

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*

BOARD MEETING NOTICE

Meeting No. 275

- DATE:** Thursday, February 12, 2015
- TIME:** **6:30 P.M.**
- PLACE:** San Mateo County Transit District Office
1250 San Carlos Avenue, Second Floor Auditorium
San Carlos, CA
- PARKING:** Available adjacent to and behind building.
Please note the underground parking garage is no longer open.
- PUBLIC TRANSIT:** SamTrans
Caltrain: San Carlos Station.
Trip Planner: <http://transit.511.org>

- 1.0 CALL TO ORDER/ ROLL CALL
- 2.0 PLEDGE OF ALLEGIANCE
- 3.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA
Note: Public comment is limited to two minutes per speaker.
- 4.0 PRESENTATIONS/ ANNOUNCEMENTS
- 4.1 Presentation on Pavement Condition Index from Metropolitan Transportation Commission (MTC) staff.
p. 1
- 5.0 CONSENT AGENDA

Consent Agenda items are considered to be routine and will be enacted by one motion. There will be no separate discussion on these items unless members of the Board, staff or public request specific items to be removed for separate action.

- 5.1 Approval of the minutes of regular business meeting No. 274 dated January 8, 2015. ACTION p. 3
- 5.2 Review and approval of Resolution 15-03 authorizing the C/CAG Chair to execute Amendment No. 2 to the agreement between C/CAG and Iteris Corporation in an additional amount of \$80,022.00 and for a time extension to June 30, 2015. ACTION p. 9
- 5.3 Review and accept the C/CAG State Transportation Improvement Program (STIP) PPM final audit report from January 1, 2013 through March 31, 2014. ACTION p. 21
- 5.4 Review and accept the AB 1546 Fund Financial Statements (Audit) for the Year Ended June 30, 2014. ACTION p. 31
- 5.5 Review and accept the Measure M Fund Financial Statements (Audit) for the Year Ended June 30, 2014. ACTION p. 39
- 5.6 Review and accept the C/CAG Single Audit Report for the Year Ended June 30, 2014. ACTION p. 47
- 5.7 Review and accept the C/CAG Basic Financial Statements (Audit) for the Year Ended June 30, 2014. ACTION p. 61
- 5.8 Review and approval of Resolution 15-04 authorizing the City of Belmont to amend the scope of the Belmont Village Implementation Plan project funded through the C/CAG Priority Development Area Planning Program. ACTION p. 69
- 5.9 Review and approval of Resolution 15-05 authorizing adoption of the Fiscal Year 2015/16 Expenditure Plan for the Transportation Fund for Clean Air (TFCA) County Program Manager Fund for San Mateo County. ACTION p. 77
- 5.10 Review and approval of the funding recommendation for the Bayshore Technology Park shuttle for FY 2014/2015 and FY 2015/2016 in an amount of \$94,182 through the San Mateo County Shuttle Program Joint Call for Projects and of Resolution 15-08 authorizing the C/CAG Chair to execute an agreement between C/CAG and the San Mateo County Transportation Authority for C/CAG to contribute an amount not to exceed \$38,000. ACTION p. 83
- 5.11 San Carlos Airport Comprehensive Airport Land Use Compatibility Plan Consistency Review – City of San Carlos Housing Element (Preliminary Draft 2015-2023) ACTION p. 87
- 5.12 San Carlos Airport Comprehensive Airport Land Use Compatibility Plan Consistency Review – City of Belmont Housing Element 2015-2023 (December 2014 Draft) ACTION p. 95
- 5.13 SFO Comprehensive Airport Land Use Compatibility Plan Consistency Review – City of South San Francisco Downtown Station Area Plan ACTION p. 103
- 5.14 Review and approval of Resolution 15-09 authorizing the C/CAG Chair to execute Amendment No. 3 to the agreement with Jacobs Engineering Group to provide traffic monitoring service for the 2015 Congestion

- Management Program (CMP) update in an amount not to exceed \$64,050.36. ACTION p. 109
- 5.15 Review and approval of Resolution 15-10 authorizing the C/CAG Chair to execute a Memorandum of Understanding between C/CAG, San Mateo County Transportation Authority, and San Mateo County Transit District for Countywide Transportation Plan update. ACTION p. 121
- 5.16 Review and approval of Resolution 15-06 to adopt the C/CAG Priority Development Area Parking Policy Technical Assistance Program project list. ACTION p. 133
- 5.17 Review the C/CAG Board and Committees attendance reports for the period of January 2014 through December 2014. ACTION p. 137
- 6.0 REGULAR AGENDA
- 6.1 Review and approval of C/CAG legislative policies, priorities, positions, and legislative update. (A position may be taken on any legislation, including not previously identified.) ACTION p. 151
- 6.2 Review and approval of appointments to fill BPAC vacant seats.
- 6.2.1 Review and approval of appointments of elected officials to the Bicycle and Pedestrian Advisory Committee (BPAC) to fill two vacant seats. ACTION p. 155
- 6.2.2 Review and approval of appointments of public members to the Bicycle and Pedestrian Advisory Committee (BPAC) to fill four vacant seats. ACTION p. 163
- 6.3 Review and approval of Resolution 15-02 recommending projects to be funded by the Metropolitan Transportation Commission (MTC) under the Cycle 4 Lifeline Transportation Program for a total amount of \$4,414,272. ACTION p. 173
- 6.4 Review and approval of Resolution 15-07 approving the population data to be used by C/CAG. ACTION p. 179
- 6.5 Nominations for C/CAG Chair and Vice Chair for the March Election of Officers. ACTION p. 183
- 7.0 COMMITTEE REPORTS
- 7.1 Committee Reports (oral reports).
- 7.2 Chairperson's Report
- 7.3 Boardmembers Report
- 8.0 EXECUTIVE DIRECTOR'S REPORT

9.0 COMMUNICATIONS - Information Only

Copies of communications are included for C/CAG Board Members and Alternates only. To request a copy of the communications, contact Nancy Blair at 650 599-1406 or nblair@smcgov.org or download a copy from C/CAG's website – www.ccag.ca.gov.

- 9.1 Letter from Mary Ann Nihart, C/CAG Chair, to Mr. Tom Nolan, Chair, Peninsula Corridor Joint Powers Board, dated 1/13/15. RE: Request for Peninsula Corridor Joint Powers Board Representative on the C/CAG Congestion Management & Environmental Quality Committee. p. 189

10.0 ADJOURN

PUBLIC NOTICING: All notices of C/CAG Board and Committee meetings will be posted at San Mateo County Transit District Office, 1250 San Carlos Ave., San Carlos, CA.

PUBLIC RECORDS: Public records that relate to any item on the open session agenda for a regular board meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the City/ County Association of Governments of San Mateo County (C/CAG), located at 555 County Center, 5th Floor, Redwood City, CA 94063, for the purpose of making those public records available for inspection. The documents are also available on the C/CAG Internet Website, at the link for agendas for upcoming meetings. The website is located at: <http://www.ccag.ca.gov>.

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

If you have any questions about the C/CAG Board Agenda, please contact C/CAG Staff:

Executive Director: Sandy Wong 650 599-1409

Administrative Assistant: Nancy Blair 650 599-1406

MEETINGS

- Feb. 12, 2015 Legislative Committee - SamTrans 4th Floor Dining Room - 5:30 p.m.
Feb. 12, 2015 C/CAG Board - SamTrans 2nd Floor Auditorium – 6:30 p.m.
Feb. 18, 2015 Resource Management and Climate Protection Committee (RMCP) - 155 Bovet Rd, Ground Floor - 2 p.m.
Feb. 19, 2015 CMP Technical Advisory Committee - SamTrans, 2nd Floor Auditorium - 1:15 p.m.
Feb. 19, 2015 Stormwater Committee - SamTrans, 2nd Floor Auditorium - 2:30 p.m.
Feb. 23, 2015 Administrators' Advisory Committee - 555 County Center, 5th Fl, Redwood City - Noon
Feb. 23, 2015 CMEQ Committee - San Mateo City Hall - Conference Room C - 3:00 p.m.
Feb. 26, 2015 BPAC - San Mateo City Hall - Conference Room C - 7:00 p.m.

C/CAG AGENDA REPORT

Date: February 12, 2015
To: C/CAG Board of Directors
From: Sandy Wong, Executive Director
Subject: Presentation on Pavement Condition Index from Metropolitan Transportation Commission (MTC) staff.

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

RECOMMENDATION

That the C/CAG Board receive a presentation on Pavement Condition Index from Metropolitan Transportation Commission (MTC) staff.

FISCAL IMPACT

None.

SOURCE OF FUNDS

N/A

BACKGROUND

Staff from the Metropolitan Transportation Commission will give a presentation on the current status of pavement conditions in San Mateo County and in the State. This presentation will describe what the pavement condition index is; describe statewide and local system needs and the funding needed to bring the system into a good state of repair.

ATTACHMENTS

None.

C/CAG**CITY/COUNTY ASSOCIATION OF GOVERNMENTS
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BOARD MEETING MINUTES

Meeting No. 274

January 8, 2015

1.0 CALL TO ORDER/ROLL CALL

Chair Nihart called the meeting to order at 7:00 p.m. Roll call was taken.

Elizabeth Lewis – Atherton
David Braunstein - Belmont
Terry O’Connell - Brisbane
Terry Nagel - Burlingame
Joseph Silva - Colma
David Canepa - Daly City
Laura Martinez - East Palo Alto
Art Kiesel - Foster City
Marina Fraser - Half Moon Bay
Jay Benton - Hillsborough
Kirsten Keith - Menlo Park
Wayne Lee - Millbrae
Mary Ann Nihart - Pacifica
Maryann Moise Derwin - Portola Valley
John Seybert - Redwood City
Irene O’Connell - San Bruno
Bob Grassilli - San Carlos
Joe Goethals - San Mateo
Karyl Matsumoto - South San Francisco
Deborah Gordon - Woodside

Absent:

San Mateo County

Others:

Sandy Wong, Executive Director C/CAG
Nancy Blair, C/CAG Staff
Nirit Eriksson, C/CAG Legal Counsel
Tom Madalena, C/CAG Staff
Jean Higaki, C/CAG Staff
Matt Fabry, C/CAG Staff

Wally Abrazaldo, C/CAG Staff
Kim Springer, County of San Mateo
Joe La Mariana, County of San Mateo
Bill Chiang, PG&E, Local Government Relations Representative
Dave Pine, San Mateo County
Shawn Marshall, Lean Energy U.S.
Seth Baruch, Lean Consultant; Principal, Carbonomics.
Onnalee Tripp, CMEQ member
Andrew Antwih, Shaw/Yoder/Antwih, representing Advocation
Matt Robinson, Shaw/Yoder/Antwih, representing Advocation
Gus Khouri, Khouri Consulting
Tracy Kwok, City of San Carlos

3.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

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

Bill Chiang, PG&E, provided a brief update on PG&E activities.

4.0 PRESENTATIONS/ ANNOUNCEMENTS

4.1 Certificate of Appreciation to Naomi Patridge for her years of dedicated service to C/CAG.

4.2 Presentation on Community Choice Aggregation.

Supervisor Dave Pine introduced the topic, and Shawn Marshall, Lean Energy U.S. and Seth Baruch, Lean Consultant; Principal, Carbonomics provided a presentation on Community Choice Aggregation.

