

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, February 27, 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 January 30, 2012 meeting | Action (Pierce) | Pages 1 - 4 |
| 3. | Update on the C/CAG Safe Route to School Program | Information (Hoang/Fairley) | No material |
| 4. | Review of the shuttle ridership performance for the first two quarters of FY 2011/12 | Information (Madalena) | Pages 5 - 6 |
| 5. | Review and recommend approval of the Call for Projects for the C/CAG and SMCTA shuttle program for FY 2012/13 & FY 2013/14 | Action (Madalena) | Pages 7 - 29 |
| 6. | Review and recommend approval of the FY 2012/13 Expenditure Plan for TFCA County Program Manager Fund | Action (Madalena) | Page 30 - 36 |
| 7. | Review and recommend approval of the Pre-tax commute benefit model ordinance | Action (Wong) | Pages 37 - 42 |
| 8. | Executive Director Report | Information (Napier) | |
| 9. | Member comments and announcements. | Information (Pierce) | |
| 10. | Adjournment and establishment of next meeting date:
March 26, 2012. | Action (Pierce) | |

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.

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: *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 JANUARY 30, 2012**

The meeting was called to order by Chair Pierce in Conference Room A at City Hall of San Mateo at 3:04 pm.

Attendance sheet is attached.

1. Public comment on items not on the agenda.

None.

2. Minutes of October 31, 2011 meeting.

Sandy Wong handed out a copy of the attendance sheet for the last meeting which was missing from the minutes.

*Motion: To approve the Minutes of the October 31, 2011 meeting, Bigelow/Garbarino.
Motion carried unanimously.*

3. Presentation on “Protect the health our residents” (Information).

Jean Fraser, Chief of the San Mateo County Health System made a presentation on “You Can Protect the Health of Our Residents”. She stated the two prevention strategies are: 1) reduce car travel; 2) reduce waste. She also thanked C/CAG for dedicating funds from the Vehicle License Fee to the Safe Routes to School program. She urged C/CAG to adopt transportation policies that promote alternatives to car travel, to direct money towards infrastructure projects to facilitate walking and biking, and to convene cities to promote coordinated bicycle plan implementation as well as approach to plastic bags.

4. Update on Single Use Plastic Bag Ban effort by the County of San Mateo (Information).

Dean Peterson, County of San Mateo Environmental Health, provided an update on the draft ordinance on Single Use Plastic Bag Ban. County will be issuing RFP for EIR work. The target is to have the ordinance in place by January 2013. It will be similar to the San Jose ordinance. There are 17 cities indicated interest in going down the path.

5. Presentation on “Draft Shuttle Business Practices Guidebook” and provide comment on implementation strategies.

Marisa Espinosa of SamTrans provided a presentation on the draft “San Mateo County Shuttle Business Practices Guidebook”. This presentation has been presented to the C/CAG Board and the SMCTA Board as well. The guidebook looks into issues surrounding shuttles in terms of planning, funding, operations/administration, and marketing/public information. It recommends strategies to make improvements in the respective areas. It is guided by staff from SMCTA, SamTrans, C/CAG, and Alliance.

Marisa highlighted some of the tier 1 strategies being recommended by the draft guidebook such as:

- Conduct single funding call.
- Adopt single set of performance metrics for commuter and community shuttle programs, respectively.
- Allocate portion of annual operating budget to on-going marketing activities for community shuttles.

Richard Napier added that C/CAG and SMCTA staff have already started to propose a “Single Call for Projects” for the next shuttle funding cycle.

6. Presentation on the “Draft Countywide Transportation Plan for Low Income Populations” (Information).

Jean Higaki made a presentation on the “Draft Countywide Transportation Plan for Low Income Populations”. This project is partly funded by a Caltrans Environmental Justice Planning grant. It is aimed at addressing transportation needs for low-income populations countywide. The document, once completed, will be factored into funding decisions of the MTC Lifeline Transportation Program. Transportation strategies emerged from the outreach process included:

- Improve transit stop amenities.
- Increase public understanding of how to use transit.
- Provide free or discounted fares for low-income transit users.
- Improve SamTrans connection and services.
- Improve pedestrian safety and amenities.
- Improve bicycle safety and amenities.
- Provide free or discounted bicycles to low-income persons.
- Expand existing program and develop new programs to support mobility.

7. Review and approval of the 2012 CMEQ meeting Calendar.

Motion: To approve the 2012 CMEQ meeting calendar, Lloyd/Roberts. Motion carried unanimously.

8. Nomination and election of Chair and Vice Chair.

Motion: To reelect Barbara Pierce as the Chair and Richard Garbarino as the Vice Chair for CMEQ, Patridge/O’Connell. Motion carried unanimously.

9. Executive Director Report.

Richard Napier reported on the ABAG/MTC co-sponsored 2012 Winter Public Involvement Outreach, held at San Carlos on January 10, 2012.

10. Member comments and announcements.

- Member Bigelow mentioned the Metropolitan Transportation Commission (MTC) is to reallocate \$5.5 million to the Dumbarton bus operation.

8. Adjournment and establishment of next meeting date.

The next regular meeting was scheduled for February 27, 2012.

Meeting was adjourned at 4:57 pm.

CMEQ 2012 Attendance Record								
Name	Jan 30							
Arthur Lloyd	Yes							
Barbara Pierce	Yes							
Gina Papan	Yes							
Irene O'Connell	Yes							
Jim Bigelow	Yes							
Kevin Mullin								
Lennie Roberts	Yes							
Nadia Holober	Yes							
Naomi Patridge	Yes							
Onnolee Trapp	Yes							
Richard Garbarino	Yes							
Sepi Richardson								
Steve Dworetzky								
Zoe Kersteen- Tucker								
Vacant								
Other attendees at the January 30, 2012 meeting:								
Mark Olbert - Councilmember San Carlos								
R Napier, S Wong, JHigaki - C/CAG								
Jean Fraser - SM County Health								
Dean Peterson - SM County Environmental Health								
Crispin Delgado - SM County Health								
Marisa Espinosa - SamTrans								

C/CAG AGENDA REPORT

Date: February 27, 2012
To: Congestion Management and Environmental Quality (CMEQ) Committee
From: Tom Madalena
Subject: Review of the shuttle ridership performance for the first two quarters of Fiscal Year 2011/2012.

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

RECOMMENDATION

That the CMEQ Committee review the shuttle ridership performance for the first two quarters of Fiscal Year 2011/2012.

FISCAL IMPACT

None

SOURCE OF FUNDS

Funding to support the shuttle programs is derived from the Congestion Relief Plan adopted by C/CAG and included in the Fiscal Year 2011/2012 budget. The San Mateo County Transportation Authority is providing matching funds in an amount up to \$300,000 for the Local Transportation Services Program for Fiscal Year 2011/2012.

BACKGROUND/DISCUSSION

Please see the table below to view the shuttle ridership performance for the first two quarters of Fiscal Year 2011/2012. The C/CAG benchmark for the operating cost per passenger as a performance standard is \$6.00 per passenger for fixed route shuttles and \$15.00 per passenger for door-to-door shuttles. When adjusted to 2012 dollars using the Consumer Price Index (CPI) inflation calculator, these standards are at \$6.96 per passenger for fixed route shuttles and \$17.41 per passenger for door-to-door shuttles.

