

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, June 27, 2011 3:00 p.m. to 5:00 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 April 25, 2011 meeting. | Action (Pierce) | Pages 1 - 4 |
| 3. | Presentation on PG&E and BAAQMD Grant, Climate Action Plan Template Project, Scope of Work and Timeline | Information (Springer) | Pages 5 - 22 |
| 4. | Update on the San Mateo County Energy Watch, Local Government Partnership with PG&E | Information (Springer) | Pages 23 - 27 |
| 5. | Review and recommend approval of the funding recommendations for the provision of Congestion Relief Program shuttle services from July 1, 2011 through June 30, 2012 | Action (Madalena) | Pages 28 - 57 |
| 6. | Update on the <i>One Bay Area</i> and San Mateo County's Response to ABAG on Sustainable Communities Strategy (SCS) Initial Vision Scenario | Information (Napier/Wong) | Pages 58 - 59 |
| 7. | Executive Director Report | Information (Napier) | |
| 8. | Member comments and announcements. | Information (Pierce) | |
| 9. | Adjournment and establishment of next meeting date (August 29, 2011 – No scheduled meeting in July). | 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.

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*

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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 APRIL 25, 2011

The meeting was called to order by Chair Pierce in Conference Room A at City Hall of San Mateo at 3:01 pm.

Attendance sheet is attached.

1. Public comment on items not on the agenda.

None.

2. Minutes of February 28, 2011 meeting.

*Motion: To approve the Minutes of the March 28, 2011 meeting, Bigelow/Garbarino.
Motion carried unanimously.*

3. Update on the San Mateo County Smart Corridor Project (Information).

Richard Napier provided a status update on the Smart Corridor project. The local segment has completed design and received a funding allocation from the State. However, the state highway segment, just two months behind in having design finished, did not receive a funding allocation due to a lack of state bond sale. It's been decided to put the local segment on hold in order for the two pieces to be constructed in a similar time window.

Memorandum of Understandings (MOU) with individual cities regarding Smart Corridor equipment ownership and maintenance are being executed.

California Transportation Commission (CTC) has issued a call for project because there is substantial cost savings in the CMLA program. C/CAG is submitting an application for to pursue \$10.6 million to extend the Smart Corridor southwards from the current funded limit.

4. Update on the San Mateo County Safe Routes to School Program (Information).

Richard Napier provided a status update on the Safe Routes to School Program. C/CAG has Contracted with County Office of Education (COE) to deliver this program. There were lots of questions raised at the Board level. At this time, the COE manager, Peter Burchyns, will manage the project in the short term to further define the project. Member Koelling suggested to remove the marketing/outreach/orientation component from the "Start-up" phase due to the April to June timeframe of that phase and the school recess schedule. Richard will double check with John Hoang on the definition of outreach and make any corrections necessary. Chair Pierce suggested to link up with City Councils where there might be efforts such as childhood obesity that can create synergy. Chair Piece also suggested looking into tracking for specific goals such as how many kids walking.

5. Receive report on Pre-Tax commuter benefits outreach efforts and comment on potential process of implementing a Pre-Tax Commute Benefits Ordinance.

Joe Kott introduced this item. Member Bigelow reported that he and Christine Grubl, Executive Director of the Peninsula Traffic Congestion Relief Alliance, made presentations to a total of 14 business organizations and Chambers of Commerce. Presentations was framed in the concept of supporting the implementation of AB 32 to reduce GHG and reduce carbon footprint.

Approaching this issue from a county-wide uniform approach is also recommended. Following member Bigelow's introduction, Ms. Grubl provided a more detail report on what was done throughout the outreach. Surveys were conducted to find out about current practices. All presentations at the Chambers of Commerce were well received. Ms. Grubl also thanked member Bigelow for his effort and involvement with the business community.

Mr. Napier added that C/CAG cannot adopt ordinance and affect the cities. Each jurisdiction will need to adopt its own ordinance. C/CAG and the Alliance can support and assist jurisdictions.

CMEQ members asked for a copy of the presentation made to the chambers.

Motion: To direct staff to draft sample ordinance requiring employers with more than 100 employees to provide pre-tax commute benefit, and optional for those with less than 100 employees to do the same, for use by all jurisdictions. Bigelow/Quigg. Motion carried unanimously.

6. Review and recommend approval of the final list of projects to be submitted to MTC for inclusion in the Regional Transportation Plan/Sustainable Communities Strategies (RTP/SCS).

Jean Higaki presented the final list of projects. Member Richardson was unable to attend the meeting. However a copy of her email regarding this subject matter was handed out at the meeting.

Jean reported that April 29 is the MTC deadline to submit all on-line detail project applications. MTC will conduct detail project performance evaluations in the next few months. RTP investment policy will be the next topic of discussion at the regional level. MTC Commissioner Kevin Mullin who was present at this meeting stated that he can be of resource to assist in MTC related matters. Chair Pierce suggested to find better way to describe the "programmatic categories of projects".

Motion: To recommend approval of the final list of projects to be submitted to MTC for inclusion in the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS), Bigelow/Lloyd. Motion carried unanimously.

7. Executive Director Report.

Richard Napier, Executive Director, reported on the following:
C/CAG JPA renewal is in progress.

We are working on growing the revenue stream for climate programs. So far, received Air District grant and PG&E grant to develop Climate Action Plan Template.

8. Member comments and announcements.

- Chair Pierce mentioned that she and Carlos Romero of EPA attended the Dumbarton Rail Policy Committee meeting at which Mark Green stated that the Alameda county is doing a multi-jurisdictional half-day event gathering all disciplines, including water districts, school districts, sewer districts, etc. to obtain input on Sustainable Community Strategy (SCS). Chair Pierce suggested to Richard Napier, C/CAG Executive Director, to consider something similar before San Mateo County jurisdictions are faced with new RHNA allocations, taking into consideration of issues such as water shortage.

9. Adjournment and establishment of next meeting date.

The next regular meeting was scheduled for May 23, 2011.

Meeting was adjourned at 4:23 pm.

CMEQ 2011 Attendance Record				
Name	Jan 31	Feb 28	Mar 28	Apr 25
Arthur Lloyd	Yes		Yes	Yes
Barbara Pierce	Yes	Yes	Yes	Yes
Daniel Quigg				Yes
Gina Papan		Yes	Yes	
Irene O'Connell	Yes	Yes	Yes	Yes
Jim Bigelow	Yes		Yes	Yes
Lennie Roberts	Yes	Yes	Yes	Yes
Linda Koelling	Yes	Yes	Yes	Yes
Naomi Patridge	Yes	Yes	Yes	Yes
Onnolee Trapp	Yes	Yes	Yes	
Richard Garbarino	Yes	Yes	Yes	Yes
Sepi Richardson	Yes	Yes	Yes	
Steve Dworetzky	Yes	Yes	Yes	
Sue Lempert	Yes	NA	NA	NA
Zoe Kersteen- Tucker		Yes	Yes	Yes
Kevin Mullin	NA	NA	NA	Yes
Vacant				
Other attendees at April 25, 2011 meeting:				
R Napier, S Wong, Jhigaki, JKott - C/CAG				
Christine Grubl - Alliance				

C/CAG AGENDA REPORT

Date: June 27, 2011
To: Congestion Management and Environmental Quality Committee
From: Kim Springer
Subject: Presentation on PG&E and BAAQMD Grant, Climate Action Plan Template Project, Scope of Work and Timeline

(For further information, contact Kim Springer at 650-599-1412 or Richard Napier at 650-599-1420)

RECOMMENDATION

Receive a presentation on BAAQMD/PG&E grants to develop a Climate Action Plan (CAP) Template and Tool set for the cities in San Mateo County.

FISCAL IMPACT

Up to \$45,000.

SOURCE OF FUNDS

Funding for staff work for the completion of deliverables for the BAAQMD and PG&E grants are paid through agreements between C/CAG and the County of San Mateo in FY2010-11 and FY2011-12, from Congestion Relief Funds.

BACKGROUND/DISCUSSION

On September 16, 2010, the C/CAG Board adopted a Resolution No. 10-53, giving the Chair authority to sign Grant Agreement 2010-083 between C/CAG and the BAAQMD for \$50,000 to complete a CAP template project for the cities in San Mateo County and Cupertino. On March 10, 2011, the C/CAG Board adopted Resolution No. 11-11 for a PG&E Contract Work Authorization No. 2500458103 between C/CAG and PG&E for \$125,000 for this project.

The following is a simplified list of deliverables required by the grant agreements:

- CAP Template
 - CAP Template Outline
 - List of CAP Measures
 - Draft CAP Template
 - Final CAP Template
 - CAP Template User's Manual
- CAP Forecasting and Calculation Tool
 - List of Tool Attributes
 - Final CAP Tool
 - CAP Tool User's Manual
- List of Consultants and RFPs

- CAP template
 - RFP for Selection
 - Final CAP Template Consultant (Kema, Inc.)
- CAP Tool
 - RFP for Selection
 - Final CAP Tool Consultant
- CAP Technical Assistance
 - RFP for Selection
 - Final CAP Technical Assistance Consultant
- Workshops for Cities
 - Draft of Workshop Material
 - Attendance Lists
- Completed CAPS
 - Two CAPs by 12/31/11 for BAAQMD Grant
 - CAP for Countywide/C/CAG by 12/31/12
 - Five CAPs by 12/31/12 for PG&E Contract Work Authorization

C/CAG staff believe that the CMEQ Committee should be given greater details on the project and its progress, in order to help solicit involvement by cities in San Mateo County to complete the required total of eight (8) climate action plans.

The CAP Template Project Timeline, BAAQMD Grant Agreement No. 2010-083 and PG&E CAP Template Outline and Timeline are provided as attachments to this staff report.

Attachments

BAAQMD Grant Agreement No. 2010-083
 PG&E CAP Template Project Outline and Timeline

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

GRANT AGREEMENT

GRANT NO. 2010-083

RECEIVED

10 SEP 20 AM 9:10

BAY AREA AIR QUALITY
MANAGEMENT DISTRICT

1. **PARTIES** - The parties to this Agreement ("Agreement") are the Bay Area Air Quality Management District ("DISTRICT") whose address is 939 Ellis Street, San Francisco, CA 94109, and **City/County Association of Governments** ("GRANTEE") whose address is 555 County Center, 5th Floor, Redwood City, CA 94063.
2. **RECITALS**
 - A. DISTRICT is the local agency with primary responsibility for regulating stationary source air pollution in the Bay Area Air Quality Management District in the State of California. DISTRICT is authorized to enter into this Agreement under California Health and Safety Code Section 40701.
 - B. DISTRICT desires to award GRANTEE a grant for the activities described in Attachment A, Work Plan.
 - C. All parties to this Agreement have had the opportunity to have the Agreement reviewed by their attorney.
3. **TERM** - The term of this Agreement is from August 1, 2010 to January 30, 2012, unless further extended by amendment of this Agreement in writing, or terminated earlier.
4. **TERMINATION** - DISTRICT shall have the right to terminate this Agreement at its sole discretion at any time upon thirty (30) days written notice to GRANTEE. The notice of termination shall specify the effective date of termination, which shall be no less than thirty (30) calendar days from the date of delivery of the notice of termination, and shall be delivered in accordance with the provisions of section 10 below. Immediately upon receipt of the notice of termination, GRANTEE shall cease all activities under this Agreement, except such activities as are specified in the notice of termination. Within forty-five (45) days of receipt of written notice, GRANTEE is required to:
 - A. Submit a final written report describing all work performed by GRANTEE;
 - B. Submit an accounting of all grant funds expended up to and including the date of termination; and,
 - C. Reimburse DISTRICT for any unspent funds.
5. **NO AGENCY RELATIONSHIP CREATED / INDEPENDENT CAPACITY** - GRANTEE and the agents and employees of GRANTEE, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of DISTRICT, and nothing herein shall be construed to be inconsistent with that relationship or status. DISTRICT shall not have the right to direct or control the activities of GRANTEE in performing the services provided herein.
6. **CONTRACTORS / SUBCONTRACTORS / SUBGRANTEES**
 - A. GRANTEE will be entitled to make use of its own staff and such contractors, subcontractors, and subgrantees as are mutually acceptable to GRANTEE and DISTRICT. Any change in contractors, subcontractors, or subgrantees must be mutually acceptable to the parties. Immediately upon termination of any such contract, subcontract, or subgrant, GRANTEE shall notify DISTRICT.