5.0 CONSENT AGENDA

Board Member Lee MOVED approval of 5.1, 5.2, 5.4, 5.4.1, 5.4.2, 5.4.3, 5.4.4, 5.4.5, 5.4.6, 5.5, 5.6, 5.7, 5.8, 5.9, 5.10.3, and 5.11 Board Member Braunstein SECONDED. **MOTION CARRIED UNANIMOUSLY 20-0**

5.1 Approval of the minutes of regular business meeting No. 272 dated November 13, 2014.

APPROVED

5.2 Review and approval of Resolution 14-50 authorizing the CCAG Chair to execute an agreement with the City of Brisbane for the provision of a full-time NPDES Program Coordinator.

APPROVED

5.4 Airport Land Use Compatibility Plan (ALUCP) consistency reviews:

5.4.1 City of Foster City Housing Element 2015-2023 (Draft September 15, 2014).

APPROVED

- 5.4.2 City of South San Francisco Housing Element 2015-2023 (Draft October 24, 2014). APPROVED
- 5.4.3 City of San Bruno Draft Housing Element 2014-2022. APPROVED
- 5.4.4 City of Burlingame Draft 2015-2023 Housing Element. APPROVED
- 5.4.5 Town of Colma Housing Element Public Review Draft - September 2014. APPROVED
- 5.4.6 City of Redwood City Housing Element 2015-2023. APPROVED
- 5.5 Receive a copy of Amendment No. 1 to the agreement with SCI Consulting Group, Inc., extending the term through June 30, 2015 at no additional cost, as executed by the Executive Director consistent with the C/CAG Procurement Policy. INFORMATION
- 5.6 Review and approval of Resolution 14-58 waiving the RFP process and authorizing the C/CAG Chair to execute a contract amendment extending an agreement with DNV GL (Kema) from January 31, 2015 to December 31, 2015 and adding \$127,125 for a total amount not to exceed \$372,125 to provide technical assistance to cities for climate action planning. APPROVED
- 5.7 Review and approval to waive the request for proposal (RFP) process and authorizing the C/CAG chair to execute an Agreement with Parviz Mokhtari, an individual, for project management services on the Smart Corridors Project until task completion in an amount not to exceed \$34,000. APPROVED
- 5.8 Review and approval authorizing the C/CAG Chair to execute Amendment No. 1 with the Metropolitan Transportation Commission (MTC), for a one year time extension, at no additional cost, to conduct traffic analysis for Express Lanes on US 101 from Santa Clara County Line to I-380. APPROVED
- 5.9 Review and approval authorizing the C/CAG Chair to execute Amendment No. 1 with the Metropolitan Transportation Commission (MTC), for a one year time extension, at no additional cost, to the funding agreement for the development of ramp metering implementation plans on US-101 in San Mateo County. APPROVED
- 5.10 Receive copy of agreements executed by the C/CAG Chair or Executive Director consistent with C/CAG Procurement Policy.
- 5.10.3 **Receive a copy of executed agreement between C/CAG and BAWSCA to share the cost for an AmeriCorps CivicSpark fellow, in an amount not to exceed \$12,000 for each agency, and its companion agreement between C/CAG and the Local Government Commission (LGC) for providing the AmeriCorps CivicSpark fellow in an amount not to exceed \$24,000 in total, in accordance with C/CAG procurement policy.** INFORMATION
- 5.11 Review and approve the appointment of Jeff Moneda, Public Works Director, to represent the City of Foster City on the Stormwater Committee and Congestion Management Program

Items 5.3, and 5.10.1, and 5.10.2 were removed from the Consent Calendar agenda.

- 5.3 Review and approval of Resolution 14-56, authorizing the C/CAG Chair to execute an agreement between C/CAG and the County of San Mateo, Department of Public Works for staff services for climate action planning for calendar year 2015 for an amount not to exceed \$40,000.

APPROVED

Board Member Gordon MOVED approval of Item 5.3. Board Member Goethals SECONDED. **MOTION CARRIED UNANIMOUSLY 20-0.**

- 5.10.1 Receive a copy of executed Contract Change Orders to the Master Service Agreement and Contract Work Authorization Change Order between C/CAG and PG&E for the San Mateo County Energy Watch Local Government Partnership for calendar year 2015.

INFORMATION

Board member would like to receive a copy of the job classification reference on page SUPP-15 of the packet.

- 5.10.2 Receive a copy of executed agreement between C/CAG and H2 Video for the San Mateo County Energy Watch website for an amount not to exceed \$19,000 in accordance with C/CAG procurement policy.

INFORMATION

Board Member Matsumoto MOVED approval of Items 5.10.1 and 5.10.2. Board Member Lee SECONDED. **MOTION CARRIED UNANIMOUSLY 20-0.**

6.0 REGULAR AGENDA

- 6.1 Review and approval of Resolution 14-54 adopting the 2015 C/CAG Investment Policy

APPROVED

Board Member Benton MOVED approval of Item 6.1 Option 1. Board Member Kiesel SECONDED. **MOTION CARRIED UNANIMOUSLY 20-0.**

- 6.2 Review and approval of the C/CAG Legislative Policies for 2015.

APPROVED

Board Member Lee MOVED approval of Item 6.2. Board Member O'Connell (San Bruno) SECONDED. **MOTION CARRIED UNANIMOUSLY 20-0.**

- 6.3 Review and approval of Resolution 14-57 authorizing the C/CAG Chair to execute Amendment No. 9 to the agreement with Eisenberg, Olivieri, and Associates, extending the contract through June 30, 2015 at an additional cost not to exceed \$789,773 to continue providing technical compliance assistance to member agencies in accordance with requirements of the Municipal Regional Permit.

APPROVED

Board Member Benton MOVED approval of Item 6.3. Board Member Lee SECONDED.
MOTION CARRIED UNANIMOUSLY 20-0

- 6.4 Review and approval of Resolution 15-1 authorizing the C/CAG Chair to execute an agreement with Shaw/Yoder/Antwih, Inc. to provide state legislative advocacy service in an amount not to exceed \$144,000 for two years for the 2015 and 2016 legislative session. APPROVED

The Legislative Committee recommends approval to execute an agreement with Shaw/Yoder/Antqih Inc. to provide state legislative advocacy service in an amount not to exceed \$144,000 for two years for the 2015 and 2016 legislative session. A standard severability clause will be added to the contract.

Board Member Canapa MOVED approval of Item 6.4 with the severability clause added to the contract. Board Member Gordon SECONDED. **MOTION CARRIED UNANIMOUSLY 20-0**

7.0 COMMITTEE REPORTS

7.1 Committee Reports (oral reports).

None.

7.2 Chairperson's Report

None.

7.3 Boardmembers Report

It is requested at a future meeting an update on RICAP be provided.

Boardmember Lewis was elected as a member of the League of California Cities.

8.0 EXECUTIVE DIRECTOR'S REPORT

9.0 COMMUNICATIONS - Information Only

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- 9.1 Letter via email from Wally Abrazaldo, Transportation Programs Specialist, to Jill Ekas, Contract Planner, City of Redwood City, dated 11/26/14. RE: Notice of Preparation of a Draft Environmental Impact Report for the Proposed Redwood City Inner Harbor Specific Plan.

- 9.2 Letter via email from Sandy Wong, C/CAG Executive Director, to Christopher Calfee, Senior Counsel, Governor's Office of Planning and Research (OPR), dated 11/21/14. RE:

Preliminary Discussion Draft of Updates to the CEQA Guidelines Implementing Senate Bill 743.

9.3 Letter from Mary Ann Nihart, C/CAG Chair, to All Councilmembers of San Mateo County Cities and Members of the Board of Supervisors, all City/County Managers, dated 12/15/14.
RE: C/CAG Committee Vacancies for Elected Officials.

10.0 CLOSED SESSION (Pursuant to Government Code Sec. 54957.6):

10.1 Conference with Labor Negotiators

C/CAG Representatives: C/CAG Compensation Committee, Patricia Martel

Unrepresented Employee: Executive Director

11.0 RECONVENE OPEN SESSION

11.1 Report on Closed Session.

12.0 Action on Compensation Adjustment for Executive Director. APPROVED

Boardmember Gordon MOVED approval a bonus of 5% for past year for the Executive Director. Boardmember Canepa SECONDED. **MOTION CARRIED UNANIMOUSLY**
20-0

13.0 Approval of 2015 Performance Objectives for Executive Director. APPROVED

Board Member Gordon MOVED approval of the 2015 Performance Objectives for Executive Director. Board Member Kiesel SECONDED. **MOTION CARRIED UNANIMOUSLY**
20-0

14.0 ADJOURN

The meeting adjourned at 8:33 p.m.

C/CAG AGENDA REPORT

Date: February 12, 2015

To: City/County Association of Governments Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 15-03 authorizing the C/CAG Chair to execute Amendment No. 2 to the agreement between C/CAG and Iteris Corporation for an additional amount of \$80,022.00 and for a time extension to June 30, 2015.

(For further information or questions contact Parviz Mokhtari at (408) 425- 2433)

RECOMMENDATION

Review and approval of Resolution 15-03 authorizing the C/CAG Chair to execute Amendment No. 2 to the agreement between C/CAG and Iteris Corporation for an additional amount of \$80,022.00 and extension to June 30, 2015.

FISCAL IMPACT

Approval of Amendment No. 2 will increase the contract amount by \$80,022.00 to a new total of \$660,999.00.

SOURCE OF FUNDS

State Transportation Improvement Program (STIP)

BACKGROUND

On April 11, 2013, the Board adopted Resolution 13-11 approving an agreement with Iteris Inc. to provide System Integration Support to C/CAG, Caltrans District 4, and the Smart Corridor Project stakeholders for an amount not to exceed \$580,977. The original contract specified an end date of August 31, 2014, which was established to overlap with an anticipated end of construction date of April 1, 2014. In September 2014, to account for delays during construction of the Smart Corridor, the Board approved Amendment No. 1 to extend the contract to January 31, 2015, allowing for additional time to complete system integration activities to support Caltrans District 4 efforts to integrate devices and communications networks into a system.

A major component of the Smart Corridor is the deployment of closed-circuit television (CCTV) cameras at intersections and midblock locations. CCTV cameras are connected with a video management system (VMS) managed by Caltrans and accessible by the Project stakeholders, and provide the abilities to monitor traffic congestion and queue lengths along the corridor. Based on recent evaluation of various VMS systems, the Caltrans project team has recommended an alternate, more advanced, and more reliable VMS for implementation in the Project.

It is recommended that the new VMS application be added in the existing Iteris Inc. System Integration Contract. The cost of the VMS software licenses and hardware, and system integration support services from Iteris Inc. is \$80,022.00. With the additional task, the new total contract amount will be \$660,999.00.

The Smart Corridors Construction project has incurred additional delays, however, it is anticipated that the project will be completed during the fourth quarter of Fiscal Year 2014/15. The System Integration activities will be completed after the completion of the construction phase. Therefore, it also recommended that the contract be extended to June, 30, 2015.