Shuttle Ridership Performance for Quarter 1 (Q1) and Quarter 2 (Q2) of Fiscal Year 11/12		
Shuttle	Operating Cost/Passenger Q1	Operating Cost/Passenger Q2
Brisbane/Daly City Bayshore Commuter	\$6.39	\$6.03
Brisbane/Daly City Senior (door-to-door)	\$11.44	\$12.75
North Burlingame	\$9.57	\$7.37

Shuttle Ridership Performance for Quarter 1 (Q1) and Quarter 2 (Q2) of Fiscal Year 11/12

Shuttle	Operating Cost/Passenger Q1	Operating Cost/Passenger Q2
East Palo Alto Shopper	\$9.88	\$9.69
East Palo Alto Weekend	\$4.17	\$4.54
East Palo Alto Weekday	\$3.08	\$2.84
Foster City Connection - Blue	\$19.68	\$24.20
Foster City Connection - Red	\$13.20	\$9.84
Menlo Park Marsh	\$3.52	\$3.82
Menlo Park Willow	\$4.15	\$3.80
Menlo Park Midday	\$5.73	\$6.36
Redwood City (door-to-door)	\$8.74	\$9.10
South San Francisco Oyster Point BART	\$8.43	\$6.91
South San Francisco Utah Grand BART	\$11.00	\$8.65

C/CAG AGENDA REPORT

Date: February 27, 2012

To: Congestion Management and Environmental Quality (CMEQ) Committee

From: Tom Madalena

Subject: Review and recommend approval of the Call for Projects for the C/CAG and San Mateo County Transportation Authority Shuttle Program for Fiscal Year 2012/2013 & Fiscal Year 2013/2014

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

RECOMMENDATION

That the Congestion Management and Environmental Quality Committee review and recommend approval of the Call for Projects for the C/CAG and San Mateo County Transportation Authority Shuttle Program for Fiscal Year 2012/2013 & Fiscal Year 2013/2014.

FISCAL IMPACT

For the FY 12/13 & FY 13/14 funding cycle there will be approximately \$7,000,000 available.

SOURCE OF FUNDS

Funding to support the shuttle programs will be derived from the Congestion Relief Plan adopted by C/CAG and includes \$1,000,000 in funding (\$500,000 for FY 12/13 and \$500,000 for FY 13/14). The San Mateo County Transportation Authority (TA) Measure A Program will provide approximately \$6,000,000 for the two-year funding cycle.

BACKGROUND/DISCUSSION

The C/CAG Shuttle Program was developed out of the Congestion Relief Plan in 2002. In connection with the Congestion Management Program, individual cities do not have to prepare deficiency plans on a biannual basis, instead C/CAG took on the responsibility by setting up the Congestion Relief Plan. One of the measures in the Congestion Relief Plan is the local shuttle program. The objective of the Congestion Relief Plan is to absolve cities from the responsibility of preparing a deficiency plan.

Initially conceived as a demonstration project to improve the mobility of residents in San Mateo County, the program has evolved into a robust network of shuttles that provide congestion relief by connecting employment centers to transit stations throughout San Mateo County. The local shuttle programs include community routes as well that provide mobility for residents within communities during both day and evening.

Responding to the desire and need for a more streamlined San Mateo County shuttle program, C/CAG staff worked with TA staff to develop a combined process. These efforts were called out specifically in the recently drafted Shuttle Business Practices Guidebook. Staff developed a “one call” funding program that enables applicants to apply to one program utilizing one application and scoring criteria for both C/CAG and TA funding sources. The combined program is designed to utilize one call for projects, one application, and one scoring committee. The funding cycle as developed is a two-year cycle and includes FY 12/13 and FY 13/14. Both agencies will be utilizing one methodology by which to score projects. There will be ongoing performance measures that will be the same for both agencies. 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 project.

All applications will go through one application process. The result of this process will be one prioritized list of projects to be funded. The scoring committee will then create two separate lists of projects which will go to each agency for funding. This means there will be one prioritized project list that will be broken down into two lists that will have the 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. Essentially there is one call for projects and application process, but once the funding allocations are made project sponsors will then be working with staff from the agency that provides the funding.

The major changes are the lower match requirement for project applicants as well as the funding cycle going from a one-year funding cycle to a two-year funding cycle. The minimum match is now being proposed to be twenty five percent (25%) of the total project cost. This represents a significant reduction from the existing match requirement of fifty percent (50%) of total project cost as is currently required under the existing C/CAG shuttle program. This change to 25% is still under discussion with the Transportation Authority staff and may be revised before the call for projects is issued. Project applicants now include local jurisdictions and/or public agencies. Renewal projects will be evaluated in part based on the proposed baseline thresholds for operating cost per passenger and boardings per service hour. For operating cost per passenger, the thresholds are \$7 per passenger for commuter shuttles, \$9 per passenger for community shuttles and \$16 per passenger for door-to-door shuttles. For boardings per service hour, the thresholds are 15 boardings per service hour for commuter shuttles, 10 boardings per service hour for community shuttles and 2 boardings per service hour for door-to-door shuttles. These thresholds are likely to be reviewed and modified in the future.

Proposed Timeline for the San Mateo County Shuttle Program for FY 12/13 & FY 13/14:

- February 16, 2012 – Technical Advisory Committee Call for Projects Review
- February 27, 2012 – Congestion Management and Environmental Quality Call for Projects Review
- March 8, 2012 – C/CAG Board of Directors Call for Projects Review and Approval
- March 9, 2012 – Issue Call for Projects for FY 12/13 & FY 13/14 San Mateo County Shuttle Program
- March 21, 2012 – Application Workshop at SamTrans offices

- April 16, 2012 – Shuttle Program Applications Due
- April 16-27, 2012 – Convene Shuttle Program Evaluation Committee
- May 17, 2012 – Technical Advisory Committee Recommended Project List Review
- May 21, 2012 – Congestion Management and Environmental Quality Committee Project List Review
- June 5, 2012 – TA Citizens Advisory Committee Project List Review
- June 7, 2012 Transportation Authority Board of Directors Project List Review and Approval
- June 14, 2012 – C/CAG Board of Directors Project List Review and Approval

ATTACHMENTS

- San Mateo County Shuttle Program Call for Projects FY 2012/2013 & 2013/2014

TO: City/County Managers
Public Works Directors

FROM: Tom Madalena, C/CAG
Celia Chung, SMCTA

DATE: March 9, 2012

RE: Call for Projects: San Mateo County Shuttle Program FY 2012/2013 & FY 2013/2014

This memo transmits the guidelines and criteria for the San Mateo County Shuttle Program for FY 2012/2013 & FY 2013/2014, 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 \$7,000,000 available on a competitive basis for a two-year funding cycle. Eligible applicants in San Mateo County can apply for funding to establish local shuttle services that are designed to assist residents and employees to travel within San Mateo County or to connect with a regional transportation service (major SamTrans routes, Caltrain, BART, ferries). Eligible applicants include local jurisdictions and/or public agencies within San Mateo County. Projects that are coordinated among multiple jurisdictions are encouraged. The funding for this Call for Projects is 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.

In order to qualify for funding, the project sponsor must provide a minimum of 25% of the total cost of the program. 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. The grant funds must be used toward direct costs related to shuttle services and may not be used for administration, indirect overhead or other staff costs. Staff time directly associated with shuttle administration is eligible and is limited to a maximum of 5% of the shuttle program grant.

Local jurisdictions and/or public agencies must be the applicant for the funds; however they may use other entities such as SamTrans, the Peninsula Traffic Congestion Relief Alliance (Alliance) or others to manage and/or operate the service. Employers and private entities are not eligible to apply directly, however they may partner with a local jurisdiction or public agency which would be the applicant. A letter of concurrence/sponsorship from SamTrans is required to confirm that the shuttle route(s) shall not duplicate SamTrans fixed-route service. Please contact Marisa Espinosa, Manager of Planning and Research <espinosam@samtrans.com> or (650) 508-6226 no later than **April 2, 2012** to request the letter of concurrence/sponsorship.

