 1994 to determine the respective LOS.

Many arterial segments used by C/CAG for CMP purposes (called "CMP Segments") span several blocks and include multiple signals and/or stop controlled intersections. If an Intersection Segment is defined as a segment from one controlled intersection to the next, the CMP segments are a collection of consecutive Intersection Segments. INRIX segmentation, known as TMC segments, are many times longer or shorter than the desired limits for the CMP Segments. CoPLAN methodology of travel time estimation can calculate average speeds at the Intersection Segment level and these data can be aggregated to calculate the average speeds at the CMP segment level. The average speed on each CMP segment is computed as the ratio of total length of the segment to the sum of average travel time on each individual intersection segment within the CMP segment. The average travel time on each intersection segment is computed as the arithmetic mean of travel times of accumulated data within the TMC segment. The average speed thus accounts for time in motion and time spent at the signals or stop signs.

**Table 2** shows the relationship between average travel speed and level of service for basic freeways according to HCM 1994. There are four (4) freeway categories based on the free-flow speed of the facility (ranging from 55-70 mph).

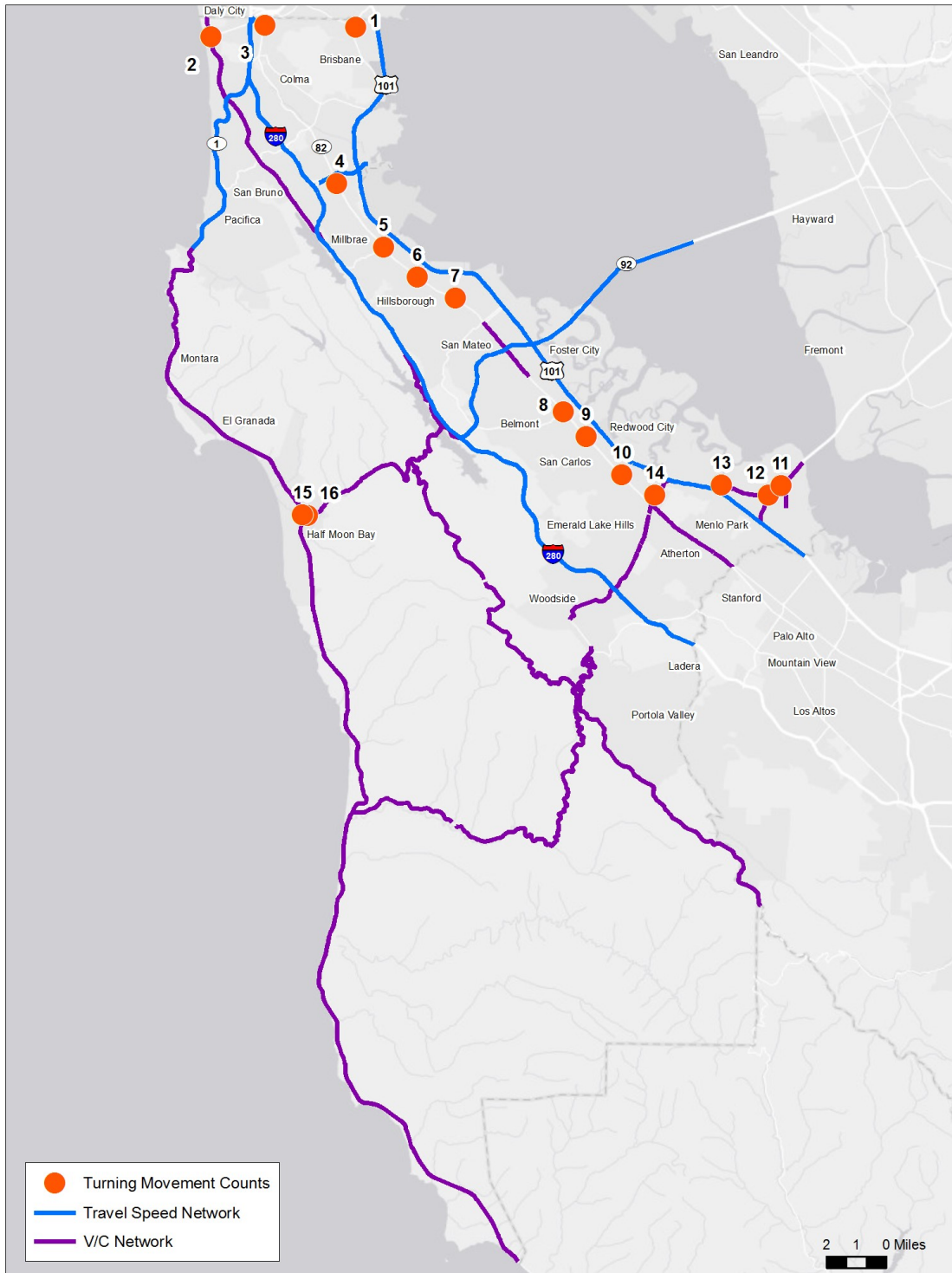


Figure 3 –2017 Routes and LOS Methodologies

Table 2 – Example LOS from Freeway with Free-Flow Speed of 65 mph (HCM 1994)

Roadway Type	Basic Freeway
Free Flow Speed (mph) Range	65
A	≥ 65
B	≥ 65
C	≥ 64.5
D	≥ 61
E	≥ 56/53
F	< 56

### Roadway Segment LOS Analysis Results

**Table 3** summarizes the current year roadway segment LOS. Additionally, **Figures 4, 5, 6, and 7** illustrate the results graphically. As highlighted in **Table 3**, there are 12 segments (plus the US 101 HOV segment between Whipple and SC County Line) found to be below the established minimum in each of the AM and PM peak periods. **Table 3** includes a summary of the historic results since 1999. All results included in this update have consistently used the HCM 1994 for all roadway types and the HCM 2000 for the intersections. Variations in the LOS results may be explained through capital improvements, construction, or use of transit and other modes. The values included in Table 3 reflect the lowest LOS for either direction. Basically, it is the worst case LOS for the link in either direction during the respective peak periods.

Table 3 – CMP Roadway Segment Monitoring Results (Lowest LOS)

