

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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AGENDA

BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)

Date: Thursday, March 22, 2018
7:00 p.m.
Place: San Mateo City Hall
Conference Room C
330 West 20th Avenue
San Mateo, CA 94403

- | | | | |
|----|---|--------------------------------------|-----------|
| 1. | Call To Order | Action
(Fraser) | |
| 2. | Public Comment On Items Not On The Agenda | Limited to 3 minutes
per speaker. | |
| 3. | Meeting Minutes of the January 25, 2018 Meeting | Action
(Fraser) | Pages 1-3 |
| 4. | Receive information on the County
of San Mateo Bicycles Routes to Rules Project | Information
(Buckley) | Page 4 |
| 5. | Review and recommend approval of a request for
reallocation of FY 2015-16 Transportation
Development Act Article 3 (TDA 3) funds
for the City of Daly City Westmoor Avenue to
Guadalupe Parkway Bicycle and Pedestrian
Improvement Project | Action
(Muse) | Pages 5-8 |
| 6. | Provide feedback on potential Transportation
Development Act Article 3 (TDA 3) FY
2018-19 Call for Projects | Action
(Muse) | Page 9 |
| 7. | Nominations and Elections of the Bicycle and
Pedestrian Advisory Committee (BPAC)
Chairperson and Vice-Chairperson | Action
(Muse) | Page 10 |
| 8. | Member Communications | Information
(Fraser) | |
| 9. | Adjournment | Action
(Fraser) | |

If you have any questions regarding the C/CAG Bicycle and Pedestrian Advisory Committee Meeting Agenda, please contact Sara Muse at 650-599-1460 or smuse@smcgov.org *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.* **The next BPAC meeting will be held on Thursday, May 24, 2018.**

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

**Bicycle and Pedestrian Advisory Committee (BPAC)
Meeting Minutes
January 25, 2018**

1. Call to Order

Chair Fraser called the meeting to order at 7:01 pm. Chair Fraser welcomed Member Axt to the BPAC and requested her to provide an introduction.

Members Present: Deirdre Martin, Marina Fraser, Marge Colapietro, Matthew Self, David Stanek, Malcolm Robinson, Ann Schneider, Daina Lujan, Emily Beach (arrived at 7:55 p.m.), Karyl Matsumoto (arrived at 7:21 p.m.), Jamie Axt.

Members Absent: Don Horsley, Ann Wengert, Gary Pollard.

Staff/Guests Attending: Sara Muse, Sandy Wong.

2. Public Comments On Items Not On The Agenda

There were no public comments.

3. Meeting Minutes of October 26, 2017 (Action)

No comments or revisions were made on the meeting minutes of October 26, 2017. Chair Fraser called for a motion to approve the October 26, 2017 Meeting Minutes.

Motion: Member Colapietro moved/Member Robinson seconded approval of the October 26, 2017 minutes. The motion carried 9-0-0.

4. Review and recommend approval of a request for reallocation of FY 2015-2016 Transportation Development Act Article 3 (TDA Article 3) funds for the South San Francisco Linden Avenue Complete Streets Safety Project (Action)

Staff presented on the reallocation request and anticipated schedule for the South San Francisco Linden Avenue Complete Streets Safety Project. Chair Fraser commented that South San Francisco staff was not present at the meeting. Member Schneider commented that funds for extending projects that did not expend funds because of an unexpected delay could have been awarded to projects that were not recommended for funding. Member Schneider asked staff how often reallocation requests occurred. Staff responded that reallocation requests typically occur in 10 percent of projects, and this South San Francisco request occurred because staff wanted to coordinate TDA funds with another larger project.

Motion: Member Self moved/Member Schneider seconded approval of the reallocation of FY 2015-2016 Transportation Development Act Article 3 (TDA Article 3) funds for the South San Francisco Linden Avenue Complete Streets Safety Project. The motion carried 9-0-0.

5. Provide feedback and suggestions to the Transportation Development Act Article 3 (TDA Article 3) FY 2017-2018 scoring process (Action)

BPAC members discussed the scoring sheet, capital project application, and planning project application. Members provided staff with suggested feedback and edits to the three documents. Chair Fraser requested Staff bring the edited documents back to the BPAC for their review. Staff agreed to fulfill Chair Fraser's request.

Motion: Member Schneider moved/Member Self seconded approval the feedback and recommendations to the Transportation Development Act Article 3 (TDA Article 3) FY 2017-2018 scoring process. The motion carried 11-0-0.

6. Adjournment

Chair Fraser called for a motion to adjourn at 8:23 pm.