ATTACHMENTS

1. Resolution 15-03
2. Amendment No. 2 to the Contract between C/CAG and Iteris Corporation
3. Letter from Caltrans

RESOLUTION 15-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) AUTHORIZING THE CHAIR TO EXECUTE AMENDMENT NO. 2 TO THE AGREEMENT BETWEEN C/CAG AND ITERIS CORPORATION FOR AN ADDITIONAL AMOUNT OF \$80,022.00 AND FOR A TIME EXTENSION TO JUNE 30, 2015

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

WHEREAS, on April 11, 2013 the C/CAG Board approved an Agreement between C/CAG and Iteris Corporation for system integration support for the San Mateo County Smart Corridor project in the amount of \$580,977.00; and

WHEREAS, the original contract specified an end date of August 31, 2014; and

WHEREAS, Amendment No. 1 extended the contract to January 31, 2015; and

WHEREAS, C/CAG and Caltrans, the Smart Corridor system integrator, has determined that a new video management system will be implemented in the Smart Corridor project; and

WHEREAS, based on delays to the Smart Corridor construction project, additional time is required to complete the system integration support activities; and

WHEREAS, Amendment No. 2 will add \$80,022.00 for additional services for a total contract amount of \$660,999.00 and extend the contract term to June 30, 2015.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County that the C/CAG Chair is authorized to execute Amendment No. 2 to Iteris agreement for an additional amount of \$80,022.00 and for a time extension to June 30, 2015. Be it further resolved that the C/CAG Executive Director is authorized to negotiate the final terms of said agreement prior to its execution by the C/CAG Chair, subject to approval as to form by C/CAG Legal Counsel.

PASSED, APPROVED, AND ADOPTED THIS 12TH DAY OF FEBRUARY, 2015.

Mary Ann Nihart, Chair

**AMENDMENT NO. 2 TO THE AGREEMENT
BETWEEN
THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
AND
ITERIS INC. FOR SYSTEM INTEGRATION SUPPORT OF THE
SMART CORRIDOR PROJECT**

This Amendment No. 2 to the Agreement between the City/County Association of Governments of San Mateo County and Iteris Corporation (“Agreement”) is entered into by and between the City/County Association of Governments of San Mateo County, a joint powers agency for the development and implementation of the Congestion Management Program for San Mateo County (“C/CAG”), and Iteris Inc. (“Consultant”). C/CAG and Consultant shall be known as the Parties.

WITNESSETH

WHEREAS, C/CAG and Consultant have entered into an Agreement on April 17, 2013 for System Integration Support for the Smart Corridor Project; and

WHEREAS, Section 1 of said Agreement specifies that all tasks must be completed in accordance with Exhibit “A” which has a final completion date of August 31, 2014; and

WHEREAS, Amendment No. 1 extended the completion date to January 31, 2015; and

WHEREAS, Caltrans has determined that additional consulting services and work are needed as described in Exhibit “A” attached hereto; and

WHEREAS, Consultant has provided the cost proposal and schedule as shown on Exhibit “A” attached hereto; and

WHEREAS, up to an additional \$80,022.22 will be required to complete the additional work; and

WHEREAS, C/CAG and Consultant have determined that additional time is needed to complete the system integration support services; and

WHEREAS, C/CAG and Consultant have estimated that the remaining system integration support services can be completed by June 30, 2015; and

WHEREAS, Consultant has reviewed and accepted this Amendment.

NOW, THEREFORE, IT IS HEREBY AGREED by the C/CAG and Consultant that:

1. The additional work is hereby added to the services and work to be performed by Consultant under the Iteris Contract and Consultant agrees to complete all work and services under the Iteris Contract as detailed in Exhibit “A”.

2. Full Force and Effect. All other provisions of the Agreement shall remain in full force and effect.
3. Effective Date. This Amendment shall take effect February 2, 1015.

IN WITNESS WHEREOF, C/CAG and Consultant, by their duly authorized representatives, have affixed their hands.

Iteris, Inc. (Consultant)

By: Scott Carlson, Vice President

Date:

For C/CAG

By: Mary Ann Nihart, Chair

Date:



EXHIBIT "A"

January 9, 2015

Parviz Mokhtari, P.E.
C/CAG Project Manager
555 County Center
4th Floor
Redwood City, CA 94063

Re: **Amendments to San Mateo County Smart Corridor System Integrator Contract** **J13-1736**

Dear Mr. Mokhtari:

Iteris, Inc. is currently under contract with City/County Association of Governments of San Mateo County (C/CAG) in support of the San Mateo Smart Corridor System Integrator Project. Our contract currently consists of the following main tasks:

- Task 1 – Integration, Management and Administration \$20,065
 - Task 2 – Implementation Schedule \$15,061
 - Task 3 – Technical Tasks (included subtasks 3.1 to 3.8) \$251,081
 - Task 4 – System Integration Support (T&M) (4.1, 4.2) \$294,770
- Total Contract Value = \$580,977

Caltrans staff has now requested additional work for Iteris to complete as Task 4.3. This additional work requires us to procure and deploy a Video Management System (VMS) as available from Avigilon. Iteris previously assisted Caltrans staff with evaluation of Avigilon and other VMS systems as part of Task 4.2 and Iteris agrees Caltrans' VMS selection with the new approach to video management for the project.

In order to implement the remaining project work as identified above and implement the new Amendment Task 4.3 additional funds are required. We are requesting additional funds of **\$80,022.22** to complete Task 4.3. Per the contract, all hardware and software includes a 7% markup on our costs. Details for the scope description and fees for Task 4.3 are attached.

As a result of this potential contract amendment and construction contractor delays that are beyond the control of Iteris, we request that our contract be extended from January 31, 2015 to June 30, 2015. Thank you very much for the opportunity for Iteris to continue assisting the C/CAG. Please feel free to call me at (714) 724-7089 if you have any questions.

Sincerely,

Iteris, Inc.





Scott Carlson

Scott Carlson, P.E.

Vice President – Transportation Systems Western Region

TASK 4 SCOPE OF SERVICES

Task 4.3.1 Avigilon Off-site Configuration

Iteris staff will procure all hardware and software and configure as much as possible prior to installation at the San Mateo Communications Hub. Configuration will include applying all necessary operating system and Avigilon application patches and updates as well as configuring the Avigilon application for the specific cameras and encoders used in the San Mateo County Smart Corridor Program.

Deliverables:

- Preconfigured Avigilon servers

Task 4.3.2 Avigilon On-site Installation & Training

Iteris staff will install the Avigilon servers at the San Mateo Communications Hub and complete their configuration. Iteris staff will also install and configure Avigilon's client application at each stakeholder agency. Iteris will perform system testing from end to end. Iteris will provide administration training for Caltrans District 4 staff and user training for all stakeholder agencies

Deliverables:

- Installed Avigilon servers
- Installed Avigilon client software application
- System testing documentation
- System administration and user training

Task 4.3.3 Avigilon Hardware and Software

Iteris staff will install the Avigilon servers at the San Mateo Communications Hub and complete their configuration. Iteris staff will also install and configure Avigilon's client application at each stakeholder.

FEE PROPOSAL: TASK 4.3

San Mateo County Smart Corridor System Integrator

Task Order #3

Date: December 11, 2014

Services, Hardware and Software

	Task	George Gener Project Manager	Omid Modagheh Project Engineer / Novani (option)	HOURS/ QUANT.	Iteris LABOR COST	Iteris ODC	Iteris Total
		\$197.00	\$87.04				
4.3.1	Off-site Configuration	40	8	48	\$8,576.32		\$8,576.32
4.3.2	On-site Installation & Training	40	32	72	\$10,665.28	\$2,000.00	\$12,665.28
	<i>Total Services</i>	80	40	120	\$19,241.60	\$2,000.00	\$21,241.60
	<i>Total Hardware and Software</i>						\$87,534.31
	<i>Total Cost</i>						\$108,775.91
	<i>Available Project Relocated Funds</i>						-\$28,753.69
	<i>Total Additional Funds Requested</i>						\$80,022.22

Task 4.3.3 Hardware and Software

Item	Description	Vendor	Item Number	Iteris Cost	Qty	Total
1	Enterprise license for up to 24 camera channels and unlimited client connections	Avigilon	24C-ACC5-ENT	\$4,687.00	12	\$56,244.00
2	Enterprise license for up to 4 camera channels and unlimited client connections	Avigilon	4C-ACC5-ENT	\$809.00	1	\$809.00
3	Server Hardware	Dell	TBD	\$6,000.00	3	\$18,000.00
	Subtotal					\$75,053.00
	<i>Iteris Markup (7%)</i>					\$5,253.71
	Subtotal					\$80,306.71
	<i>San Mateo County Sales Tax (9%)</i>					\$7,227.60
	Total Hardware and Software					\$87,534.31

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRAFFIC OPERATIONS

111 GRAND AVE

OAKLAND, CA 94612

PHONE (510) 286-4624

TTY 711

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January 13, 2015

Sandy Wong
Executive Director
City/County Association of Governments of San Mateo County
555 County Center
Redwood City, CA 94063

Dear Mrs. Wong:

The California Department of Transportation (Caltrans) views the San Mateo Smart Corridor Project as a timely opportunity to implement the latest intelligent transportation systems to manage State Highways and local streets in San Mateo County.

Due to advancements in management systems for transportation and desire for reliability and innovation, the Caltrans project team recommends an alternate approach to the CCTV subsystem Caltrans first developed over five years ago. The alternate approach will minimize system failures by installing a video management system in the San Mateo Hub located in the City of San Mateo. The San Mateo Hub is a facility that has direct fiber optic based communication links to the traffic monitoring cameras at traffic signals, therefore limiting points of system failures. The recommended video management system will provide all project stakeholders a modern and user-friendly application to view video used for monitoring traffic conditions in San Mateo County.

Since Iteris has experience with the San Mateo Smart Corridor and the recommended video management system, it is in the best interest of the project that Iteris installs the system. This requires an amendment to the Iteris' systems integration contract to account for the additional **materials and labor**. **All other provisions in the existing contract remain unchanged except for the end date of the contract.** Due to unforeseen construction delays and the added video management system task, Caltrans recommends extending Iteris' contract to June 30, 2015. Caltrans supports the amendment to Iteris' systems integration contract to procure and install a video management system for the San Mateo Smart Corridor.

Sincerely,

David Man
Traffic Operations

C/CAG AGENDA REPORT

Date: February 12, 2015

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and accept the C/CAG State Transportation Improvement Program (STIP) PPM Final Audit Report from January 1, 2013 through March 31, 2014

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

RECOMMENDATION

That the C/CAG Board review and accept the C/CAG State Transportation Improvement Program (STIP) Planning, Programming & Monitoring (PPM) Final Audit Report from January 1, 2013 through March 31, 2014.

FISCAL IMPACT

None

SOURCE OF FUNDS

This audit report pertains to the State Transportation Improvement Program (STIP) Planning, Programming & Monitoring (PPM) grant fund for San Mateo County.

BACKGROUND/DISCUSSION

C/CAG received a State grant for Planning, Programming & Monitoring (PPM) fund from the State Transportation Improvement Program (STIP), in an amount of \$353,000 for fiscal year 2012-2013. This grant was expended during the period from January 2013 through January 2014.

To comply with grantor's requirement, an independent audit was performed on this state grant. Final Audit Report is shown in the attachment. No issues were identified that required correction. The audit did not disclose any deficiencies, or material weaknesses or instances of noncompliance material to the basic financial statements.

ATTACHMENT

- C/CAG State Transportation Improvement Program (STIP) Planning, Programming, & Monitoring (PPM) Final Audit Report From January 1, 2013 through March 31, 2014.