2017 CMP Roadway Segment Levels of Service												
Route	Roadway Segment	LOS Standard	2017 LOS				2015 LOS <sup>2</sup>	2013 LOS <sup>2</sup>	2011 LOS <sup>2</sup>	2009 LOS <sup>2</sup>	2007 LOS <sup>2</sup>	2005 LOS <sup>2</sup>
			AM Without Exemption	PM Without Exemption	AM With Exemption	PM With Exemption						
1	San Francisco County Line to Linda Mar Blvd.	E	A	A	A	A	F <sup>3</sup> /F <sup>4</sup>	F <sup>3</sup> /B <sup>4</sup>	F <sup>3</sup> /F <sup>4</sup>	F <sup>3</sup> /F <sup>4</sup>	F <sup>3</sup> /F <sup>4</sup>	
1	Linda Mar Blvd. to Frenchmans Creek Road	E	D	D	D	D	D	D	D	D	D	
1	Frenchmans Creek Road to Miramontes Road	E	E	E	E	E	E	E	E	E	E	
1	Miramontes Road to Santa Cruz County Line	D	B	C	B	C	C	B	B	B	C	
35	San Francisco county Line to Sneath Lane	E	D	C	D	C	D	B	A	C	C	
35	Sneath Lane to I-280	F	F	F	F	F	F	F	F	E	F	
35	I-280 to SR 92	B	C	C	C	B	C <sup>3</sup> /A <sup>4</sup>	C <sup>3</sup> /B <sup>4</sup>	C <sup>3</sup> /B <sup>4</sup>	B	B	C/C
35	SR 92 to SR 84	B	B	B	B	B	B	B	B	B	B	
35	SR 84 to Santa Clara County Line	E	B	B	B	B	B	B	B	B	B	
82	San Francisco County Line to John Daly Blvd	E	A	A	A	A	A	A	A	A	A	
82	John Daly Boulevard to Hickey Boulevard	E	A	A	A	A	A	A	A	A	A	
82	Hickey Boulevard to I-380	E	A	A	A	A	A	A	A	A	C	
82	I-380 to Trousdale Drive	E	A	A	A	A	A	A	A	A	B	
82	Trousdale Drive to 3 <sup>rd</sup> Avenue	E	A	A	A	A	A	A	B	A	A	
82	3 <sup>rd</sup> Avenue to SR 92	E	A	A	A	A	A	A	A	A	A	
82	SR 92 to Hillside Avenue	E	A	A	A	A	A	A	A	B	B	
82	Hillside Avenue to 42 <sup>nd</sup> Avenue	E	A	C	A	C	C	B	B	B	B	
82	42 <sup>nd</sup> Avenue to Holly Street	E	A	B	A	B	B	A	A	B	B	
82	Holly Street to Whipple Avenue	E	A	A	A	A	B	B	C	C	D	
82	Whipple Avenue to SR 84	E	A	A	A	A	A	A	B	C	C	
82	SR 84 to Glenwood Avenue	E	A	B	A	A	B	A	B	B	B	
82	Glenwood Avenue to Santa Cruz Avenue	E	B	C	B	C	C	C	B	B	C	
82	Santa Cruz Avenue to Santa Clara County Line	E	B	B	B	B	B	B	A	B	B	
84	SR 1 to Portola Road	C	C	D	C	B	D <sup>3</sup> /B <sup>4</sup>	C	C	C	C	
84	Portola Road to I-280	E	C	C	C	C	C	B	B	B	B	
84	I-280 to Alameda de las Pulgas	C	D	D	D	D	D <sup>3</sup> /D <sup>4</sup>	D <sup>3</sup> /D <sup>4</sup>	D <sup>3</sup> /C <sup>4</sup>	C	D/A	
84	Alameda de las Pulgas to U.S. 101	E	D	D	D	D	D	D	E	E	E	
84	U.S. 101 to Willow Road	D	D	C	D	C	C	C	B	E/E	C	
84	Willow Road to University Avenue	E	F	F	A	B	F <sup>3</sup> /B <sup>4</sup>	F <sup>3</sup> /B <sup>4</sup>	F <sup>3</sup> /C <sup>4</sup>	F/E	F/F	
84	University Avenue to Alameda County Line	F	F	F	F	F	F	F	F	F	F	
92	SR 1 to I-280	E	E	E	E	E	E	E	E	E	E	
92	I-280 to U.S. 101	D	F	F	E	E	F <sup>3</sup> /E <sup>4</sup>	F <sup>3</sup> /E <sup>4</sup>	F <sup>3</sup> /F <sup>4</sup>	E <sup>3</sup> /D <sup>4</sup>	F <sup>3</sup> /D <sup>4</sup>	
92	U.S. 101 to Alameda County Line	E	F	F	B	C	F <sup>3</sup> /E <sup>4</sup>	E	F <sup>3</sup> /A <sup>4</sup>	A/B <sup>3</sup>	A/B <sup>3</sup>	

Notes:

<sup>2</sup> The first value represents LOS without exemptions, and the second value represents LOS with exemptions.

<sup>3</sup> Based on average speed from travel time surveys.

<sup>4</sup> Exemptions applied to volume-to-capacity ratios estimated from average speeds.

"-" = not applicable. LOS standard is not violated. Therefore, exemptions were not applied.

LOS Standard violations (after application of exemptions) are highlighted in red

LOS based on 1994 Highway Capacity Manual Methodology.

Table 3 (cont) – CMP Roadway Segment Monitoring Results (Lowest LOS)

2017 CMP Roadway Segment Levels of Service												
Route	Roadway Segment	LOS Standard	2017 LOS				2015 LOS <sup>2</sup>	2013 LOS <sup>2</sup>	2011 LOS <sup>2</sup>	2009 LOS <sup>2</sup>	2007 LOS <sup>2</sup>	2005 LOS <sup>2</sup>
			AM Without Exemption	PM Without Exemption	AM With Exemption	PM With Exemption						
101	San Francisco County Line to I-380	E	F	F	D	E	F <sup>3</sup> /E <sup>4</sup>	E	F <sup>3</sup> /A <sup>4</sup>	D <sup>3</sup>	E <sup>3</sup>	D <sup>3</sup>
101	I-380 to Millbrae Avenue	E	E	F	E	D	F <sup>3</sup> /D <sup>4</sup>	F <sup>3</sup> /C <sup>4</sup>	F <sup>3</sup> /C <sup>4</sup>	D <sup>3</sup>	F <sup>3</sup> /C <sup>4</sup>	F <sup>3</sup> /D <sup>4</sup>
101	Millbrae Avenue to Broadway	E	E	F	E	C	F <sup>3</sup> /E <sup>4</sup>	F <sup>3</sup> /C <sup>4</sup>	F <sup>3</sup> /C <sup>4</sup>	F <sup>3</sup> /C <sup>4</sup>	F <sup>3</sup> /C <sup>4</sup>	F <sup>3</sup> /D <sup>4</sup>
101	Broadway to Peninsula Avenue	E	F	F	C	D	F <sup>3</sup> /E <sup>4</sup>	F <sup>3</sup> /C <sup>4</sup>	F <sup>3</sup> /C <sup>4</sup>	F <sup>3</sup> /D <sup>4</sup>	F <sup>3</sup> /C <sup>4</sup>	F <sup>3</sup> /D <sup>4</sup>
101	Peninsula Avenue to SR 92	F	F	F	F	F	F	F	F	F <sup>3</sup>	F <sup>3</sup>	F <sup>3</sup>
101	SR 92 to Whipple Avenue	E	F	F	E	E	F <sup>3</sup> /E <sup>4</sup>	F <sup>3</sup> /D <sup>4</sup>	F <sup>3</sup> /D <sup>4</sup>	F <sup>3</sup> /E <sup>4</sup>	F <sup>3</sup> /D <sup>4</sup>	F <sup>3</sup> /E <sup>4</sup>
101	Whipple Avenue to Santa Clara County Line	F	F	F	F	F	F	F	F	F <sup>3</sup>	F <sup>3</sup>	F <sup>3</sup>
109	Kavanaugh Drive to SR 84 (Bayfront Expwy.)	E	C	D	C	D	D	D	C	D	D	C
114	U.S. 101 to SR 84 (Bayfront Expressway)	E	B	C	B	C	C	A	B	C	C	B
280	San Francisco County Line to SR 1 (north)	E	E	E	E	E	E	E	E	F <sup>3</sup> /D <sup>4</sup>	F <sup>3</sup> /A	E <sup>3</sup>
280	SR 1 (north) to SR 1 (south)	E	E	D	E	D	E	E	A/B	E	E	E <sup>3</sup>
280	SR 1 (south) to San Bruno Avenue	D	F	F	A	D	F <sup>3</sup> /C <sup>4</sup>	F <sup>3</sup> /D <sup>4</sup>	F <sup>3</sup> /D <sup>4</sup>	E <sup>3</sup> /D <sup>4</sup>	F <sup>3</sup> /C <sup>4</sup>	F <sup>3</sup> /E <sup>4</sup>
280	San Bruno Avenue to SR 92	D	A	A	A	A	C	B	D	E <sup>3</sup> /C <sup>4</sup>	A/B <sup>3</sup>	A/B <sup>3</sup>
280	SR 92 to SR 84	D	E	E	C	A	E/C	C	A/B	D <sup>3</sup>	D <sup>3</sup>	D <sup>3</sup>
280	SR 84 to Santa Clara County Line	D	A	A	A	A	F <sup>3</sup> /A <sup>4</sup>	F <sup>3</sup> /A <sup>4</sup>	E <sup>3</sup> /A <sup>4</sup>	D <sup>3</sup>	D <sup>3</sup>	E <sup>3</sup> /C <sup>4</sup>
380	I-280 to U.S. 101	F	F	F	F	F	F	F	F	F <sup>3</sup>	F <sup>3</sup>	E <sup>3</sup>
380	U.S. 101 to Airport Access Road	C	A	A	A	A	A	A	A	B <sup>3</sup>	D <sup>3</sup> /C	A <sup>3</sup>
Mission St	San Francisco County Line to SR 82	E	A	A	A	A	A	A	A	A	A	A
Geneva Ave.	San Francisco County Line to Bayshore Blvd.	E	A	A	A	A	A	A	A	A	A	A
Bayshore Blvd.	San Francisco County Line to Geneva Avenue	E	A	A	A	A	A	A	A	A	A	A

Notes:

<sup>2</sup> The first value represents LOS without exemptions, and the second value represents LOS with exemptions.