C/CAG Bicycle and Pedestrian Advisory Committee

Name	Agency	June 2017	September 2017	October 2017	January 2018
Marge Colapietro	Public (Millbrae)	X	X	X	X
Ann Schneider	Millbrae		X	X	X
Marina Fraser	Half Moon Bay	X	X	X	X
Don Horsley	County of San Mateo	X	X		
Emily Beach	Burlingame	N/A	X	X	X
Karyl Matsumoto	South San Francisco	X		X	X
Gary Pollard	Foster City			X	
Ann Wengert	Portola Valley		X	X	
Deirdre Martin	Pacifica	X	X	X	X
Matthew Self	Public (City of Redwood City)	X	X	X	X
Daina Lujan	Public (South San Francisco)		X	X	X
Malcolm Robinson	Public (San Bruno)	X	X	X	X
David Stanek	Public (San Mateo)	X	X	X	X
Jamie Axt	Public (City of Redwood City)	N/A	N/A	N/A	X

Others in attendance at the January 2018 BPAC Meeting:

Sara Muse C/CAG Staff

Sandy Wong C/CAG Staff

C/CAG AGENDA REPORT

Date: March 22, 2018
To: C/CAG Bicycle and Pedestrian Advisory Committee (BPAC)
From: Sara Muse
Subject: Receive information on the County of San Mateo Bicycles Routes to Rules Project

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

RECOMMENDATION

That the C/CAG BPAC receive information on the County of San Mateo Bicycles Routes to Rules Project.

FISCAL IMPACT

There is no fiscal impact for the presentation.

SOURCE OF FUNDS

Not applicable.

BACKGROUND

The County of San Mateo was awarded TDA Article 3 funds for FY 2015-16 for the Bicycle Routes to Rules Project in the amount of \$21,050. The project includes producing accessible rules-of-the-road educational materials for new bicyclists. The County has produced the bicycle safety education brochure and plans to produce an online interactive web-map that allows for real-time feedback on the existing bike map.

ATTACHMENTS

None.

C/CAG AGENDA REPORT

Date: March 22, 2018

To: C/CAG Bicycle and Pedestrian Advisory Committee (BPAC)

From: Sara Muse

Subject: Review and recommend approval of a request for reallocation of FY 2015-16 Transportation Development Act Article 3 (TDA 3) funds for the City of Daly City Westmoor Avenue to Guadalupe Parkway Pedestrian and Bicycle Improvements Project

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

RECOMMENDATION

That the C/CAG BPAC review and recommend approval of a request for reallocation of FY 2015-16 Transportation Development Act Article 3 (TDA 3) funds for the City of Daly City Westmoor Avenue to Guadalupe Parkway Pedestrian and Bicycle Improvements Project.

FISCAL IMPACT

\$154,750 in TDA 3 funds reallocated to FY 2018-19.

SOURCE OF FUNDS

TDA 3 funds are derived from Local Transportation Funds and the State Transit Assistance Fund. Local Transportation Funds (LTF) are derived from a ¼ cent of the general sales tax collected statewide.

BACKGROUND

The City of Daly City was awarded \$154,750 in TDA 3 funds for FY 2015-16 for the Westmoor Avenue to Guadalupe Parkway Pedestrian and Bicycle Improvements Project. The project is located on Westmoor Avenue, Eastmoor Avenue, San Pedro Road, East Market Street, and Guadalupe Canyon Parkway from Baldwin Avenue to the City limit with unincorporated San Mateo County. The project includes Class II and Class III bike lanes, three bulb-outs, 38 ADA-compliant curb ramps, and two speed feedback signs.

The City incorporated the Westmoor Avenue to Guadalupe Parkway Pedestrian and Bicycle Improvements Project to the larger Central Corridor Bicycle and Pedestrian Improvement Project. The City secured Active Transportation Program (ATP) Cycle 2 funds for the Central Corridor Bicycle and Pedestrian Improvement Project, using TDA 3 FY 2015-16 funds as the

City's local match. The secured ATP funds are for the preparation of design plans. The City awarded the design contract on January 8, 2018 and is proceeding with the design and preparation of construction documents.

The TDA 3 Program guidelines require funds be expended within three years or be rescinded. Funds in the amount of \$154,750 were allocated by the Metropolitan Transportation Commission (MTC) in FY 2015-16 and will expire June 30, 2018. To date, the City has not submitted any invoices to MTC. The City of Daly City has requested a time extension to ensure the project is coordinated with the Central Corridor Bicycle and Pedestrian Improvement Project. The City is requesting TDA 3 funds be reallocated in FY 2018-19 to be extended for another three-year cycle to complete construction by June 30, 2021.

Staff recommends approval to reallocate funds in FY 2018-19 to be extended until June 30, 2021, which will enable the City of Daly City to coordinate both projects. If approved by the C/CAG Board, staff will submit the reallocation request to MTC for processing.