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

**STATE TRANSPORTATION IMPROVEMENT
PROGRAM (STIP)
PLANNING, PROGRAMMING & MONITORING (PPM)
FINAL AUDIT REPORT**

**FROM JANUARY 1, 2013
THROUGH MARCH 31, 2014**

CITY/COUNTY ASSOCIATION
OF GOVERNMENTS OF SAN MATEO COUNTY

STATE TRANSPORTATION IMPROVEMENT PROGRAM (STIP)
PLANNING, PROGRAMMING & MONITORING (PPM)
FROM JANUARY 1, 2013 THROUGH MARCH 31, 2014

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INDEPENDENT AUDITORS' REPORT

To the Governing Board of the City/County Association
of Governments of San Mateo County
San Carlos, California

Report on Financial Statements

We have audited the accompanying Final Project Expenditure Report for Project Number PPM13-6419(017) (the Program) of the City/County Association of Governments of San Mateo County, California, (C/CAG), which comprise revenues and expenditures of the Program as of and for the period of January 1, 2013 through March 31, 2014, and the related notes to the report.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial report in accordance with the STIP Planning, Programming, and Monitoring Program (PPM) Fund Transfer Agreement for State Funded Projects; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial report that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.



To the Governing Board of the City/County Association
of Governments of San Mateo County
San Carlos, California

Opinions

In our opinion, the financial report referred to above presents fairly, in all material respects, the status of the Program of the City/County Association of Governments of San Mateo County, California, for the period of January 1, 2013 through March 31, 2014, in conformity with the STIP Planning, Programming and Monitoring Program (PPM) Fund Transfer Agreement (Agreement) for State Funded Projects.

Emphasis of a Matter

As described in Note 2 to the Final Project Expenditure Report for Project Number PPM13-6419(017), the financial report is prepared in accordance with STIP Planning, Programming & Monitoring Program (PPM) Fund Transfer Agreement for State Funded Projects which requires a financial report that presents only the Program and does not purport to, and does not, present fairly the financial position of the C/CAG as of June 30, 2014, and the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Restriction of Use

Our report is intended solely for the information and use of the City/County Association of Governments of San Mateo County, California, , and the State of California and is not intended to be and should not be used by anyone other than these specified parties.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated January 19, 2015 on our consideration of the C/CAG's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the C/CAG's internal control over financial reporting and compliance.

Lane, Soll & Lughard, LLP

Brea, California
January 19, 2015

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH APPLICABLE
REQUIREMENTS AND ON INTERNAL CONTROL OVER COMPLIANCE

To the Governing Board of the City/County Association
of Governments of San Mateo County
San Carlos, California

Report on Compliance

We have audited the compliance of the STIP Planning, Programming, and Monitoring Program (PPM) Project Number PPM13-6419(017) of the City/County Association of Governments of San Mateo County (C/CAG) with the types of compliance requirements described in Article XIX of the California State Constitution, the CFR 49 Part 18, *Uniform Administrative Requirements for State and Local Governments*, OMB A-87, *Cost Principals for State and Local Governments* and the provisions of the Fund Transfer Agreement for State Funded Projects for the period of January 1, 2013 through March 31, 2014.

Management's Responsibility

Management is responsible for compliance with the requirements of Article XIX of the California State Constitution, the CFR 49 Part 18, *Uniform Administrative Requirements for State and Local Governments*, OMB A-87, *Cost Principals for State and Local Governments* and the provisions of the Fund Transfer Agreement for State Funded Projects.

Auditor's Responsibility

Our responsibility is to express opinions on compliance with the requirements of Article XIX of the California State Constitution, the CFR 49 Part 18, *Uniform Administrative Requirements for State and Local Governments*, OMB A-87, *Cost Principals for State and Local Governments* and the provisions of the Fund Transfer Agreement for State Funded Projects based on our audit. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in the Government Auditing Standards, issued by the Comptroller General of the United States, and Article XIX of the California State Constitution, the CFR 49 Part 18, *Uniform Administrative Requirements for State and Local Governments*, OMB A-87, *Cost Principals for State and Local Governments* and the provisions of the Fund Transfer Agreement for State Funded Projects. Those standards and Article XIX of the California State Constitution, the CFR 49 Part 18, *Uniform Administrative Requirements for State and Local Governments*, OMB A-87, *Cost Principals for State and Local Governments* and the provisions of the Fund Transfer Agreement for State Funded Projects require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a material effect on the STIP Planning, Programming, and Monitoring Program (PPM) Project Number PPM13-6419(017) funds occurred. An audit includes examining, on a test basis, evidence about the C/CAG's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance. However, our audit does not provide a legal determination of the C/CAG's compliance with those requirements.



To the Governing Board of the City/County Association
of Governments of San Mateo County
San Carlos, California

Opinion

In our opinion, the C/CAG complied, in all material respects, with the requirements referred to above that are applicable to the STIP Planning, Programming, and Monitoring Program (PPM) Project Number PPM13-6419(017) funds for the period of January 1, 2013 through March 31, 2014.

Report on Internal Control Over Compliance

The management of the C/CAG is responsible for establishing and maintaining effective internal control over compliance with the type of compliance requirements referred to above. In planning and performing our audit, we considered the C/CAG's internal control over compliance with the types of requirements that could have a direct and material effect on the STIP Planning, Programming, and Monitoring Program (PPM) Project Number PPM13-6419(017) funds to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the C/CAG's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that a material noncompliance will not be prevented, or detected and corrected on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of Article XIX of the California State Constitution, the CFR 49 Part 18, *Uniform Administrative Requirements for State and Local Governments*, OMB A-87, *Cost Principles for State and Local Governments* and the provisions of the Fund Transfer Agreement for State Funded Projects. Accordingly, this communication is not suitable for any other purpose.

Brea, California
January 19, 2015

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

**FINAL PROJECT EXPENDITURE REPORT
PROJECT NUMBER PPM13-6419(017)
FROM JANUARY 1, 2013
THROUGH MARCH 31, 2014**

State Funds Allocated:	\$ 353,000
<hr/>	
Expenditures Incurred:	
Project Costs:	353,000
Preliminary Engineering	
Sources and Amounts of Additional Funds Used (Local Fund):	-
<hr/>	
State Funds Allocated but Not Used:	\$ -
<hr/>	

See Accompanying Notes to Final Project Expenditure Report

**CITY/COUNTY ASSOCIATION
OF GOVERNMENTS OF SAN MATEO COUNTY
STATE TRANSPORTATION IMPROVEMENT PROGRAM (STIP)
PLANNING, PROGRAMMING & MONITORING (PPM)
PPM13-6419(017)
FINAL AUDIT REPORT
NOTES TO FINAL PROJECT EXPENDITURE REPORT**

Note 1: Project Description

PPM is defined as the project planning, programming and monitoring activities related to development of the Regional Transportation Improvement Program (RTIP) and the STIP as required, and for the monitoring of project implementation for projects approved in the STIP.

Specific activities including but are not limited to:

- a) Reviewed Project Study Reports for STIP funded projects.
- b) Coordinated with Caltrans District 4 and all local jurisdictions to prepare Project Initiation Document (PID) Work Plan. Coordinated with County Transportation Authority to develop countywide priorities for STIP funded projects.
- c) Developed RTIP and its amendments.
- d) Developed engineering documents and performed project management tasks for STIP funded projects.
- e) Smart Corridor development.

Note 2: Basis of Presentation

The STIP PPM Fund Transfer Agreement for State Funded Projects authorizes the use of moneys received by the state for certain purposes. Reimbursement requests are submitted to the State to release funds directly to the City/County Association of Governments of San Mateo County (C/CAG). The amounts distributed to the C/CAG are maintained in the C/CAG's Congestion Management Fund. The expenditures and revenues of other activities of the C/CAG have not been included in this report. This report is presented in accordance with the STIP PPM Fund Transfer Agreement for State Funded Projects.

C/CAG AGENDA REPORT

Date: February 12, 2015
TO: C/CAG Board of Directors
From: Sandy Wong - C/CAG Executive Director
Subject: Review and accept the AB 1546 Fund Financial Statements (Audit) for the Year Ended June 30, 2014

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

Recommendation:

That the C/CAG Board review and accept the AB 1546 Fund Financial Statements (Audit) for the Year Ended June 30, 2014.

Fiscal Impact:

None.

Revenue Source:

Dedicated motor vehicle fee.

Background/ Discussion:

A separate independent audit was performed on the AB 1546 Fund for the year ended June 30, 2014. No issue was identified that require correction.

The auditor expressed their opinion that C/CAG complied, in all material respects, with the requirements applicable to the AB 1546 Fund for the year ending in June 30, 2014.

Attachment:

- Excerpts from AB 1546 Fund audit report.
- Full copy – AB 1546 Fund Financial Statement (Audit) for the year ended June 30, 2014 – (Available on-line: <http://ccag.ca.gov/committees/board-of-directors/>)

C/CAG AB 1546 Fund Financial Statements for the
Fiscal Year Ended June 30, 2014

Provided separately on-line at:
<http://ccag.ca.gov/committees/board-of-directors/>

INDEPENDENT AUDITORS' REPORT

Governing Board of City/County Association
of Governments of San Mateo County
San Mateo, California

Report on Financial Statements

We have audited the accompanying financial statements of the AB 1546 Fund of the City/County Association of Governments of San Mateo County, (C/CAG) as of and for the year ended June 30, 2014, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.



Governing Board of City/County Association
of Governments of San Mateo County
San Mateo, California

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the AB 1546 Fund of the City/County Association of Governments of San Mateo County, as of June 30, 2014, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of a Matter

As described in Note 1 to the financial statements, the financial statements are prepared in accordance with AB 1546, *Vehicle Fee for Congestion and Stormwater Management Program*, as contained in Government Code Section 65089.11 through 65089.15 which requires financial statements that present only the AB 1546 Fund and does not purport to, and does not, present fairly the financial position of the C/CAG as of June 30, 2014, and the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management elected not to do the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Restriction of Use

Our report is intended solely for the information and use of the C/CAG and is not intended to be and should not be used by anyone other than these specified parties.



Governing Board of City/County Association
of Governments of San Mateo County
San Mateo, California

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated January 19, 2015 on our consideration of the C/CAG's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the C/CAG's internal control over financial reporting and compliance.

