

# C/CAG

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

*Atherton • Belmont • Brisbane • Burlingame • Colma • Daly City • East Palo Alto • Foster City • Half Moon Bay • Hillsborough • Menlo Park  
Millbrae • Pacifica • Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo • San Mateo County • South San Francisco • Woodside*

### AGENDA

#### Congestion Management & Environmental Quality (CMEQ) Committee

**Date:** Monday, January 30, 2012 at 3:00 p.m.  
**Place:** San Mateo City Hall  
330 West 20th Avenue, San Mateo, California  
Conference Room C (across from Council Chambers)

PLEASE CALL Sandy Wong (599-1409) IF YOU ARE UNABLE TO ATTEND.

- |     |   |                                     |               |
|-----|---|-------------------------------------|---------------|
| 1.  | Public comment on items not on the agenda   | Presentations are limited to 3 mins |               |
| 2.  | Minutes of October 31, 2011 meeting   | Action (Pierce)                     | Pages 1 - 2   |
| 3.  | Presentation on "Protect the health of our residents"   | Information (Fraser)                | Pages 3 - 12  |
| 4.  | Update on Single Use Plastic Bag Ban effort by the County of San Mateo  | Information (Peterson)              | Pages 13 - 16 |
| 5.  | Presentation on "Draft Shuttle Business Practices Guidebook" and provide comment on implementation strategies | Action (Wong/Espinosa)              | Pages 17 - 35 |
| 6.  | Presentation on the "Draft Countywide Transportation Plan for Low Income Populations"                         | Information (Higaki/Kraft)          | Page 36 - 38  |
| 7.  | Review and approval of the 2012 CMEQ meeting Calendar   | Action (Pierce)                     | Pages 39      |
| 8.  | Nomination and election of Chair and Vice Chair   | Action (Pierce)                     | Pages 40      |
| 9.  | Executive Director Report   | Information (Napier)                |               |
| 10. | Member comments and announcements.  | Information (Pierce)                |               |
| 11. | Adjournment and establishment of next meeting date:<br><b>February 27, 2012.</b>                              | Action (Pierce)                     |               |

# 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*

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

**NOTE:** *Persons with disabilities who require auxiliary aids or services in attending and participating in this meeting should contact Nancy Blair at 650 599-1406, five working days prior to the meeting date.*

Other enclosures/Correspondence - None

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS COMMITTEE ON  
CONGESTION MANAGEMENT AND ENVIRONMENTAL QUALITY (CMEQ)**

**MINUTES  
MEETING OF OCTOBER 31, 2011**

The meeting was called to order by Chair Pierce in Conference Room A at City Hall of San Mateo at 3:02 pm.

Attendance sheet is attached.

**1. Public comment on items not on the agenda.**

None.

**2. Minutes of September 26, 2011 meeting.**

*Motion: To approve the Minutes of the September 26, 2011 meeting, Bigelow/Lloyd.  
Motion carried unanimously.*

**3. Receive comments on the Draft 2011 Congestion Management Program (CMP) and recommend adoption of Final 2011 CMP for San Mateo County.**

John Hoang highlighted the changes made to the Draft 2011 CMP. John mentioned although paper copy was not included in the packet, the staff report included major changes and additional information. John stated the final 2011 CMP will be presented to the C/CAG Board for approval in December.

CMEQ members had the following remarks:

- Disappointed in seeing little change in the percent of drive-alone over the past 20 years.
- Job lost in the current economic downturn might have skewed the jobs numbers.
- Can private transit information be included?
- Specify the decimal numbers in parenthesis in Table 5-1.
- Separate out the motorcycle mode from bicycle mode data in Table 5-1.

*Motion: To recommend adoption of the Final 2011 CMP for San Mateo County, Bigelow/Lloyd. Motion carried unanimously.*

**4. Presentation on the San Mateo County Green Streets Program (Information).**

Matt Fabry presented the San Mateo Green Streets program. The C/CAG \$4 Vehicle License Fee program funded the development of Green Street Guide Book. It can be found at: [http://www.flowstobay.org/ms\\_sustainable\\_streets.php](http://www.flowstobay.org/ms_sustainable_streets.php). Matt presented many examples featuring design strategies for streets and sidewalks that can reduce pollution run off to the stormwater system.

CMEQ members had the following comments:

- Make it safe for bicyclist.
- San Bruno fire site would be the perfect opportunity to build these green street features.

- Research into other examples of best practices such as those in the city of Philadelphia.
- Make sure tree root lifting is not going to destroy these green street features.
- Recycle tire sidewalk is great.

**5. Presentation on the San Mateo County Green Business Program (Information).**

Joe La Mariano and Kim Springer of San Mateo County Public Works/Recycle Works provided a presentation on the San Mateo County Green Business Program. This program targets business sectors such as auto body, auto repair, garment cleaning, hotel, restaurant, painting, remodelers, etc. Program benefits: Helps meet requirements of AB 341; adds to government agencies Climate Action; promotes economic growth.

AB 939 fee provides 25% of funding to this program. The program has a major funding shortfall. CMEQ members are supportive of this program. However, due to funding constraint and current economic condition, CMEQ suggested to continue the program with a part time person with available funding until other fund sources are identified.

**6. Executive Director Report.**

Jean Higaki announced the 3<sup>rd</sup> Cycle Lifeline program will be forthcoming. There will be a total of \$3 million for San Mateo County. C/CAG will issue a call for projects. This program is target towards low income communities as defined by the Metropolitan Transportation Commission (MTC).

Sandy Wong announced the Safe Route to School will be making a progress update presentation to CMEQ early next year. CMEQ members stated strong interest in getting detail update on what's happening in this program.

Sandy Wong announced the last meeting for this calendar year is scheduled for November 28. However, at this point, there is no pending action item for the committee. Members expressed interested in canceling the meeting if only for one item.

**7. Member comments and announcements.**

- Chair Pierce asked all members of CMEQ to swear to attend regular meetings, and notify Sandy Wong ahead of time regarding absence.
- Member Koelling stated if the November meeting is canceled, this would be her last meeting because she did not run for re-election. CMEQ members congratulated member Koelling for her services and will miss her.