<sup>3</sup> Based on average speed from travel time surveys.

<sup>4</sup> Exemptions applied to volume-to-capacity ratios estimated from average speeds.

"-" = not applicable. LOS standard is not violated. Therefore, exemptions were not applied.

LOS Standard violations (after application of exemptions) are highlighted in red

LOS based on 1994 Highway Capacity Manual Methodology.

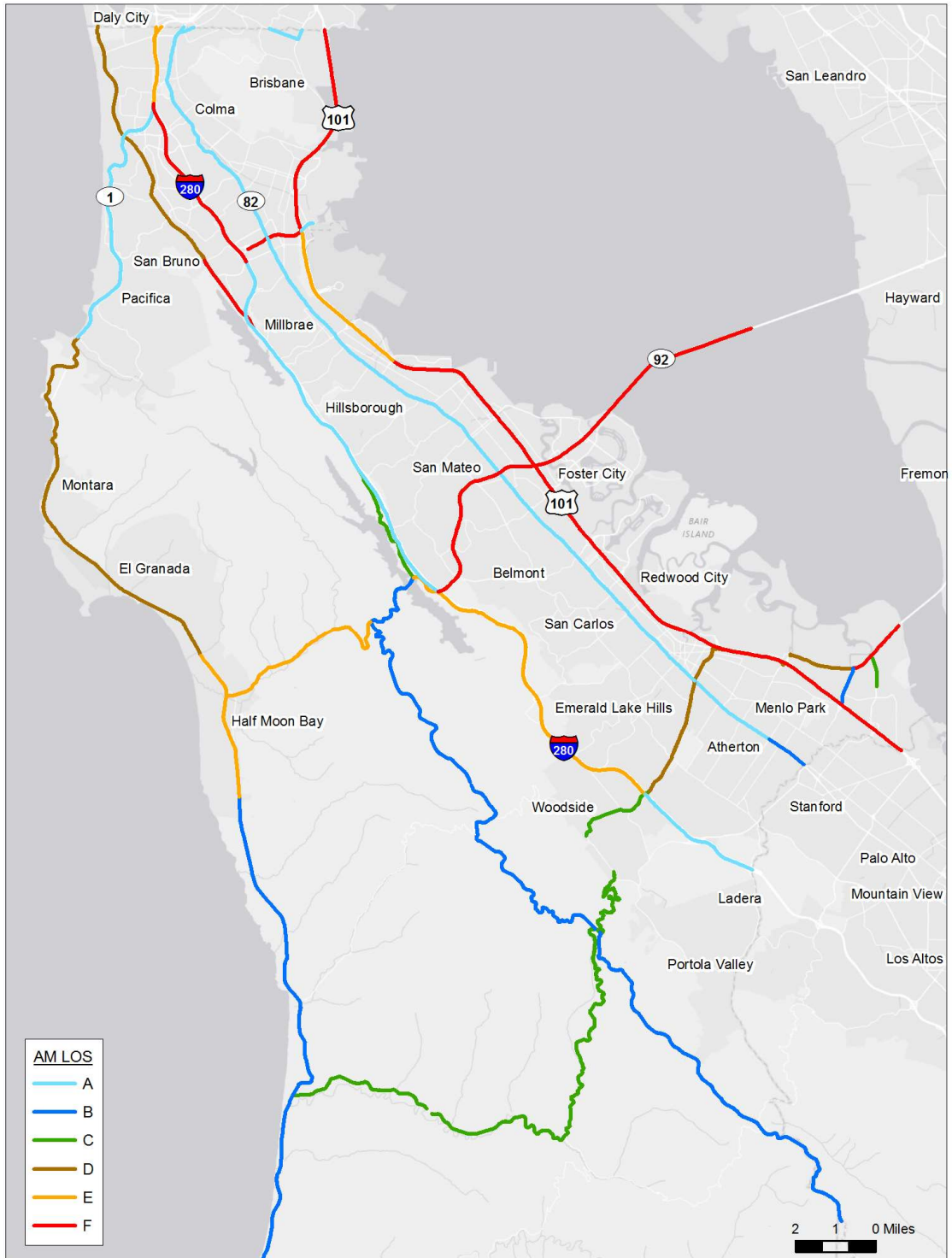


Figure 4 – AM LOS Results (before Exemptions)

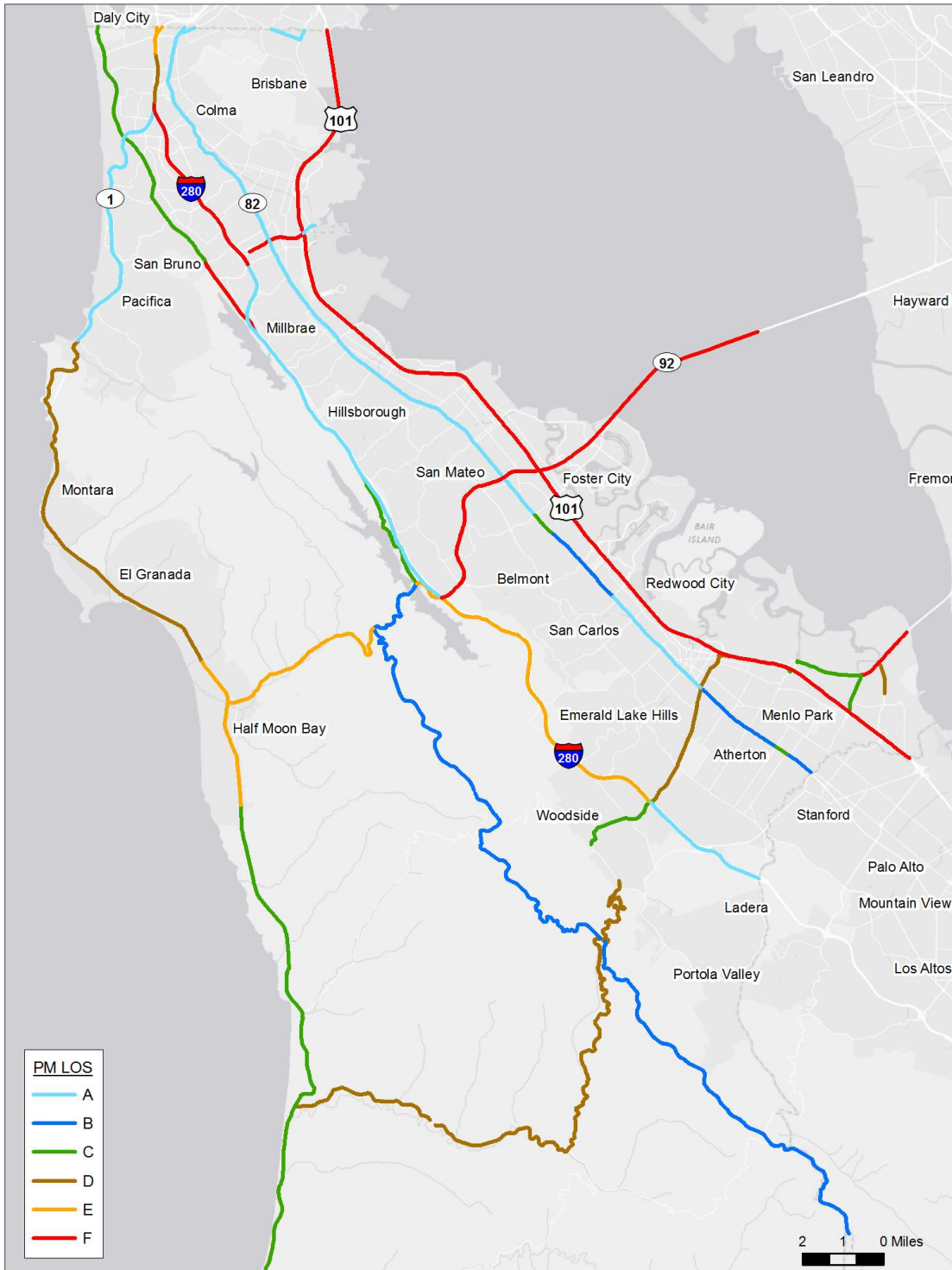


Figure 5 – PM LOS Results (before Exemptions)