Lane, Solt & Loughard, LLP

Brea, California
January 19, 2015

CITY/COUNTY ASSOCIATION OF GOVERNMENTS
OF SAN MATEO COUNTY

AB 1546 FUND
STATEMENT OF NET POSITION AND GOVERNMENTAL FUND BALANCE SHEET
JUNE 30, 2014

	AB 1546 Fund	Adjustments	Statement of Net Position
Assets:			
Cash and investments	\$ 4,370,271	\$ -	\$ 4,370,271
Accounts receivable	2,651	-	2,651
Total Assets	\$ 4,372,922	-	4,372,922
Liabilities and Fund Balance:			
Liabilities:			
Accounts payable	\$ 319,306	-	319,306
Total Liabilities	319,306	-	319,306
Fund Balance:			
Restricted for AB 1546	4,053,616	(4,053,616)	-
Total Fund Balance	4,053,616	(4,053,616)	-
Total Liabilities and Fund Balance	\$ 4,372,922		
Net Position:			
Restricted for AB 1546		4,053,616	4,053,616
Total Net Position		\$ -	\$ 4,053,616

See Independent Auditors' Report and Notes to Financial Statements

CITY/COUNTY ASSOCIATION OF GOVERNMENTS
OF SAN MATEO COUNTY

AB 1546 FUND
STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUND
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
YEAR ENDED JUNE 30, 2014

	<u>AB 1546 Fund</u>	<u>Adjustments</u>	<u>Statement of Activities</u>
Revenues:			
From other agencies	\$ 33,957	\$ -	\$ 33,957
Investment income	30,806	-	30,806
Total Revenues	64,763	-	64,763
Expenditures:			
Professional Services	36,063	-	36,063
Administrative services	11,176	-	11,176
Distributions	716,404	-	716,404
Total Expenditures	763,643	-	763,643
Excess (Deficiency) of Revenues Over (under) Expenditures	(698,880)	-	(698,880)
Other Financing Sources (Uses):			
Transfers out	(1,342)	-	(1,342)
Total Other Financing Sources (Uses)	(1,342)	-	(1,342)
Net Change in Fund Balance/Net Position	(700,222)	-	(700,222)
Fund Balance/Net Position at Beginning of Year	4,753,838	-	4,753,838
Fund Balance/Net Position at End of Year	\$ 4,053,616	\$ -	\$ 4,053,616

See Independent Auditors' Report and Notes to Financial Statements

C/CAG AGENDA REPORT

Date: February 12, 2015
TO: C/CAG Board of Directors
From: Sandy Wong - C/CAG Executive Director
Subject: Review and accept the Measure M Fund Financial Statements (Audit) for the Year Ended June 30, 2014

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

Recommendation:

That the C/CAG Board review and accept the Measure M Fund Financial Statements (Audit) for the Year Ended June 30, 2014.

Fiscal Impact:

None.

Revenue Source:

Dedicated motor vehicle fee.

Background/ Discussion:

A separate independent audit was performed on the Measure M Fund for the year ended June 30, 2014. No issue was identified that require correction.

The auditor expressed their opinion that C/CAG complied, in all material respects, with the applicable requirements to the Measure M Fund for the year ending in June 30, 2014.

Attachment:

- Excerpts from Measure M Fund audit report.
- Full copy – Measure M Fund Financial Statement (Audit) for the year ended June 30, 2014 – (Available on-line: <http://ccag.ca.gov/committees/board-of-directors/>)

C/CAG Measure M Fund Financial Statements for the
Fiscal Year Ended June 30, 2014

Provided separately on-line at:
<http://ccag.ca.gov/committees/board-of-directors/>

INDEPENDENT AUDITORS' REPORT

Governing Board of City/County Association
of Governments of San Mateo County
San Mateo, California

Report on Financial Statements

We have audited the accompanying financial statements of the Measure M Fund of the City/County Association of Governments of San Mateo County, California, (C/CAG) as of and for the year ended June 30, 2014, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.



Governing Board of City/County Association
of Governments of San Mateo County
San Mateo, California

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Measure M Fund of the City/County Association of Governments of San Mateo County, California, as of June 30, 2014, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of a Matter

As described in Note 1 to the financial statements, the financial statements are prepared in accordance with Government Code Section 65089.20 which requires financial statements that present only the Measure M Fund and do not purport to, and do not, present fairly the financial position of the C/CAG as of June 30, 2014, and the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management elected not to do the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Restriction of Use

Our report is intended solely for the information and use of the C/CAG and is not intended to be and should not be used by anyone other than these specified parties.



Governing Board of City/County Association
of Governments of San Mateo County
San Mateo, California

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated January 23, 2015, on our consideration of the C/CAG's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the C/CAG's internal control over financial reporting and compliance.

Lance, Soll & Lughard, LLP

Brea, California
January 23, 2015

CITY/COUNTY ASSOCIATION OF GOVERNMENTS
OF SAN MATEO COUNTY

MEASURE M FUND
STATEMENT OF NET POSITION AND GOVERNMENTAL FUND BALANCE SHEET
JUNE 30, 2014

	Measure M Fund	Adjustments	Statement of Net Position
Assets:			
Cash and Investments	\$ 6,407,623	\$ -	\$ 6,407,623
Accounts Receivable	1,671,348	-	1,671,348
Total Assets	\$ 8,078,971	-	8,078,971
Liabilities, Deferred Inflows of Resources and Fund Balance:			
Liabilities:			
Accrued Expenses	\$ 5,996	-	5,996
Accounts Payable	2,051,276	-	2,051,276
Total Liabilities	2,057,272	-	2,057,272
Deferred Inflows of Resources			
Unavailable Revenues	5,308	(5,308)	-
Total Deferred Inflows of Resources	5,308	(5,308)	-
Fund Balance:			
Restricted for Measure M	6,016,391	(6,016,391)	-
Total Fund Balance	6,016,391	(6,016,391)	-
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 8,078,971		
Net Position:			
Restricted for Measure M		6,021,699	6,021,699
Total Net Position		\$ 5,308	\$ 6,021,699

See Independent Auditors' Report and Notes to Financial Statements

CITY/COUNTY ASSOCIATION OF GOVERNMENTS
OF SAN MATEO COUNTY

MEASURE M FUND
STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUND
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
YEAR ENDED JUNE 30, 2014

	<u>Measure M Fund</u>	<u>Adjustments</u>	<u>Statement of Activities</u>
Revenues:			
From other agencies	\$ 6,977,886	\$ (29,874)	\$ 6,948,012
Cost reimbursement	589,182	-	589,182
Investment income	45,226	-	45,226
Total Revenues	7,612,294	(29,874)	7,582,420
Expenditures:			
Professional services	2,045,472	-	2,045,472
Administrative services	38,986	-	38,986
Distributions	4,342,828	-	4,342,828
Total Expenditures	6,427,286	-	6,427,286
Excess (Deficiency) of Revenues Over (under) Expenditures	1,185,008	(29,874)	1,155,134
Other Financing Sources (Uses):			
Transfers out	(521,238)	-	(521,238)
Total Other Financing Sources (Uses)	(521,238)	-	(521,238)
Net Change in Fund Balance/Net Position	663,770	(29,874)	633,896
Fund Balance/Net Position at Beginning of Year	5,352,621	35,182	5,387,803
Fund Balance/Net Position at End of Year	\$ 6,016,391	\$ 5,308	\$ 6,021,699

See Independent Auditors' Report and Notes to Financial Statements

C/CAG AGENDA REPORT

Date: February 12, 2015
TO: C/CAG Board of Directors
From: Sandy Wong - C/CAG Executive Director
Subject: Review and accept the C/CAG Single Audit Report for the Year Ended June 30, 2014
(For further information or response to questions, contact Sandy Wong at 650 599-1409)

Recommendation:

Review and accept the C/CAG Single Audit Report for the Year Ended June 30, 2014.

Fiscal Impact:

None.

Revenue Source:

Federal Transportation Funds.

Background/ Discussion:

An independent Single Audit Report was performed on C/CAG for the year ended June 30, 2014. The Single Audit is specifically for Federal funds received. A Single Audit is required when an agency received more than \$300,000 in federal grants. During that fiscal year, C/CAG had a total of \$1,238,619 in expenditures of federal funds.

C/CAG, through the City of San Carlos, engaged LSL to conduct an independent audit to satisfy that requirement. The auditor expressed their opinion that C/CAG complied, in all material respects, with the types of compliance requirements on each of the federal programs for the year ending in June 30, 2014.

Attachment:

- Single Audit Report for Year Ended June 30, 2014.

**CITY/COUNTY ASSOCIATION
OF GOVERNMENTS
OF SAN MATEO COUNTY, CALIFORNIA**

SINGLE AUDIT REPORT

JUNE 30, 2014

CITY/COUNTY ASSOCIATION
OF GOVERNMENTS
OF SAN MATEO COUNTY, CALIFORNIA

SINGLE AUDIT REPORT

JUNE 30, 2014

CITY/COUNTY ASSOCIATION
OF GOVERNMENTS
OF SAN MATEO COUNTY

JUNE 30, 2014

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INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS*

To the Governing Board
City/County Association of Governments of San Mateo County
San Mateo, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund, and the aggregate remaining fund information of City/County Association of Governments of San Mateo County, California, (C/CAG) as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the C/CAG's basic financial statements, and have issued our report thereon dated December 2, 2014.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered C/CAG's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of C/CAG's internal control. Accordingly, we do not express an opinion on the effectiveness of C/CAG's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether C/CAG's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.



To the Governing Board
City/County Association of Governments of San Mateo County
San Mateo, California

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Lance, Soll & Lughard, LLP

Brea, California
December 2, 2014

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND
ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON SCHEDULE OF EXPENDITURES
OF FEDERAL AWARDS REQUIRED BY OMB CIRCULAR A-133

To the Governing Board of the City/County Association
Of Governments of San Mateo County
San Mateo, California

Report on Compliance for Each Major Federal Program

We have audited the City/County Association of Governments of San Mateo County (C/CAG), California's compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of the C/CAG's major federal programs for the year ended June 30, 2014. The C/CAG's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the C/CAG's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the C/CAG's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the C/CAG's compliance.

Opinion on Each Major Federal Program

In our opinion, the City/County Association of Governments of San Mateo County, California complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2014.



To the Governing Board of the City/County Association
Of Governments of San Mateo County
San Mateo, California

Report on Internal Control over Compliance

Management of the C/CAG is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the C/CAG's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the C/CAG's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Report on the Schedule of Expenditures of Federal Awards Required by OMB Circular A-133

We have audited the financial statements of the governmental activities and each major fund of the City/County Association of Governments of San Mateo County, California, as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the C/CAG's basic financial statements. We issued our report thereon dated December 2, 2014, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for the purposes of additional analysis as required by OMB Circular A-133 and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.



CERTIFIED PUBLIC ACCOUNTANTS

VPB A Division of LSL, CPAs
viture, peeler & boucher

To the Governing Board of the City/County Association
Of Governments of San Mateo County
San Mateo, California

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Lance, Solt & Luykhard, LLP

Brea, California
December 2, 2014

CITY/ COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2014

<u>Federal Grantor/Pass-Through Grantor/Program Title</u>	<u>Federal CFDA Number</u>	<u>Pass-Through Grantor's Number</u>	<u>Expenditures</u>
<u>U.S. Department of Transportation</u>			
Passed through the State of California,			
Department of Transportation:			
Highway Planning and Construction*	20.205	STPCM-6084(155)	\$ 70,000
		STPCML-6419(013)	90,201
		STPCML-6419(020)	469,108
		STPCML-6084(175)	609,310
Total U.S. Department of Transportation			1,238,619
Total Federal Expenditures			\$ 1,238,619

* Major Program

Note a: Refer to Note 1 to the schedule of expenditures of federal awards for a description of significant accounting policies used in preparing this schedule.

Note b: There was no federal awards expended in the form of noncash assistance and insurance in effect during the year.

Note c: Total amount provided to subrecipients during the year was \$0.

CITY/ COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2014

Note 1: Summary of Significant Accounting Policies Applicable to the Schedule of Expenditures of Federal Awards

a. Scope of Presentation

The accompanying schedule presents only the expenditures incurred by the City/County Association of Governments of San Mateo County (C/CAG), California, that are reimbursable under federal programs of federal financial assistance. For the purposes of this schedule, federal awards include both federal financial assistance received directly from a federal agency, as well as federal funds received indirectly by C/CAG from a non-federal agency or other organization. Only the portion of program expenditures reimbursable with such federal funds is reported in the accompanying schedule. Program expenditures in excess of the maximum federal reimbursement authorized or the portion of the program expenditures that were funded with state, local or other non-federal funds are excluded from the accompanying schedule.

b. Basis of Accounting

The expenditures included in the accompanying schedule were reported on the modified accrual basis of accounting. Under the modified accrual basis of accounting, expenditures are incurred when C/CAG becomes obligated for payment as a result of the receipt of the related goods and services.