Applications may be emailed to tmadalena@co.sanmateo.ca.us or mailed to:

Tom Madalena
C/CAG
555 County Center, 5th Floor
Redwood City, CA 94063

The application deadline is 5:00 p.m. Monday April 16, 2012. An application workshop will be held 1:30 p.m. Wednesday March 21, 2012. The applications must include the information listed below and must be completed with the attached Microsoft Word and Excel application forms. Projects (both new and renewal) 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.

INSTRUCTIONS FOR APPLICATIONS FOR EXISTING PROJECTS

A. Service Performance (maximum of 25 points)

Provide the following data for the past 12 months of service based on the definitions provided.

1. Operating cost per passenger for prior 12 months (up to 13 points).

This measure is calculated by dividing all operating costs by total passengers. Operating costs include contract costs (if applicable), maintenance, insurance, fuel and administrative costs to the service. Benchmarks that the projects will be evaluated against are \$7/passenger for commuter shuttles, \$9/passenger for community shuttles and \$16/passenger for door-to-door shuttles.

2. Passengers per vehicle hour of service for prior 12 months (up to 12 points).

Passengers per vehicle hour of service is calculated by dividing the total number of passengers by the total number of vehicle service hours. Benchmarks that the projects will be evaluated against are 15 passengers per vehicle hour of service for commuter shuttles, 10 passengers per vehicle hour of service for community shuttles and 2 passengers per vehicle hour of service for door-to-door shuttles.

B. Budget (up to 9 points)

Show:

1. Contractor cost (e.g. operator/vendor)
2. Administrative costs (e.g. staff oversight)
3. Other direct costs (e.g. marketing)
4. Total operating cost
5. Notes/exceptions (e.g. if there are projected differences between the first and second years' costs)

C. Service Plan (10 points)

1. Describe how the service was delivered for the prior 12 months and any proposed changes for the new funding period, including:
 - a. Service area (show routes, if applicable, and destinations served)
 - 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.
 - 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, e.g. commuters, employees, seniors, students, etc.
- j. Any differences/changes to existing service for the funding period, compared to the prior 12 months

D. Matching funds (25 points)

- 1. List amounts and sources of matching funds

E. Partnership (2 points)

- 1. How much private sector funding will be contributed towards this shuttle?

F. Public Input/Support (up to 2 points)

- 1. Endorsement of shuttle by the governing board/city council of the sponsor/applicant
- 2. Letters of support from co-sponsors, partners, stakeholders, etc.

G. Need (up to 25 points)

Describe how the shuttle will

- 1. Provide service to low-income, transit dependent, seniors, disabled or other special-needs populations
- 2. Provide transportation to needed services for the above populations
- 3. Provide service to underserved/previously underserved areas
- 4. Multi-jurisdictional coordinated service (if applicable)

H. Policy Consistency and Sustainability (up to 2 points)

- 1. Is the shuttle Americans with Disabilities Act (ADA) compliant?
- 2. Will clean-fuel vehicles be deployed for shuttle service?

I. Bonus Points (5 points)

Describe how this shuttle will impact, effect or comply with:

- 1. Increases in fixed route ridership
- 2. Safety
- 3. Single-Occupant Vehicle (SOV) Vehicle-Miles-Traveled (VMT) Reduction
- 4. Leveraging/sharing resources
- 5. Proposed shuttle is included in adopted local, special area, county or regional plan
- 6. Preserves open space and natural habitat

7. Reduces emissions/improves air quality
8. Improves transit access to Transit Oriented Development (TOD)
9. Supports job and housing growth

J. Minimum Requirements

Each shuttle project must meet the following minimum requirements in order to be considered for funding.

1. Letter of concurrence/sponsorship from SamTrans. This means confirmation in writing by SamTrans that the shuttle routes shall not duplicate SamTrans fixed-route service. Please contact Marisa Espinosa, Manager of Planning and Research <espinosam@samtrans.com> or (650) 508-6226 no later than **April 2, 2012** to obtain the letter of concurrence/sponsorship.
2. Any changes to the proposed service prior to implementation or during the funding period must be approved by the funding agency (C/CAG or TA) with the concurrence of SamTrans.
3. Service schedules must be designed to ensure timed transfers between routes and with regional carriers such as SamTrans, Caltrain, BART, and ferries.
4. To qualify for funding, a project must have a minimum overall score of 50 points in order to be considered.
5. Non-supplantation of funds certification. This certifies that the grant funding will not replace existing funds for the project.
6. Shuttle must be open to the general public.
7. Shuttle must be ADA-compliant.

INSTRUCTIONS FOR APPLICATIONS FOR NEW PROJECTS

A. Projected Ridership and Performance (up to 10 points)

Project the following data based on the definitions provided. Explain the methodology for your projection of the number of passengers for each proposed route. State assumptions and document justification where possible.

1. Total passengers
2. Shuttle vehicle hours of service to be provided
3. Total operating costs. Include contract costs (if applicable), maintenance, insurance, fuel and administrative costs to the service. Operating costs and passenger data should be provided separately for each route.

B. Budget (up to 9 points)

1. Contractor cost (e.g. operator/vendor)
2. Administrative costs (e.g. staff oversight)
3. Other direct costs (e.g. marketing)
4. Total operating cost
5. Notes/exceptions (e.g. if there are projected differences between the first and second years' costs)

C. Service Plan (up to 25 points)

1. Describe how the service will be delivered for the first 12 months of service including:
 - a. Service area (show routes, and destinations served. Attach maps if available)
 - b. List specific rail stations, major SamTrans routes 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. Monitoring Plan (service quality, performance data, complaints/complements, surveys)
 - h. Co-sponsors/stakeholders (roles/responsibilities)
 - i. Ridership characteristics, e.g. commuters, employees, seniors, students, etc.
 - j. Proposed shuttle is consistent with policy documents (adopted)

- D. Matching funds (up to 25 points)
1. List amounts and sources of local match funding
- E. Partnership (up to 2 points)
1. How much private sector funding will be contributed towards this shuttle?
- F. Public input/Support (up to 2 points)
1. Endorsement of shuttle by the governing board/city council of the sponsor/applicant
 2. Letters of support from co-sponsors, partners, stakeholders, etc.
 3. Shuttle results from a public planning process
- G. Need (up to 25 points)
- Describe how the shuttle will:
1. Provide service to low-income, transit dependent, seniors, disabled or other special-needs populations
 2. Provide transportation to needed services for the above populations
 3. Provide service to underserved/previously underserved areas
 4. Multi-jurisdictional coordinated service
- H. Policy Consistency and Sustainability (up to 2 points)
1. Will the shuttle be Americans with Disabilities Act (ADA) compliant?
 2. Will of clean-fuel vehicles be deployed for shuttle service?
- I. Bonus Points (5 points)
- Describe how this shuttle will impact, effect or comply with:
1. Increases in fixed route ridership
 2. Safety
 3. Single Occupant Vehicle (SOV) Vehicle-Miles-Traveled (VMT) Reduction
 4. Leveraging/sharing resources
 5. Proposed shuttle is included in adopted local, special area, county or regional plan
 6. Preserves open space and natural habitat
 7. Reduces emissions/improves air quality
 8. Improves transit access to Transit Oriented Development (TOD)
 9. Supports job and housing growth

J. Minimum Requirements

Each shuttle project must meet the following minimum requirements in order to be considered for funding.