- B. Nothing contained in this Agreement or otherwise, shall create any contractual relation between DISTRICT and any contractors, subcontractors, or subgrantees of GRANTEE, and no agreement with contractors, subcontractors, or subgrantees shall relieve GRANTEE of its responsibilities and obligations hereunder. GRANTEE agrees to be as fully responsible to DISTRICT for the acts and omissions of its contractors, subcontractors, and subgrantees and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by GRANTEE. GRANTEE's obligation to pay its contractors, subcontractors, and subgrantees is an independent obligation from DISTRICT's obligation to make payments to GRANTEE. As a result, DISTRICT shall have no obligation to pay or to enforce the payment of any moneys to any contractor, subcontractor, or subgrantee.
7. INDEMNIFICATION - GRANTEE agrees to indemnify, defend, and hold harmless DISTRICT, its officers, employees, agents, representatives, and successors-in-interest against any and all liability, demands, claims, costs, losses, damages, recoveries, settlements, and expenses (including reasonable attorney fees) that DISTRICT, its officers, employees, agents, representatives, and successors-in-interest may incur or be required to pay arising from the death or injury of any person or persons (including employees of GRANTEE), or from destruction of or damage to any property or properties, caused by or connected with the performance of this Agreement by GRANTEE, its employees, subcontractors, subgrantees, or agents.
8. PAYMENT
- A. DISTRICT agrees to award GRANTEE a grant of fifty thousand dollars (\$50,000) for the activities described in Attachment A, Scope of Work, and Attachment B, Cost Schedule. This fee shall be payable in five installments, as follows:
- i) \$5000 upon DISTRICT's receipt of October 31, 2010 Progress Report and documentation of completion of deliverables attributed to that progress report as listed in Attachment A, Scope of Work, and Attachment B, Cost Schedule;
 - ii) \$15,000 upon DISTRICT's receipt of February 29, 2011 Progress Report and documentation of completion of deliverables attributed to that progress report as listed in Attachment A, Scope of Work, and Attachment B, Cost Schedule;
 - iii) \$15,000 upon DISTRICT's receipt of June 30, 2011 Progress Report and documentation of completion of deliverables attributed to that progress report as listed in Attachment A, Scope of Work, and Attachment B, Cost Schedule;
 - iv) \$5,000 upon DISTRICT's receipt of September 30, 2011 Progress Report and documentation of completion of deliverables attributed to that progress report as listed in Attachment A, Scope of Work, and Attachment B, Cost Schedule;
 - v) \$10,000 upon DISTRICT's receipt of December 31, 2011 Progress Report and documentation of completion of deliverables attributed to that progress report as listed in Attachment A, Scope of Work, and Attachment B, Cost Schedule;
- B. GRANTEE shall carry out the work described on the Work Plan in accordance with the Payment Schedule, and shall obtain DISTRICT's written approval of any changes or modifications to the Work Plan or the Payment Schedule prior to performing the changed work or incurring the changed cost. If GRANTEE fails to obtain such prior written approval, DISTRICT, at its sole discretion, may refuse to provide funds to pay for such work or costs.
- C. Payment will be made only to GRANTEE.
9. AUTHORIZED REPRESENTATIVE - GRANTEE shall continuously maintain a representative vested with signature authority authorized to work with DISTRICT on all grant-related issues.

GRANTEE shall, at all times, keep DISTRICT informed as to the identity of the authorized representative.

10. NOTICES - All notices that are required under this Agreement shall be provided in the manner set forth herein, unless specified otherwise. Notice to a party shall be delivered to the attention of the person listed below, or to such other person or persons as may hereafter be designated by that party in writing. Notice shall be in writing sent by e-mail, facsimile, or regular first class mail. In the case of e-mail and facsimile communications, valid notice shall be deemed to have been delivered upon sending, provided the sender obtained an electronic confirmation of delivery. E-mail and facsimile communications shall be deemed to have been received on the date of such transmission, provided such date was a business day and delivered prior to 4:00 p.m. PST. Otherwise, receipt of e-mail and facsimile communications shall be deemed to have occurred on the following business day. In the case of regular mail notice, notice shall be deemed to have been delivered on the mailing date and received five (5) business days after the date of mailing.

DISTRICT: Bay Area Air Quality Management District
939 Ellis Street
San Francisco, CA 94109
Attn: Abby Young

GRANTEE: San Mateo City/County Assoc. of Governments
555 County Center, 5th Floor
Redwood City, CA 94063
Attn: Richard Napier

11. ADDITIONAL PROVISIONS - All attachment(s) to this Agreement are expressly incorporated herein by this reference and made a part hereof as though fully set forth.
12. ACKNOWLEDGEMENTS - GRANTEE shall acknowledge DISTRICT support each time the activities funded, in whole or in part, by this Agreement are publicized in any news media, brochures, or other type of promotional material. The acknowledgement of DISTRICT support must state "Funded by a Grant from the Bay Area Air Quality Management District." Initials or abbreviations for DISTRICT shall not be used.
13. ADVERTISING / PUBLIC EDUCATION - GRANTEE shall submit copies of all draft public education or advertising materials to DISTRICT for review and approval prior to GRANTEE's use of such materials.
14. FINANCIAL MANAGEMENT SYSTEM
- A. GRANTEE shall be responsible for maintaining an adequate financial management system and will immediately notify DISTRICT when GRANTEE cannot comply with the requirements in this section.
 - B. GRANTEE's financial management system shall provide for:
 - i) Financial reporting: accurate, current, and complete disclosure of the financial results of each grant in conformity with generally accepted principles of accounting, and reporting in a format that is in accordance with the financial reporting requirements of the grant.
 - ii) Accounting records: records that adequately identify the source and application of funds for DISTRICT-supported activities. These records must contain information pertaining to grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures and income.

- iii) Internal control: effective internal and accounting controls over all funds, property and other assets. GRANTEE shall adequately safeguard all such assets and assure that they are used solely for authorized purposes.
 - iv) Budget control: comparison of actual expenditures or outlays with budgeted amounts for each grant.
 - v) Allowable cost: procedures for determining reasonableness, allowability, and allocability of costs generally consistent with the provisions of federal and state requirements.
 - vi) Source documentation: accounting records that are supported by source documentation.
 - vii) Cash management: procedures to minimize the time elapsing between the advance of funds from DISTRICT and the disbursement by GRANTEE, whenever funds are advanced by DISTRICT.
- C. DISTRICT may review the adequacy of the financial management system of GRANTEE at any time subsequent to the award of the grant. If DISTRICT determines that GRANTEE's accounting system does not meet the standards described in paragraph B above, additional information to monitor the grant may be required by DISTRICT upon written notice to GRANTEE, until such time as the system meets with DISTRICT approval.
15. AUDIT / RECORDS ACCESS - GRANTEE agrees that DISTRICT shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. GRANTEE agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated, or until completion of any action and resolution of all issues which may arise as a result of any litigation, dispute, or audit, whichever is later. GRANTEE agrees to allow the designated representative(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, GRANTEE agrees to include a similar right of DISTRICT to audit records and interview staff in any contract, subcontract, or subgrant related to performance of this Agreement.
16. FORFEIT OF GRANT FUNDS / REPAYMENT OF FUNDS IMPROPERLY EXPENDED - If grant funds are not expended, or have not been expended, in accordance with this Agreement, or if real or personal property acquired with grant funds is not being used, or has not been used, for grant purposes in accordance with this Agreement, DISTRICT, at its sole discretion, may take appropriate action under this Agreement, at law or in equity, including requiring GRANTEE to forfeit the unexpended portion of the grant funds and/or to repay to DISTRICT any funds improperly expended.
17. COMPLIANCE - GRANTEE shall comply fully with all applicable federal, state, and local laws, ordinances, regulations, and permits. GRANTEE shall provide evidence, upon request, that all local, state, and/or federal permits, licenses, registrations, and approvals have been secured for the purposes for which grant funds are to be expended. GRANTEE shall maintain compliance with such requirements throughout the grant period. GRANTEE shall ensure that the requirements of the California Environmental Quality Act are met for any approvals or other requirements necessary to carry out the terms of this Agreement. Any deviation from the requirements of this section shall result in non-payment of grant funds.
18. ASSIGNMENT - No party shall assign, sell, license, or otherwise transfer any rights or obligations under this Agreement to a third party without the prior written consent of the other party, and any attempt to do so shall be void upon inception.
19. WAIVER - No waiver of a breach, of failure of any condition, or of any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in


writing and signed by the party waiving the breach, failure, right, or remedy. No waiver of any breach, failure, right, or remedy shall be deemed a waiver of any other breach, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies. Further, the failure of a party to enforce performance by the other party of any term, covenant, or condition of this Agreement, and the failure of a party to exercise any rights or remedies hereunder, shall not be deemed a waiver or relinquishment by that party to enforce future performance of any such terms, covenants, or conditions, or to exercise any future rights or remedies.

20. FORCE MAJEURE - Neither DISTRICT nor GRANTEE shall be liable for or deemed to be in default for any delay or failure in performance under this Agreement or interruption of services resulting, directly or indirectly, from acts of God, enemy or hostile governmental action, civil commotion, strikes, lockouts, labor disputes, fire or other casualty, judicial orders, governmental controls, regulations or restrictions, inability to obtain labor or materials or reasonable substitutes for labor or materials necessary for performance of the services, or other causes, except financial, that are beyond the reasonable control of DISTRICT or GRANTEE, for a period of time equal to the period of such force majeure event, provided that the party failing to perform notifies the other party within fifteen calendar days of discovery of the force majeure event, and provided further that that party takes all reasonable action to mitigate the damages resulting from the failure to perform. Notwithstanding the above, if the cause of the force majeure event is due to party's own action or inaction, then such cause shall not excuse that party from performance under this Agreement.
21. SEVERABILITY - If a court of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable or invalid in whole or in part for any reason, the validity and enforceability of the remaining provisions, or portions of them will not be affected.
22. HEADINGS - Headings on the sections and paragraphs of this Agreement are for convenience and reference only, and the words contained therein shall in no way be held to explain, modify, amplify, or aid in the interpretation, construction, or meaning of the provisions of this Agreement.
23. DUPLICATE EXECUTION - This Agreement is executed in duplicate. Each signed copy shall have the force and effect of an original.
24. GOVERNING LAW - Any dispute that arises under or relates to this Agreement shall be governed by California law, excluding any laws that direct the application to another jurisdiction's laws. Venue for resolution of any dispute that arises under or relates to this Agreement, including mediation, shall be San Francisco, California.
25. ENTIRE AGREEMENT AND MODIFICATION - This Agreement represents the final, complete, and exclusive statement of the agreement between the parties and supersedes all prior and contemporaneous understandings and agreements of the parties. No party has been induced to enter into this Agreement by, nor is any party relying upon, any representation or warranty outside those expressly set forth herein. This Agreement may only be amended by mutual agreement of the parties in writing and signed by both parties.
26. SURVIVAL OF TERMS - The provisions of sections 7 (Indemnification), 15 (Audit / Records Access), 16 (Forfeit of Grant Funds / Repayment of Funds Improperly Expended), 18 (Confidentiality) shall survive the expiration or termination of this Agreement.

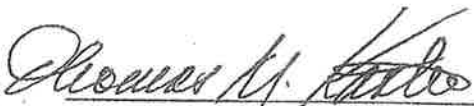
IN WITNESS WHEREOF, the parties to this Agreement have caused this Agreement to be duly executed on their behalf by their authorized representatives.

BAY AREA AIR QUALITY
DISTRICT

CITY/COUNTY MANAGEMENT
ASSOCIATION OF GOVERNMENTS

By: 

Jack P. Broadbent
Executive Officer/APCO

By: 

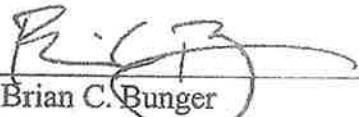
Thomas M. Kasten
Chair

Date: 9/27/10

Date: SEPT. 16, 2010

Approved as to form:
District Counsel

Approved as to form:
C/CAG Legal Counsel

By: 

Brian C. Bunker
District Counsel

By: 

ATTACHMENT A SCOPE OF WORK

GRANTEE will complete the following tasks. The results of the work will be a developed climate action plan (CAP) template including calculator tool for estimating greenhouse gas (GHG) emissions reductions from a wide variety of policies and measures.

Phase I - Scope and Develop CAP Template and Tools

Task 1.1: Establish working group and develop outline of the CAP template. Leverage working group to develop desired attributes of both the forecasting and calculation tools. Examine existing CAP calculation tools and settle on list of measures to be included in the CAP template and tool "package". Complete a competitive procurement process for consultants to support the writing of the CAP template and/or the development of the CAP tools.

Deliverables:

1. CAP template outline
2. List of desired attributes of the forecasting and calculation tools
3. List of measures to be included in the CAP template and tools
4. List of selected consultants and/or staff and roles

Task 1.2: Complete the CAP template and develop the calculations methodologies and coefficients for the measures to be included in the CAP template and tool "package". The CAP template will contain a list of GHG emission reduction measures (approximately 40 measures) that the city can choose from to include in their CAP. This deliverable will be reviewed by the BAAQMD for feedback, in order to establish that the resulting CAP template and tool "package" meet existing CEQA guidelines.

Deliverables:

1. Completed Draft CAP template
2. Completed Draft calculation methodologies and coefficients for selected measures

Task 1.3: Develop CAP Forecasting and Calculation Tools, leveraging existing tools available, collaborating with organizations to customize existing tools, or develop an entirely new set of tools. The CAP Forecasting and Calculation Tools will:

- allow input of the cities' 2005 GHG emission inventory levels as a baseline
- allow a "business as usual" % trend for future GHG emissions growth to be included
- allow the city to set an emissions reduction goal for 2050 and interim goals in alignment with their adopted climate protection commitment
- provide calculations for the measures contained in the CAP template
- provide approximate cost and GHG emission reduction potential, hopefully for all the CAP template measures
- allow calculations through the input of simple data by the city
- leverage real world cost and outcome data when ever possible
- leverage commonly accepted coefficients, GWPs, etc., such that the outcome of the CAP meets with commonly accepted protocols, etc.
- have a graphic output that will generate a chart or table that can be used in the CAP report

Deliverable:

1. CAP Forecasting and Calculation Tool tied to measures on CAP template

Phase II - Develop Workshops and Climate Action Plans

Task 2.1: Develop workshop materials and provide workshops for staff from the cities in San Mateo County.