**8. Adjournment and establishment of next meeting date.**

The next regular meeting was scheduled for November 28, 2011.

Meeting was adjourned at 4:45 pm.

# You can protect the health of our residents

Jean S. Fraser, Chief  
San Mateo County Health System  
January 30, 2012



## Health effects of climate change

### Extreme weather

- injury, death, diseases, and displacement

### Heat and fires

- injury, illnesses, death, asthma

### More diseases

- west Nile virus, dengue and yellow fever

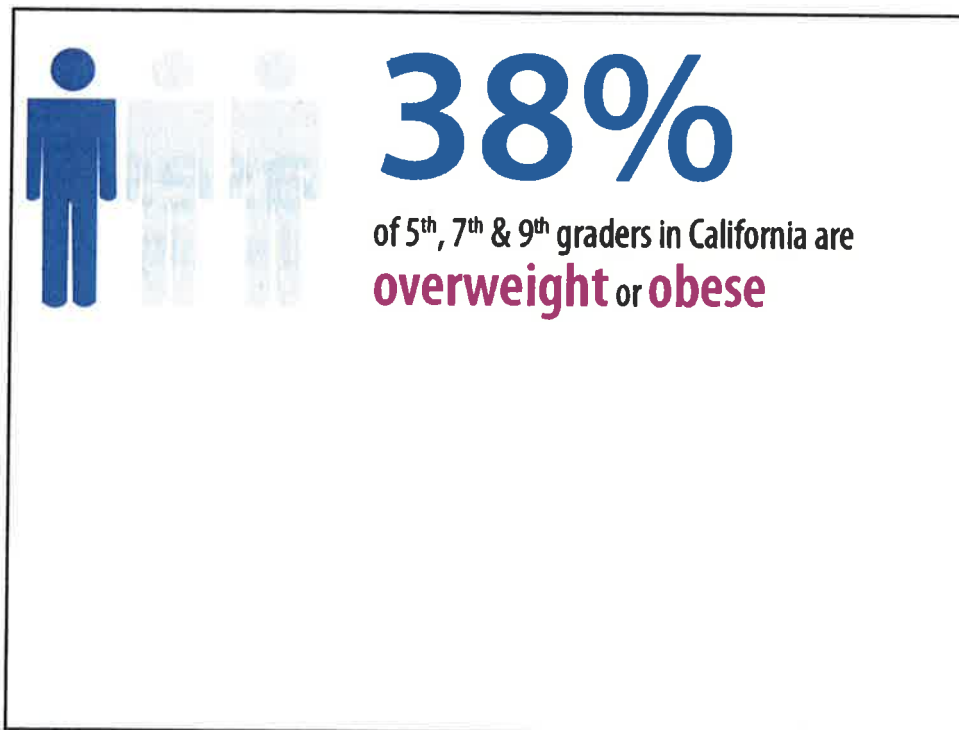
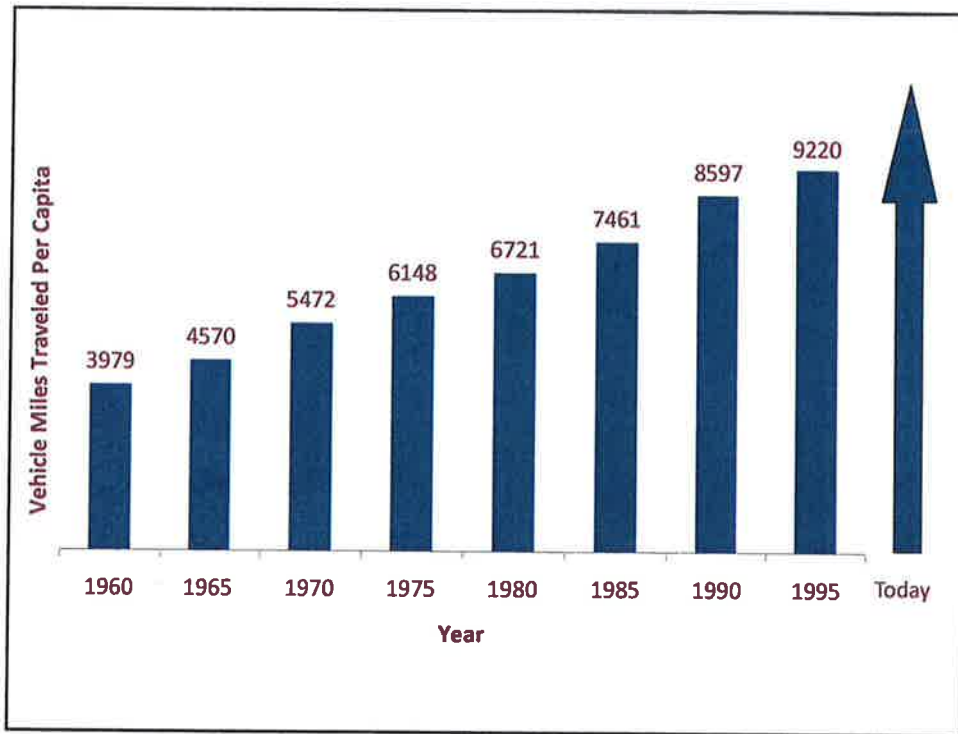
### Flooding