1. Letter of concurrence/sponsorship from SamTrans. This means confirmation in writing

by SamTrans that the shuttle routes shall not duplicate SamTrans service. Please contact Marisa Espinosa, Manager of Planning and Research <espinosam@samtrans.com> or (650) 508-6226 no later than **April 2, 2012** to obtain the letter of concurrence/sponsorship.

2. Any change to the proposed service prior to implementation or during the funding period must be approved by the funding agency (C/CAG or TA) with the concurrence of SamTrans.
3. Service schedules must be designed to ensure timed transfers between routes and with regional carriers such as SamTrans, CalTrain, BART, and ferries.
4. To qualify for funding a project must have a minimum overall score of 50 points in order to be considered.
5. Non-supplantation of funds certification. This certifies that the grant funding will not replace existing funds for the project.
6. Shuttle must be open to the general public.
7. Shuttle must be ADA-compliant.

EVALUATION PROCESS (dates are subject to change)

An evaluation panel will review the applications and develop recommendations for publication by May 4, 2012. These recommendations will be presented to the C/CAG Congestion Management Program Technical Advisory Committee (TAC) on May 17, 2012. The TAC recommendation will go to the C/CAG Congestion Management and Environmental Quality Committee (CMEQ) on May 21, 2012. The recommendations will also go to the TA Citizens Advisory Committee on June 5, 2012. The C/CAG Board of Directors and TA Board of Directors will each develop a program of projects after consideration of the recommendations provided by the TAC and CMEQ on June 14, 2012 and June 7, 2012 respectively.

Attachments:

- San Mateo County Shuttle Program Application FY 12/13 & 13/14 for Existing Shuttles (Microsoft Word)
- San Mateo County Shuttle Program Application FY 12/13 & 13/14 for New Shuttles (Microsoft Word)
- San Mateo County Shuttle Program Criteria
- Non-supplantation of funds certification

**Call for Projects
 San Mateo County Shuttle Program FY 2012/2013 & FY 2013/2014**

Application Form for Existing Shuttles

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
- A Non-Supplantation Certificate is attached
- A letter of concurrence/sponsorship from SamTrans is attached*

* Please contact Marisa Espinosa, Manager of Planning and Research [(650)-508-6226, espinosam@samtrans.com], no later than April 2, 2012 to request the letter of concurrence/sponsorship.

If you have answered “no” to any of the above minimum requirements, please review the project guidelines and contact Tom Madalena [(650) 599-1460, tmadalena@co.sanmateo.ca.us] or Celia Chung [(650) 508-6466, chungc@samtrans.com] with any questions.

Attachments

List all attachments here:

- A letter of concurrence/sponsorship from SamTrans (*Minimum requirement*)
- A Non-Supplantation Certificate (*Minimum requirement*)
- Service Maps (*C1a*)
- Governing Board Endorsement (*E1*)
- Support letters (*E2*)
-
-
-
-

APPLICATION FOR EXISTING PROJECTS

Table 1

Contractor Cost			
In House Cost			
Fuel			
Insurance			
Administrative Costs (e.g. Personnel expenses)			
Other Direct Costs (e.g. Printing marketing materials, promotions, etc.)			
Total Operating Costs	\$0	\$0	\$0

Operating Data	For 12 Months Prior
Vehicle Hours of Service	
Revenue Vehicle Miles	
Total Passengers	

Performance Indicators ¹	For 12 Months Prior
Operating Cost/Passenger	#DIV/0!
Passengers/Revenue Hour	#DIV/0!

= Total Operating Cost/Total Passengers

= Total Passengers / Vehicle Hours of Service

A. Service Performance (up to 25 points)

(Use Table 1 to provide calculation information for questions 1 and 2)

1. Operating cost per passenger for prior 12 months (up to 13 points); and
2. Passengers per vehicle hour of service for prior 12 months (up to 12 points).

B. Budget (up to 9 points)

(Use Table 1 to provide information for questions 1, 2, 3, and 4)

1. Contractor cost (e.g. operator/vendor)
2. Administrative costs (e.g. staff oversight)
3. Other direct costs (e.g. marketing)
4. Total operating cost
5. Notes/exceptions (e.g. if there are projected differences between the first and second years' costs)

C. Service Plan (up to 10 points)

1. Benchmarks for existing shuttles

Shuttle service	Operating Cost/ passenger	Passengers/ Revenue Hour
Commuter	\$7	15
Community or Combination	\$9	10
Door to Door	19	2

1. Describe how the service was delivered for the prior 12 months and any proposed changes for the new 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

D. Matching Funds (up to 25 points)

1. List amounts and sources of matching funds

Table 2

Source of Funding	Amount	Percentage
Matching Funds <i>(list sources)</i>		
<i>Subtotal Matching Funds</i>	<i>\$0.00</i>	<i>#DIV/0!</i>
TA or C/CAG Funding request for FY13 & FY14		#DIV/0!
Total Funding	\$0.00	#DIV/0!

E. Partnership (up to 2 points)

1. How much private sector funding will be contributed towards this shuttle? \$ _____

F. Public Input/Support (up to 2 points)

1. Endorsement of shuttle by the governing board/city council of the sponsor/applicant
(Attach evidence of endorsement)
2. Letters of support from co-sponsors, partners, stakeholders, etc.
(Attach letters)

G. Need (up to 25 points)

Describe how the shuttle will:

1. Provide service to low-income, transit dependent, seniors, disabled or other special-needs populations
2. Provide transportation to needed services for the above populations
3. Provide service to underserved/previously underserved areas
4. Multi-jurisdictional coordinated service (if applicable)

H. Policy Consistency and Sustainability (up to 2 points)

1. Is the shuttle Americans with Disabilities Act (ADA) compliant?
2. Will clean-fuel vehicles be deployed for shuttle service? (describe)

I. Bonus Points (up to 5 points)

Describe how this shuttle will impact, effect or comply with:

1. Increases in fixed route ridership
2. Safety
3. Single Occupant Vehicle (SOV) Vehicle-Miles-Traveled (VMT) Reduction
4. Leveraging/sharing resources
5. Proposed shuttle is included in adopted local, special area, county or regional plan
6. Preserves open space and natural habitat
7. Reduces emissions/improves air quality
8. Improves transit access to Transit Oriented Development (TOD)
9. Supports job and housing growth

Call for Projects
San Mateo County Shuttle Program FY 2012/2013 & FY 2013/2014

Application Form for New Shuttles

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
- A Non-Supplantation Certificate is attached
- A letter of concurrence/sponsorship from SamTrans is attached*

* Please contact Marisa Espinosa, Manager of Planning and Research [(650)-508-6226, espinosam@samtrans.com], no later than April 2, 2012 to request the letter of concurrence/sponsorship.

If you have answered “no” to any of the above minimum requirements, please review the project guidelines and contact Tom Madalena [(650) 599-1460, tmadalena@co.sanmateo.ca.us] or Celia Chung [(650) 508-6466, chungc@samtrans.com] with any questions.