Deliverable:

1. Workshop materials
2. Attendance lists

Task 2.2: Work with a minimum of two (2) cities in San Mateo County to complete Government Operation and Community-Scale CAPs using the developed CAP template and tools.

Deliverables:

1. A minimum of two completed CAPs covering government operation and community-scale GHG emissions. The CAPs will meet the standards of "qualified GHG Reduction Strategies" as defined in the Air District's 2010 CEQA Guidelines.
2. Sample staff report and resolution for presentation to city or town council

**ATTACHMENT B
COST SCHEDULE**

The following is a schedule for providing documentation of deliverables as required by the District. Documentation of completed deliverables must be received before payment will be released. Determination of whether a deliverable has been completed is at the sole discretion of the District. Invoices may be submitted prior to the due dates shown in the table below, provided all required deliverables have been completed and documentation of their completion is included with the invoice. **The District will not pay for work completed prior to contract execution.**

TASKS	DOCUMENTATION OF COMPLETED DELIVERABLES
<i>Due Date: October 31, 2010</i>	<i>Invoice not to exceed \$5,000</i>
Task 1.1: Establish Working Group and CAP Template Outline	<ol style="list-style-type: none"> 1. CAP template outline 2. List of desired attributes of the forecasting and calculation tools 3. List of measures to be included in the CAP template and tools 4. List of selected consultants and roles
<i>Due Date: February 28, 2011</i>	<i>Invoice not to exceed \$15,000</i>
Task 1.2: Complete the CAP template and develop calculations methodologies	<ol style="list-style-type: none"> 1. Completed Draft CAP template 2. Completed Draft calculation methodologies and coefficients for selected measures
<i>Due Date: June 30, 2011</i>	<i>Invoice not to exceed \$15,000</i>
Task 1.3: Develop CAP Forecasting and Calculation Tools	<ol style="list-style-type: none"> 1. CAP Forecasting and Calculation Tool tied to measures on CAP template
<i>Due Date: September 30, 2011</i>	<i>Invoice not to exceed \$5,000</i>
Task 2.1: Provide Workshops for Local Government Staff	<ol style="list-style-type: none"> 1. Workshop materials 2. Attendance lists
<i>Due Date: December 31, 2011</i>	<i>Invoice not to exceed \$10,000</i>
Task 2.2: Completion of 2 CAPs	<ol style="list-style-type: none"> 1. 2 completed CAPs 2. Sample staff report and resolution for presentation to city or town council

CONTRACT TOTAL COST NOT TO EXCEED: \$50,000

Climate Action Plan Template Project Outline

Task 1.1

PG&E Contract Work Authorization # 2500458103

4/30/2011

F:\users\ewms\03 Program Files\PG&E LGP and CCAG\CAP Template Project\Reporting CCAG and CMEQ\Attachment 2 CAP Template Task 1 Report V2.docx

Climate Action Plan (CAP) Template Project Outline - Scope of Work Details

The following project outline follows the scope of work as outlined in Contract Work Authorization (CWA) #2500458103.

TASK 1 – Develop Outline and Memo Describing Timeline and Deliverable Details:

Task 1.1 Write CAP Template Project Outline and Memo describing specifics of deliverables and a Time Line associated with the project under this Contract Work Authorization (CWA).

Deliverable Description: This CAP Template Project Outline is *the deliverable* for Task 1.1

Task 2 – Develop Greenhouse Gas Data Tracking, Forecasting and Planning Tool (Tool):

C/CAG will provide San Mateo County cities, the County, and Cupertino with a software tool that will track greenhouse gas emissions, forecast future emissions, and project future emissions under different climate action planning measures. C/CAG will conduct a formal Request for Proposal (RFP) process to identify the vendor/developer for this tool.

The tool will be a secure “software as a service” (SaaS), so the software will be web-based and location-independent. The tool will allow cities to track emissions data for their municipal operations (energy, fuel and water used; miles traveled; solid waste generated; and fugitive emissions from refrigerants, fire suppression, etc.), as well as data for their jurisdiction’s community (energy, fuel, and water used; miles traveled; solid waste generated; fugitive emissions from wastewater treatment and landfills). The software will be able to send emails to appropriate city staff to remind them to enter data on a regular basis, and will also be able to run data consistency checks and generate reports showing potential data input errors. This tool will allow cities to track emissions data on an ongoing basis and generate a greenhouse gas emissions inventory report easily, replacing the current time-consuming process of collecting data and generating a report every five years.

The tool will also forecast future emissions to assist cities in creating climate action plans to meet their emissions-reduction targets. The tool’s vendor will upload into the tool C/CAG’s menu of 30 to 50 potential emissions-reduction measures, which is currently being created by a consultant through a grant from the Bay Area Air Quality Management District. Each measure will include an estimate of the

amount of greenhouse gas emissions the measure would reduce if implemented by the city. The tool will be able to take the city's current emissions data and project multiple scenarios through wedge graphs: a business-as-usual scenario and scenarios based on selecting different measures from the C/CAG menu. These wedge charts will also show the amount of emissions that will be reduced by new state laws (Renewable Portfolio Standard, Pavley, etc.), based on the consultant's calculations.

Users will be able to easily export the tool's graphs and charts into Word and Excel for the city's reports.

The vendor will provide initial trainings for a local administrator and the cities, and provide ongoing customer service.

Several designated users at each city will be able to access the tool, and C/CAG and County staff will be able to access the cities' emission totals in order to track emissions countywide.

Funding from PG&E's Green Communities program will cover the cost of the energy-related portions of the tools; C/CAG will provide matching funds for the portions of the tool related to transportation, solid waste, etc.

Task 2.1 – Complete Specifications for the Tool, including the structure, sample GHG reduction measures and calculation methods, required graphic capabilities, etc.

C/CAG – County Staff will write a more formal list of specifications for use in the eventual RFP for the CAP tool than that presented above. This list will include the requirements and capabilities for the tool and also requirements for customization of the tool.

Task 2.2 - Write and Post Request for Proposal (RFP). Complete RFP document and post to C/CAG website and notify interested parties of posting.

C/CAG – County Staff will prepare the RFP for the procurement of the CAP tool, including all required specifications noted in Task 2.1. The RFP will be provided to at least four (4) vendors for consideration.

Task 2.3 - Select Vendor – Complete SaaS vendor selection process and award contract.

C/CAG – County Staff will collect responses to the RFP for the CAP tool and, by committee, will select a vendor to develop the CAP tool that will forecast and calculate GHG emissions, and allow the cities in San Mateo County to track sources of GHG emissions for their cities and communities.

Task 2.4 - Develop Tool – Complete the development of the Tool with the selected vendor and load GHG reduction measures, making the Tool ready for presentation at city workshops in Task 4.

C/CAG – County Staff will work closely with the vendor selected in Task 2.3 to complete the development of the CAP Tool, to ensure that it meets all the requirements outlined in the RFP (Task 2.2).

TASK 3 – Develop Users Manual for Workshops:

TASK 3.1 - Write Draft User’s Manual for the CAP template and tool package as a starting point for future editing, based on user feedback.

TASK 3.2 - Present CAP Template and Tool Package to two new users (city staff) and record any challenges they find using the package. Develop solutions for any issues discovered, and modify the draft Users Manual accordingly. Finalize Users Manual in preparation for workshops.

Task 4 - Develop Workshop Materials and Complete Two (2) CAP Launch Workshops:

Task 4.1 – Develop workshop materials including: Agenda, PowerPoint presentation, copies of CAP Template package, Users Manual described in Task 2 and attendance sheets including city affiliations. The workshop and the workshop materials are meant to give the city “user” the means to get started on the development of a CAP for their city.

Task 4.2 – Complete Two (2) CAP Launch Workshops. The workshops are meant to give the city “user” the means to get started on the development of a CAP for their city. There will be two workshops, held at a facility with computer terminals so that city staff will be able to access and “test run” the CAP Template and Tracking tools. Two (2) workshops will be held to offer choice of times and dates to the cities.

Task 5 - Provide Technical Assistance to Cities and County on Tracking Tool and CAP Template Use and Complete a Total of at least Six (6): Five (5) Climate Action Plans (Greenhouse Gas Reduction Strategies) for cities and One (1) Countywide Climate Action Plan (Greenhouse Gas Reduction Strategy):

As in all other tasks provided in this CWA, funds will be used to provide assistance to cities with (at least) equal matching funds from C/CAG. Because energy consumption, be it from building energy use, water transport or renewable fuels for transportation, comprises approximately 50% of GHG emissions (the remaining 50% coming from the transportation sector), all funds from this CWA will be directed to efforts compatible with energy related public good charges under the auspices of the CPUC.

Task 5.1 – Define technical assistance requirements and complete a procurement process for a consultant to provide technical assistance to the cities (and County) and C/CAG for completion of Task 4 above.

Task 5.2 - Complete Climate Action Plans (Greenhouse Gas Reduction Strategies):

C/CAG – County Staff will support connections between the cities and the technical assistance contractor to support the completion of 6 CAPs. One of the six CAPs will be for C/CAG as a countywide entity. The remaining 5 CAPs will be completed, using the CAP Template and Tool package.

Because C/CAG – County staff has no ultimate control over the adoption process of CAPs by individual cities, completed CAPs for these deliverables will not require the completion of the adoption of the CAP by the city. However, the completed CAP will be the CAP intended to be taken to the city Council by the city staff and may include the staff report and resolution for adoption.

TASK 6 - Invoicing and Reporting: Contractor shall report on Program activities as described below and invoice PG&E upon completion of Deliverables described in Tasks 1, 2 ,3, 4 and 5 above (and as outlined in the CWA for Tasks 1-6):

C/CAG - County Staff will report on and invoice PG&E as deliverables of Tasks 1,2,3, 4 and 5 are completed, or at completion of the total task, per the task budgets in Section 3 of the CWA and the Timeline provided with this report. Reports and invoices will include information on the specific Task for which the invoice applies and the report will include all deliverables included in the CWA for the task completed.

C/CAG – County Staff will submit quarterly reports within 30 calendar days of the end of each quarter, with due dates starting April 30, 2011 and ending September 30, 2012, unless the scope of the CWA to which this report applies is completed before the final date of the term of this CWA.

C/CAG – County Staff will submit a Final Program Report to the PG&E Program Manager no later than 60 days after the completion of the completed portion of the Scope of Work as outlined in the CWA. The final report will be delivered no later than 1/31/2013 and will include:

- Program Overview
- Summary of Program Accomplishments
- Program Activities
- Customer Satisfaction
- Description of Challenges and Lessons Learned

Coordination with Other Grant Funding:

The scope of work and deliverables for CWA 2500458103 coordinate with funding from two other sources: the BAAQMD (\$50K) and C/CAG(up to \$175K).

Grant Timeline:

The attached Timeline shows the proposed timing for the deliverables of this grant and the coordination of deliverable to the BAAQMD grant mentioned above.

Climate Action Plan Template Project - Timeline
 PG&E CWA# 2500458103

Task Number/Name *	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12
Contracting												
1.1 Outline			\$2K									
2.1 Tool Specs			\$2K									
2.2 Tool RFP				\$2K								
2.3 Award RFP					\$2K							
2.4 Develop Tool												
3.1 Draft Manual							\$30K					
3.2 Final Manual							\$5K					
4.1 Workshop Materials								\$5K				
4.2 Workshops								\$3K				
5.1 Tech Assist RFP									\$5K			
Complete CAPs										\$5K		
5.2.1 Countywide CAP												
5.2.2 City CAP 1												
5.2.3 City CAP 2												
5.2.4 City CAP 3												
5.2.5 City CAP 4												
5.2.6 City CAP 5												
Reporting												
6.1 Q-Report 1				\$5K								
6.2 Q-Report 2							\$5K					
6.3 Q-Report 3												
6.4 Q-Report 4										\$5K		
6.5 Q-Report 5												
6.6 Q-Report 6												
6.7 Q-Report 7												
6.8 Final Report												

* Reports are required at the end of every task completed, along with invoicing to PG&E for completed work.

21

BAAQMD Grant No. 2010-083

Task Number/Name *	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12
1.1 CAP Template Outline**												
List of Tool Attributes**												
CAP Measures List**												
List of Consultants			\$5K									
1.2 Draft CAP Template				\$15K								
Calculation Methods												
1.3 CAP Tool Consultant												
CAP Tool Measures							\$15K					
2.1 Workshop Materials												
Attendance Lists												
2.2.2.1 Completed CAP									\$5K			
Staff Report and Reso												
2.2.2.2 Completed CAP												
Staff Report and Reso												
												\$10K
												\$50K

** delivered August 31, 2010

Total BAAQMD Grant

C/CAG AGENDA REPORT

Date: June 27, 2011
To: Congestion Management and Environmental Quality Committee
From: Richard Napier, Executive Director
Kim Springer, County Staff to C/CAG
Subject: Update on the San Mateo County Energy Watch, Local Government Partnership with Pacific Gas and Electric Company

(For further information contact Kim Springer at 599-1412 or Richard Napier at 599-1420)

RECOMMENDATION

Receive an informational update on the San Mateo County Energy Watch (SMCEW), Local Government Partnership (LGP) with Pacific Gas and Electric Company (PG&E) for the 2010-2012 program cycle.