- injury, diseases, and displacement



## **Two prevention strategies**

- 1. Reduce CAR TRAVEL**
- 2. Reduce our WASTE**





**75%**

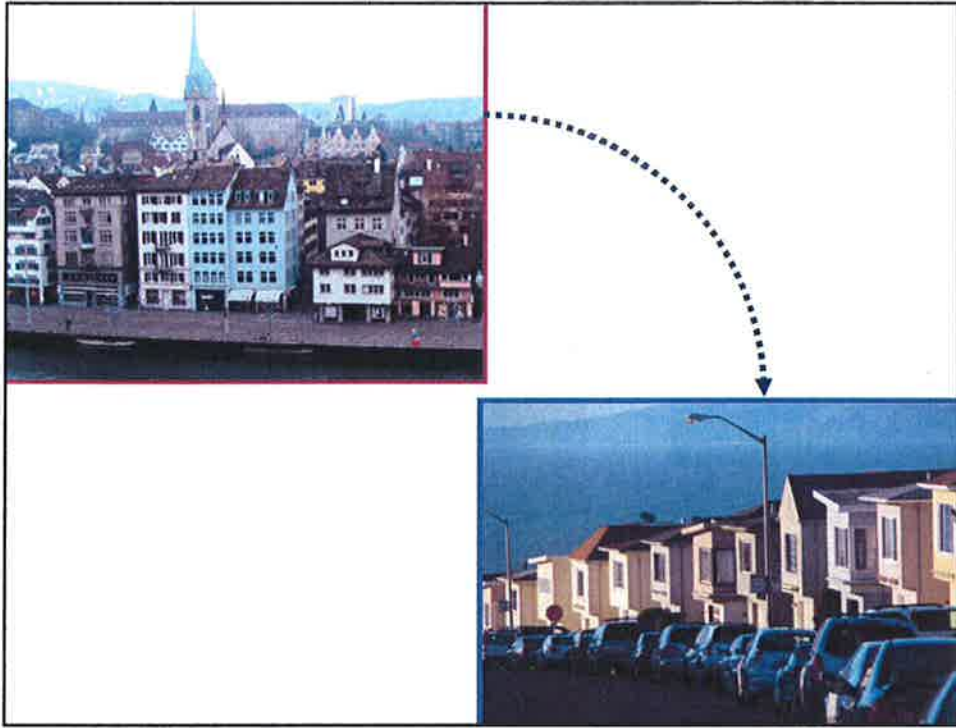
of overweight teens are likely to be  
**obese as adults.**

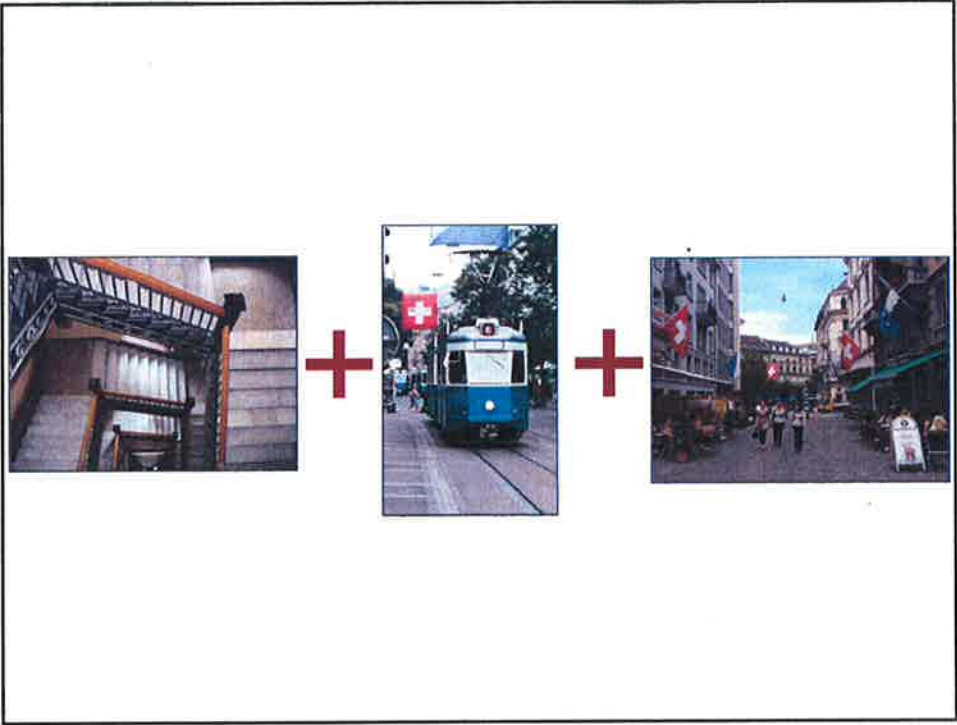
## **chronic diseases** associated with overweight and obesity

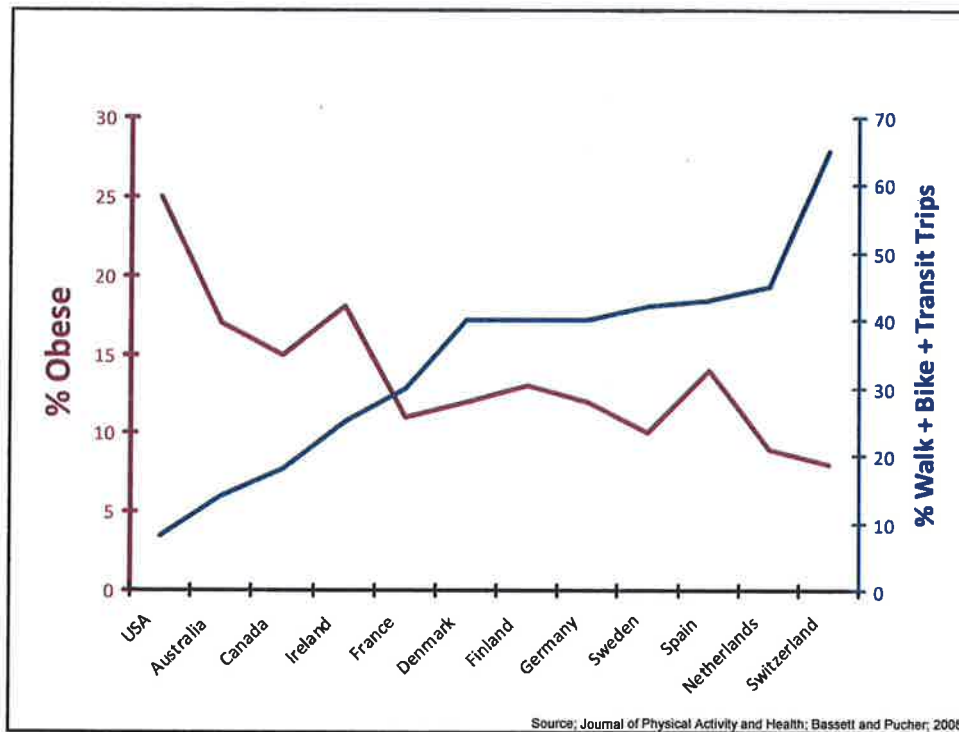
HIGH BLOOD PRESSURE  
HIGH CHOLESTEROL  
TYPE 2 DIABETES  
CORONARY HEART DISEASE  
STROKE  
GALLBLADDER DISEASE  
OSTEOARTHRITIS