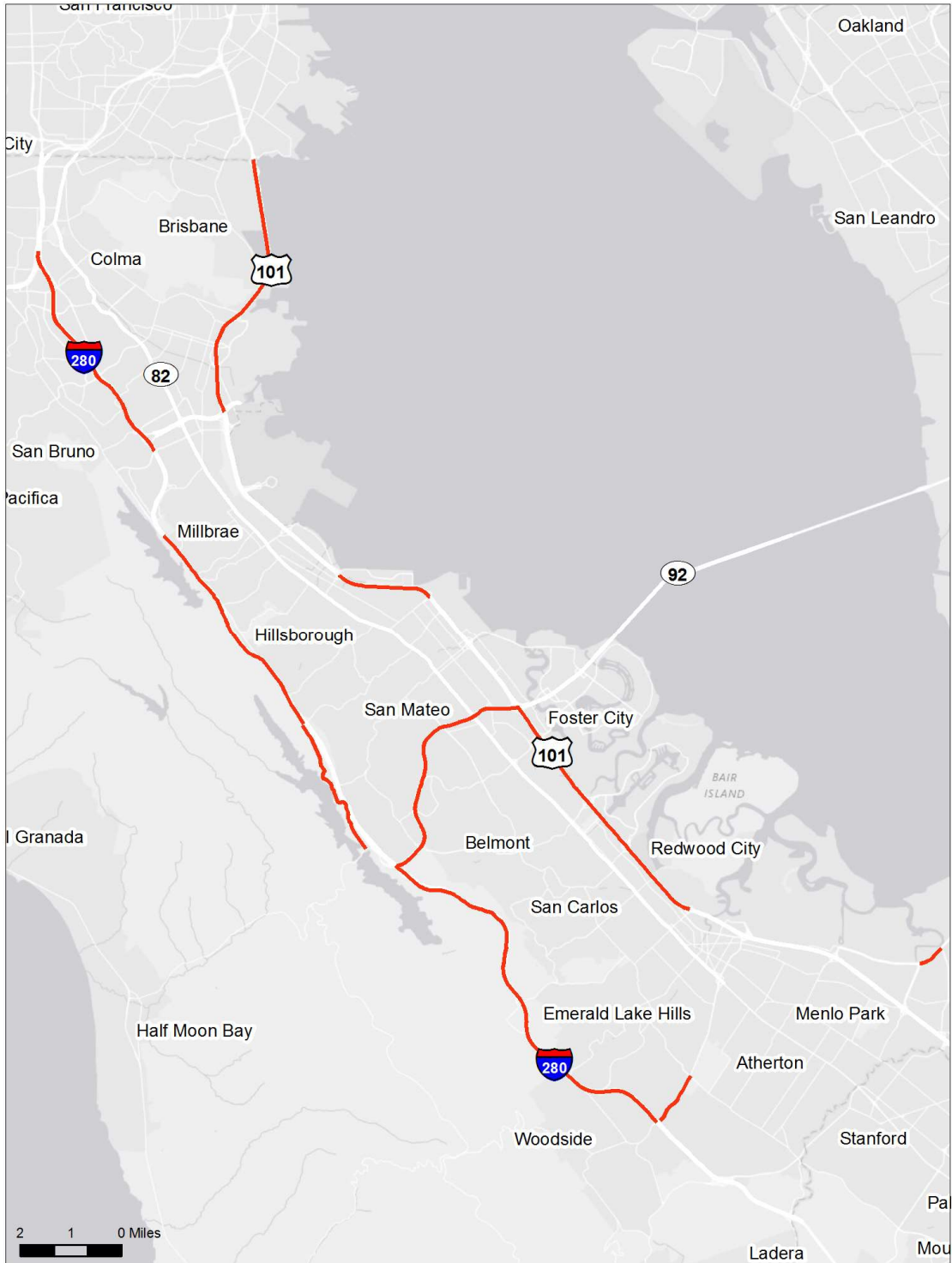


Figure 6 – AM CMP Segments with LOS Lower than Standard (before Exemptions)



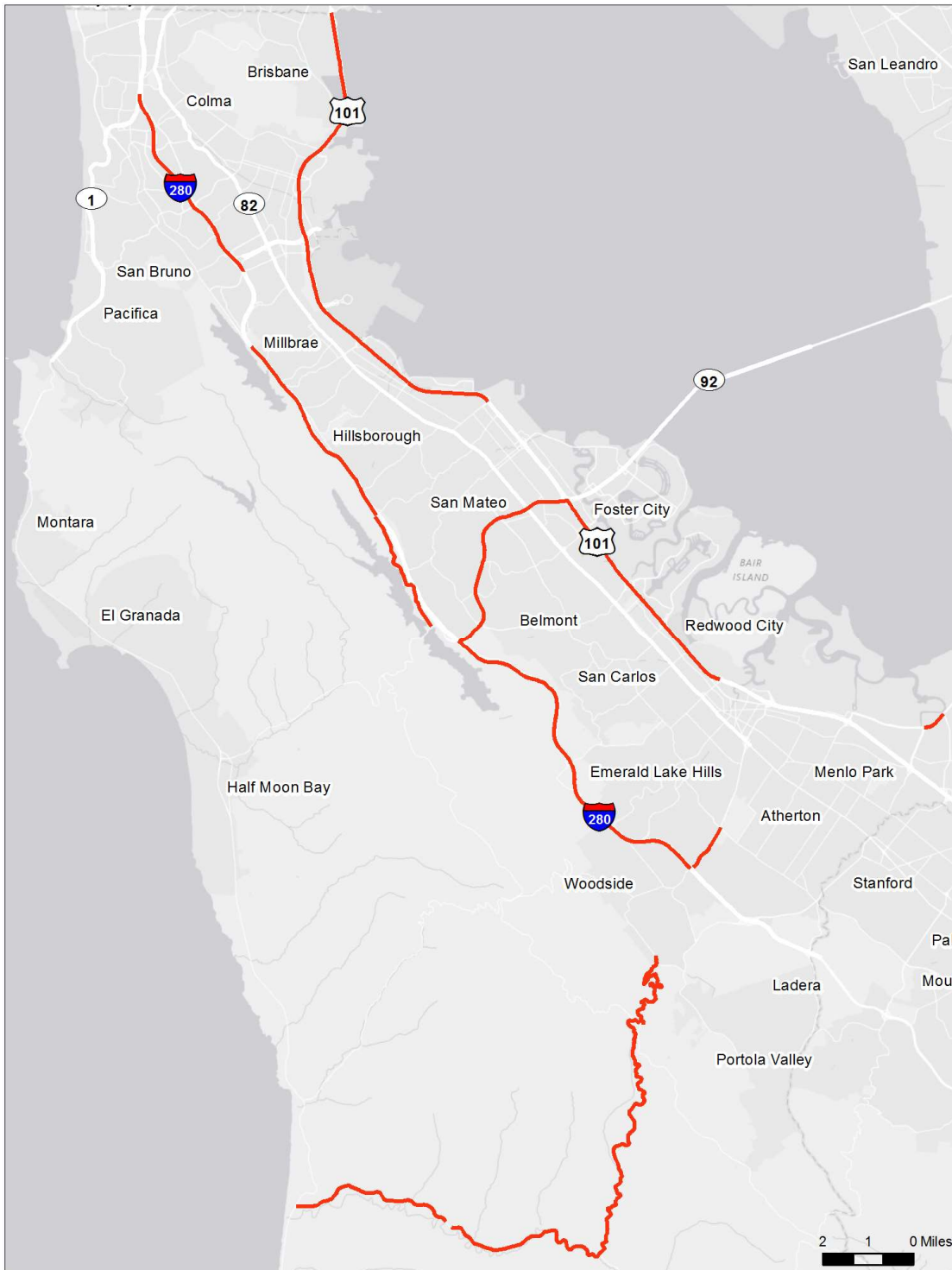


Figure 7 – PM CMP Segments with LOS Lower than Standard (before Exemptions)

## F. REDUCTION IN VOLUMES DUE TO INTERREGIONAL TRIPS

The CMP-enabling legislation allows for the reduction in volume for those trips that are interregional. In this case, “interregional” are those trips that originate from outside the county. That is those that either traverse the county or have a destination within the county. For those CMP segments found with a LOS below the standard, the county travel demand model is used to determine the proportion of the volume estimated to be from interregional travel. As shown in **Table 3**, there were 14 segments that had at least one direction in either the AM or PM peak period that had a lower LOS than the established standard. **Table 4** includes the resulting percentage of traffic from the travel demand model that is estimated to be interregional by segment.