FISCAL IMPACT

All SMCEW program costs are paid for under the C/CAG – PG&E LGP agreement.

BACKGROUND/DISCUSSION

The SMCEW partnership with PG&E began on January 1, 2009 under a bridge period contract per the California Public Utilities Commission (CPUC). Since that time, the CPUC, through a number of decisions, held the 2009 calendar year as a stand-alone bridge funded period and established a new, three-year program cycle from January 1, 2010 through December 31, 2012.

SMCEW 2010-2012 Program Update

Program Sectors:

In the new program cycle, the SMCEW has continued to accomplish energy savings in a variety of cities in San Mateo County in both its municipal, non-profit and commercial program sectors. As intentionally planned, a low-to-moderate-income (MIDI) residential sector program under the SMCEW began in January 2011 and is currently underway.

Energy Savings Results:

In January through December 2010 the municipal, non-profit and commercial portions of the SMCEW program accomplished approximately 2.5 million kilowatt hours, 400 peak kilowatts of energy savings, and approximately 5000 Therms of energy saving. In addition, the program established “pipeline” of approximately 3.5 million kilowatt hours, 850 peak kilowatts of energy savings and approximately 25,000 Therms of energy saving projects going into the 2011 program cycle year.

So far in 2011, the program has generated an additional 1.1 Million kwh and 224 peak kilowatts

in savings through the month of May.

Customers Served:

Since the beginning of 2009, Energy Watch's municipal program has completed energy audits and/or completed energy-efficiency projects in nearly all the cities and other public agencies in San Mateo County, including Belmont, Brisbane, Burlingame, Colma, Daly City, Foster City, Half Moon Bay, Hillsborough, Menlo Park, Millbrae, Pacifica, Redwood City, San Bruno, San Carlos, San Mateo, SamTrans, South Bayside Waste Management Authority, South San Francisco, Woodside and the County of San Mateo.

Numerous energy-efficiency retrofit projects at public agencies have been completed recently including vending machine retrofits in multiple cities and lighting retrofits in two community centers and a fire station in South San Francisco. Outreach to nonprofits has yielded lighting retrofits at multiple faith-based and general-purpose organizations.

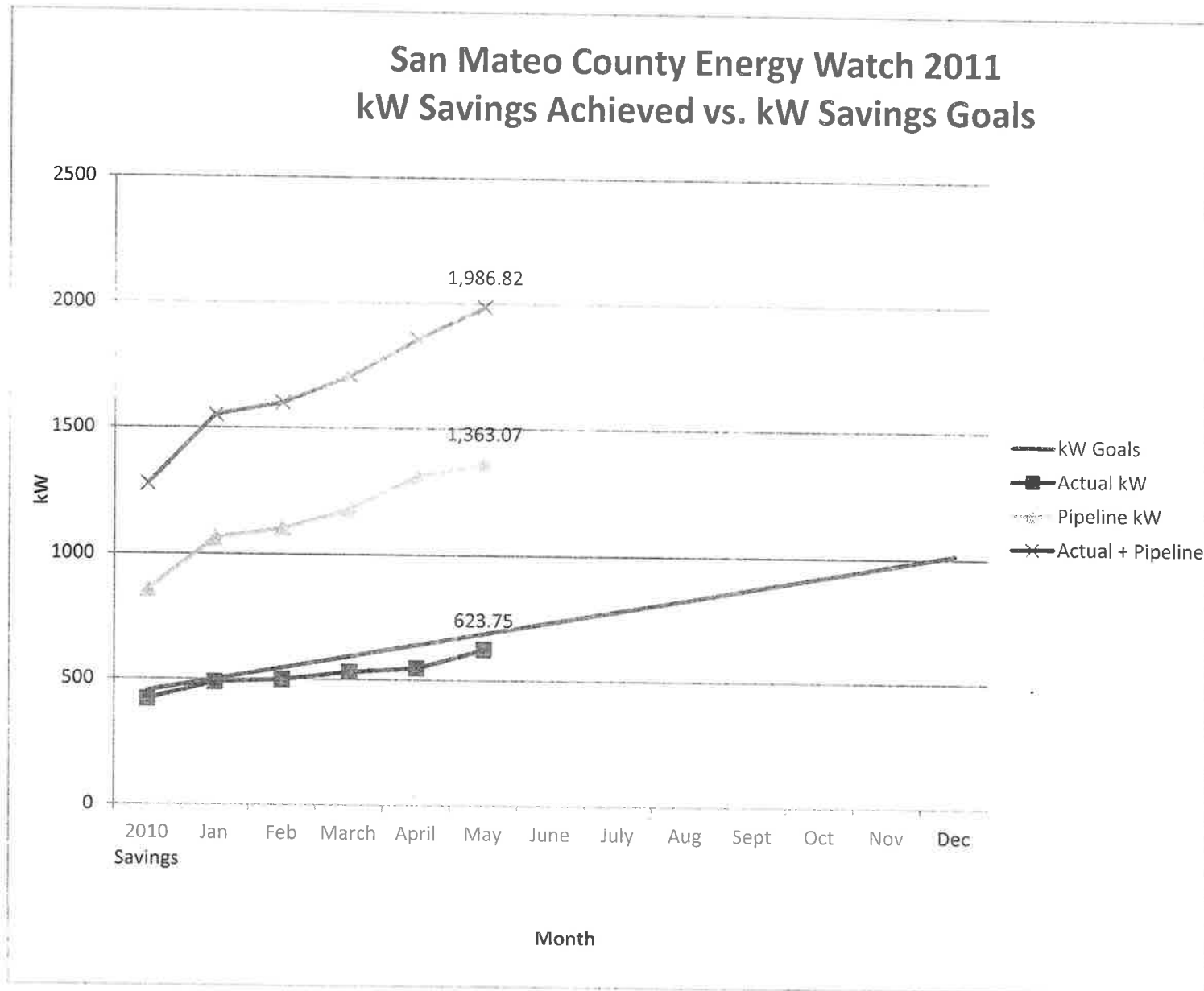
We're in process of working with the County on many projects, including a boiler replacement and upgrade of HVAC and lighting control.

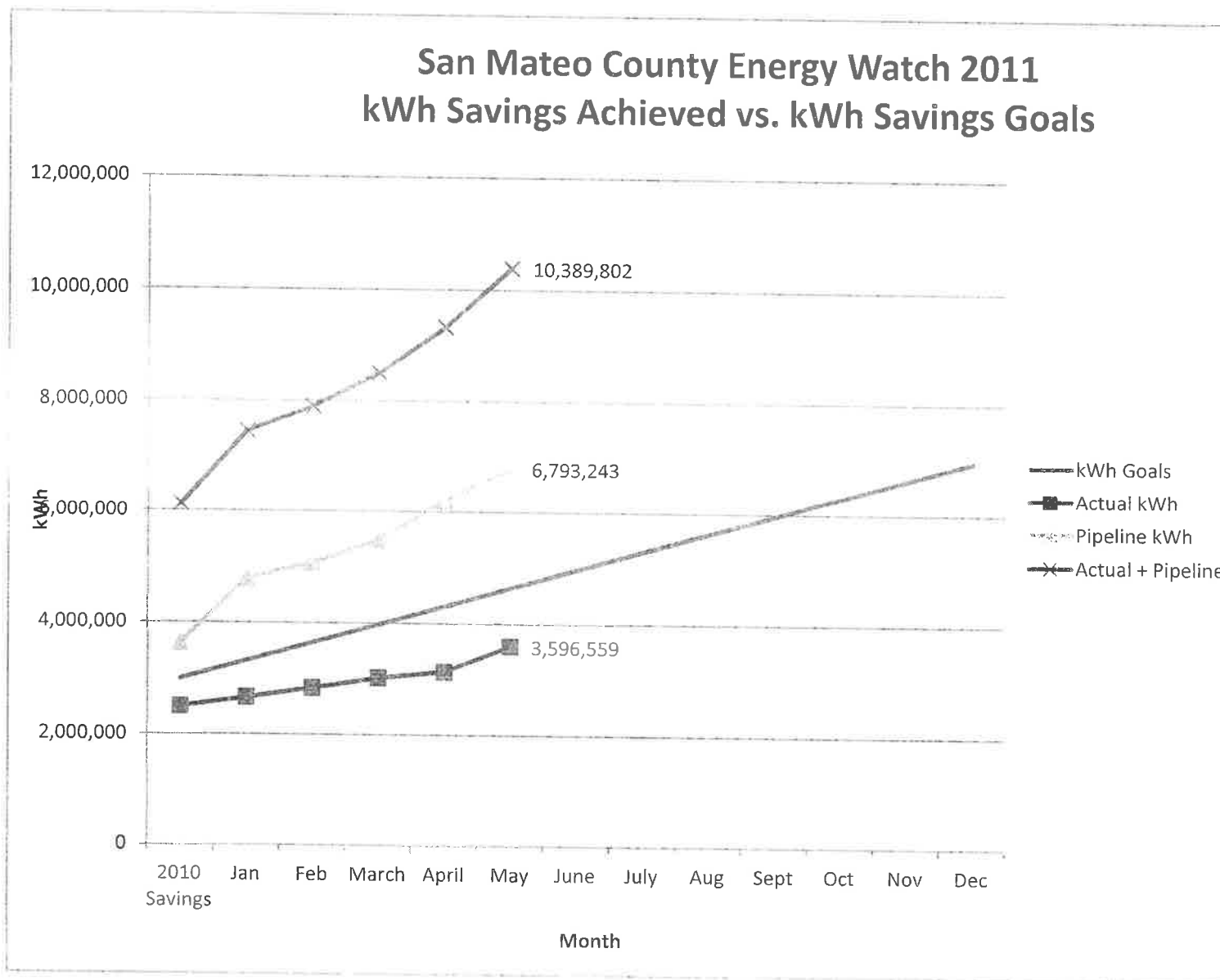
A set of charts showing the San Mateo County Energy Watch savings verses goals for the 2010 through 2012 program cycle is attached for your review with this staff report.

The program is struggling with attaining the Therms savings goals for the program. In part, this is due to cities reluctance to replace expensive boilers and HVAC units in our current economy. Staff is creating new strategies to help meet these goals before the end of the 2010-2012 program cycle.

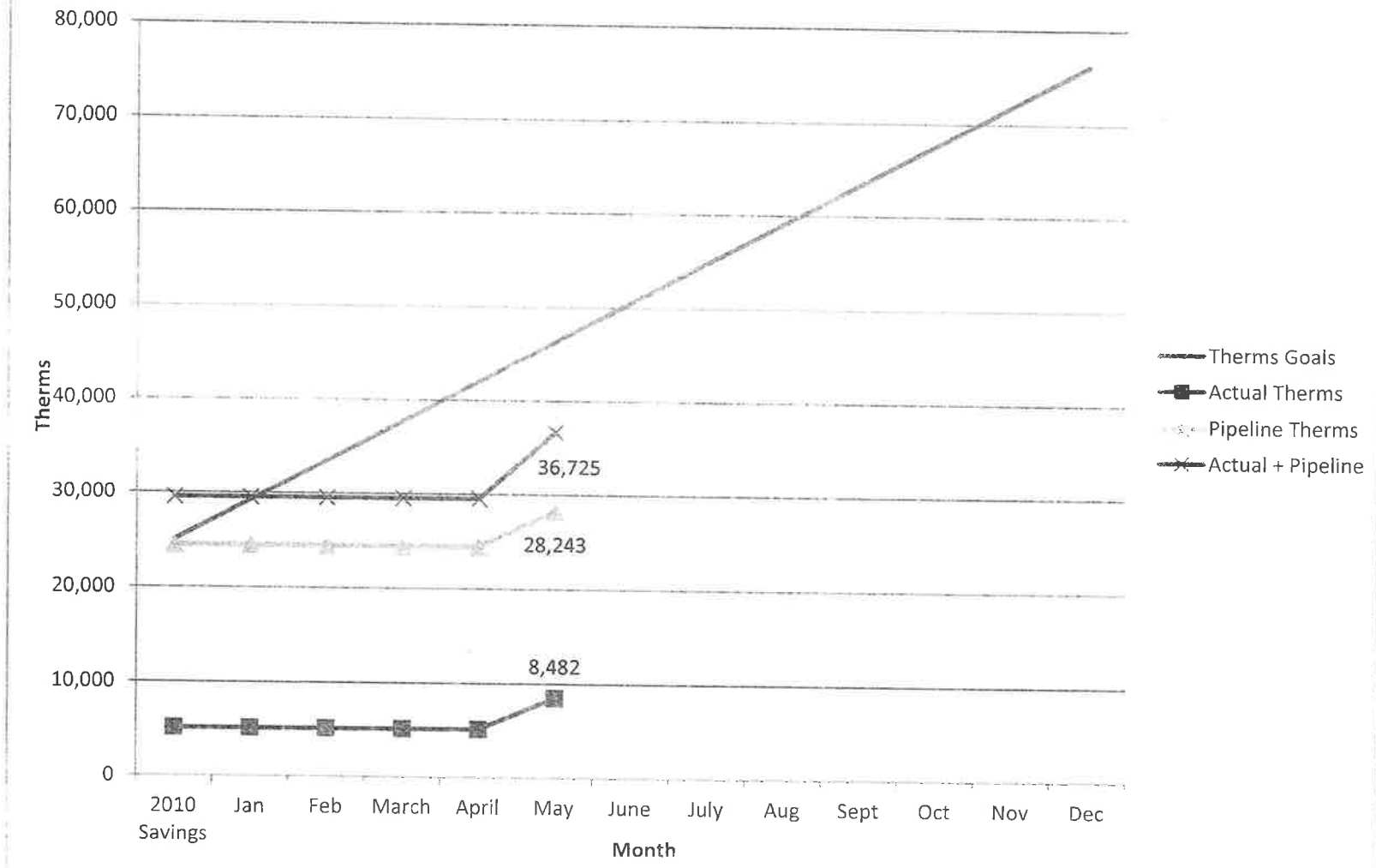
ATTACHMENT

San Mateo County Energy Watch 2010-2012: Energy-Savings Goals vs. Energy-Savings Achieved





San Mateo County Energy Watch 2011 Therms Savings Achieved vs. Therms Savings Goals



C/CAG AGENDA REPORT

Date: June 27, 2011

To: Congestion Management and Environmental Quality Committee (CMEQ)

From: Tom Madalena

Subject: Review and recommend approval of the funding recommendations for the provision of Congestion Relief Program shuttle services from July 1, 2011 through June 30, 2012

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

RECOMMENDATION

That the CMEQ review and recommend approval of the funding recommendations for the provision of Congestion Relief Program shuttle services from July 1, 2011 through June 30, 2012.