SLEEP APNEA  
RESPIRATORY PROBLEMS  
ENDOMETRIAL CANCER  
BREAST CANCER  
PROSTATE CANCER  
COLON CANCER









## Thank you for making progress in this area

- \$ from VLF and grants dedicated to Safe Routes to School – BUT now we need to dedicate \$ to street changes
- Prioritized active transportation in Climate Action Plan template

**Waste reduction  
problems are countywide**

**Solutions are implemented  
city by city**

**Reduce waste, don't "manage" it**

**Product Stewardship is requiring  
manufacturers to take back their  
packaging and products for disposal**

- Drive improvements in product design  
and packaging
- Reduce waste, reduce cost

## **One example of need for countywide coordination**

**Problem: Plastic bags littering beaches and streams, and clogging waste facilities and landfills**

**Solution: Single use bag ban ordinance**

## **Things YOU can do**

1. **Adopt transportation policies that promote alternatives to car travel through CWTP**
2. **Direct money towards infrastructure projects**
3. **Convene cities to adopt uniform policies and promote coordinated implementation**
  1. **Need coordinated, countywide bicycle plan and implementation**
  2. **Need coordinated, countywide approach to plastic bags**

## **Things WE can do for you**

- **Help defray opposition by presenting health opportunities and consequences**
- **Mobilize community organization support**
- **Draft ordinances and support local action**

## Single Use Bag Ban – Draft Ordinance Language

(County of San Mateo)

January 18, 2012

### Definitions

- A. "Customer" means any person obtaining goods from a retail establishment.
- B. "**Nonprofit charitable reuser**" means a charitable organization, as defined in Section 501(c)(3) of the Internal Revenue Code of 1986, or a distinct operating unit or division of the charitable organization, that reuses and recycles donated goods or materials and receives more than fifty percent of its revenues from the handling and sale of those donated goods or materials.
- C. "Person" means any natural person, firm, corporation, partnership, or other organization or group however organized.
- D. "Prepared food" means foods or beverages which are prepared on the premises by cooking, chopping, slicing, mixing, freezing, or squeezing, and which require no further preparation to be consumed. "Prepared food" does not include any raw, uncooked meat product or fruits or vegetables which are chopped, squeezed, or mixed.
- E. "**Recycled paper bag**" means a paper bag provided at the check stand, cash register, point of sale, or other point of departure for the purpose of transporting food or merchandise out of the establishment that contains no old growth fiber and a minimum of forty percent post-consumer recycled content; is one hundred percent recyclable; and has printed in a highly visible manner on the outside of the bag the words "Reusable" and "Recyclable," the name and location of the manufacturer, and the percentage of post-consumer recycled content.
- F. "**Public eating establishment**" means a restaurant, take-out food establishment, or any other business that receives ninety percent or more of its revenue from the sale of prepared food to be eaten on or off its premises.
- G. "**Retail establishment**" means any commercial establishment that sells perishable or nonperishable goods including, but not limited to, clothing, food, and personal items directly to the customer; and is located within or doing business within the geographical limits of the County of San Mateo. "Retail establishment" does not include public eating establishments or nonprofit charitable reusers.
- H. "**Reusable bag**" means either a bag made of cloth or other machine washable fabric that has handles, or a durable plastic bag with handles that is at least 2.25 mil thick and is specifically designed and manufactured for multiple reuse.
- I. "**Single-use carry-out bag**" means a bag other than a reusable bag provided at the check stand, cash register, point of sale or other point of departure for the purpose of transporting food or merchandise out of the establishment. "Single-use carry-out bags" do not include bags

without handles provided to the customer: (1) to transport produce, bulk food or meat from a produce, bulk food or meat department within a store to the point of sale; (2) to hold prescription medication dispensed from a pharmacy; or (3) to segregate food or merchandise that could damage or contaminate other food or merchandise when placed together in a reusable bag or recycled paper bag

**.Single-use carry-out bag.**

A. No retail establishment shall provide a single-use carry-out bag to a customer, at the check stand, cash register, point of sale or other point of departure for the purpose of transporting food or merchandise out of the establishment except as provided in this section.

B. **On or before December 31, 2014** a retail establishment may make available for sale to a customer a recycled paper bag for a minimum charge of ten cents.

C. **On or after January 1, 2015** a retail establishment may make available for sale to a customer a recycled paper bag for a minimum charge of twenty-five cents.

D. Notwithstanding this section, no retail establishment may make available for sale a recycled paper bag unless the amount of the sale of the recycled paper bag is separately itemized on the sale receipt.

E. A retail establishment may provide a customer participating in the California Special Supplement Food Program for Women, Infants, and Children pursuant to Article 2 (commencing with Section 123275) of Chapter 1 of Part 2 of Division 106 of the Health and Safety Code; and a customer participating in the Supplemental Food Program pursuant to Chapter 10 (commencing with Section 15500) of Part 3 of Division 9 of the California Welfare and Institutions Code, with one or more recycled paper bags at no cost through December 31, 2014.

**Recordkeeping and Inspection.**

Every retail establishment shall keep complete and accurate record or documents of the purchase and sale of any recycled paper bag by the retail establishment, for a minimum period of three years from the date of purchase and sale, which record shall be available for inspection at no cost to the city during regular business hours by any city employee authorized to enforce this part. Unless an alternative location or method of review is mutually agreed upon, the records or documents shall be available at the retail establishment address. The provision of false information including incomplete records or documents to the city shall be a violation of this section.