CITY/ COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2014**

SECTION II - FINANCIAL STATEMENT FINDINGS

No matters were reported.

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

No matters were reported.

CITY/ COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2013

SECTION II - FINANCIAL STATEMENT FINDINGS

Finding 2013-1

Grant Receivables

During our audit procedures of the federal grants, we noted federal expenditures in the amount of \$70,181 that was not requested for reimbursement from the granting agencies. Of that amount, approximately \$35,000 was requested in September before the audit fieldwork. The remaining \$30,000 was caused by the subrecipient's delay in providing invoices. A correcting entry was made to record this amount as a receivable and unavailable revenue. Additionally, the Schedule of Expenditures of Federal Awards reported federal expenditures for the total project costs rather than isolating the federal expenditures for reporting purposes. The schedule was corrected as a result of our testwork. We recommend that going forward, management determine the total amount of reimbursable expenditures for all federal grant programs to verify that the receivable is properly recorded. Additionally, the matching requirement of federal grants needs to be closely monitored to ensure that the amount of federal expenditures reported on the Schedule of Federal Awards is correct.

Management's Response: Going forward, we will record the expenditures that have not been reimbursed at year-end as receivable and unavailable revenue. It should be noted that CCAG was not at risk in losing reimbursements as a result of the delay. It should also be noted that although the expenditures are not recorded in the general ledger, the individual CCAG project managers closely monitored and tracked expenditures for their respective projects.

We will report only the federal expenditures on the Schedule of Expenditures of Federal Awards as recommended by the auditor.

Current Status: The C/CAG made the proper corrections to eliminate the cause of the adjustments for the current year.

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

No matters were reported.

C/CAG AGENDA REPORT

Date: December 12, 2013
TO: C/CAG Board of Directors
From: Sandy Wong – Executive Director
Subject: Review and accept the C/CAG Basic Financial Statements (Audit) for the Year Ended June 30, 2014

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

Recommendation:

Review and accept the C/CAG Basic Financial Statements (Audit) for the Year Ended June 30, 2014.

Fiscal Impact:

None.

Revenue Source:

Member assessments, parcel fee, motor vehicle fee (AVA/ TFCA/ AB1546/ Measure M), grants from State/ Federal Transportation programs, and other grants.

Background/ Discussion:

An independent audit was performed on C/CAG for the year ended June 30, 2014. No issues were identified that required correction. The auditor expressed the opinion that the C/CAG financial statements, in all material respects, the respective financial position of the governmental activities and each major fund of the C/CAG as of June 30, 2014, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Management's Discussion and Analysis is attached and included in the audit. The complete C/CAG Basic Financial Statements is provided on-line.

Attachments:

1. Management's Discussion and Analysis for the Basic Financial Statements (Audit) for the Year Ended June 30, 2014
2. Full copy - C/CAG Basic Financial Statements (Audit) for the Year Ended June 30, 2014
– Provided on-line at: <http://ccag.ca.gov/committees/board-of-directors/>

Management's Discussion and Analysis for the Basic Financial Statements (Audit) for the
Year Ended June 30, 2014

INDEPENDENT AUDITORS' REPORT

To the Governing Board of the City/County Association
Of Governments of San Mateo County
San Mateo, California

Report on Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of the City/County Association of Governments of San Mateo County (C/CAG) as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the C/CAG's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the C/CAG as of June 30, 2014, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.



To the Governing Board of the City/County Association
Of Governments of San Mateo County
San Mateo, California

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis and the budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 2, 2014 on our consideration of the C/CAG's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering C/CAG's internal control over financial reporting and compliance.

Brea, California
December 2, 2014

MANAGEMENT'S DISCUSSION AND ANALYSIS

The information presented in the "Management's Discussion and Analysis" is intended to be a narrative overview of the City/County Association of Governments of San Mateo County (C/CAG) financial activities for the fiscal year ended June 30, 2014. We encourage readers to consider this information in conjunction with the accompanying financial statements, notes, supplementary and statistical information located herein.

FINANCIAL STATEMENT OVERVIEW

This discussion and analysis is intended to serve as an introduction to the C/CAG Annual Financial Report. The C/CAG basic financial statements are comprised of three components: 1) Government-wide Financial Statements, 2) Fund Financial Statements, and 3) Notes to the Financial Statements.

FINANCIAL HIGHLIGHTS

- C/CAG total net position increased by \$1.4 million or 8.2%.
- The combined C/CAG revenues were \$19.8 million, a decrease of \$3.2 million or 13.8%.
- The combined C/CAG expenditures were \$18.4 million, a decrease of 3.8 million or 17.2%.

Government-wide Financial Statements: The *Government-wide Financial Statements* are designed to provide readers with a broad overview of the C/CAG finances. These statements include *all* assets and liabilities, using the full *accrual basis of accounting*, which is similar to the accounting used by most private-sector companies. All revenues and expenses related to the current fiscal year are included regardless of when the funds are received or paid.

- The *Statement of Net Position* presents all of the C/CAG assets and liabilities, with the difference reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator to determine whether the financial position of the Agency is improving or deteriorating.
- The *Statement of Activities* presents information showing how the C/CAG net position changed during the fiscal year. All changes in net position (revenues and expenses) are reported when the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Accordingly, revenues and expenses are reported in this statement for items that will result in cash flows in future fiscal periods (e.g., uncollected revenues, and accrued but unpaid interest expenses).

The services of the Agency are considered to be governmental activities including General and special purpose Government. All Agency activities are financed with investment income, City/ County fees, State/Federal/ Regional grants, Motor Vehicle Fees, and County discretionary State/ Federal Transportation funds.

Fund Financial Statements: A fund is a grouping of related accounts that are used to maintain control over resources that have been segregated for specific activities or objectives. The Agency used fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the C/CAG activities are reported in governmental funds. These funds are reported using modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental Fund Financial Statements provide a detailed view of the C/CAG operations. *Governmental fund information helps to determine the amount of financial resources used to finance the C/CAG programs.*

Notes to the Financial Statements: The notes provide additional information that is essential for a full understanding of the data provided in the Government-wide and Fund Financial Statements.

FINANCIAL ANALYSIS

Statement of net position presents the difference between C/CAG's total assets and total liabilities. Net position may over time serve as a useful indicator of C/CAG financial position. The following table summarizes the C/CAG's net position change from last year to this year.

MANAGEMENT'S DISCUSSION AND ANALYSIS

Table 1
Statement of Net Position
June 30, 2014 and June 30, 2013

	2014	2013	\$ Change	% Change
Assets:				
Cash and investments (note 2)	\$ 19,089,318	\$ 19,418,887	\$ (329,569)	-1.7%
Accounts receivable and other assets	3,617,740	5,568,592	(1,950,852)	-35.0%
Total Assets	22,707,058	24,987,479	(2,280,421)	-9.1%
Liabilities:				
Accounts payable and Accrued liabilities	4,218,085	7,917,788	(3,699,703)	-46.7%
Net OPEB liability	43,823	22,585	21,238	94.0%
Total Liabilities	4,261,908	7,940,373	(3,678,465)	-46.3%
Net Position:				
Restricted	18,415,474	17,061,254	1,354,220	7.9%
Unrestricted	29,676	(14,148)	43,824	309.8%
Total Net Position	\$ 18,445,150	\$ 17,047,106	\$ 1,398,044	8.2%

Statement of Net Position (Table 1) Change:

The change of net position is driven by the decrease in accounts receivable and accounts payable as a result of construction of the Smart Corridor project that is part of Congestion Management Program.

The total net position increased by \$1.4 million or 8.2% from the prior fiscal year. The reduction in liabilities is mainly from the construction of Smart Corridor project. The project is near completion; therefore, had less expenditure in FY2013-2014. The reduction in accounts receivable balance also contributed to the change. The net decrease of \$2 million in accounts receivable and other assets is a result of the timing of grant reimbursement of \$2.7 million from the grantors offset by \$0.7 million prepaid to the San Mateo County Public Works for the Smart Corridor project.

The majority of C/CAG's net position is subject to external restrictions, such as grantor's stipulations or enabling legislation, on how they may be used. The restricted assets were \$18.4 million of the total net position. Of this amount, \$6.6 million is restricted for Congestion Management Program; \$6 million is restricted for Measure M, \$4 million is restricted for AB1546 and \$1.5 million is restricted for NPDES. The remaining amount related to other programs. The unrestricted net position of \$0.03 million represents the remaining balance of the net position. The change is related to the other post-employment benefit (OPEB) liability that the Agency provides on a pay-as-you-go basis. Prior to July 1, 2012, C/CAG's OPEB liability was included with the OPEB liability reported by the City of Redwood City. Beginning in fiscal year 2012-13 C/CAG reported the OPEB liability on its own financial statements. In fiscal year 2013-2014 the annual required contribution based on actuarial report was \$0.03 million. Since there is only minimum contribution made, the increase in liability reflects the required contribution.

Statement of Activities and Changes in Net Position

The Statement of Activities presents program revenues and expenses, and general revenues in detail. All of these are elements in the Changes in Governmental Net Position summarized in Table 2. C/CAG's practice is to limit the total program expenses within the available resources.

MANAGEMENT'S DISCUSSION AND ANALYSIS

Program expenses totaled \$18.4 million in the fiscal year 2013-2014, a decrease of \$3.8 million or 17.2% from the prior year's expenses of \$22.2 million.

Significant changes in the expenses of C/CAG's program from the prior year are as follows:

- The decrease of \$1.8 million or 20.5% in Congestion Management Program is mainly due to the start of construction of Smart Corridor project in the fiscal year 2012-2013. The project was near completion in fiscal year 2013-2014; as a result, decrease of expenses in the fiscal year 2013-2014.
- The Transportation/Environmental fund (AB1546) decreased by \$1.6 million or 68.3%. The main factor for the decrease in expenses is the program expiration on 12/31/12. C/CAG Board has adopted a resolution authorizing the fund expenditure plan for the unspent fund balance.
- Expenses in Measure M program decreased by \$0.5 million or 7.5%. The decrease is associated with the Metropolitan Transportation Commission Regional Safe Route to School Cycle 1 project. The majority of the project was done in fiscal year 2012-2013. Only small amount of expenditures were made in fiscal year 2013-2014 to complete the project. Cycle 2 construction began in mid-year of fiscal year 2013-2014.
- Due to expiration of Abandon Vehicle Abatement program in May 2013, only \$0.5 million was distributed to the members in the fiscal year 2013-2014.
- NPDES program increased by \$0.2 million or 13.7% because of expenses for the public opinion survey and analysis for the Municipal Regional Permit compliance.
- The increase of \$0.1 million or 18% in Energy Watch is because C/CAG received more funding from PG&E for this program that allowed a service level increase in fiscal year 2013-2014.

For description of each of the Agency's programs, see Note 1.

CONTACTING THE C/CAG FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, and creditors with a general overview of the C/CAG finances. If you have any questions about this report or need additional information, please contact the Executive Director of the City/County Association of Governments of San Mateo County at 555 County Center Fifth Floor, Redwood City, CA 94063 or the C/CAG Financial Agent which is the Finance Department at the City of San Carlos, 600 Elm Street, San Carlos, CA 94070.