FISCAL IMPACT

The total additional funding obligated through the extensions will not exceed \$660,982 in order to continue services through June 30, 2012.

SOURCE OF FUNDS

Funding to support the shuttle programs will be derived from the Congestion Relief Plan adopted by C/CAG and included in the Fiscal Year (FY) 11/12 budget. The San Mateo County Transportation Authority (TA) is providing matching funds of up to \$300,000.

BACKGROUND/DISCUSSION

The C/CAG Shuttle Program was developed out of the Congestion Relief Plan. 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.

C/CAG issued a Call for Projects for the Shuttle Program on May 6th and applications were due on May 30th. There are eight jurisdictions with shuttles applications and all are for the continuation of existing shuttle services. There were two shuttle routes from last year that did not reapply. Millbrae decided not to continue and Daly City decided not to implement shuttle service.

A Shuttle Review Committee comprised of staff from SamTrans, San Mateo County Transportation Authority and C/CAG was convened and has recommended the shuttles be funded at the amounts listed in the table below. The Shuttle Review Committee also recommended working on developing new policy for the program that would encourage marketing to help improve the performance of the shuttles. Staff is anticipating partnering with the San Mateo County Transportation Authority (TA) on the development of a joint call for projects or partnership between the C/CAG and TA shuttle programs. The TA is on a two year funding cycle and the next funding cycle for their program begins in fiscal year 2012/2013. Staff intends on working with the TA over the course of fiscal year 2011/2012 to work on the implementation of a joint call for projects for the 2012/2013 and 2013/2014 fiscal years.

Funding Recommendation for FY 2011/2012

City	Requested Funding for FY 11/12	FY 10/11 Grant Amount	Funding Recommendation for FY 11/12
Brisbane / Daly City	\$99,050	\$94,012	\$99,050
Brisbane Crocker Park	\$15,000	NA	\$15,000
Burlingame	\$58,215	\$52,313	\$58,215
East Palo Alto	\$127,965	\$151,325	\$127,965
Foster City	\$65,080	\$53,434	\$65,080
Menlo Park	\$107,937	\$105,267	\$107,937
Redwood City	\$67,735	\$63,000	\$67,735
South San Francisco	\$120,000	\$120,000	\$120,000
Total	\$660,982	\$639,351	\$660,982

C/CAG's budget for Local Service Programs for FY 11/12 is \$500,000 plus \$300,000 in matching funds from the San Mateo County Transportation Authority.

Please see the table below to view the operating cost per passenger for each of the shuttles. 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, based on standards developed in 2005. Adjusting the benchmark standards by utilizing the Consumer Price Index (CPI) for inflation brings them to \$6.91 and \$17.27 in 2011 dollars.

C/CAG Shuttle Monitoring

* (April 2010 through March 2011)

** (April 2009 through March 2010)

Shuttle	Operating Cost/Passenger 2010/2011 *	Operating Cost/Passenger 2009/2010 **
Brisbane/Daly City Senior (door-to-door)	\$11.28	\$11.38
Brisbane/Daly City Commuter	\$7.36	\$8.66
Brisbane Crocker Park	\$3.21	\$3.46
Burlingame	\$8.93	\$7.53
East Palo Alto Weekend	\$4.85	\$5.19
East Palo Alto Shopper	\$12.26	\$13.04
East Palo Alto Weekday	\$3.02	\$2.43 (Q1-Q3)
Foster City Connection Blue	\$4.29	\$4.32
Foster City Connection Red	\$2.92	\$4.04
Menlo Park Marsh	\$4.85	\$3.68
Menlo Park Willow	\$3.96	\$4.31
Menlo Park Midday	\$5.80	\$4.49
Redwood City Community (door-to-door)	\$13.17	\$17.63
South San Francisco OP BART	\$7.70	\$6.35
South San Francisco UG BART	\$9.73	\$8.43

ATTACHMENTS

- Excerpts from 8 Shuttle Program applications

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Millbrae • Pacifica • Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo • San Mateo County • South San Francisco • Woodside*

Local Transportation Services Shuttle Program Fiscal Year 2011/2012

Jurisdiction or shuttle route location: *Brisbane – Daly City*

Amount of funding requested: *\$99,050 funding for estimated \$198,100 annual service expense.*

Amount and source of matching funds:

	C/CAG	SMCTA	Total Cost	% of Total
Bayshore/Brisbane Commuter Caltrain	\$50,246	\$50,246	\$100,491	50.73%
Senior Shuttle	\$48,804	\$48,804	\$97,608	49.27%
Total	\$99,050	\$99,050	\$198,100	100.00%
% of Total	50.00%	50.00%	100.00%	

Contact person: Maria Sagnisag-Sid – Brisbane
(415) 508-2115
msagnisag@ci.brisbane.ca.us

Joseph Curran – Daly City
(650) 991-8126
jcurran@dalycity.org

Paul Lee – SamTrans – For Technical issues – Senior
(650) 508-6433
leep@samtrans.com

Michael Stevenson – Alliance – For Technical issues – Commuter
(650) 588-8170
mike@commute.org

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Millbrae ◦ Pacifica ◦ Portola Valley ◦ Redwood City ◦ San Bruno ◦ San Carlos ◦ San Mateo ◦ San Mateo County ◦ South San Francisco ◦ Woodside*

APPLICATIONS TO RE-FUND EXISTING PROJECTS

- Bayshore/Brisbane Senior Shuttle

A. Service Performance (maximum of 50 points)

Provide the following data for the past 12 months of service based on the definitions provided. A Microsoft Excel Quarterly Report Form template is attached for providing the information for the calculations for questions 1 through 3.

1. Operating cost per passenger for prior 12 months (up to 15 points).
 - a. This measure is calculated by dividing all operating costs by total passengers. This includes 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.

The Bayshore/Brisbane Commuter Caltrain Shuttle operated at an average cost per passenger of \$7.36.

The Bayshore/Brisbane Senior Shuttle operated at an average cost per passenger of \$11.28.

2. Operating cost per revenue hour for prior 12 months (up to 15 points).
 - a. This measure is calculated by dividing all operating costs (as defined above) by the total number of vehicle service hours (defined as time when the vehicle is actually in passenger service). Operating cost per revenue hour measures service efficiency. The data should be provided separately for each route.

The Bayshore/Brisbane Commuter Caltrain Shuttle operated at a cost per revenue hour of \$66.77.

The Bayshore/Brisbane Senior Shuttle operated at a cost per revenue hour of \$66.77.

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Millbrae ◦ Pacifica ◦ Portola Valley ◦ Redwood City ◦ San Bruno ◦ San Carlos ◦ San Mateo ◦ San Mateo County ◦ South San Francisco ◦ Woodside

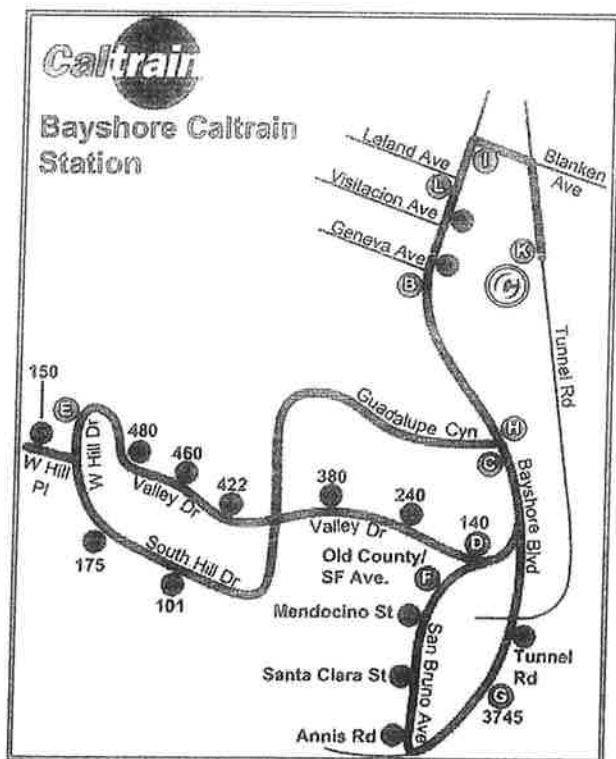
3. Passengers per revenue hour for prior 12 months (up to 20 points).
 - a. Passengers per revenue hour is calculated by dividing the total number of passengers by the total number of vehicle service hours. Passengers per revenue hour should be calculated for each route.

The Bayshore/Brisbane Commuter Caltrain Shuttle transported an average 9.1 passengers per service hour.

The Bayshore/Brisbane Senior Shuttle transported an average 5.9 passengers per service hour.

B. Service Plan (up to 50 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)



The Bayshore/Brisbane Commuter Caltrain shuttle serves eastern Daly City as well as Brisbane en route to the Bayshore Caltrain Station. There are no immediate plans to change the route or service area. The service is enhanced with the interlining of the Brisbane/Crocker Park BART shuttle transporting residents and employees to the Bayshore Caltrain Station in the afternoon hours between 2:45 and 7:15 PM, providing eleven additional connection opportunities. As a result of these interlined services, the span of service hours to this Caltrain station is increased providing a more effective combined operation for the user.

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Local Transportation Services Shuttle Program Fiscal Year 2011/2012

Jurisdiction or shuttle route location:

Peninsula Traffic Congestion Relief Alliance – Brisbane Crocker Park BART/Caltrain Shuttle.

Amount of funding requested:

\$15,000 funding for estimated \$269,535 annual service expense.

Amount and source of matching funds:

	Employers	SamTrans	SMCTA	C/CAG	Total Cost	% of Total
Brisbane Crocker Park	\$89,331	\$90,000	\$75,204	\$15,000	\$269,535	100.00%
Total	\$89,331	\$90,000	\$75,204	\$15,000	\$269,535	100.00%
% of Total	33.14%	33.39%	27.90%	5.57%	100.00%	

Contact person: *Michael Stevenson – Shuttle Program Manager
– Peninsula Traffic Congestion Relief Alliance*

Phone: (650) 588-8170

Email: mike@commute.org

This is a new grant for an existing service. At this time, the only purpose of this grant request is to assist with a potentially substantial funding shortfall due to possible fuel surcharges. The contracted fuel surcharge trigger is an average \$2.90/gallon. The vendor's expense is now \$3.80/gallon and they can no longer delay surcharge implementation. We have assumed a 6% fuel surcharge which equates to approximately an average \$4.25/gallon fuel expense or a little over \$15,000 in surcharges.

As a condition of previous C/CAG support of the Alliance accepting financial responsibility for this service in FY 04-05, the Alliance was asked to implement a shuttle pass program to encourage employer participation, while still providing an access mechanism for non-employer participating users. The shuttle pass program has been in place since that time.

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Millbrae ◦ Pacifica ◦ Portola Valley ◦ Redwood City ◦ San Bruno ◦ San Carlos ◦ San Mateo ◦ San Mateo County ◦ South San Francisco ◦ Woodside*

Should other funding sources increase or fuel surcharges come in at less than anticipated levels, those adjustments will be reflected in reduced C/CAG reimbursement requests.

APPLICATIONS TO FUND EXISTING PROJECTS

A. Service Performance (maximum of 50 points)

Provide the following data for the past 12 months of service based on the definitions provided. A Microsoft Excel Quarterly Report Form template is attached for providing the information for the calculations for questions 1 through 3.

1. Operating cost per passenger for prior 12 months (up to 15 points).
 - a. This measure is calculated by dividing all operating costs by total passengers. This includes 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.

The Alliance – Brisbane Crocker Park BART/Caltrain Employer Shuttle operated at an average cost per passenger of \$3.21 in the period April 2010 – March 2011.

2. Operating cost per revenue hour for prior 12 months (up to 15 points).
 - a. This measure is calculated by dividing all operating costs (as defined above) by the total number of vehicle service hours (defined as time when the vehicle is actually in passenger service). Operating cost per revenue hour measures service efficiency. The data should be provided separately for each route.