**Administrative fine.**

(a) Grounds for Fine. A fine may be imposed upon findings made by the Director of the Environmental Health Division, or his or her designee, that any retail establishment has provided a single-use carry-out bag to a customer in violation of this Chapter.

(b) Amount of Fine. Upon findings made under subsection (a), the retail establishment shall be subject to an administrative fine as follows:

- (1) A fine not exceeding one hundred dollars (\$100.00) for a first violation;
- (2) A fine not exceeding two hundred dollars (\$200.00) for a second violation;
- (3) A fine not exceeding five hundred dollars (\$500) for the third and subsequent violations;
- (4) Each day that a retail establishment has provided single-use carry-out bags to a customer constitutes a separate violation.

(c) Fine Procedures. Notice of the fine shall be served on the retail establishment. The notice shall contain an advisement of the right to request a hearing before the Director of the Environmental Health Division or his or her designee contesting the imposition of the fine. The grounds for the contest shall be that the retail establishment did not provide a single-use carry-out bag to any customer. Said hearing must be requested within ten days of the date appearing on the notice of the fine. The decision of the Director of the Environmental Health Division shall be based upon a finding that the above listed ground for a contest has been met and shall be a final administrative order, with no administrative right of appeal.

(d) Failure to Pay Fine. If said fine is not paid within 30 days from the date appearing on the notice of the fine or of the notice of determination of the Director of the Environmental Health Division or his or her designee after the hearing, the fine shall be referred to a collection agency.

**Severability.**

If any provision of this chapter or the application of such provision to any person or in any circumstances shall be held invalid, the remainder of this chapter, or the application of such provision to person or in circumstances other than those as to which it is held invalid, shall not be affected thereby.

**Enforcement of this chapter when adopted.**

The Environmental Health Division is hereby directed to enforce Chapter \_\_\_\_\_ of Title \_\_\_ within an incorporated area of the County of San Mateo if the governing body of that incorporated area does each of the following:

(a) Adopts, and makes part of its municipal code:

(1) Chapter \_\_\_\_\_ of Title \_\_ in its entirety by reference; or

(2) An ordinance that contains each of the provisions of Chapter \_\_\_\_\_ of Title \_\_

(b) Authorizes, by ordinance or resolution, the Environmental Health Division to enforce the municipal code adopted pursuant to subsection (a) of this section, such authorization to include, without limitation, the authority to hold hearings and issue administrative fines within the incorporated area of the public entity.

DRAFT

# C/CAG AGENDA REPORT

**Date:** January 30, 2012

**To:** Congestion Management Program and Environmental Quality Committee (CMEQ)

**From:** Sandy Wong, Deputy Director

**Subject:** Receive presentation on “*Draft Shuttle Business Practices Guidebook*” and provide comment on implementation strategies

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

---

## **RECOMMENDATION**

That the CMEQ Committee receive a presentation on “*Draft Shuttle Business Practices Guidebook*” and provide comment on implementation strategies.

## **FISCAL IMPACT**

None. This is an information item only.

## **BACKGROUND/DISCUSSION**

There are many agencies involved in providing shuttle services in San Mateo County. There has been desire to improve upon the business practices in order to improve efficiency and reduce complexity. To achieve that, as a first step, C/CAG, SamTrans, SMCTA, and the Alliance have formed a “Task Force” to develop the “*shuttle business practices guidebook*”. This guidebook is a first step to look at all business aspects and functions of shuttle services, including Planning, Funding, Operations, Administration, Marketing, and Public Information. These functions are currently provided by many different agencies and entities.

The *Shuttle Business Practices Guidebook* is an effort to address cross-cutting issues affecting the shuttle program and develop strategies to strengthen the effectiveness of the program county-wide. The Guidebook makes an array of recommendations on specific strategies to improve shuttle related policies and practices. The Guidebook is not intended as a shuttle route-level analysis, but as a useful tool to examine shuttle programming system-wide.

## **ATTACHMENTS**

San Mateo County Shuttle Business Practices Guidebook Presentation



SAN MATEO COUNTY  
**Transportation  
Authority**

# San Mateo County Shuttle Business Practices Guidebook

C/CAG CMEQ  
January 30, 2012



# Outline

- **Guidebook Purpose**
- **Guidebook Task Force & Process**
- **Principal Activities: Issues, Policy Goals, and Strategies**
- **Strategy Development & Prioritization**
- **Next Steps**



# Guidebook Purpose

- “White Paper” to identify key issues facing the shuttle program
- Develop best practice strategies to improve coordination in key areas:
  - Planning
  - Funding
  - Operations/Administration
  - Marketing/Public Information
- Provide a framework to move strategies towards implementation