Table 4 – Interregional Trips for Segments with LOS Lower than Standard

Link	Segment	Time Period	AM Peak		PM Peak	
			Direction	NB / WB	SB / EB	NB / WB
SR 35	I-280 to SR 92	AM NB/SB, PM NB/SB	27.1%	28.1%	41.6%	32.5%
SR 84	I-280 to Alameda de Las Pulgas	AM WB, PM WB	1.2%		2.7%	
SR 84	Willow to University Av	AM WB, PM EB	97.9%			40.6%
SR 92	I-280 to US 101	AM EB/WB & PM EB/WB	11.0%	35.2%	8.7%	41.3%
SR 92	US 101 to Alameda Co Line	AM WB, PM EB	68.8%			70.5%
US 101	SF Co Line to I-380	AM NB/SB & PM NB/SB	21.8%	65.7%	16.6%	65.0%
US 101	I-380 to Millbrae Av	PM NB/SB			23.6%	65.2%
US 101	Millbrae Av to Broadway	PM NB/SB			61.3%	45.7%
US 101	Broadway to Peninsula Av	AM NB/SB, PM NB/SB	48.0%	45.5%	34.3%	35.7%
US 101	SR 92 to Whipple Av	AM SB, PM NB		37.0%	35.4%	38.3%
I-280	SR 1 (south) to San Bruno Av	AM SB, PM SB		75.9%	35.2%	
I-280	SR 92 to SR 84	AM SB, PM SB		47.9%		72.1%

When applying reductions, they can be deducted directly for those where V/C is the performance measure used, but for those segments that use INRIX travel speed, a few extra steps are required to reflect the exemption. As mentioned earlier, freeway LOS is primarily determined based on density, but historically, the LOS Monitoring Study has made use of the LOS tables as included in the HCM 1994 that include reference speeds for given free-flow speeds and LOS. In order to reflect the reduction, the V/C must first be estimated from the same tables. This adds a level of error given that density is the preferred performance measure and the methodology is to use a secondary measure to estimate another secondary measure, take the reduction, and then reverse the calculation using the V/C and determine the adjusted LOS with the exemption.

## G. DEFICIENT CMP SEGMENTS

After incorporating the reduction in volume for those segments found to have a LOS lower than the standard, while the AM peak period has 2 segments deficient, the PM peak period was found to have the same 3 segments deficient, as shown in **Figures 8 and 9**. As was the case in 2013 and 2015, these same segments were deficient in the last LOS Monitoring study. Those include the following:

- AM & PM – Westbound SR 84 between I-280 and Alameda de Las Pulgas
- AM & PM – Eastbound and Westbound SR 92 between I-280 and US 101

While the worst LOS of either peak period has historically been presented in the summary table, the individual peak periods have been separated for improved analysis in the body of the report this year and not just in the appendix as in the past. The segments deficient in the PM period are also highlighted in Table 3.