The Alliance – Brisbane Crocker Park BART/Caltrain Employer Shuttle operated at a cost per revenue hour of \$51.27 in the period April 2010 – March 2011.

3. Passengers per revenue hour for prior 12 months (up to 20 points).
 - a. Passengers per revenue hour is calculated by dividing the total number of passengers by the total number of vehicle service hours. Passengers per revenue hour should be calculated for each route.

The Alliance – Brisbane Crocker Park BART/Caltrain Employer Shuttle transported an average 16.0 passengers per service hour in the period April 2010 – March 2011.

Service Plan (up to 50 points)

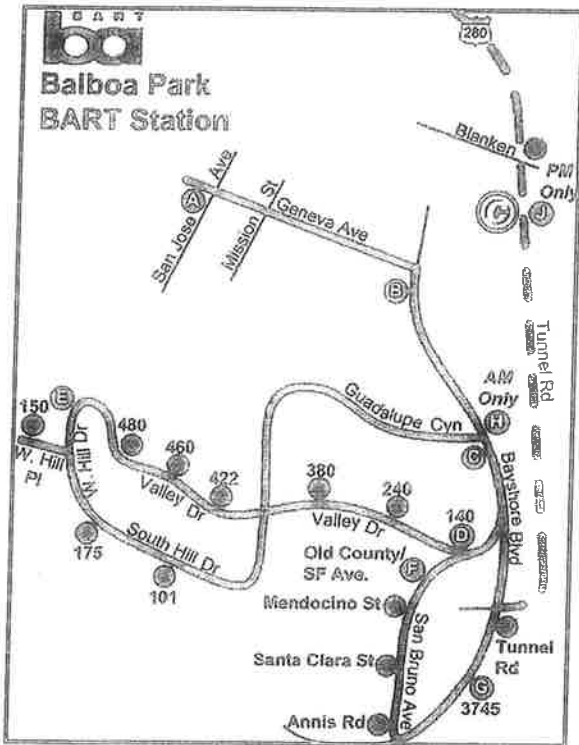
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1. Describe how the service was delivered for the prior 12 months and any proposed changes for the new funding period, including:

a. Service area (show routes, if applicable, and destinations served)



Brisbane Crocker Park BART/Caltrain

The Crocker Park route connects the Balboa Park BART station and the Bayshore Caltrain station (PM only) with the contributing Crocker Industrial Park area employers in Brisbane utilizing three 30-passenger vehicles. The service then transports residents to transit in the counter-commute direction. The service is timed to serve shifts at participating companies.

By servicing the Bayshore Caltrain station in the afternoon en route to the BART station expands the service window of the Bayshore Commuter Caltrain shuttle.

b. Does the shuttle serve a Caltrain station?

The Alliance – Brisbane Crocker Park BART/Caltrain Shuttle route serves the Bayshore Caltrain Station in the afternoon to enhance the limited Bayshore Commuter Caltrain schedule.

c. Schedule (days, times, frequency)

The Alliance – Brisbane Crocker Park BART/Caltrain service currently operates Monday through Friday, from 5:45a – 9:35a and 2:45p – 7:30p with 22 - daily trips on 10-30 minute average headways.

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Local Transportation Services Shuttle Program FY 2011/2012

Jurisdiction or shuttle route location: *City of Burlingame – North Burlingame Shuttle*

Amount of funding requested: *\$58,215 funding for estimated \$116,430 annual service expense. This request includes annual service rate increase and potential fuel surcharges.*

Amount and source of matching funds:

	Employers/City	C/CAG	Total Cost
North Burlingame	\$58,215	\$58,215	\$116,430
% of Total	50.0%	50.0%	100.0%

Employer contributions: 50%

- Sisters of Mercy of the Americas: 25.0%*
- Mills-Peninsula Health Services: 25.0%*

Contact person: Jane Gomery – Engineering Department

Phone: (650) 558-7240

Email: JGomery@burlingame.org

Reporting Responsibility

Contact person: Michael Stevenson – Shuttle Program Manager

– Peninsula Traffic Congestion Relief Alliance

Phone: (650) 588-8170

Email: mike@commute.org

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APPLICATIONS TO RE-FUND EXISTING PROJECTS

A. Service Performance (maximum of 50 points)

Provide the following data for the past 12 months of service based on the definitions provided. A Microsoft Excel Quarterly Report Form template is attached for providing the information for the calculations for questions 1 through 3.

1. Operating cost per passenger for prior 12 months (up to 15 points).
 - a. This measure is calculated by dividing all operating costs by total passengers. This includes 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.

The North Burlingame Shuttle's cost per passenger expense was \$8.93.

2. Operating cost per revenue hour for prior 12 months (up to 15 points).
 - a. This measure is calculated by dividing all operating costs (as defined above) by the total number of vehicle service hours (defined as time when the vehicle is actually in passenger service). Operating cost per revenue hour measures service efficiency. The data should be provided separately for each route.

The North Burlingame Shuttle's operating cost per revenue hour was \$57.02.

3. Passengers per revenue hour for prior 12 months (up to 20 points).
 - a. Passengers per revenue hour is calculated by dividing the total number of passengers by the total number of vehicle service hours. Passengers per revenue hour should be calculated for each route.

The North Burlingame Shuttle's passengers per revenue hour were 6.4.

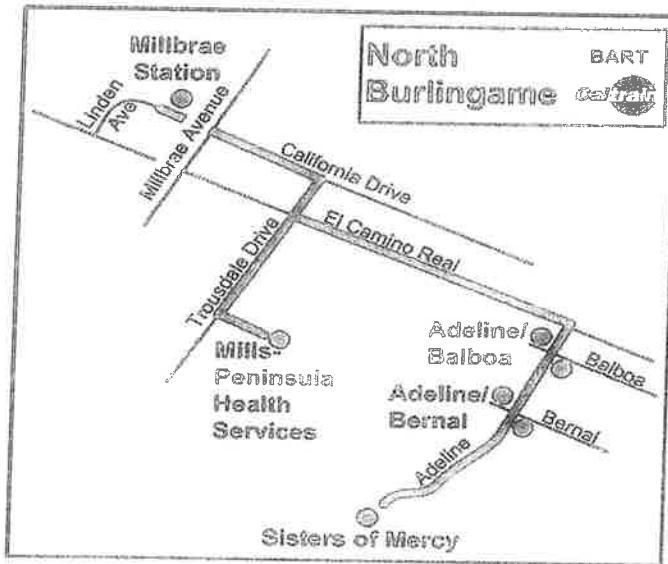
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B. Service Plan (up to 50 points)

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)



The North Burlingame Shuttle operates between the Millbrae Intermodal BART & Caltrain Station, Mills-Peninsula Medical Center, Sisters of Mercy of the Americas and also serves the residential area of the Easton-Burlingame neighborhood during commute hours, Monday through Friday. Commuters, residents and students utilize this service.

- b. Does the shuttle serve a Caltrain station?

The North Burlingame Shuttle serves the Millbrae Intermodal BART & Caltrain Station.

- c. Schedule (days, times, frequency)

Service was revised on May 1, 2011 by moving the pick up location at the Millbrae Intermodal Station from the east side to the west side. Also, the pick up location at the hospital was moved to the new building. The 24-passenger, ADA accessible shuttle, currently operates seven-daily service hours from 6:13a – 9:48a and 3:10p – 6:25p with 16-daily trips on approximately 30 minute headways.

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CCAG Local Transportation Program FY 2011/2012

Jurisdiction or shuttle route location: City of East Palo Alto
Amount of funding requested by source: CCAG funding \$127,965

Mobility Program	Funding Source			Total
	CCAG	TA Shuttle	Measure A	
Weekend Community Shuttle	\$26,133		\$26,133	\$52,266
Shopper Shuttle	\$10,471	\$62,828	\$10,471	\$83,770
Weekday/Late Community Shuttle	\$91,361		\$91,361	\$182,722
Total	\$127,965	\$62,828	\$127,965	\$318,758

Contact person: Salani Wendt
Phone: (650) 853-3119
Email: swendt@cityofepa.org

EPA Mobility Program summary:

1. **Weekend Community Shuttle.** The weekend Community Shuttle is a free community service designed to link East Palo Alto neighborhoods with the Palo Alto Transit Center. The funding request is being increased to \$52,266.
2. **Shopper Shuttle.** Provides East Palo residents with shopping opportunities to destinations in Mountain View, Palo Alto/ Stanford, and Redwood City.
3. **Weekday/Late Community Shuttle:** East Palo Alto is requesting funding to continue providing vital peak hour community shuttle service that links East Palo Alto neighborhoods with the Palo Alto Transit Center. The hydrogen shuttle ended service in December 2009. C/CAG provided sufficient funding to continue service using a traditional fueled vehicle until June 30, 2010. This is an increased funding request to fund the 2nd shuttle in addition to the morning shuttle and allow for continued Weekday Community Shuttle service. The Weekday Community Shuttle continues its service to midnight providing service to East Palo Alto residents getting off work late at night from the Caltrain Station to East Palo Alto.

Attached are shuttle route maps for each shuttle route that is being considered for funding.

East Palo Alto Existing Services: Supplemental Information

See Attachment A.

B. Service Plan:

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)

See route attachments.

- b. Does the shuttle serve a Caltrain station?

The weekend and weekday community shuttles both serve the Palo Alto Caltrain station.

- c. Schedule (days, times, frequency)

The attached community shuttle brochure includes the complete Community shuttle schedule and the Shopper Shuttle schedule.

- d. Marketing (advertising, signage, schedules, etc.)

There is no change proposed regarding shuttle program marketing. Attached are copies of the East Palo Alto Local Transportation Guide and Shopper Shuttle Schedule.

- e. Service Provider

The current service provider is Parking Company of America (PCA) LLC. The existing agreement is scheduled to expire on September 30, 2011. PCA expressed their willingness to continue working with the City and committed not to increase the cost of services for FY 2011-12. On December 14, 2011 the City Council adopted Resolution 4074 authorizing the City Manager to exercise the option of extending the current contract by an amendment to the agreement extending it to September 30, 2012.

- f. Administration and Oversight

The City of East Palo Alto currently directly administers the East Palo Alto Mobility Program.

- g. Methods to monitor performance and service quality (performance data, complaints/complements, surveys)

An annual passenger survey is prepared for the City of East Palo Alto. A GPS tracking system is provided by PCA.

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Local Transportation Services Shuttle Program FY 2011/2012

Jurisdiction or shuttle route location:

City of Foster City – Connections Blue & Red Line Shuttles

Amount of funding requested:

\$65,080 funding for estimated \$235,711 annual service expense. This includes a possible 2% fuel surcharge and promotional materials.

Amount and source of matching funds:

	City	C/CAG	SMCTA	Total Cost	% of Total
Blue Line	\$ 55,626	\$ 30,275	\$24,325	\$ 110,226	46.8%
Red Line	\$ 63,329	\$ 34,805	\$27,350	\$ 125,484	53.2%
Total	\$ 118,955	\$ 65,080	\$51,675	\$ 235,711	100.0%
% of Total	50.5%	27.6%	21.9%	100.0%	

Contact person: Andra Lorenz – Foster City Management Analyst

Phone: (650) 286-3215

Email: alorenz@fostercity.org

Reporting Responsibility

Contact person: Michael Stevenson – Shuttle Program Manager

– Peninsula Traffic Congestion Relief Alliance

Phone: (650) 588-8170

Email: mike@commute.org

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APPLICATIONS TO RE-FUND EXISTING PROJECTS

A. Service Performance (maximum of 50 points)

Provide the following data for the past 12 months of service based on the definitions provided. A Microsoft Excel Quarterly Report Form template is attached for providing the information for the calculations for questions 1 through 3.

1. Operating cost per passenger for prior 12 months (up to 15 points).
 - a. This measure is calculated by dividing all operating costs by total passengers. This includes 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.

The Foster City Blue Line Shuttle operated at an average cost per passenger of \$4.29.

The Foster City Red Line Shuttle operated at an average cost per passenger of \$2.92.

2. Operating cost per revenue hour for prior 12 months (up to 15 points).
 - a. This measure is calculated by dividing all operating costs (as defined above) by the total number of vehicle service hours (defined as time when the vehicle is actually in passenger service). Operating cost per revenue hour measures service efficiency. The data should be provided separately for each route.

The Foster City Blue Line Shuttle operated at a cost per revenue hour of \$64.60.

The Foster City Red Line Shuttle operated at a cost per revenue hour of \$69.67.