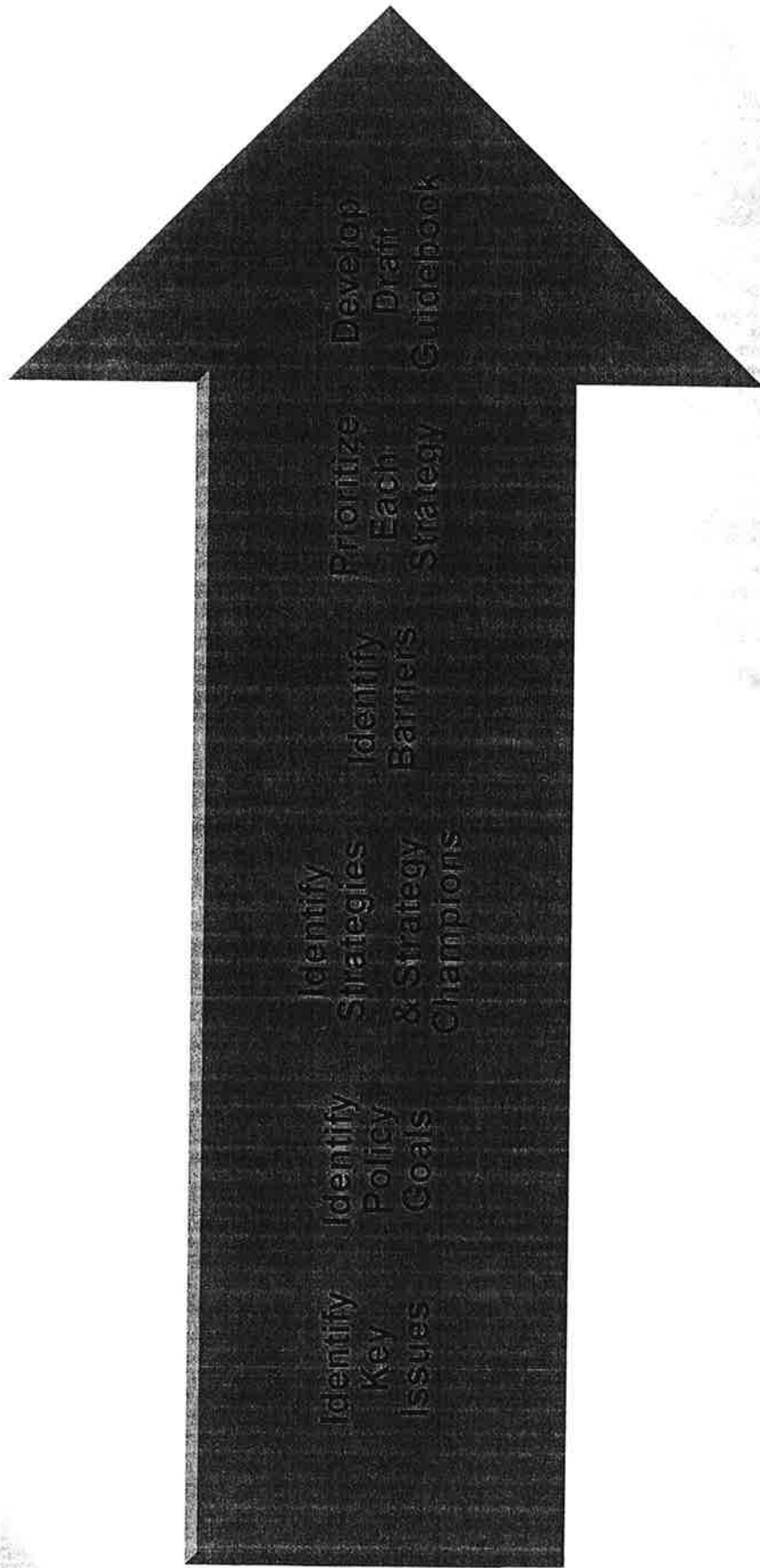


## Shuttle Business Practices Task Force

- A Task Force was formed to develop guidebook structure, content and recommendations
- Represented agencies included:
  - **San Mateo County Transportation Authority**
  - **SamTrans**
  - **Peninsula Traffic Congestion Relief Alliance**
  - **City/County Association of Governments**
- Stakeholder interviews included employers, funders, and operations and administrative staff.



# Process







# Principal Activities

Date	Activity
Spring 2011	Stakeholder interviews conducted
June 2011	Key issues and potential policy goals discussed
July 2011	Key issues and policy goals confirmed
August 2011	Draft business practice strategies discussed
September 2011	Business practice strategies confirmed
September 2011	Strategy champions confirmed and barriers to implementation discussed
November 2011	Draft Guidebook and Guidebook Development report discussed

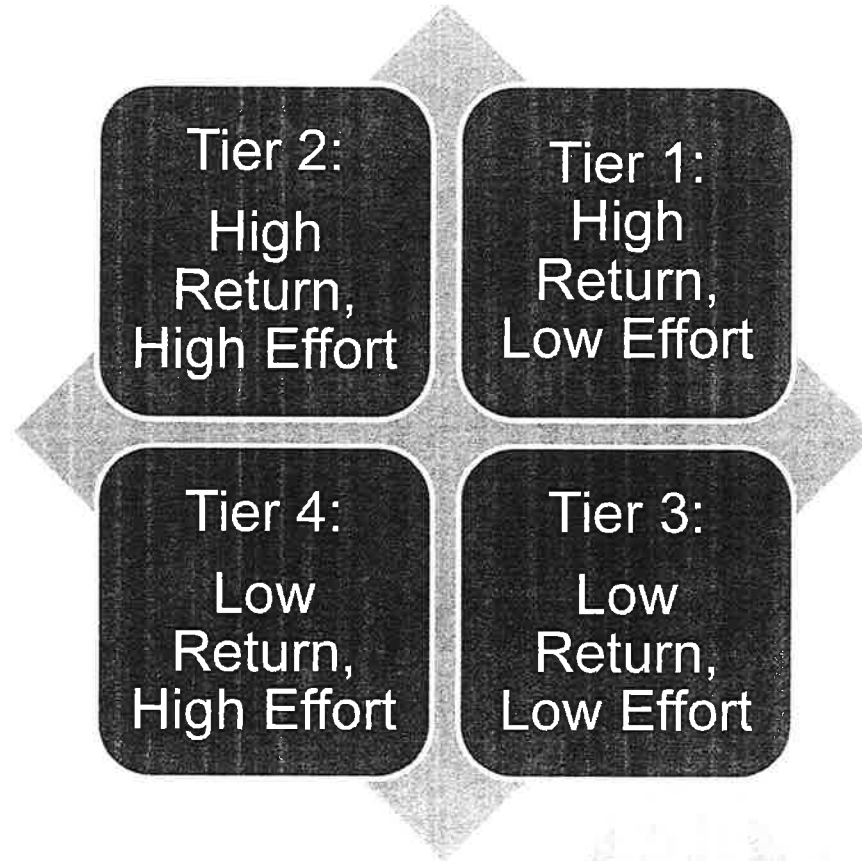


## **Strategy Development and Prioritization**

- **Multiple strategies, immediate priorities**
- **All strategies will be advanced over time**
- **Proposed strategies were ranked and prioritized by:**
  - **Return on Investment**
  - **Level of Effort**