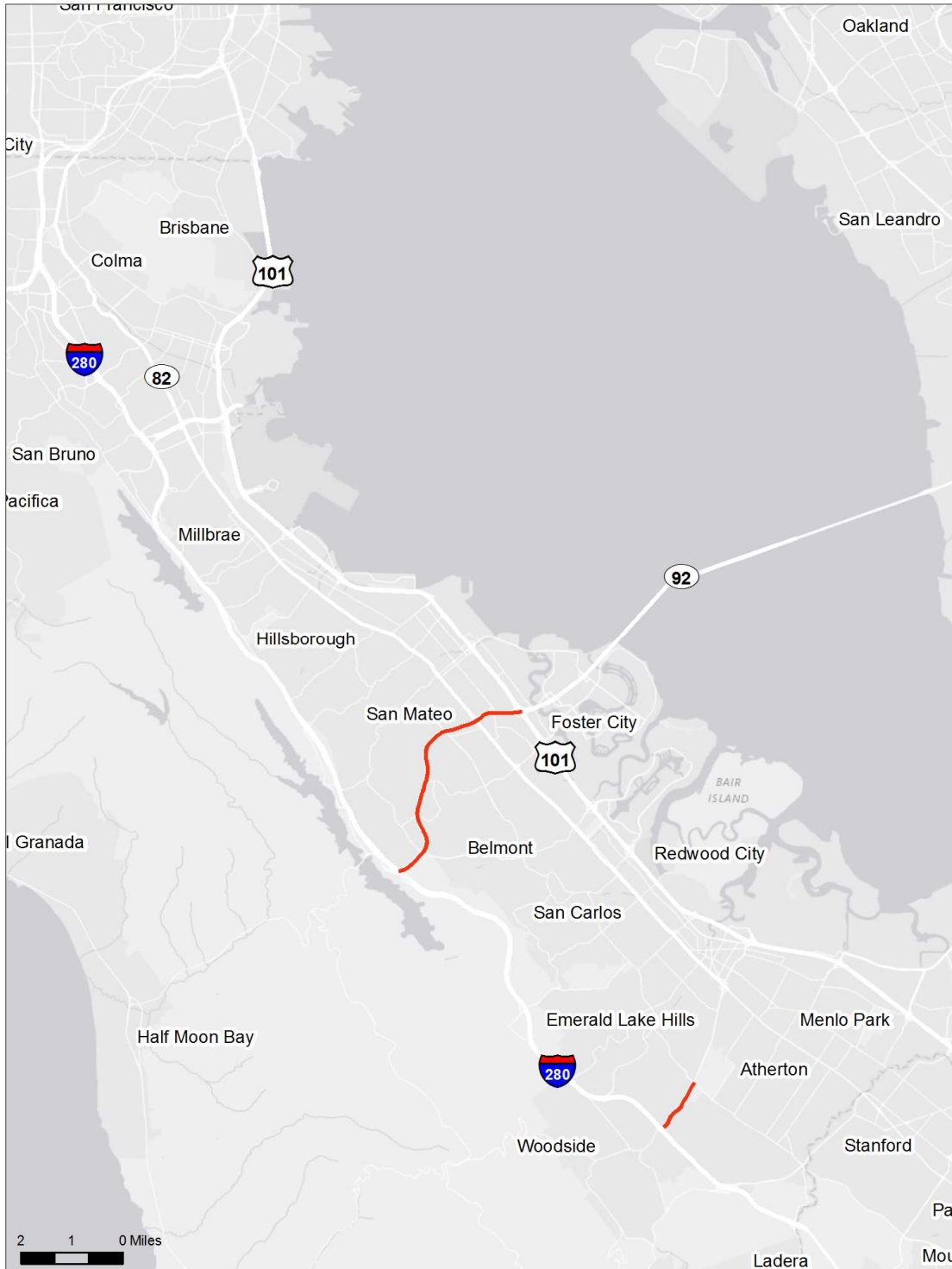


Figure 8 – AM Deficient Segments after Exemption

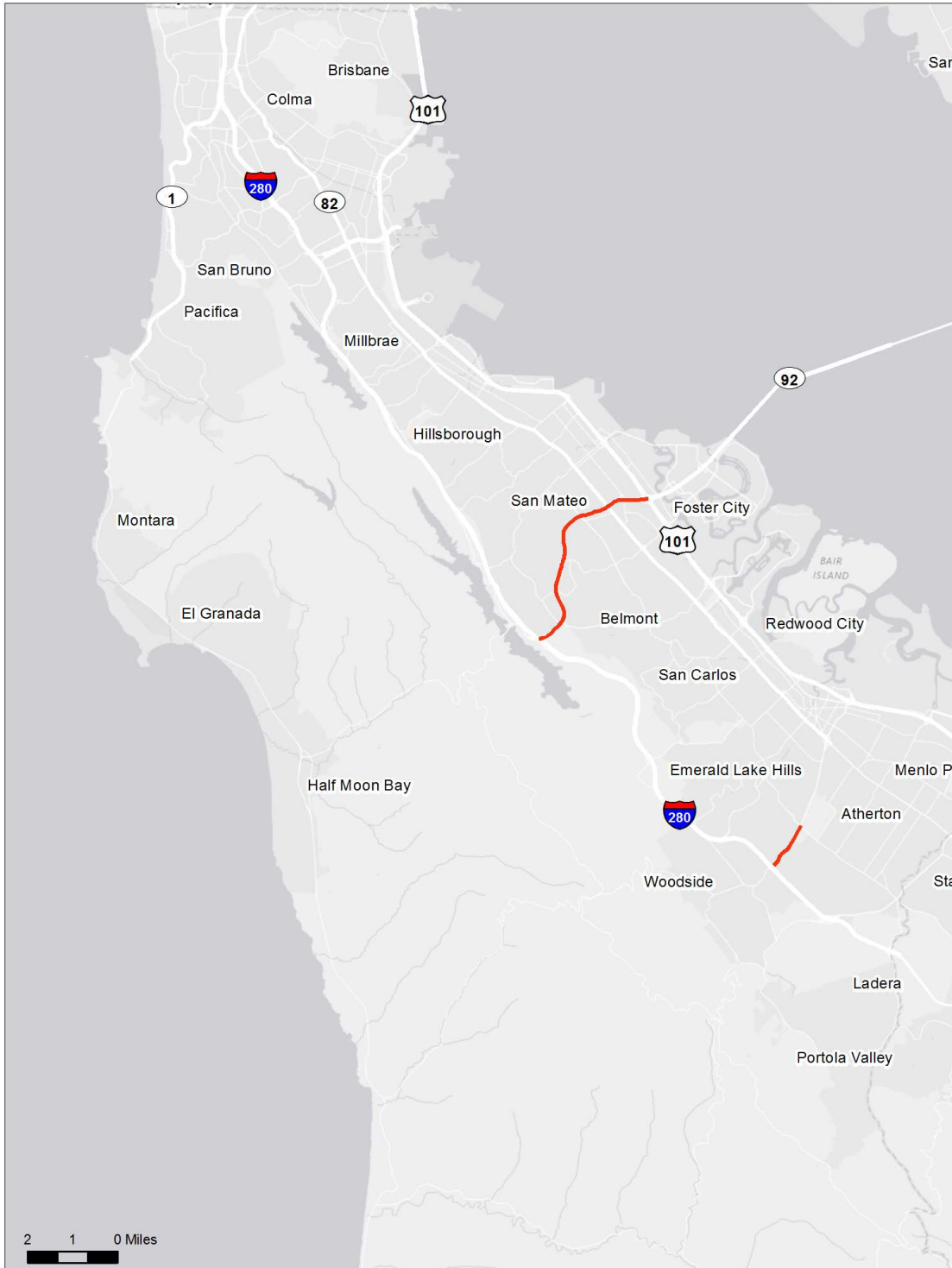


Figure 9 – PM Deficient Segment after Exemption

## H. INTERSECTIONS

Sixteen intersections were analyzed as part of the 2017 LOS Monitoring. These intersections have been included in previous studies since 1999 and are included in **Table 5** for reference. The performance measure for intersections is LOS, but different from freeways and highways, the HCM 2000 was used to determine the LOS. Turning movement counts were collected for each intersection during the AM and PM peak periods and modeled in Synchro. The intersections were analyzed as if they were isolated (not coordinated or part of a signal system) and optimized given the current geometry. The modeled results provide an estimate of the optimized LOS and may not represent the actual conditions if the intersection is either using less than optimal phasing, splits or cycle length.

**Table 5** includes the results for the 2017 study as well as those back to 2005 using the HCM 2000 methods. As highlighted in the table, all intersections are operating (under optimized signal timing) within established LOS standards. Intersection 14 is operating at standard and should be monitored to avoid exceeding the established LOS standard. Intersections 11, 12 and 13 are operating at LOS F which is the standard at those locations, but should be evaluated for possible improvements.

Table 5 – Intersection LOS

Int #	Intersection	LOS Standard	Peak Hour	2000 HCM Method							2017 Standard Exceeded
				2017 LOS	2015 LOS	2013 LOS	2011 LOS	2009 LOS	2007 LOS	2005 LOS	
1	Bayshore & Geneva	E	AM	B	B	B	B	C	B	C	No
			PM	A	B	B	B	C	C	C	No
2	SR 35 & John Daly Blvd	E	AM	C	D	C	C	B	B	B	No
			PM	B	E	C	C	C	B	C	No
3	SR 82 & Hillside/John Daly	E	AM	B	C	C	B	C	C	C	No
			PM	C	C	C	C	D	C	D	No
4	SR 82 & San Bruno Ave	E	AM	B	C	C	C	C	C	C	No
			PM	C	C	C	C	D	D	D	No
5	SR 82 & Milbrae Ave	E	AM	D	D	E	F/D	E	E	E	No
			PM	D	E	D	E	D	E	E	No
6	SR 82 & Broadway	E	AM	A	B	B	B	B	B	B	No
			PM	A	B	B	B	A	B	B	No
7	SR 82 & Park-Peninsula	E	AM	B	C	C	C	B	B	B	No
			PM	B	C	C	C	B	B	B	No
8	SR 82 & Ralston	E	AM	C	C	C	C	D	D	E	No
			PM	C	C	D	C	D	D	E	No
9	SR 82 & Holly	E	AM	C	C	C	C	C	C	C	No
			PM	C	C	C	C	D	C	C	No
10	SR 82 & Whipple Ave	E	AM	C	C	C	C	C	C	D	No
			PM	D	C	C	C	D	D	D	No
11	University & SR 84	F	AM	F	C	E	C	B	B	B	No
			PM	F	F	F	F	F	F	E	No
12	Willow & SR 84	F	AM	C	D	D	C	C	C	C	No
			PM	F	F	F	E	F	F	E	No
13	SR 84 & Marsh Rd	F	AM	F	F	D	D	C	C	C	No
			PM	F	F	D	E	F	D	C	No
14	Middlefield & SR 84	E	AM	E	C	D	C	D	D	D	No
			PM	E	D	D	D	D	D	D	No
15	SR 1 & SR 92	E	AM	B	C	C	D	C	D	D	No
			PM	C	C	C	C	D	D	D	No
16	Main St & SR 92	F	AM	B	C	B	C	C	C	C	No
			PM	B	B	B	B	C	C	C	No

Figures 10 and 11 illustrate the finding for the intersection LOS. Each intersection is represented with two shapes. The larger one is the base and is the LOS Standard. The smaller shape in the middle is the resulting peak period LOS for the respective time period.