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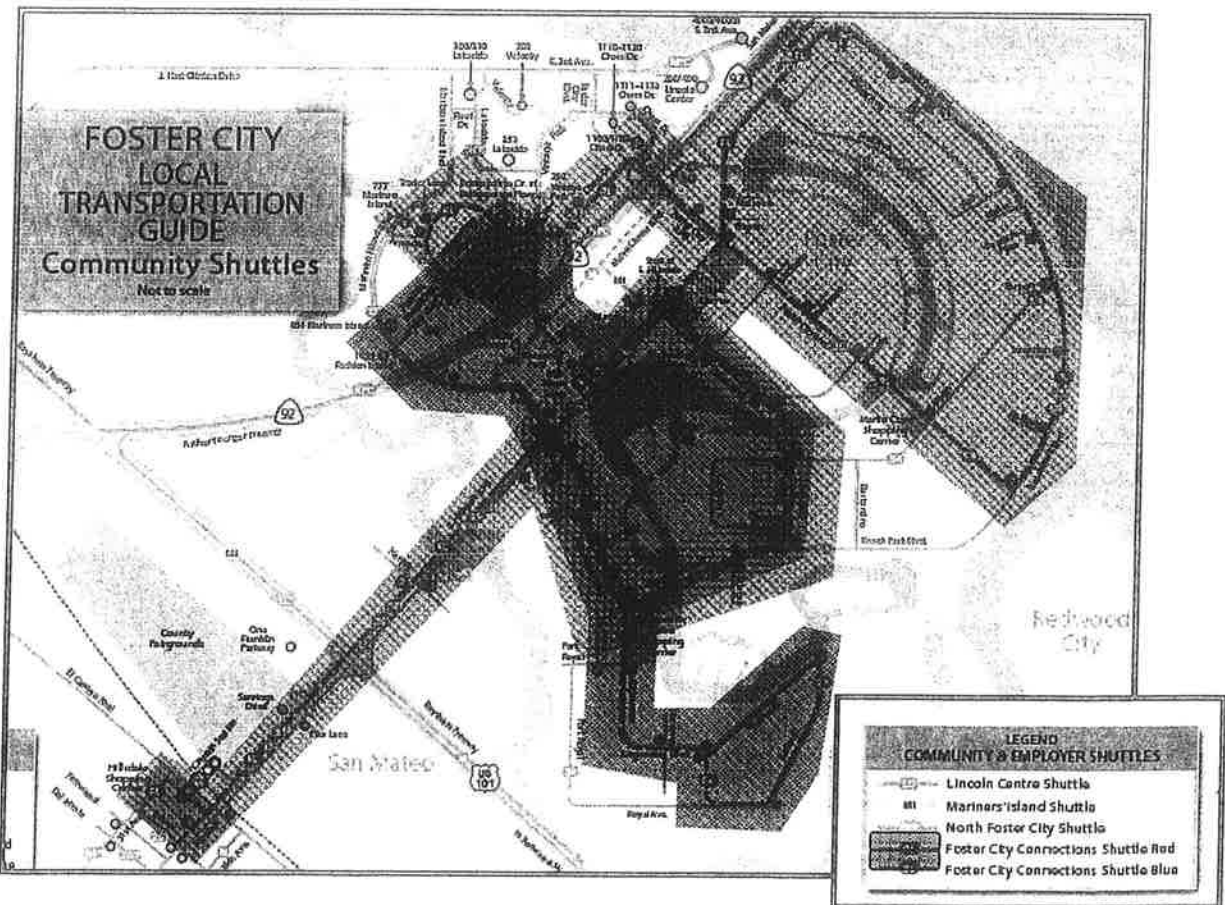
3. Passengers per revenue hour for prior 12 months (up to 20 points).
 - a. Passengers per revenue hour is calculated by dividing the total number of passengers by the total number of vehicle service hours. Passengers per revenue hour should be calculated for each route.

The Foster City Blue Line Shuttle transported an average 15.1 passengers per service hour.

The Foster City Red Line Shuttle transported an average 23.9 passengers per service hour.

B. Service Plan (up to 50 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)



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The BLUE LINE shuttle provides service between Bridgepointe Shopping Center and Sea Cloud Park with a connection to the Red Line/SamTrans 251 route at the Foster City Recreation Center at 650 Shell Blvd. and at E. Hillsdale Blvd./Edgewater Blvd.

The RED LINE shuttle follows the SamTrans 251 route in the eastbound direction, stopping at the SamTrans bus stops from Hillsdale Shopping Center to Bridgepointe Shopping Center. The service is designed for passengers to utilize either service to get to their destinations. This service is unique in that it enhances the existing hourly SamTrans service by providing scheduled 30-minute headways (251 or Red Line) in the eastbound direction. It connects residents with the Hillsdale Caltrain Station. It also allows riders to continue from Bridgepointe to Hillsdale Shopping Center with the addition of an "express" line.

b. Does the shuttle serve a Caltrain station?

The Red Line serves the Hillsdale Shopping Center with a stop near W. Hillsdale & El Camino Real. The stop is across the street from the Hillsdale Caltrain Station.

c. Schedule (days, times, frequency)

The Blue Line operates Monday through Friday (excluding holidays) between the hours of 9:30a and 3:30p with 30-minute headways.

The Red Line operates Monday through Friday (excluding holidays) between the hours of 9:45a and 5p with 60-minute headways in the eastbound direction. When interlined with the existing SamTrans 251, eastbound service operates on approximately 30-minute headways during most of the midday.

In April 2011, SamTrans made adjustments to a number of their routes including the 251. As a result, the Red Line was adjusted to continue the 30-minute interlined eastbound headways. Also, the express trip was shifted to after the driver's break in Foster City due to the loss of parking locations in San Mateo. A slight additional timing revision is planned for early FY 11/12 to allow a better rider connection with Caltrain.

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Local Transportation Services Shuttle Program Fiscal Year 2011/2012

Jurisdiction or shuttle route location: *City of Menlo Park*

Amount of funding requested: *\$107,937 to support three shuttle routes as detailed below.*

Route	Estimated Operations Expense Total	Proposed Funding Source Allocation		
		C/CAG	City	PCJPB
Midday Shuttle	156,000	78,000	78,000	0
Marsh Rd Shuttle	134,500	16,812	16,813	100,875
Willow Rd Shuttle	105,000	13,125	13,125	78,750
Total	\$395,500	\$107,937	\$107,938	\$179,625

Contact person: *Debbie Helming*

Phone: *(650) 330-6773*

Email: *dahelming@menlopark.org*

Shuttle project summary:

The Midday Shuttle provides small bus service to the front door of destinations frequented by seniors, such as shopping and medical destinations. Unlike traditional fixed-route service, the bus drops passengers off at the front door of Safeway and Macy's, instead of requiring the passenger to walk to the destination from a bus on a major arterial. While the Midday Shuttle service is open to the general public, it is tailored to meet the needs of seniors. The hourly headways are provided with two buses on weekdays between 9:30 am and 3:30 pm.

The Marsh Road Shuttle connects the Menlo Park Caltrain Station to major employment sites along the Marsh Road corridor with stops at employers along Bohannon, Scott, Jefferson, and Constitution.

The Willow Road Shuttle connects the Menlo Park Caltrain Station to major employment sites including the Veterans Medical Center, Job Train, and employers along O'Brien, Adams Court, and Hamilton Court.

Menlo Park Existing Shuttles: Supplemental Information

A. Service Performance

Shuttle performance indicators for the past 12-months of available data show that the Menlo Park shuttle program is cost-effective as summarized below.

Previous Year: Apr 1, 2010 – Mar 31, 2011	Midday	Marsh	Willow
<i>Operating Data</i>			
Total Operating Cost (Contractor Cost)	\$149,491	\$128,824	\$100,709
Vehicle Service Hours	2,608	1,675	1,757
Passengers	25,759	26,544	25,414
<i>Performance Indicators</i>			
Operating Cost Per Passenger	\$5.80	\$4.85	\$3.96
Operating Cost Per Hour	\$57.33	\$76.89	\$57.32
Passengers Per Revenue Hour	9.9	15.8	14.5

B. Service Plan

Describe how the service was delivered for the prior 12-months and any proposed changes for the new funding period including:

a. Service area

Current route maps are included with this application. There are no plans to alter any of these routes at this time.

b. Does the shuttle serve a Caltrain station?

Yes, all three shuttles serve the Menlo Park Caltrain Station and will continue to do so.

c. Schedule

Current schedules are included with this application. There are no plans to alter any of these schedules at this time.

d. Marketing

The City of Menlo Park has installed signage and information panels for all three shuttles. A 2011/12 route and schedule guide will be published in June 2011 for all of the shuttle routes. The City maintains a shuttle webpage with links to the most current Marsh and Willow Road Shuttle schedules posted on the Joint Powers Board website. A promotional brochure for the Midday Shuttle is regularly updated and distributed to the community; a special bilingual mailer has also been produced to specifically reach out to the residents of the Belle Haven neighborhood.

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Local Transportation Services Shuttle Program FY 2011/2012

Jurisdiction or shuttle route location:

City of Redwood City – Redwood City Climate Best Express On-Demand Community Shuttle

Amount of funding requested:

\$67,735 funding for estimated \$136,775 annual service expense for the Climate Best Express Shuttle. The increase in requested funds is due to the annual vendor rate increase and possible fuel surcharges.

Amount and source of matching funds:

	City	C/CAG	Total Cost
Climate Best Express (CBX)	\$69,040	\$67,735	\$136,775
% of Total	50.5%	49.5%	100.0%

Contact person: *Susan Wheeler – City of Redwood City*

- Management Analyst; Building, Infrastructure & Transportation

Phone: (650) 780-7245

Email: swheeler@redwoodcity.org

Reporting Responsibility

Contact person: *Michael Stevenson – Peninsula Traffic Congestion Relief Alliance*

- Shuttle Program Manager

Phone: (650) 588-8170

Email: mike@commute.org

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APPLICATIONS TO RE-FUND EXISTING PROJECTS

A. Service Performance (maximum of 50 points)

Provide the following data for the past 12 months of service based on the definitions provided. A Microsoft Excel Quarterly Report Form template is attached for providing the information for the calculations for questions 1 through 3.

1. Operating cost per passenger for prior 12 months (up to 15 points).
 - a. This measure is calculated by dividing all operating costs by total passengers. This includes 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.

The Redwood City Climate Best Express On Demand Community Shuttle operated at an average cost per passenger of \$13.17 from April 2010 – March 2011.

2. Operating cost per revenue hour for prior 12 months (up to 15 points).
 - a. This measure is calculated by dividing all operating costs (as defined above) by the total number of vehicle service hours (defined as time when the vehicle is actually in passenger service). Operating cost per revenue hour measures service efficiency. The data should be provided separately for each route.

The Redwood City Climate Best Express On Demand Community Shuttle operated at a cost per revenue hour of \$64.88 from April 2010 – March 2011.

3. Passengers per revenue hour for prior 12 months (up to 20 points).
 - a. Passengers per revenue hour is calculated by dividing the total number of passengers by the total number of vehicle service hours. Passengers per revenue hour should be calculated for each route.

The Redwood City Climate Best Express On Demand Community Shuttle transported an average 4.9 passengers per service hour from April 2010 – March 2011.

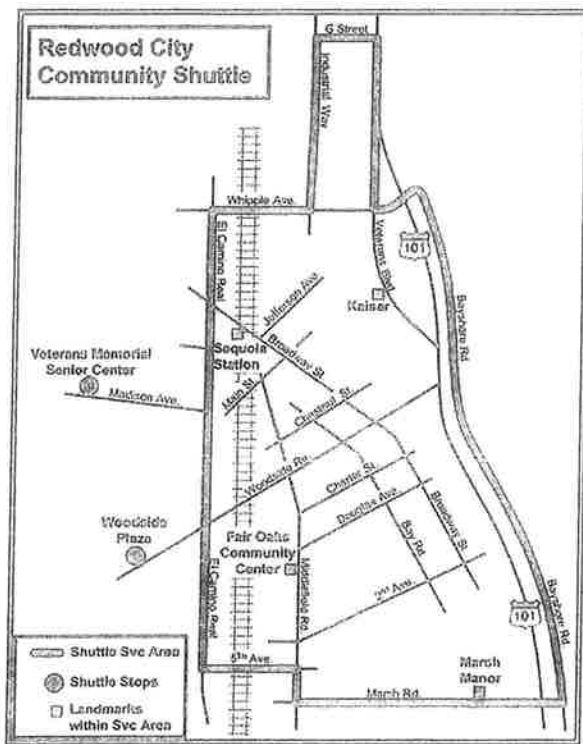
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B. Service Plan (up to 50 points)

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)



The Climate Best Express (CBX) On Demand Community Shuttle serves the general MTC Lifeline defined area of south-eastern Redwood City as well as two likely destinations outside the boundary. Targeted ridership includes low income and transit dependent families as well as seniors and others with mobility impairments. Due to the expected make up of the ridership, a driver was selected that is bi-lingual speaking both English and Spanish. Trips are currently scheduled by the driver.

In the coming fiscal year, the stakeholder group will meet in early FY 11/12 to discuss possible service enhancements which may include:

- *Combination fixed/on demand routing to better serve the users;*
- *Implementing a part time call/dispatch center to replace driver self-dispatch system, to better schedule user trips and potentially increase service productivity (\$26K included in request);*
- *Possible change in service days from Tuesday through Saturday to Monday through Friday.*
- *Other service improvement ideas as recommended by the group.*

- b. Does the shuttle serve a Caltrain station?

The CBX is an on demand service that frequently serves the Redwood City Caltrain Station.

- c. Schedule (days, times, frequency)

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The Redwood City CBX Community On Demand Shuttle operates Tuesday – Saturday between the hours of 10a – 5p, providing door-to-door service primarily within the MTC Lifeline defined service area. Because the Mid Point service operates in the same Lifeline service area as the CBX shuttle, the CBX does not service the Mid Point Technology Park for rides destined to Sequoia Station/Caltrain during the hours the Mid Point shuttle is in operation.

d. Marketing (advertising, signage, schedules, etc.)