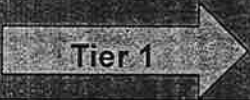


# Strategy Rankings Matrix





# Planning

<b>Issue</b>	Shuttle planning is typically based on available funding, with a limited understanding of market potential
<b>Policy Goal</b>	Develop a consistent countywide planning process that includes a market-based approach
<b>Strategies</b>	Develop and adopt a planning document for entities involved in shuttle planning
	Develop and adopt consistent planning criteria to assess potential market demand (e.g. ridership, cost effectiveness)
	Undertake periodic market research studies
	 <b>Engage SamTrans/Alliance in planning process for all entities</b>
	 <b>Define roles and responsibilities of stakeholders in the planning process</b>



# Planning

<b>Issue</b>	The improvement process for under-performing routes is not clearly defined.
<b>Policy Goal</b>	Define the process to address under-performing routes.
<b>Strategies</b>	Develop phased improvement plan - Tie improvement plan to funding framework and require improvement plan as part of funding process. - Define minimum and ideal performance standards by service type (commuter and community shuttles, respectively)
	Seek board approval on performance standards (for reducing or cancelling service).
	Identify relevant technical assistance role and parties responsible.
	Aggressively work with route sponsor to address under-performing routes.




# Planning

<b>Issue</b>	Robust employer participation in the shuttle program is limited.
<b>Policy Goal</b>	Develop complementary TDM (transportation demand management) strategies to support shuttle program.
<b>Strategies</b>	Conduct outreach to determine potential support for adoption of TDM ordinance and/or Transportation Management Associations to support shuttle operations and complementary alternative modes.
	Develop and market TDM strategies that are specifically targeted at reducing congestion and providing first/last mile mobility solutions.





# Funding

<b>Issue</b>	The funding process consists of multiple funding sources, calls and match requirements.
<b>Policy Goal</b>	Establish consistent and clear funding process.
<b>Strategies</b>	Develop clear funding framework to define process, establish key scoring criteria, define roles and responsibilities and determine eligibility for funding.
	Consolidate funding program under one entity.
	Conduct single funding call.
 Tier 1	Assign specific weighting for local match in evaluation process.



# Funding

<b>Issue</b>	Reporting requirements differ by funding source, while no uniform performance monitoring process is applied across shuttle programs.
<b>Policy Goal</b>	Develop consistent performance criteria and systematic performance monitoring program.
<b>Strategies</b>	Adopt single set of performance metrics for commuter and community shuttle programs, respectively.
Tier 1 	
Tier 1 	Reassess and refine performance metrics.
	Develop and adopt systematic shuttle performance monitoring program.
	Develop validation program to assure data accuracy.





# Operations and Administration

<b>Issue</b>	Several entities perform similar operations, management, procurement and administrative roles.
<b>Policy Goal</b>	Explore opportunities to consolidate responsibilities.
<b>Strategies</b>	Conduct a study to assess the cost and benefit of consolidation or realignment related to: <ul style="list-style-type: none"><li>- Shuttle Operations</li><li>- Shuttle Administration</li><li>- Shuttle Procurement</li></ul>

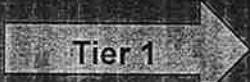



# Marketing and Public Information

<b>Issue</b>	Provision of coordinated regional transportation information integrating shuttle information is limited.
<b>Policy Goal</b>	Explore the potential for centralizing and coordinating regional transportation information.
<b>Strategies</b>	Work with regional transportation portals (such as 511.org) to augment existing shuttle service information (schedule, routes, service change notifications).
	Develop comprehensive information portal dedicated to shuttle service in San Mateo County.
	Work with local municipalities and Chambers of Commerce to augment existing website information with shuttle links.



# Marketing and Public Information

<b>Issue</b>	Marketing budgets are constrained.
<b>Policy Goal</b>	Ensure sufficient marketing resources for shuttle programs to be successful.
<b>Strategies</b>	Allocate portion of annual operating budget to on-going marketing activities for community shuttles.
 Tier 1	
 Tier 1	Develop mechanism to tie funding call to City or employer participation in marketing (e.g. if commuter shuttle).



# Marketing and Public Information

<b>Issue</b>	Shuttle vehicles, stations, and marketing materials lack a consistent brand identity.
<b>Policy Goal</b>	Explore potential for brand consistency.
<b>Strategies</b>	Develop common look and feel of county shuttles.
	Produce common marketing materials.
	Explore opportunity to consolidate marketing activities.
	Create a brand name scheme for county shuttles with easily identifiable signage.



## Next Steps

- **Seek support for Guidebook Strategies and Concepts**
- **Staff work to advance strategies:**
  - Engage Task Force to help advance the strategies
  - Finalize Guidebook
  - Procure funding for strategy implementation and/or ongoing costs

# C/CAG AGENDA REPORT

**Date:** January 30, 2012

**To:** Congestion Management Program and Environmental Quality Committee (CMEQ)

**From:** Jean Higaki, Transportation Systems Coordinator

**Subject:** Present the “*Draft Countywide Transportation Plan for Low Income Populations*”.

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

---

## **RECOMMENDATION**

That the CMEQ Committee accept a presentation on the “*Draft Countywide Transportation Plan for Low Income Populations*”.

## **FISCAL IMPACT**

\$45,000 from C/CAG Congestion Relief Funds, which is included in the fiscal year 11/12 Budget.

## **SOURCE OF FUNDS**

\$96,507 from a Caltrans Environmental Justice planning grant, \$60,000 from the Metropolitan Transportation Commission (MTC) Community Based Transportation Planning (CBTP) Program, and \$45,000 in C/CAG Local match from Congestion Relief Funds is funding the development of two planning documents, the “*Countywide Transportation Plan for Low Income Populations*” and the Community Based Transportation Plan for South San Francisco/ San Bruno.

## **BACKGROUND/DISCUSSION**

### **Community-Based Transportation Planning Services Using Caltrans and MTC funds**

In March 11, 2010, the C/CAG Board approved Resolution 10-09 and amendment Resolution 11-38 authorizing the C/CAG Chair to execute a Funding Agreement with the San Mateo County Transit District (SamTrans) for an amount not to exceed \$200,000 for Community-Based Transportation Planning Services.