Attachments

List all attachments here:

- A letter of concurrence/sponsorship from SamTrans (*Minimum requirement*)
- A Non-Supplantation Certificate (*Minimum requirement*)
- Service Maps (*C1a*)
- Governing Board Endorsement (*E1*)
- Support letters (*E2*)
-
-
-
-

APPLICATIONS FOR NEW PROJECTS

Table 1

Projected Operating Costs	FY13 Projection	FY14 Projection
Contractor Cost		
In House Cost		
Fuel		
Insurance		
Administrative Costs (e.g. Personnel expenses)		
Other Direct Costs (e.g. Printing marketing materials, promotions, etc.)		
Total Operating Costs	\$0	\$0

Projected Operating Data	FY13 Projection	FY14 Projection
Vehicle Hours of Service		
Revenue Vehicle Miles		
Total Passengers		

Performance Indicators	FY13 Projected Average	FY14 Projected Average
Operating Cost/Passenger	#DIV/0!	#DIV/0!
Passengers/Revenue Hour	#DIV/0!	#DIV/0!

A. Projected Ridership and Performance For Each Fiscal Year (up to 10 points)
(Use Table 1 to provide calculation information for questions 1, 2, and 3. State assumptions and document justification where possible.)

1. Total passengers
2. Vehicle hours of service to be provided.
3. Total Operating Costs

Assumptions:

B. Budget (up to 9 points)
(Use the Table 1 to provide calculation information for questions 1, 2, 3 and 4)

1. Contractor cost (e.g. operator/vendor)
2. Administrative costs (e.g. staff oversight)
3. Other direct costs (e.g. marketing)
4. Total operating cost
5. Notes/exceptions (e.g. if there are projected differences between the first and second years' costs)

C. Service Plan (up to 25 points)

1. Describe how the service will be delivered for the first 12 months of service including:
 - a. Service area (route description, destinations served)
(Attach maps)
 - b. List specific rail stations, major SamTrans routes 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. Monitoring Plan (service quality, performance data, complaints/complements, surveys)
 - h. Co-sponsors/stakeholders (roles/responsibilities)
 - i. Proposed shuttle is consistent with policy documents (adopted)
 - j. Ridership characteristics (commuters, employees, seniors, students, etc.)

D. Matching Funds (up to 25 points)

1. List amounts and sources of matching funds
(Use Table 2 to answer question 1)

Table 2

Source of Funding	Amount	Percentage
Matching Funds <i>(list sources)</i>		
<i>Subtotal Matching Funds</i>	\$0.00	#DIV/0!
TA or C/CAG Funding request for FY13 & FY14		#DIV/0!
Total Funding	\$0.00	#DIV/0!

E. Partnership (up to 2 points)

1. How much private sector funding will be contributed towards this shuttle? \$ _____

F. Public input/Support (up to 2 points)

1. Endorsement of shuttle by the governing board/city council of the sponsor/applicant
(Attach evidence of endorsement)
2. Letters of support from co-sponsors, partners, stakeholders, etc.
(Attach letters)
3. Shuttle results from a public planning process (describe)

G. Need (up to 25 points)

Describe how the shuttle will:

1. Provide service to low-income, transit dependent, seniors, disabled or other special-needs populations
2. Provide transportation to needed services for the above populations
3. Provide service to underserved/previously underserved areas
4. Multi-jurisdictional coordinated service (if applicable)

H. Policy Consistency and Sustainability (up to 2 points)

1. Will the shuttle be Americans with Disabilities Act (ADA) compliant?
2. Will clean-fuel vehicles be deployed for shuttle service? (describe)

I. Bonus Points (up to 5 points)

Describe how this shuttle will impact, effect or comply with:

1. Increases in fixed route ridership
2. Safety
3. Single Occupant Vehicles (SOV) Vehicle-Miles-Traveled (VMT) Reduction
4. Leveraging/sharing resources
5. Proposed shuttle is included in adopted local, special area, county or regional plan
6. Preserves open space and natural habitat
7. Reduces emissions/improves air quality
8. Improves transit access to Transit Oriented Development (TOD)
9. Supports job and housing growth

San Mateo County Shuttle Program Criteria

ELIGIBILITY CRITERIA		San Mateo County Shuttle Call For Projects FY 12/13 & 13/14			
Minimum Local Match	25%				
Local Match Limitations	<ul style="list-style-type: none"> - C/CAG or Measure A Shuttle funds cannot be used as the local match for either funding agency. - Measure A Local Streets/Transportation Funds may be used. 				
Program Purpose	<ul style="list-style-type: none"> - Provide local shuttle services for residents and employees to travel within or to connect with regional transportation/transit service within San Mateo County. 				
Eligible Applicants	<ul style="list-style-type: none"> - 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. - Grant applicants may also contract with other public, non-profit or private entities to manage and/or operate the shuttle service. 				
Eligible Costs	<ul style="list-style-type: none"> - Costs directly tied to the shuttle service, such as operations, marketing and outreach, and staff time directly associated with shuttle administration are eligible. - Overhead, indirect or other staff costs are not eligible. - Staff costs are limited to a maximum of 5% of the grant amount. 				
Minimum Requirements/Screen	<ul style="list-style-type: none"> - Project is located in San Mateo County - Project is a shuttle service that meets local mobility needs and/or provides access to regional transit. - Funding is for operations open to the general public - Shuttles must be compliant with the Americans with Disabilities Act(ADA). - Non-Supplantation Certification: Funding request does not substitute for existing funds. - Letter of concurrence/sponsorship from SamTrans 				
Other Requirements	<ul style="list-style-type: none"> - 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	
		Yes/No		Yes/No	
Non-Supplantation Certification	Funding request does not substitute for existing funds.			N/A	
Letter of Concurrence/sponsorship	<p>a. If there are proposed route and/or schedule changes to shuttle service, applicant shall provide a letter of concurrence/no prejudice from SamTrans regarding the proposed changes.</p> <p style="text-align: center;">OR</p> <p>b. For existing services that have not previously received funding from the TA or C/CAG, evidence of coordination with SamTrans, i.e., letter of concurrence/no prejudice from SamTrans that proposed shuttle routes does not duplicate SamTrans fixed route service, is required.</p>			Evidence of coordination with SamTrans, i.e., letter of concurrence/no prejudice from SamTrans that proposed shuttle routes does not duplicate SamTrans fixed route service, is required.	
SCORING CRITERIA		EXISTING SHUTTLES		NEW SHUTTLES	
		Maximum Points		Maximum Points	
Effectiveness (Service Performance)	<ul style="list-style-type: none"> - Annual average operating cost per passenger for the prior 12 months - up to 13 points - Annual average passengers per revenue vehicle hour of service for the prior 12 months - up to 12 points 	25	<ul style="list-style-type: none"> - Projected ridership, operating costs, and revenue vehicle hours of shuttle service to be provided in the first and second years of shuttle service. - State assumptions and document justification where possible. 	10	
Readiness (Budget)	<p>Budget line items</p> <ul style="list-style-type: none"> a. Contractor (operator/vendor) cost b. Administrative (Staff oversight) c. Other direct costs (e.g. marketing) d. Total operating cost e. Notes/exceptions (e.g. if there are projected differences between 	9	<p>Budget line items</p> <ul style="list-style-type: none"> a. Contractor (operator/vendor) cost b. Administrative (Staff oversight) c. Other direct costs (e.g. marketing) d. Total operating cost e. Notes/exceptions (e.g. if there are projected differences between 	9	
Readiness (Service Plan)	<p>Describe how the shuttle service will be delivered for the 2-year funding period including:</p> <ul style="list-style-type: none"> a. Service area (routes/maps, destinations served) b. Specific rail stations, ferry or major SamTrans transit centers served c. Schedule (days, times, frequency) - show coordination with scheduled transit service d. Marketing Plan/activities (advertising, outreach, signage, etc.) e. Administration and oversight (whom?) f. Monitoring/Evaluation Plan/activities (performance data, complaints/compliments, surveys) g. Co-sponsors/stakeholders (roles?) h. Ridership characteristics: e.g. commuter/ employees, seniors, students, etc i. Any significant changes to existing service j. 	10	<p>Describe how the shuttle service will be delivered for the 2-year funding period including:</p> <ul style="list-style-type: none"> a. Service area (routes/maps, destinations served) b. Specific rail stations, ferry or major SamTrans transit centers served c. Schedule (days, times, frequency) - show coordination with scheduled transit service d. Marketing Plan/activities (advertising, outreach, signage, etc.) e. Administration and oversight (whom?) f. Monitoring/Evaluation Plan/activities (performance data, complaints/compliments, surveys) g. Co-sponsors/stakeholders (roles?) h. Ridership characteristics: e.g. commuter/ employees, seniors, students, etc i. Proposed service is consistent with adopted policy documents j. 	25	
Readiness (Local Match)	<p>Percentage of local match contribution</p> <ul style="list-style-type: none"> 0 to < 25% - 0 points 25 to < 50% - up to 20 points 50 to < 75% - up to 23 points 75 to < 99% - up to 25 points 	25	<p>Percentage of local match contribution</p> <ul style="list-style-type: none"> 0 to < 25% - 0 points 25 to < 50% - up to 20 points 50 to < 75% - up to 23 points 75- to < 99% - up to 25 points 	25	
Readiness (Funding)	Partnership: Recipient of private sector funding		2	Partnership: Recipient of private sector funding	
Readiness (Public input/Support)	<ul style="list-style-type: none"> - Endorsed by the governing board/city council of the sponsor/applicant - Letters of support from stakeholders, etc. 		2	<ul style="list-style-type: none"> - Endorsed by the governing board/city council of the sponsor/applicant - Letters of support from stakeholders, etc. - Shuttle results from a public planning process 	
Need	<ul style="list-style-type: none"> - Provides service to low income, transit dependent, seniors, disabled or other special-needs populations - Provides transportation to needed services for any of the aforementioned populations - Provides service to underserved/previously unserved areas - Multi-jurisdictional coordinated service 		25	<ul style="list-style-type: none"> - Provides service to low income, transit dependent, seniors, disabled or other special-needs populations - Provides transportation to needed services for any of the aforementioned populations - Provides service to underserved/previously unserved areas - Multi-jurisdictional coordinated service 	
Policy Consistency	Shuttle is ADA-compliant		1	Shuttle is ADA-compliant	
Sustainability	Use of clean-fuel vehicle for shuttle service		1	Use of clean-fuel vehicle for shuttle service	
Maximum Point Total			100	Maximum Point Total	
Maximum Point Total			100	Maximum Point Total	
MISCELLANEOUS		EXISTING SHUTTLES		NEW SHUTTLES	
		Bonus Points		Bonus Points	
Effectiveness	<ul style="list-style-type: none"> - Service results in an increase to fixed route transit ridership - Safety - SOV VMT reduction - Leveraging/sharing resources (peak and off-peak service) 		2	<ul style="list-style-type: none"> - Service results in an increase to fixed route transit ridership - Safety - SOV VMT reduction - Leveraging/sharing resources (peak and off-peak service) 	
Policy Consistency	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.)		1	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.)	
Sustainability	<ul style="list-style-type: none"> - Preserves open space and natural habitat - Reduces emissions/Improves air quality - Improves transit access to Transit Oriented Development (TOD) - Supports jobs and housing growth 		2	<ul style="list-style-type: none"> - Preserves open space and natural habitat - Reduces emissions/Improves air quality - Improves transit access to Transit Oriented Development (TOD) - Supports jobs and housing growth 	