ATTACHMENTS

1. Request letter from the City of Daly City



CITY OF DALY CITY

333 - 90TH STREET
DALY CITY, CA 94015-1895
PHONE: (650) 991-8000

February 1, 2018

Ms. Sandy Wong
Executive Director
City/County Association of Governments
555 County Center, 5th Floor
Redwood City, CA 94063

SUBJECT: REQUEST FOR REALLOCATION OF TDA ARTICLE 3 FUNDS - DALY CITY WESTMOOR AVENUE TO GUADALUPE PARKWAY BICYCLE AND PEDESTRIAN IMPROVEMENT PROJECT

Dear Ms. Wong:

On October 19, 2015, The Metropolitan Transportation Commission (MTC) approved an allocation of Transportation Development Act (TDA) funds to the City of Daly City for FY 2015-16 in the total amount of \$154,750. The purpose for which these funds are allocated is to increase the pedestrian and bicycle connectivity along Daly City's major east-west corridor, along Westmoor Avenue - Eastmoor Avenue - San Pedro Road - East Market Street - Guadalupe Canyon Parkway, from Baldwin Avenue in the west, to the City limit with Unincorporated San Mateo County in the east and includes the following proposed pedestrian and bicycle improvements:

- Installation of Class II and Class III bicycle lanes and routes to provide an additional 2 miles of continuous bicycle lane and route travel and provides a connection where a bicycle gap currently exists.
- Installation of three (3) bulb-outs in the vicinity of the Margaret P Brown Elementary School to reduce road crossing lengths for students.
- Installation of 38 new ADA-compliant pedestrian curb ramps along the corridor to increase pedestrian connectivity and accessibility.
- Installation of two (2) speed feedback signs between Westmoor High School and Margaret P. Brown Elementary School to reduce vehicle speeds through school zones.

In order to maximize the benefits to the community, the City leveraged TDA3's funding, incorporating the Westmoor Avenue to Guadalupe Parkway Bicycle and Pedestrian Improvements into Daly City's much larger Central Corridor Bicycle and Pedestrian Improvement Project. The City successfully submitted the Central Corridor Bicycle and Pedestrian Improvement Project in May, 2015 for funding under the Active Transportation Program (ATP) Cycle 2 Call for Projects.

The City selected and awarded the design contract for the Central Corridor Bicycle and Pedestrian Improvement Project on January 8, 2018. We are moving forward with the design and the preparation of

the construction documents. We anticipate that the design will be completed and construction will begin in June, 2019 with an anticipated construction schedule of 18 months, lasting until December, 2020.

The City is requesting that the TDA Article 3 funds in the amount of \$154,750 be reallocated to the following three-year cycle (2018-2021) to ensure that construction can be completed prior to the expiration of grant funds.

Thank you for your consideration of this requested time extension, if you have any questions, please feel free to contact Jimmy Fu, Civil Engineering Associate, at (650) 991-8165 or jfu@dalycity.org.

Sincerely,

A handwritten signature in blue ink that reads "Richard Chiu". The signature is written in a cursive style with a small mark above the 'i' in "Chiu".

Richard Chiu, PE
Assistant Director of Public Works/ City Engineer
City of Daly City

Attachments:

CC:
Sara J. Muse C/CAG

C/CAG AGENDA REPORT

Date: March 22, 2018
To: C/CAG Bicycle and Pedestrian Advisory Committee (BPAC)
From: Sara Muse
Subject: Provide feedback on potential Transportation Development Act Article 3 (TDA 3) FY 2018-19 Call for Projects

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

RECOMMENDATION

That the C/CAG BPAC provide feedback on potential Transportation Development Act Article 3 (TDA 3) FY 2018-19 Call for Projects.

FISCAL IMPACT

\$937,927.

SOURCE OF FUNDS

TDA 3 funds are derived from Local Transportation Funds and the State Transit Assistance Fund. Local Transportation Funds (LTF) are derived from a ¼ cent of the general sales tax collected statewide.

BACKGROUND

The TDA 3 Program provides funding annually for bicycle and pedestrian projects. The Annual Fund Estimate and proposed apportionment and distribution of TDA Article 3 funds for FY 2018-19 for San Mateo County is \$937,927, available for allocation in FY 2018-19.

In the past several years, C/CAG has combined two years of allocation into one Call for Projects. For instance, the TDA 3 FY 2017-18 Call for Projects utilized funds approved in FY 2016-17 and FY 2017-18 for \$2,260,000 available for allocation. C/CAG has the option of issuing another Call for Projects.

Staff requests feedback from the BPAC on potential TDA 3 FY 2018-19 Call for Projects.

ATTACHMENTS

None.

C/CAG AGENDA REPORT

Date: March 22, 2018
To: C/CAG Bicycle and Pedestrian Advisory Committee (BPAC)
From: Sara Muse
Subject: Nominations and Elections of the Bicycle and Pedestrian Advisory Committee (BPAC) Chairperson and Vice-Chairperson

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

RECOMMENDATION

That the C/CAG BPAC nominate and elect a Chairperson and Vice-Chairperson.

FISCAL IMPACT

None.

SOURCE OF FUNDS

Not applicable.

BACKGROUND

Each year, the BPAC selects a Chairperson and Vice-Chairperson to lead the Committee for a one-year term. Member Marina Fraser currently serves as the Chairperson and Member Matthew Self currently serves as the Vice-Chairperson. Both Member Fraser and Member Self were elected at the February 23, 2017 BPAC meeting. Both are eligible to continue serving in their respective roles if elected by the BPAC.

Staff recommends the BPAC nominate and elect members for the positions of BPAC Chairperson and Vice-Chairperson.

ATTACHMENTS

None.