Under the agreement SamTrans is to deliver two planning documents. One plan, the “*Countywide Transportation Plan for Low Income Populations*,” would address transportation needs for low-income populations countywide. The other plan, the “Community Based

Transportation Plan for South San Francisco and San Bruno,” would address the transportation needs of an MTC identified “community of concern.”

Per funding agreements, the Metropolitan Transportation Commission (MTC) Community Based Transportation Planning (CBTP) Program is providing \$60,000 in funds to mostly fund the South San Francisco and San Bruno CBTP. \$96,507 will come from a Caltrans Environmental Justice planning grant award to mostly fund the “*Countywide Transportation Plan for Low Income Populations*”. C/CAG is providing up to \$45,000 in local match from Congestion Relief Funds.

The Caltrans Environmental Justice planning grant requires that both final planning documents be completed and delivered to Caltrans by the end of February 2012. The draft “*Countywide Transportation Plan for Low Income Populations*” was presented at the January C/CAG board meeting with a request to provide comment no later than January 20<sup>th</sup>, 2012. This would provide enough time to prepare the final plan for the February board meeting.

#### Community Based Transportation Plan for South San Francisco and San Bruno

Planning staff from both South San Francisco and San Bruno have been active in the development of the CBTP. The CBTP will be presented to each respective City for acceptance. The Draft CBTP will be presented to the C/CAG Board in February with a request to accept the final plan conditioned, on the acceptance of the CBTP by both the Cities of South San Francisco and San Bruno.

#### “*Countywide Transportation Plan for Low Income Populations*”

During the development of past CBTPs it was discovered that the “communities of concern” identified by MTC do not include ~84% of the population living below the poverty line in San Mateo County. The objective of the “*Countywide Transportation Plan for Low Income Populations*” is to utilize community outreach to identify, assess, and develop strategies to bridge gaps in the transportation needs of these disadvantaged communities. The Countywide plan is a planning tool, designed to influence funding decisions of the MTC Lifeline Transportation Program, with the objective to fund strategies developed in the plan.

SamTrans is the sub-recipient and acting consultant, in preparing the “*Countywide Transportation Plan for Low Income Populations*”, based upon their successful development of the East Palo Alto, Daly City/ Bayshore, and North Central San Mateo CBTPs in addition to their key knowledge of the existing public transportation system, and their ability to confirm transit gaps identified during the outreach process.

The transportation strategies emerging from the outreach process includes:

1. Improve Transit Stop Amenities
2. Increase Public Understanding of How to Use Transit
3. Provide Free or Discounted Fares for Low-income Transit Users
4. Improve SamTrans Connections and Service (Operational Transit Improvements)
5. Improve Pedestrian Safety and Amenities
6. Improve Bicycle Safety and Amenities
7. Provide Free or Discounted Bicycles to Low-income Persons

8. Expand Existing Programs and Develop New Programs to Support Mobility
  - A. Create a Volunteer Driver Program
  - B. Reinstate the Emergency Taxi Voucher Program
  - C. Create Additional Shuttle Services
  - D. Supplement the Ways to Work Loan Program

The “*Countywide Transportation Plan for Low Income Populations*” is a concept level document intended to be used as a tool by potential implementing agencies. It does not commit any agency to implement a project; however it does make an effort to identify agencies that are in the best position to implement the listed strategies.

It should be understood that many of the concept level strategies proposed by the community would need to be vetted through a project analysis and development process prior to implementation. The plan recognizes the fiscal and resource constraints faced by potential implementing agencies for many of the strategies. These limitations and constraints were reflected in a feasibility matrix associated with each strategy.

Projects emerging from strategies listed on both the CBTP and Countywide Plan are at an advantage when seeking funds through the MTC Lifeline program or other funding programs, as there is a documented outreach based process, used to identify projects, and there is documented community support for the listed strategies. It is hoped that the potential implementing agencies, identified in the document, will apply for Lifeline Program funds or other program funds to implement projects that support the strategies identified in this plan.

## **ATTACHMENTS**

- Draft “*Countywide Transportation Plan for Low Income Populations*” is available at: <http://www.smclowincometransportationplan.com/p/documents.html>  
A printed copy of the report will be available to committee members upon request.



# 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*

**Date:** January 30, 2012  
**To:** Congestion Management and Environmental Quality (CMEQ) Committee  
**From:** Sandy Wong  
**Subject:** Review and approval of the 2012 CMEQ meeting Calendar

---

It is recommended that the CMEQ committee approve the regular meeting calendar for 2011 as follows:

<b>Congestion Management &amp; Environmental Quality</b>
<b>Mondays 3:00 p.m. to 5:00 p.m.</b>
January 30
February 27
March 26
April 30
May 21 (May 28 is Memorial Day)
June 25
July – No meeting
August 27
September 24
October 29
November 26
December - No meeting

All meetings are scheduled for the last Monday of the month except for May 21<sup>st</sup>. Also, following the CMEQ committee's decision for past years, staff recommend to not schedule meetings for the months of July and December.

Meetings begin at 3:00 p.m. and end at 5:00 p.m. and are typically held in Conference Room C, San Mateo City Hall, with occasional alternative locations to be announced.

# C/CAG AGENDA REPORT

**Date:** January 30, 2012  
**To:** Congestion Management and Environmental Quality Committee (CMEQ)  
**From:** Sandy Wong  
**Subject:** NOMINATION/ELECTION OF CHAIR AND VICE CHAIR  
(For further information or questions contact Sandy Wong at 599-1409)

---

## **RECOMMENDATION**

That the CMEQ Committee nominate and elect a Chair and a Vice Chair to serve for the year.

## **FISCAL IMPACT**

None.

## **SOURCE OF FUNDS**

Not applicable.

## **BACKGROUND/DISCUSSION**

Each year the CMEQ Committee selects a chair and a Vice Chair to lead the Committee for the year. Barbara Pierce currently serves as the Chair and Richard Garbarino serves as the Vice Chair. They were both elected at the January 31, 2011 CMEQ meeting, and are eligible to continue in the respective capacity if elected by the committee.

## **ATTACHMENTS**

None.