The Alliance, through its outreach efforts, produces and distributes flyers that provide shuttle route and schedule information. These flyers are distributed directly to various community locations for other potential riders, on the shuttle bus, on the Alliance's website, www.commute.org, and mirrored on the city's website: Redwoodcity.org.

The Alliance marketing also includes agency decals on the shuttles that include the name of the shuttle route, the Alliance's contact information for customer service issues, and the funding agency logos. The Redwood City shuttles both have a unique branding logo that is on the shuttles and will be incorporated into marketing materials in FY 11/12.

The Alliance outreach staff also provides presentations about the shuttle service program directly to riders through pre-arranged meetings with the employer or community organization..

e. Service provider

The operator of the services is Parking Company of America Management, LLC. PCAM provides 24-passenger, ADA accessible shuttles that meet CARB emissions for a transit agency operated vehicle.

f. Administration and oversight

Vendor supervisors and Alliance staff monitor the drivers ensuring consistent quality of service. The Alliance is the point of contact for the ridership and receives feedback regarding the service, and distributes feedback as necessary.

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Local Transportation Services Shuttle Program Fiscal Year 2011/2012

Jurisdiction or shuttle route location:

*Peninsula Traffic Congestion Relief Alliance – South San Francisco Employer BART,
Caltrain & Ferry Shuttle routes of Oyster Point & Utah-Grand.*

Amount of funding requested:

\$120,000 funding for estimated \$828,245 annual service expense.

Amount and source of matching funds:

	Employers	SamTrans	SMCTA	C/CAG	Regional Measure 2	WETA - In Kind Services	Total Cost	% of Total
OP BART	\$75,232	\$97,208		\$60,000			\$234,440	28.31%
UG BART	\$75,232	\$97,208		\$60,000			\$234,440	28.31%
OP Cal	\$52,790		\$71,325				\$124,115	14.99%
UG Cal	\$52,790		\$71,325				\$124,115	14.99%
OP/UG Ferry	\$6,134		\$84,500		\$20,500		\$111,134	13.42%
Total	\$266,179	\$194,416	\$227,150	\$120,000	\$20,500	\$0	\$828,245	100.00%
% of Total	32.14%	23.47%	27.43%	14.49%	2.48%	0.00%	100.00%	

Contact person: *Michael Stevenson – Shuttle Program Manager*

– Peninsula Traffic Congestion Relief Alliance

Phone: (650) 588-8170

Email: mike@commute.org

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This grant was initially approved in 2004 to provide a financial guarantee, due to a service-funding imbalance. The grant paved the way for the Alliance to take over financial management of the six shuttles operating in South San Francisco from the city. As a condition of this guarantee, the Alliance was asked to implement a shuttle pass program to encourage employer participation, while still providing an access mechanism for non-employer participating users. The shuttle pass program has been in place since that time.

Should other funding sources increase or fuel surcharges come in at less than anticipated levels, those adjustments will be reflected in reduced C/CAG reimbursement requests.

APPLICATIONS TO RE-FUND EXISTING PROJECTS

A. Service Performance (maximum of 50 points)

Provide the following data for the past 12 months of service based on the definitions provided. A Microsoft Excel Quarterly Report Form template is attached for providing the information for the calculations for questions 1 through 3.

1. Operating cost per passenger for prior 12 months (up to 15 points).
 - a. This measure is calculated by dividing all operating costs by total passengers. This includes 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.

The Alliance – SSF Oyster Point BART Employer Shuttle operated at an average cost per passenger of \$7.70 during the period April 2010 to March 2011.

The Alliance – SSF Utah-Grand BART Employer Shuttle operated at an average cost per passenger of \$9.73 during the period April 2010 to March 2011.

The Alliance – SSF Oyster Point Caltrain Employer Shuttle operated at an average cost per passenger of \$7.03 during the period April 2010 to March 2011.

The Alliance – SSF Utah-Grand Caltrain Employer Shuttle operated at an average cost per passenger of \$10.17 during the period April 2010 to March 2011.

The Alliance – SSF OP/UG BART/Caltrain Employer Shuttles operated at a combined average cost per passenger of \$8.52 during the period April 2010 to March 2011.

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2. Operating cost per revenue hour for prior 12 months (up to 15 points).
 - a. This measure is calculated by dividing all operating costs (as defined above) by the total number of vehicle service hours (defined as time when the vehicle is actually in passenger service). Operating cost per revenue hour measures service efficiency. The data should be provided separately for each route.

The Alliance – SSF OP/UG BART/Caltrain Employer Shuttles operated at a cost per revenue hour of \$65.65 during the period April 2010 to March 2011.

3. Passengers per revenue hour for prior 12 months (up to 20 points).
 - a. Passengers per revenue hour is calculated by dividing the total number of passengers by the total number of vehicle service hours. Passengers per revenue hour should be calculated for each route.

The Alliance – SSF Oyster Point BART Employer Shuttle transported an average 8.7 passengers per service hour during the period April 2010 to March 2011.

The Alliance – SSF Utah-Grand BART Employer Shuttle transported an average 7.0 passengers per service hour during the period April 2010 to March 2011.

The Alliance – SSF Oyster Point Caltrain Employer Shuttle transported an average 9.4 passengers per service hour during the period April 2010 to March 2011.

The Alliance – SSF Utah-Grand Caltrain Employer Shuttle transported an average 6.4 passengers per service hour during the period April 2010 to March 2011.

The Alliance – SSF OP/UG BART/Caltrain Employer Shuttles transported a combined average 7.8 passengers per service hour during the period April 2010 to March 2011.

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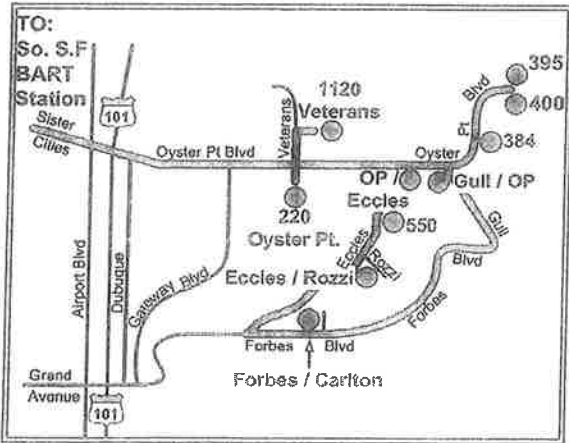
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B. Service Plan (up to 50 points)

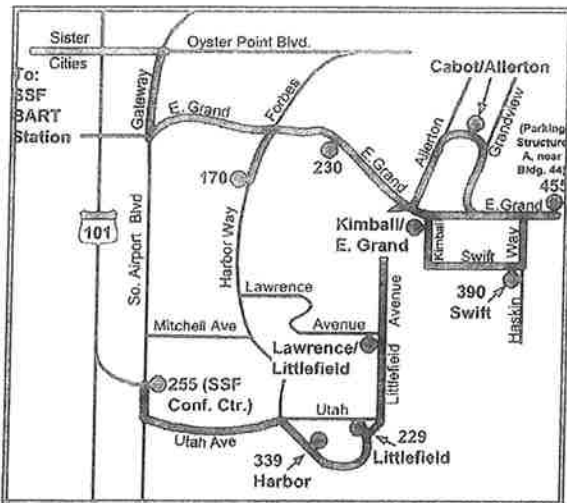
1. Describe how the service was delivered for the prior 12 months and any proposed changes for the new funding period, including:

a. Service area (show routes, if applicable, and destinations served)



Oyster Point BART

The Oyster Point route connects the SSF BART station with the contributing Oyster Point area employers in north-eastern South San Francisco. The service is timed to serve shifts at participating companies. There is also a limited counter-commute option for residents living at the South San Francisco marina near the Oyster Point route.



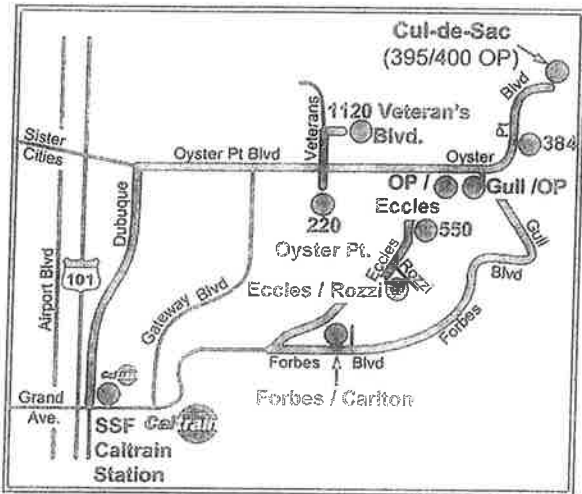
Utah-Grand BART

The Utah-Grand route connects the SSF BART station with the contributing Utah-Grand area employers in central eastern/southern area of South San Francisco.

C/CAG

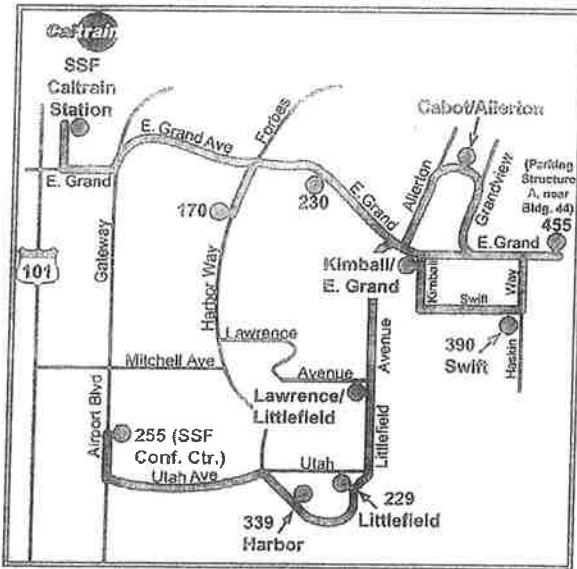
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Oyster Point Caltrain

The Oyster Point route connects the SSF Caltrain station with the contributing Oyster Point area employers in north-eastern South San Francisco. The service is timed to serve shifts at participating companies. There is also a limited counter-commute option for residents living at the South San Francisco marina near the Oyster Point route.



Utah-Grand Caltrain

The Utah-Grand route connects the SSF BART station with the contributing Utah-Grand area employers in central eastern/southern area of South San Francisco.

Oyster Point/Utah-Grand Ferry Shuttle

The new Oyster Point and Utah-Grand Ferry Shuttles are expected to begin operations during Q3 of FY 11/12. They are tentatively planned to follow the existing service routes connecting participating employers with the new South San Francisco Ferry Terminal.

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May 20, 2011

Ms. Marisa Raya
Regional Planner,
Association of Bay Area Governments
101 Eighth Street
Oakland, CA 94607

Re: Response to Sustainable Communities Strategy (SCS) Initial Vision Scenario

Dear Marisa,

The City/County Association of Governments of San Mateo County (C/CAG) has been engaged with the twenty-one local communities in San Mateo County in reviewing the SCS Initial Vision Scenario allocation of households and jobs to the year 2040 since its release in March of this year. C/CAG supports the better integration of regional land use and transportation planning called for in SB 375. We believe that the SCS process has been positive in encouraging dialog between local governments and both ABAG and MTC. Nevertheless, we also believe that some of the Initial Vision Scenario assumptions are unrealistic upon which to build a more sustainable Bay Area and San Mateo County.

Assume a Housing Growth of the Bay Area Historical Average (24 percent) -A crucial limitation of the Initial Vision Scenario is that it assumes much higher housing production (34%) than historical rates (24%). While housing production has been depressed in San Mateo County as well as throughout the Bay Area for the past three years, even as the housing sector recovers we do not anticipate that housing production will even reach historical growth rates for the term of the SCS to 2040. Among the reasons for this are the built-up nature of San Mateo County's urban and suburban areas, the desire of San Mateo County residents to preserve open space for environmental and recreational purposes, and community concerns about the impacts of growth (traffic, schools, public services, natural resources) that make higher growth rates problematic in many areas of San Mateo County. The contemporary development entitlement process reflects these concerns and realities. Consequently, even reversion to the historical growth rate in the future will be a challenge.

these areas. In our view, these cities, specifically Redwood City and Daly City, should not be assigned growth outside of their municipal boundaries.

Recommendation: It is requested that ABAG staff work with the County of San Mateo and the cities to accurately allocate housing in these areas.

C/CAG appreciates your efforts and those of your regional agency colleagues at both ABAG and MTC toward a more sustainable Bay Area. We do urge, however, that significant adjustments be made to the Initial Vision Scenario as it pertains to San Mateo County in response to the comments that you have received from our local governments as well as the comments we have provided. C/CAG endorses the specific verbal and written comments provided to ABAG to date from all of our local communities, including Daly City, San Bruno, East Palo Alto, Redwood City, the City of San Mateo, San Mateo County, Burlingame, Menlo Park, Hillsborough, Colma, South San Francisco, Belmont, and Brisbane.

We look forward to continuing our constructive collaboration with ABAG and MTC as the Bay Area plans for a more sustainable future.

Sincerely,

A handwritten signature in cursive script that reads "Richard Napier". The signature is written in dark ink and is positioned above the typed name and title.

Richard Napier
Executive Director