MANAGEMENT'S DISCUSSION AND ANALYSIS

Table 2
Statement of Activities and Changes in Net Position
June 30, 2014 and June 30, 2013

	2014	2013	\$ Change	% Change
Revenues				
Program Revenues:				
Charges for services	\$ 12,312,217	\$ 17,896,986	\$ (5,584,769)	-31.2%
Operating grants and contributions	7,363,654	5,045,208	2,318,446	46.0%
General Revenues:				
Investment Income	134,697	52,574	82,123	156.2%
Total Revenues	19,810,568	22,994,768	(3,184,200)	-13.8%
Expenses				
Congestion management	6,978,216	8,776,803	(1,798,587)	-20.5%
AB 1546	763,643	2,411,535	(1,647,892)	-68.3%
Measure M	6,427,286	6,950,336	(523,050)	-7.5%
Abandoned vehicle abatement	540,937	691,638	(150,701)	-21.8%
General government	545,591	545,104	(487)	-0.1%
NPDES stormwater	1,444,514	1,270,661	173,853	13.7%
Energy Watch	668,881	566,908	101,973	18.0%
Air quality (BAAQMD)	1,043,456	1,014,626	28,830	2.8%
Total Expenses	18,412,524	22,227,611	(3,815,087)	-17.2%
Inc (Dec) in Net Position	1,398,044	767,157	630,887	82.2%
Beginning Net Position	17,047,106	16,279,949	767,157	4.7%
Ending Net Position	\$ 18,445,150	\$ 17,047,106	\$ 1,398,044	8.2%

The combined amount of charges for services decreased by \$5.6 million or 31.2% is due to a one-time revenue of \$3 million received in fiscal year 2012-2013 from the San Mateo County Transportation Authority for implementing Smart Corridor Segment 2 project. The other factors contributing to the decrease are associated with funding for Abandon Vehicle Abatement and AB1546 program that expired in May 2013 and December 2012, respectively. Since the program expired, there were no more funding sources allocated to the program. Revenue from Measure M program relating to Metropolitan Transportation Commission Regional Safe Route to School also decreased due to completion of cycle 1 project. Cycle 2 project began in fiscal year 2013-2014 and C/CAG has received only \$0.5 million for the Cycle 2 project at year-end.

The combined amount of operating grants & contributions received in the fiscal year 2013-2014 is \$2.3 million or 46% more than the prior year. In the fiscal year 2012-2013, C/CAG was awarded \$5.3 million from State Transportation Improvement Program for the Smart Corridor project (project #2 North Segment). In fiscal year 2013-2014 \$3.8 million reimbursement for the Smart Corridor project were received while only \$1.5 million reimbursement were received in fiscal year 2012-2013.

Investment income increased by \$0.1 million or 156.2% compared to the prior year. The increase is a result of higher interest earnings and receipt of \$0.06 million final settlement from Lehman Brother investment loss. During the fiscal year, C/CAG Board authorized to increase the investment balance in the County Pool Investment to earn higher investment return. Interest earnings are proportionately allocated to each fund quarterly.

Date: February 12, 2015

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 15-04 authorizing the City of Belmont to amend the scope of the Belmont Village Implementation Plan project funded through the C/CAG Priority Development Area Planning Program.

(For further information or response to questions, contact Wally Abrazaldo at 650-599-1455)

RECOMMENDATION

That the C/CAG Board of Directors review and approve Resolution 15-04 authorizing the City of Belmont to amend the scope of the Belmont Village Implementation Plan project funded through the C/CAG Priority Development Area (PDA) Planning Program.

FISCAL IMPACT

The C/CAG Board of Directors directed \$440,000 toward the Belmont Village Implementation Plan project when it was approved in May 2014. The proposed amendment in the scope of the project will not entail any additional fiscal impact.

SOURCE OF FUNDS

Federal Surface Transportation Program (STP) funds are the funding source for the C/CAG PDA Planning Program. In November 2012, the Metropolitan Transportation Commission (MTC) allocated \$20 million in STP funds to the nine congestion management agencies in the Bay Area to support planning activities in PDAs.

BACKGROUND

In October 2013, the C/CAG Board of Directors approved the guidelines and call for projects for the C/CAG PDA Planning Program. The aim of this program was to support local jurisdictions in completing planning projects that would:

- Support intensified land uses and increase the supply of housing, including affordable housing, and jobs in areas around transit stations, downtowns, and transit corridors;
- Assist in streamlining the entitlement process and help PDAs become more development ready; and
- Address challenges to achieving infill development and higher densities.

C/CAG issued a call for projects for the program in October 2013 and made \$1,692,000 in federal Surface Transportation Program (STP) funds available to eligible projects in San Mateo County. In May 2014, the C/CAG Board of Directors approved a recommended project list totaling \$1,390,000 and consisting of three projects from the City of Belmont, the City of Redwood City, and the City of Millbrae.

In December 2014, staff from the City of Belmont initiated conversations with C/CAG staff to amend the scope of the Belmont Village Implementation Plan project that had been approved for funding under the C/CAG PDA Planning Program. City staff determined that a specific plan and companion environmental document for the Belmont Village area would better meet the goals of the City compared to the Belmont Village Implementation Plan that was originally proposed in the city's grant application. According to city staff, the scope of work for the proposed Belmont Village Specific Plan is similar to that of the Belmont Village Implementation Plan. The attached table shows how the proposed amendment to the project incorporates many of the original elements included in the city's grant application.

Given that the amended project remains eligible for funding under the guidelines of the program and does not involve an additional request for funds, C/CAG staff recommend that the C/CAG Board of Directors approve the City of Belmont's request to amend the scope of the Belmont Village Implementation Plan project to the Belmont Village Specific Plan project.

ATTACHMENTS

1. Belmont Village Specific Plan Structure/Content
2. Resolution 15-04

Attachment 1

Belmont Village Specific Plan Structure/Content

Chapter One	Context & Vision
Chapter Two	Land Use
Chapter Three	Access, Circulation, & Parking
Chapter Four	Urban Design & Building Development Standards
Chapter Five	Utilities & Public Services
Chapter Six	Community Facilities
Chapter Seven	Affordable Housing Strategy
Chapter Eight	Environment, Health & Safety
Chapter Nine	Implementation

	PDA GRANT APPLICATION Belmont Village Implementation Plan	Stated Purpose – Grant Application	EQUIVALENT CHAPTERS/SECTIONS Specific Plan as defined by State of California statute
Goals:			
1)	Specific revitalization goals for sub-districts.		Chapter One – Context & Vision
2)	Prioritized, action-oriented strategies.	Guide implementation with: <ul style="list-style-type: none"> • Key capital improvements; • Short-term investment opportunities. 	Chapter Nine - Implementation
3)	Range of building prototypes.	<ul style="list-style-type: none"> • Determine financial feasibility; • Achieve community’s vision. 	Chapter Four – Urban Design & Building Development Standards
4)	Create incentives; Provide added entitlement flexibility.	<ul style="list-style-type: none"> • Catalyze investment; • Support public-private collaboration on key opportunity sites. • Assist developers who will contribute meaningfully to the downtown vision. 	Chapter Two – Land Use
5)	Establish financing strategies.	<ul style="list-style-type: none"> • Area-wide parking; • Streetscape; • Public Spaces. 	Chapter Nine - Implementation
Key Questions to be answered in the Plan:			
a)	Which opportunity sites are best for: Market-rate housing? Affordable housing?		Chapter Two – Land Use Chapter Seven – Affordable Housing Strategy
b)	What planning & design configurations would facilitate transformation?	Shift built environment from auto-oriented shopping center to walkable activity node.	Chapter Four – Urban Design & Building Development Standards
c)	What parking management strategies should the City pursue?	Encourage consolidation & reconfiguration of numerous private surface parking lots.	Chapter Three – Access, Circulation, & Parking

Overarching aspiration:			
	Transform an area consisting of auto-oriented development and fragmented parcel ownership into a coordinated, pedestrian-friendly shopping, dining, and entertainment destination.	<p>Take a more fine-grained, action-oriented approach than a conventional land use plan.</p> <p>Facilitate revitalization by going beyond the land use and development regulations in the draft BVZ.</p> <p>Provide alternatives analysis and implementation strategies that consider the specific ownership patterns and opportunity sites within the Plan Area.</p>	<p>Chapter One – Context & Vision</p> <p>Chapter Two – Land Use</p>
Scope & Deliverables:			
1.	Existing Conditions profile		<p>Chapter Two – Land Use</p> <p>Section 2.1 – Existing Land Use & Development Projects</p> <p>Chapter Six – Community Facilities</p>
2.	Community Engagement Strategy & plan		<p>Chapter One – Context & Vision</p> <p>Section 1.4 – Community Participation & Plan Process</p>
3.	Alternatives Analysis report with supporting graphics		<p>Chapter Two – Land Use</p> <p>Alternatives Sub-Section, 2.4 – Development Potential</p> <p>+Companion EIR</p>
4.	Market Demand Analysis & Development [potential] Feasibility Analysis memo		<p>Chapter Two – Land Use</p> <p>Section 2.4 – Development Potential</p>
5.	Affordable Housing Strategy memo		<p>Chapter Seven - Affordable Housing Strategy</p> <p>Section 7.2 – Strategies for Affordable Housing Provision</p>
6.	<p>a) Multi-modal [network];</p> <p>b) Access & connectivity plan;</p> <p>c) Street configuration plan;</p> <p>d) Streetscape design standards;</p> <p>e) Pedestrian-Friendly design standards.</p>		<p>Chapter Three – Access, Circulation, & Parking</p> <p>Section 3.1 – Transit</p> <p>Section 3.2 – Pedestrians & Bicyclists</p> <p>Section 3.3 - Automobiles</p>
7.	Parking Analysis & parking management memo		<p>Chapter Three – Access, Circulation, & Parking</p> <p>Section 3.4 – Parking</p>

8.	Infrastructure Development Analysis & memo		Chapter Five – Utilities & Public Services Section 5.1 - Utilities
9.	Financing Plan a) Implementation Plan b) Financing Strategy		Chapter Nine – Implementation Section 9.2 – Implementation Measures Section 9.3 – Financing Strategies
10.	Environmental Review		Chapter Eight – Environment, Health & Safety + Companion EIR

RESOLUTION 15-04

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE CITY OF BELMONT TO AMEND THE SCOPE OF THE BELMONT VILLAGE IMPLEMENTATION PLAN PROJECT FUNDED THROUGH THE C/CAG PRIORITY DEVELOPMENT AREA (PDA) PLANNING PROGRAM

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

WHEREAS, the joint Metropolitan Transportation Commission (MTC) and Association of Bay Area Governments (ABAG) adopted Resolution No. 4035 outlining policies and procedures of the local PDA planning and implementation funds to be used in the selection of projects to be funded with Surface Transportation Planning (STP) funds for the Cycle 2 STP Program (23 U.S.C. Section 133); and

WHEREAS, local responsibility for administration of the PDA planning and implementation funds was assigned to Congestion Management Agencies; and

WHEREAS, C/CAG is the Congestion Management Agency for San Mateo County; and

WHEREAS, the C/CAG Board of Directors approved the C/CAG PDA Planning Program at the October 10, 2013 C/CAG Board meeting; and

WHEREAS, C/CAG through a competitive process developed a list of projects to submit for the C/CAG PDA Planning Program; and

WHEREAS, the City of Belmont requested an amendment to the scope of the Belmont Village Implementation Plan project that the C/CAG Board approved at its meeting on May 8, 2014; and

WHEREAS, the proposed amended project remains eligible for funding under the guidelines of the C/CAG PDA Planning Program and does not involve an additional request for funds; and

WHEREAS, the Board of Directors of C/CAG – pursuant to the February 12, 2015 C/CAG staff report – has determined that the City of Belmont’s request to amend the scope from the “Belmont Village Implementation Plan” project to the “Belmont Village Specific Plan” project is consistent with the purpose of the PDA Planning Program and will fulfill the City’s stated goals, scope and deliverables;

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the City/County Association of Governments of San Mateo County that the City of Belmont is authorized to amend the scope of the Belmont Village Implementation Plan project funded through the C/CAG PDA Planning Program.