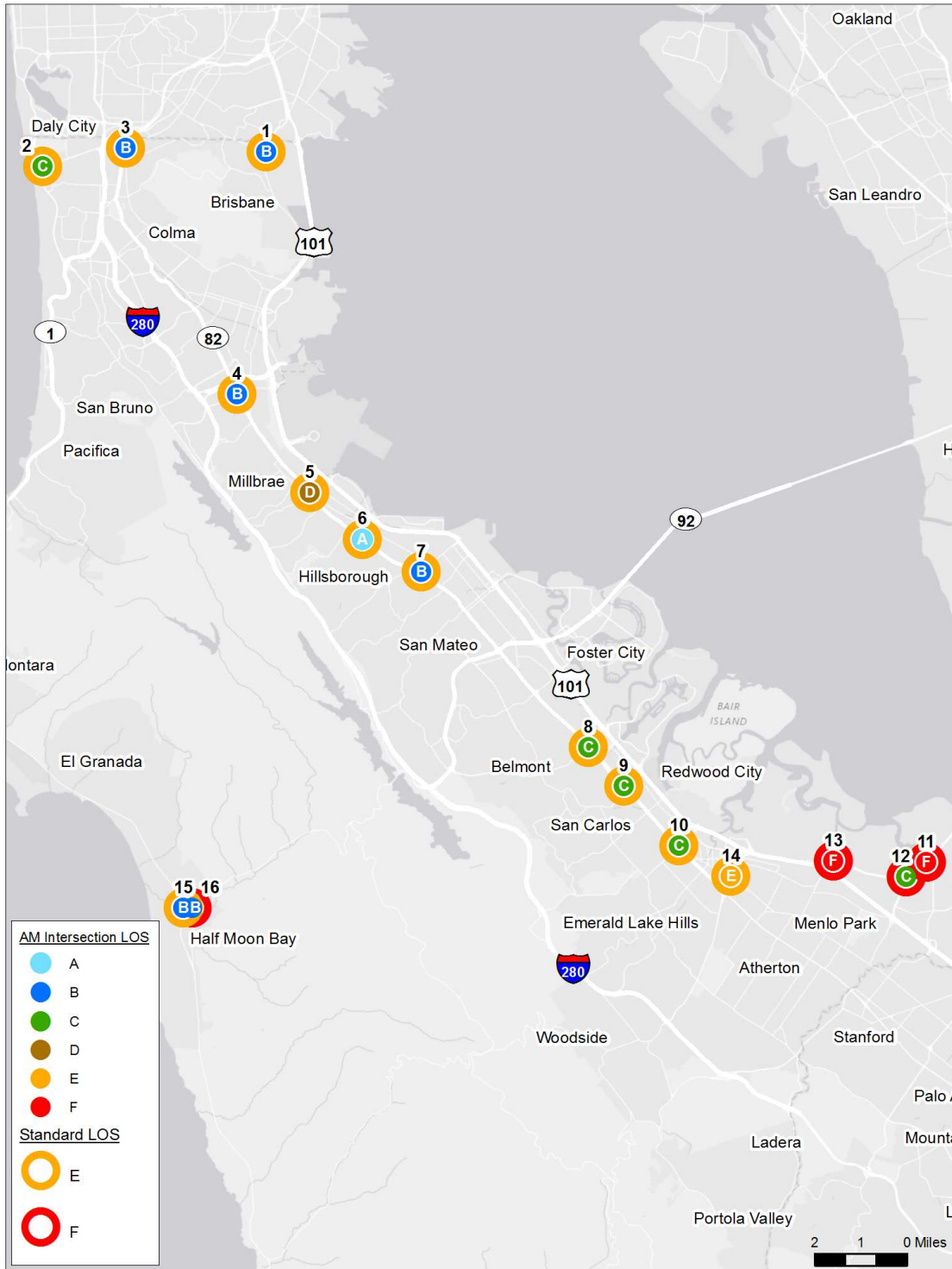


Figure 10 – AM Intersection LOS (Underlying Color is LOS Standard)



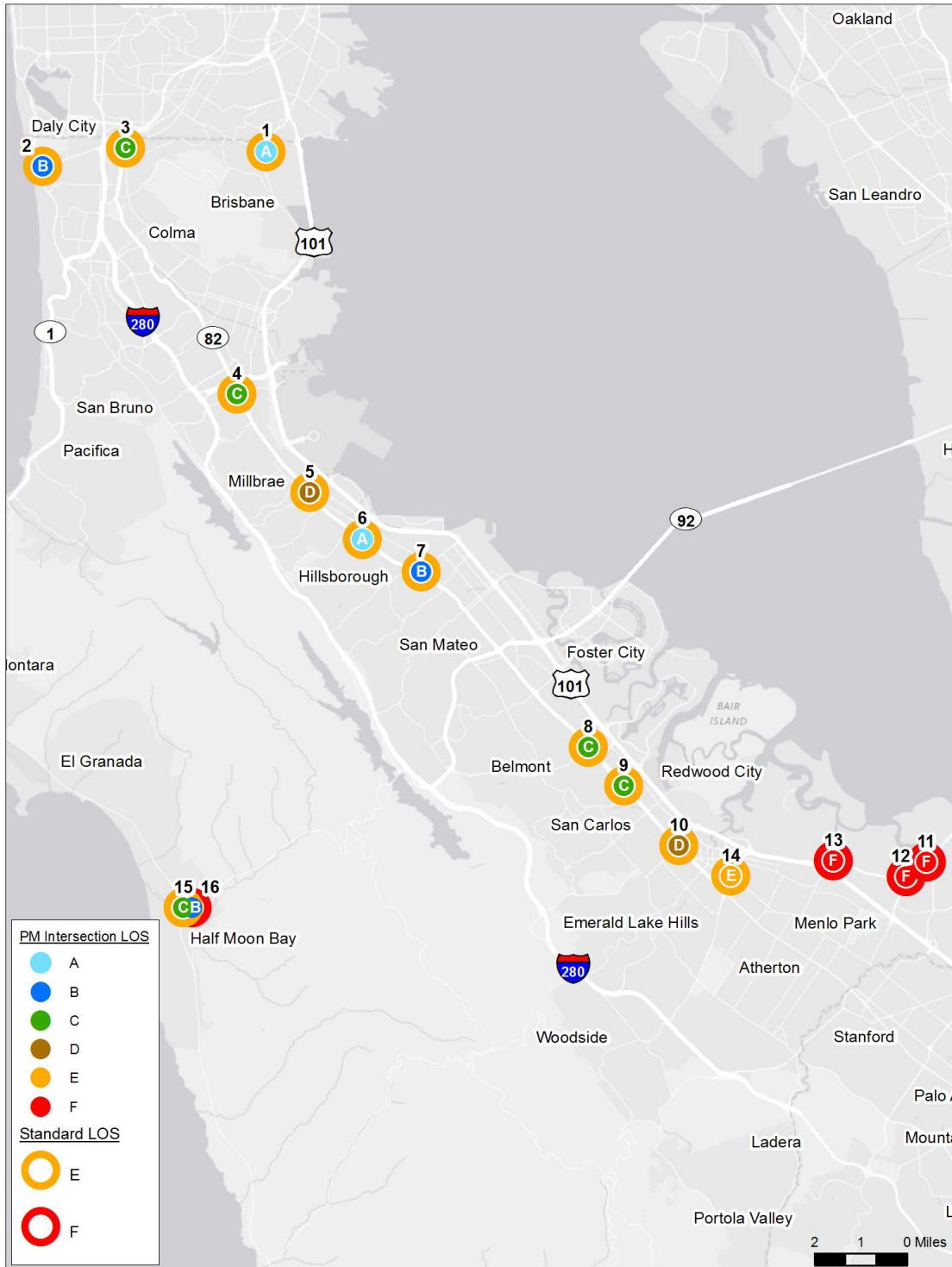


Figure 11 – PM Intersection LOS (Underlying Color is LOS Standard)

## I. 2017 MULTI-MODAL PERFORMANCE MEASURE MONITORING PROGRAM

Beginning in 1995, the Transit LOS Standard element of the San Mateo County CMP was replaced with the Performance Measure element. Four Performance Measures were selected and incorporated in the 1997 CMP Update and used each update cycle through 2009. The four measures are used to measure the performance of the overall multi-modal transportation system, including non-automotive modes. They are:

- Level of service,
- Travel times from single-occupant automobiles, carpools, and transit,
- Pedestrian and bicycle improvements, and
- Ridership / person throughput for transit.

This section presents the 2017 measurements of these performance measures and includes the historic results for context.

### Level of Service

The levels of service of the CMP corridors and segments are included in the previous sections of this monitoring report. The results show that two roadway segments exceeded the respective LOS standard following reflection of the interregional trips. For the 16 intersections included in the CMP network, all intersections were found to operate at or better than the established standard after incorporating exemptions.

### Travel Times for Single-Occupant Automobiles, Carpools, and Transit

This multi-modal performance measure compares the travel time of the various modes available in the US 101 corridor from the Santa Clara County line to the San Francisco County line. Those include using the general purpose lanes, using the carpool lane for the limits available, or using transit via SamTrans or Caltrain.

The general purpose travel times previously presented early in this report were the result of a 2 month average between April and May. Those included in Table 6 for the single occupant vehicle represent the calculated INRIX travel time using the average speed over each TMC segment for each 5 minute interval during each respective AM and PM peak period. The HOV travel times are based on 5 runs in the field for the limits of the HOV between the county line and Whipple summed with the INRIX results for the balance of the route to the San Francisco county line on the north. Therefore, the HOV portion represents a far smaller sample size than an average for the peak period over 2 months.