**San Mateo Fiscal Years 2013 and/or 2014
San Mateo County
Shuttle Program**

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 FY2013 and/or FY2014 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: February 27, 2012

To: Congestion Management and Environmental Quality (CMEQ) Committee

From: Tom Madalena

Subject: Recommendation of the Fiscal Year 2012/2013 Expenditure Plan for the Transportation Fund for Clean Air (TFCA) County Program Manager Fund for San Mateo County.

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

RECOMMENDATION

That the CMEQ review and recommend approval of the recommendations contained in this report for the Fiscal Year 2012/2013 Expenditure Plan for the Transportation Fund for Clean Air (TFCA) County Program Manager Fund for San Mateo County.

FISCAL IMPACT

The allocation of TFCA funds for Fiscal Year 2012/2013 is expected to be approximately \$1,037,781 of which \$47,781 (approx. 5%) will be allocated to administration. It is recommended that the remaining funds (\$990,000) be distributed based on the policies adopted in past years by C/CAG. The following table shows how the funds would be distributed based on these policies. The funding provided in these categories for the past three years is also shown.

<i>CATEGORY</i>		<i>2009/2010</i>	<i>2010/2011</i>	<i>2011/2012</i>	<i>2012/2013</i>
Employer Based Shuttle Projects	SamTrans	\$570,000	\$536,000	\$527,000	\$554,400
Countywide Voluntary Trip Reduction Program (Peninsula Traffic Congestion Relief Alliance)		\$449,000	\$421,000	\$414,000	\$435,600
Administration		\$51,722	\$47,153	\$46,566	\$47,781
Totals		\$1,070,722	\$1,004,153	\$987,566	\$1,037,781

SOURCE OF FUNDS

The Bay Area Air Quality Management District (BAAQMD) is authorized under Health and Safety code Section 44223 and 44225 to levy a fee on motor vehicles. Funds generated by the fee are referred to as the Transportation Fund for Clean Air (TFCA) funds and are used to implement projects to reduce air pollution from motor vehicles. Health and Safety Code Section 44241(d) stipulates that forty percent (40%) of funds generated within a county where the fee is in effect shall be allocated by the BAAQMD to one or more public agencies designated to receive the funds, and for San Mateo County, C/CAG has been designated as the overall Program Manager to receive the funds.

BACKGROUND/DISCUSSION

As the Program Manager for the TFCA funds, C/CAG has allocated these funds to fund projects in San Mateo County operated by SamTrans and the Peninsula Traffic Congestion Relief Alliance (Alliance) for the last five fiscal years. The methodology used is that SamTrans receives an allocation equal to 56% of the funds available to projects and the Alliance receives 44% of the funds available to projects. It is being recommended that the same methodology be used for the FY 2012/2013 TFCA Program allocation.

C/CAG has supported the SamTrans Shuttle Program by providing TFCA funds for the BART shuttles which provide peak commute period shuttle service from BART stations to employment sites in San Mateo County. Please see the attached project information form for more detail about the SamTrans BART shuttles.

C/CAG has supported the Peninsula Traffic Congestion Relief Alliance (Alliance) with their Countywide Voluntary Trip Reduction Program. This program provides incentives to reduce single occupant vehicle trips as well as shuttle program management. The Alliance offers carpool incentives, vanpool incentives, school pool incentives and a "Try transit Program". The Alliance also manages shuttles on behalf of member cities. Please see the attached project information form for more information on the Alliance Countywide Voluntary Trip Reduction Program.

Both of these projects have been evaluated using the cost-effective worksheet provided by the Bay Area Air Quality Management District and are below the threshold of \$90,000 per ton for the reduction of particulate matter.

- It is recommended that the SamTrans Shuttle Program receive an allocation of \$554,400 for its current shuttle program. This funding recommendation shall be contingent upon SamTrans submitting an acceptable work plan for use of the funds.
- It is recommended that Peninsula Traffic Congestion Relief Alliance receive an allocation of \$435,600 in TFCA funds and receive \$510,000 from the Congestion Relief Plan for a total allocation of \$945,600 for the Countywide Voluntary Trip Reduction Program. The funds allocated for the Alliance are subject to the submission of an acceptable work plan for use of the funds.

The following are the C/CAG Board policies that will continue to be in effect for the Fiscal Year 2012/2013 Program.

Overall Policies:

- Cost Effectiveness, as defined by the Bay Area Air Quality Management District (BAAQMD), will be used as initial screening criteria for all projects. Projects must show a cost effectiveness of less than \$90,000 per ton of reduced emissions based upon the TFCA funds allocated in order to be considered.

Shuttle Projects:

- Shuttle projects are defined as the provision of local feeder bus or shuttle service to rail and ferry stations and airports.
- All shuttles must be timed to meet the rail or ferry lines being served.
- C/CAG encourages the use of electric and other clean fuel vehicles for shuttles.
- Beginning with the 2003-04 TFCA funding cycle, all vehicles used in any shuttle/feeder bus service must meet the applicable California Air Resources Board (CARB) particulate matter standards for public transit fleets. This requirement has been made by the BAAQMD and is applicable to the projects funded by the Congestion Management Agencies.

If the recommendations are accepted, the following is a summary of the C/CAG TFCA Program for Fiscal Year 2012/2013:

Project	Recommendations
Administration	\$47,781
SamTrans	\$554,400
Peninsula Traffic Congestion Relief Alliance	\$435,600
Total funds obligated	\$1,037,781
Total funds anticipated	\$1,037,781
Balance	\$0

ATTACHMENTS

- Project Information Form – Alliance (12SM01)
- Project Information Form – SamTrans (12SM02)

SAN MATEO COUNTY PROJECT INFORMATION

A. Project Number: 12SM01

B. Project Title: Countywide Voluntary Trip Reduction Program

C. TFCA Program Manager Funds Allocated: \$ 435,600

D. TFCA Regional Funds Awarded (if applicable):\$

E. Total TFCA Funds Allocated (sum of C and D):\$ 435,600

F. Total Project Cost: \$ TBD

Indicate the TFCA dollars allocated (C, D and E) and total project cost (D). Data from Line E (Total TFCA Funds) should be used to calculate C-E.

G. Project Description:

The Alliance provides Transportation Demand Management (TDM) programs in San Mateo County as part of a region wide network of TDM services provided in collaboration and partnership with the Regional Rideshare Program, 511 Contra Costa, and Solano Napa Commuter Information to encourage use of transportation alternatives such as carpools, vanpools and transit. Efforts are targeted primarily at commute trips.

Project sponsor will use TFCA funds to complete specific activities as described below:

- Employer Based Shuttle Program Development and Management: a) continue to provide safe and reliable employer based shuttle services between employment sites and Caltrain and BART stations; b) continue to work with existing and potential new employer consortiums to attract and retain additional ridership; c) maximize satisfaction of employer representatives in shuttle consortiums and their employees; d) provide employer based shuttle services that are financially sustainable in a cost effective manner that do not duplicate existing fixed route services.
- Employer Outreach: The Alliance conducts marketing and outreach to employer work sites in San Mateo County providing commuter benefits consulting services to encourage employers to provide alternative commute benefits or programs to their employees.
- Non-Employer Commuter Outreach: The Alliance also reaches commuters directly as opposed to through their employers. Non-employer commuter outreach includes residential and community marketing.
- Incentive Programs:
 - The Alliance provides a “New Carpooler Commuter Incentive.” Drive-alone commuters, who live in, work in and/or commute through San Mateo County and who switch to carpooling to work at least 2 days per week for eight consecutive weeks are eligible to receive a financial incentive of a \$60 gas card per participant.

- The Alliance provides a “New Vanpooler Rider Incentive.” Drive-alone commuters, who live in, work in and/or commute through San Mateo County and who switch to vanpooling to work are eligible to receive a financial incentive of \$100 per month maximum for three months after the first three months of participating in a vanpool as a passenger.
- The Alliance provides a “Vanpool Driver Incentive.” Drivers of vanpools originating in or destined for San Mateo County who keep their vanpools operating for six months as the driver are eligible to receive a financial incentive of \$500.00 per driver.
- The Alliance provides a “Try Transit Program.” Drive-alone commuters, who live in, work in and/or commute through San Mateo County can try transit for free by utilizing free transit tickets provided by transit agencies in San Mateo County and neighboring partner agencies in surrounding counties. This is a trial program, one time only.
- The Alliance provides a “Carpool to School Incentive.” Parents who live and/or drive their children to school in San Mateo County and who switch to driving a “school pool” at least 2 days per week for at least 8 weeks are eligible to receive a financial incentive of a \$20.00 gas card per parent.
- Guaranteed Ride Home Program: The Alliance provides a “Guaranteed Ride Home Program,” to any commuter (whose employer signs on to the program) to San Mateo County who carpools, vanpools, or takes transit to work. The Alliance provides for 75% of the cost of a taxi or a 24-rental car in case of emergency during the work day. The participating employer pays the other 25% of the cost of the ride.
- Website: The Alliance has a website, www.commute.org that provides information about all transportation alternatives in San Mateo County, and provides links to the websites of our partner agencies and other Bay Area transportation providers.
- Phone: The Alliance provides general information about transportation alternatives to driving alone, including HOV and Park-and-Ride facility information to callers who call (650) 588-8170.

- H. Final Report Content: Final Report form and final Cost Effectiveness Worksheet
Form 1 – Ridesharing, Shuttles, Transit Information, Rail/Bus Integration, Smart Growth, and Traffic Calming Projects. (Includes Transit Bus Signal Priority.)
- I. Attach a completed Cost-effectiveness Worksheet and any other information used to evaluate the proposed project.

PROJECT INFORMATION

A. Project Number: 12SM02

B. Project Title: SamTrans Shuttle Program
Provide a concise, descriptive title for the project (e.g., "Elm Ave. Signal Interconnect" or "Purchase Ten Gasoline-Electric Hybrid Light-Duty Vehicles").

C. TFCA Program Manager Funds Allocated: \$554,400

D. TFCA Regional Funds Awarded (if applicable): \$56,583

E. Total TFCA Funds Allocated (sum of C and D): \$610,983

F. Total Project Cost: \$2,530,190
Indicate the TFCA dollars allocated (C, D and E) and total project cost (D). Data from Line E (Total TFCA Funds) should be used to calculate C-E.

G. Project Description:

Project sponsor will use TFCA funds to operate shuttles to connect BART stations to the employers in San Mateo County. This project supports the SamTrans Shuttle Bus Program, a peak commute period shuttle bus service from BART stations to major employment sites in San Mateo County. These employment sites are not served conveniently by existing transit service. The SamTrans Shuttle Bus Program includes eight (8) previously approved shuttle routes that are currently operating as part of the SamTrans Shuttle Bus Program. Most shuttles operate about eight trips a day. BART stations served include Balboa Park, Glen Park, South San Francisco, San Bruno, and Millbrae.

<u>Shuttle Name</u>	<u>Service Area</u>	<u>BART Station</u>
Bayhill	San Bruno	San Bruno
Crocker Park	Brisbane	Balboa Park
Gateway	South San Francisco	Millbrae
Gateway Express	South San Francisco	Glen Park
Oyster Point	South San Francisco	South San Francisco
Seton	Daly City	Daly City
Sierra Point	Brisbane	Balboa Park
Utah Grand	South San Francisco	South San Francisco

This service allows about 1964 (FY10-11) riders a day to take public transportation to about 150 companies. Since the average car driver lives 26.1 miles from the station this removes about 27,000 miles of trips a day from Bay Area freeways. All shuttle vehicles operated with TFCA funds meet the California Air Resources Board (CARB) particulate matter standards for public transit fleets.