The current limits of the carpool lane in San Mateo County are from the Santa Clara County line to Whipple Avenue. For those that are able to use this lane during the peak hours, the remainder of the run will take place in the general purpose lane.

Travel times for those using transit include the option to access SamTrans route KX along the US 101 corridor or Caltrain. The travel times for the transit options are represented based on the published

schedules. Actual data collection for these routes was not performed but is shown consistent with methods used in previous LOS monitoring studies.

The travel times for the various mode options are included in **Table 6** below. The table includes the respective travel times, listed by direction and peak periods, for the current reporting period as well as previous years back to 2009.

Table 6 – Average Travel Time in US 101 Corridor (in minutes)  
Between San Francisco and Santa Clara County Lines

Average Travel Time in US 101 Corridor (in minutes)																				
(Between San Francisco and Santa Clara County Lines)																				
Mode	AM - Morning Commute Peak Period										PM - Evening Commute Peak Period									
	Northbound					Southbound					Northbound					Southbound				
	2017	2015	2013	2011	2009	2017	2015	2013	2011	2009	2017	2015	2013	2011	2009	2017	2015	2013	2011	2009
Auto - Single Occ. <sup>3</sup>	32	32	28	29	30	35	36	41	34	28	36	39	30	32	33	32	32	33	40	29
Carpool - HOV Lane <sup>4</sup>	32	32	32	28	30	34	35	37	30	26	36	42	37	30	32	32	32	32	35	27
Caltrain (Baby Bullet b/n Palo Alto and Menlo and Approximate north county line near Bayshore Station - but not stop on Baby Bullet) <sup>1</sup>	40	39	23	35	35	44	43	27	31	31	40	38	24	34	34	36	38	23	35	35
SamTrans Route KX (b/n Palo Alto Station and SFO then transfer to BART at SFO to County Line) <sup>2</sup>	80	80	68	76	79	-	-	73	81	85	-	-	72	81	83	91	91	74	78	89
<i>1 Baby Bullet b/n Palo Alto and Menlo and Approximate north county line near Bayshore Station - but not stop on Baby Bullet.</i>																				
<i>2 Route KX b/n RWC and SF(AM NB Only, PM SB Only) &amp; 398 (b/n Palo Alto and Redwood City).</i>																				
<i>3 2015 &amp; 2017 Results based on Inrix avg speeds over each TMC for the full 3 and 2 month periods, respectively</i>																				
<i>4 2015 &amp; 2017 HOV results are based on HOV field runs south of Whipple + Inrix avg speed for TMC north to SF county line</i>																				

The AM and PM auto travel times in the general-purpose lanes have fluctuated slightly since 2009, while showing a slight improvement for 2017 as compared to 2015.

The carpool travel times have improved slightly in most cases saving on average 1 minute over the section from Whipple to the county line.

Caltrain has made minor changes to its schedules since 2009 on the Baby Bullet express that was introduced in 2005, thus the travel times have not changed too much since 2013 between the express stops of Palo Alto just south of the county line to the SF stop north of the county line since the last stop in San Mateo County is Millbrae.

The published schedule for SamTrans Route KX remains the same as compared to 2015. The KX route only goes as far north as SFO and requires a transfer onto Route 398 to continue north to San Francisco. The times shown reflect the duration of the trip between Palo Alto and San Francisco.

## Pedestrian and Bicycle Improvements

The purpose of this performance measure is to maintain a focus on non-vehicular alternatives. This should be reflected in connectivity to transit and other modes to not only make connections convenient, but safe and attractive. During the CMP update process, seven-year Capital Improvement Program (CIP) projects are identified and evaluated. The top-ranked projects are forwarded to MTC to be evaluated in the regional process for State and Federal funding.

C/CAG developed the San Mateo County Comprehensive Bicycle and Pedestrian Plan to address the planning, design, funding, and implementation of bicycle and pedestrian projects of countywide significance. The Plan includes a policy framework to guide and evaluate implementation of projects identified by the local implementing cities and the County. To maximize funding available for bikeway projects, the Plan emphasizes projects that improves safety, promote access to jobs, and located within high population as well as employment densities. The Plan also establishes geographical focus areas for countywide investment in pedestrian infrastructure.

## Ridership / Person Throughput for Transit

The purpose of this performance measure is to document the number of patrons using the available transit options. Within San Mateo County, there are three options including SamTrans, Caltrain, and BART. BART has three stops that serve the county including the SFO Airport extension that opened in 2005, Colma, and Daly City.

The 2017 transit ridership data for SamTrans, Caltrain, and BART (Bay Area Rapid Transit) is included in **Table 7**. As shown in Table 7 below, the 2017 transit ridership data indicates annual total ridership for SamTrans has decreased by 10% whereas Caltrain ridership increased by 3% when compared to the CMP update 2015. Annual total ridership for BART decreased by 4% at the Colma and Daly City stations and decreased by 4% for the SFO Extension stations. Overall annual total transit ridership decreased about 3% when compared with the previous 2015 CMP Update.

Table 7 – Transit Ridership

	Annual Total					Average Weekday				
	2017	2015	2013	2011	2009	2017	2015	2013	2011	2009
SamTrans	11,816,760	13,158,703	12,445,748	13,474,466	14,951,949	38,700	42,981	40,966	44,910	49,950
Caltrain	18,743,189	18,156,173	15,595,559	12,673,420	12,691,612	59,132	58,429	49,031	39,909	40,066
BART (Colma & Daly City)	7,818,023	8,155,340	7,778,180	7,014,816	7,026,186	25,269	28,050	27,102	23,598	23,711
BART (SFO Ext. Stations)	12,102,872	12,614,731	11,685,236	10,097,310	9,900,626	39,989	40,741	38,696	32,294	31,485
Combined Transit	50,480,844	52,084,947	47,504,723	43,260,012	44,570,373	163,090	170,201	155,795	140,711	145,212

## J. TRENDS AND NEXT STEPS

Overall between 2015 and 2017 there were a few areas that showed improvements while there were a larger number of segments in other areas that worsened especially in the AM Peak Period. A few specifics to highlight during the AM period that either improved a letter grade in LOS or over 10 mph faster travel time include the following:

- SR 84 between US 101 and Willow Road - eastbound
- SR 92 between I-280 and US 101 – westbound
- SR 114 between US 191 and SR 84 - westbound

Similarly, for those that worsened a letter grade in LOS or slower by more than 10 mph during the AM period include:

- SR 92 between US 101 and the Alameda County Line - westbound
- I-380 between US 101 and Airport Access Road - eastbound

A few specific segments to highlight during the PM period that either improved a letter grade in LOS or over 10 mph faster travel time include the following:

- SR 82 between 42<sup>nd</sup> St and Holly St – northbound
- SR 82 between SR 84 and Glenwood Ave - northbound
- SR 84 between SR 1 and Portola Rd
- SR 84 between US 101 to Willow - eastbound
- SR 109 between Kavanaugh and SR 84 – northbound
- I-280 between San Bruno Avenue and SR 92 – northbound
- I-280 between SR 84 and Santa Clara County Line - southbound

Similarly, for those that worsened a letter grade in LOS or slower by more than 10 mph during the PM period include:

- SR 82 between Santa Cruz Avenue to Santa Clara County Line – northbound
- I-380 between I-280 and US 101 – westbound
- I-380 between US 101 and Airport Access Road - eastbound

The LOS and Performance Measure Monitoring Report for many years has continued to use the 1994 Highway Capacity Manual as the basis for determining LOS for freeways, arterials and intersections. There have been a couple substantial updates to this manual over the years that not only changed the thresholds for determining LOS but also the methodology to be used over the last 15 years. With these changes have come new data sources that allow additional performance measures to be evaluated included travel time reliability and duration of congestion. Nationally, these performance measures are many times of more interest not only to planners and engineers but to drivers. A driver, many times is more concerned with the consistency or reliability with their travel time than they are with the actual conditions. That allows the driver to better plan their trip, departure time, and arrival time with some level of reliability.

It is recommended for the next update cycle, C/CAG transition to the current 2010 HCM.

## APPENDIX A

### AM and PM Roadway LOS Tabular Results

## APPENDIX B

### TECHNICAL APPENDIX

- The technical details, database and support documents are included in a separate geographic information system (GIS) deliverable