H. Final Report Content: Final Report form and final Cost Effectiveness Worksheet

- *Form for Ridesharing, Shuttles, Transit Information, Rail/Bus Integration, Smart Growth, and Traffic Calming Projects. (Includes Transit Bus Signal Priority.)*

I. Attach a completed Cost-effectiveness Worksheet and any other information used to evaluate the proposed project.

See cost effectiveness worksheet.

J. Comments (if any):

See cost effectiveness worksheet.

C/CAG AGENDA REPORT

Date: February 27, 2012
To: Congestion Management and Environmental Quality Committee (CMEQ)
From: Sandy Wong, Deputy Director
Subject: Draft Final Pre-Tax Commuter Benefits Model Ordinance

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

RECOMMENDATION

That the CMEQ committee review and recommend approval of the draft final Pre-Tax Commuter Benefits Model Ordinance.

FISCAL IMPACT

None.

SOURCE OF FUNDS

N/A

BACKGROUND/DISCUSSION

At the September 26, 2011 CMEQ meeting, the CMEQ committee reviewed and commented on the draft Pre-Tax Commuter Benefits Model Ordinance and requested that it be vetted with the chambers of commerce for a second round. Since then, CMEQ member Bigelow, former Alliance Executive Director Christine Grubl, and Stuart Baker of Commuter Check, had outreached to the San Mateo County Chamber Executives group as well as various Chambers of Commerce to solicit additional input. Feedback they received indicated the business community supports the threshold of applying this ordinance to businesses over 100 employees.

Upon recommendation by the CMEQ Committee, this Model Ordinance will be forwarded to the C/CAG Board of Directors for consideration. The C/CAG Board will be asked to endorse the Model Ordinance and direct staff to transmit the document to each local jurisdiction in San Mateo County.

Last year, C/CAG CMEQ Committee member Jim Bigelow and Christine Grubl conducted extensive outreach to local business groups to inform them about pre-tax commuter benefits programs and to receive input. The results were encouraging. Based on the positive feedback from the business community, and recognizing the potential for carbon emissions reductions based on a proactive program that provides tax benefits for both employers and employees, the

Pre-Tax Commuter Benefits Model Ordinance applies to employers of 100 employees or more in San Mateo County. While there is no requirement for employers with 100 or fewer employees, these employers are encouraged to participate in the program. All the educational and outreach support services from the Peninsula Traffic Congestion Relief Alliance are available to employers of any size.

ATTACHMENT

Draft Final Pre-Tax Commuter Benefits Model Ordinance

1 [Commuter Benefits]

2
3 **Ordinance adding Section ____ of the _____ Code to require City of _____**
4 **employers to offer commuter benefits to encourage employees to use public transit or**
5 **van pools;**

6 Be it ordained by the People of the City of _____:

7 Section 1. Findings. The City Council hereby finds and declares:

8 (a) _____ is committed to protecting the public health, safety, welfare
9 and environment. Air pollution is one of the major public health threats in _____ and
10 contributes to asthma and other respiratory diseases. Encouraging commuters to use public
11 transit and vanpools to reach their place of employment will reduce air pollution from private
12 cars.

13 (b) Existing Federal Tax law, Internal Revenue Code section 132(f) allows
14 employers and employees to reduce the cost of public transit by enabling employers to deduct
15 employer-provided transit benefits as business expenses, or by allowing employees to elect to
16 purchase qualifying transit passes or vanpool rides with pre-tax dollars.

17 (c) The County of San Mateo currently partially subsidizes its 5,300 employees to
18 purchase qualifying transit passes and van pool transit through an Internal Revenue Code
19 section 132(f) qualified Transit Benefit Program.

20 (d) The Peninsula Traffic Congestion Relief Alliance will assist employers in
21 offering commuter benefits through education and information provided through phone
22 consultation or onsite outreach, and other technical assistance.

23 (e) Commuter benefits programs will help the City of _____ achieve its goal to
24 reduce greenhouse gas emissions within the city to 1990 levels by the year 2020 per State
25 Assembly Bill 32.

[Type text]

SEC. ____ COMMUTER BENEFITS PROGRAM

(a) Definitions.

Whenever used in this Section, the following terms shall have the meanings set forth below.

"Alternative Commute Mode" shall mean public transit (bus, train, ferry, etc), vanpool, carpool (Including "casual carpool"), bicycling, and walking.

"Covered Employee" shall mean any person who is on their respective employer's payroll. Employee shall further be defined as any person who is entitled to payment of a minimum wage from an employer under the California minimum wage law, as provided under Section 1197 of the California Labor Code and wage orders published by the California Industrial Welfare Commission.

"Covered Employer" shall mean any person, as defined in Section 18 of the California Labor Code, including corporate officers or executives, who directly or indirectly, or through an agent any other person, employs or exercises control over the wages, hours or working conditions of one hundred (100) or more employees who work at or out of a location within the City of _____, including those who perform work outside the geographic boundaries of the City of _____ or within the County of San Mateo. [While there is no requirement for employers with 100 or fewer employees, these employers are encouraged to participate in the program. All the educational and outreach support services from the Peninsula Traffic Congestion Relief Alliance are available to employers of any size.]

"Transit Pass" shall mean any pass, debit card, transit smart card (e.g., Clipper Card), voucher or similar item entitling a person to transportation on public transit, including but not limited to, travel by bus, light rail or train by Muni, BART, Caltrain, or SamTrans.

"Vanpool" shall mean any highway vehicle:

[Type text]

- (1) the seating capacity of which is at least 6 adults (not including the driver), and
- (2) at least 80% of the mileage use of which can reasonably be expected to be-

(A) for the purpose of transporting employees in connection with travel between their residences and their place of employment, and

(B) on trips during which the number of employees transported for such purposes is at least ½ of the seating capacity of such vehicle (not including the driver).

(b) Transportation Benefit Program

No later than 90 days after the effective date of this Ordinance, all Covered Employers shall provide at least one of the following transportation benefit programs:

(1) A Pre-Tax Election: A program, consistent with Section 132 of Title 26, United States Code, that offers employees the option to elect to exclude from taxable wages and compensation, employee commuting costs incurred through the use of public transportation or vanpools, up to maximum level allowed by federal tax law, 26 U.S.C. 132 (f)(2), which presently is two hundred and thirty dollars per month (\$230);

(2) Employer Paid Benefit: A program whereby the Covered Employer supplies a transit pass or reimbursement for equivalent vanpool charges at least equal in value to the purchase price of a monthly SamTrans bus pass, which presently is \$64, for the public transit system requested by the employee; or to reimburse vanpool charges; or

(3) Transportation furnished by the employer at no cost to the employee in a vanpool or bus, shuttle or similar multi-passenger vehicle operated by or for the employer.

(c). Administration and Compliance

(1) The Peninsula Traffic Congestion Relief Alliance shall alert employers that fall under the category of Covered Employer, that they will need to offer this program per their cities' ordinance code.

[Type text]

(2) The Peninsula Traffic Congestion Relief Alliance shall maintain an education and advice program to assist employers with meeting the requirements of the Commuter Benefits Program. The Alliance will also outline other commuter support options such as the Guaranteed Ride Home Program and the Shuttle Bus service.

APPROVED AS TO FORM:

_____, City Attorney

By: _____