PASSED, APPROVED, AND ADOPTED, THIS 12TH DAY OF FEBRUARY 2015.

Mary Ann Nihart, Chair

C/CAG AGENDA REPORT

Date: February 12, 2015

To: City/County Association of Governments Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 15-05 authorizing the adoption of the Fiscal Year 2015/16 Expenditure Plan for the Transportation Fund for Clean Air (TFCA) County Program Manager Fund for San Mateo County

(For further information or questions contact John Hoang at 363-4105)

RECOMMENDATION

That the that the Board of Directors approve Resolution 15-05 authorizing adoption of the Fiscal Year 2015/16 Expenditure Plan for the Transportation Fund for Clean Air (TFCA) County Program Manager Fund for San Mateo County.

FISCAL IMPACT

\$1,128,240.41 (Admin. - \$54,940.41; Projects - \$1,073,300)

SOURCE OF FUNDS

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

BACKGROUND

C/CAG, as the Program Manager for the TFCA funds, has allocated the TFCA funds for projects operated by SamTrans and the Peninsula Traffic Congestion Relief Alliance (Commute.org) for the past several years. Funds provided to SamTrans help fund the SamTrans Shuttle Program for the BART shuttles which provide peak commute period shuttle service from BART stations to employment sites in San Mateo County. Funds provided to Commute.org help fund the Countywide Voluntary Trip Reduction Program, which is a program that provides incentives to reduce single occupant vehicle trips as well as shuttle program management and includes carpool incentives, vanpool incentives, school pool incentives and a "Try Transit Program". Commute.org also manages shuttles on behalf of member cities.

The following program guidelines would continue to be in effect for the Fiscal Year 2015/16 Program.

Overall Programs:

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

Shuttle Projects:

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

The estimated administration budget is \$54,940.41 (approx. 5%) with the remaining \$1,073,300 proposed to be distributed to SamTrans and Commute.org. Similar to the previous seven program TFCA funding cycles, it is recommended that 56% of the available project funds is provided to SamTrans and 44% of the funds provided to Commute.org for the FY 2015/16 TFCA Program allocation.

It is recommended that the SamTrans Shuttle Program receive an allocation of \$601,000 (56% of available funds) for its current shuttle program. This funding recommendation shall be contingent upon SamTrans submitting an acceptable work plan for use of the funds.

It is also recommended that the Commute.org receive an allocation of \$472,300 (44% of available funds). The funds allocated for Commute.org will be subjected to the submission of an acceptable work plan for use of the funds. These funds will be combined with C/CAG Congestion Relief Plan funds for the Countywide Voluntary Trip Reduction Program.

A summary of the recommended C/CAG TFCA Program for Fiscal Year 2015/16 is shown below:

Administration	\$54,940.41
SamTrans	\$601,000
Commute.org	\$472,300
Total funds obligated	\$1,128,240.41
Total funds anticipated	\$1,128,240.41
Balance	\$0

TFCA funding distribution for the past three years are as follows:

<i>Agency</i>	<i>Project</i>	<i>2012/13</i>	<i>2013/14</i>	<i>2014/15</i>
C/CAG	Administration	\$47,781	\$52,526	\$53,337
SamTrans	Employer Based Shuttle Projects	\$554,400	\$566,000	\$582,000
Commute.org	Countywide Voluntary Trip Reduction Program	\$435,600	\$445,000	\$457,500
Totals		\$1,037,781	\$1,063,526	\$1,092,837

ATTACHMENTS

Resolution 15-05

RESOLUTION 15-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE ADOPTION OF THE FISCAL YEAR 2015/16 EXPENDITURE PLAN FOR THE TRANSPORTATION FUND FOR CLEAN AIR (TFCA) COUNTY PROGRAM MANAGER FUND FOR SAN MATEO COUNTY

WHEREAS, the City/County Association of Governments has been designated the Transportation Fund for Clean Air (TFCA) Program Manager for San Mateo County; and

WHEREAS, the Board of Directors of the City/County Association of Governments has approved certain projects and programs for funding through San Mateo County's 40 percent local share of Transportation Fund for Clean Air (TFCA) revenues; and

WHEREAS, the total TFCA funds available from the Bay Area Quality Management District in Fiscal Year 2015/16 for San Mateo County is \$1,128,240.41; and

WHEREAS, C/CAG will act as the Program Manager for \$1,073,300 of TFCA funded projects; and

WHEREAS, C/CAG will allocate \$601,000 of TFCA County Program Manager funds to the San Mateo County Transit District (SamTrans) for the SamTrans Shuttle Program; and

WHEREAS, C/CAG will allocate \$472,300 of TFCA County Program Manager funds to the Peninsula Traffic Congestion Relief Alliance (Commute.org) for the Countywide Voluntary Trip Reduction Program; and

WHEREAS, the projects included in this expenditure plan will be evaluated using the cost-effectiveness worksheet provided by the Bay Area Air Quality Management District to determine that they meet the required cost-effectiveness threshold. All proposed expenditures will be consistent with the *Clean Air Plan* and Section 44241(b) of the California Health and Safety Code.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County that the C/CAG Staff is authorized to submit the Fiscal Year 2015/16 Expenditure Plan for the TFCA County Program Manager Fund for San Mateo County to the Bay Area Air Quality Management District.

PASSED, APPROVED, AND ADOPTED THIS 12th DAY OF FEBRUARY 2015.

Mary Ann Nihart, C/CAG Chair

C/CAG AGENDA REPORT

ITEM 5.10

Date: February 12, 2014

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of the funding recommendation for the Bayshore Technology Park shuttle for FY 2014/2015 and FY 2015/2016 in an amount of \$94,182 through the San Mateo County Shuttle Program Joint Call for Projects and of Resolution 15-08 authorizing the C/CAG Chair to execute an agreement between C/CAG and the San Mateo County Transportation Authority for C/CAG to contribute an amount not to exceed \$38,000

(For further information or response to questions, contact Tom Madalena at 650-599-1460)

RECOMMENDATION

That the C/CAG Board review and approve of the funding recommendation for the Bayshore Technology Park shuttle for FY 2014/2015 and FY 2015/2016 in an amount of \$94,182 through the San Mateo County Shuttle Program Joint Call for Projects and of Resolution 15-08 authorizing the C/CAG to execute an agreement between C/CAG and the San Mateo County Transportation Authority for C/CAG to contribute an amount not to exceed \$38,000.

FISCAL IMPACT

C/CAG will enter into a funding agreement with the TA to share in the cost of the shuttle for a total cost to C/CAG of \$38,000. The total cost to the San Mateo County Shuttle Program is \$94,182. C/CAG will contribute \$38,000 and the TA will contribute \$56,182.

SOURCE OF FUNDS

The recommended source of funds for the Bayshore Technology Park shuttle is the San Mateo County Transportation Authority (SMCTA) Measure A Program and up to \$38,000 in C/CAG Congestion Relief Program funds.

The overall funding for the San Mateo County Shuttle Program for FY 2014/2015 and FY 2015/2016 is as follows.

	SMCTA	C/CAG
Total available	\$6,000,000	\$1,000,000
Previously allocated	\$5,711,414	\$923,266

Funding to support the shuttle programs will be derived from the Congestion Relief Plan adopted by C/CAG and includes \$1,000,000 in funding (\$500,000 for FY 14/15 and \$500,000 for FY 15/16). The SMCTA Measure A Program will provide approximately \$6,000,000 for the two-year funding cycle.

BACKGROUND/ DISCUSSION

At the May 8, 2014 Board of Directors meeting the Board approved the shuttle funding allocation for the San Mateo County Shuttle Program for FY 14/15 and FY 15/16. At the time of the May Board meeting the Bayshore Technology Park Shuttle was deferred for funding at the request of the project sponsor, the Alliance, so that they could work out service overlaps with the Joint Powers Board (JPB) Caltrain Bridgepark Shuttle.

The Alliance submitted a revised application and staff from both the TA and C/CAG have determined that the Bayshore Technology Park shuttle is now eligible for funding. The revised application has been recommended for approval by the Shuttle Evaluation Panel. The revised application now includes a service plan that was developed in coordination with JPB operation staff which resulted in modifications to both shuttle routes.

This shuttle will be funded directly by the San Mateo County Transportation Authority (SMCTA). The SMCTA Board of Directors approved funding the Bayshore Technology Park Shuttle on January 8, 2015. In order to keep the funding split equitable between the two agencies, the intent is to have the TA fund the shuttle project sponsor and for C/CAG and the TA to enter in a funding agreement in which C/CAG will reimburse the TA in an amount not to exceed \$38,000.

This item was recommended for approval by the Congestion Management Program Technical Advisory Committee (TAC) and the Congestion Management and Environmental Quality (CMEQ) Committee at their respective January 2015 meetings.

The funding agreement shall be in a form to be approved by C/CAG Legal Counsel and is available for review at www.ccag.ca.gov/ccag.html.

ATTACHMENTS

- Resolution 15-08
- Shuttle Program Agreement between City/County Association of Governments and the San Mateo County Transportation Authority (available for review and download at www.ccag.ca.gov/ccag.html)

RESOLUTION 15-08

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) AUTHORIZING THE C/CAG CHAIR TO EXECUTE AN AGREEMENT WITH THE SAN MATEO COUNTY TRANSPORTATION AUTHORITY FOR THE SAN MATEO COUNTY SHUTTLE PROGRAM TO CONTRIBUTE AN AMOUNT NOT TO EXCEED \$38,000.

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

WHEREAS, the Board of Directors of the City/County Association of Governments at its February 14, 2002 meeting approved the Congestion Relief Plan and subsequently reauthorized the Congestion Relief Plan in 2007 and 2010, and

WHEREAS, one component of that Plan was support for the Local and Employer Based Shuttle Programs, and

WHEREAS, on December 12, 2013 the C/CAG Board of Directors approved the process for the C/CAG and San Mateo County Transportation Authority combined San Mateo County Shuttle Program for FY 14/15 & FY 15/16, and

WHEREAS, at the May 8, 2014 C/CAG Board of Directors meeting the Board approved the shuttle projects for FY 14/15 & FY 15/16, and

WHEREAS, at the February 12, 2015 C/CAG Board of Directors meeting the Board approved the revised application for the Bayshore Technology Park Shuttle for FY 14/15 & FY 15/16, and

WHEREAS, at the February 12, 2015 C/CAG Board of Directors meeting the Board determined that it is necessary to enter into an agreement with the San Mateo County Transportation Authority for cost sharing of the Bayshore Technology Park shuttle.

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the City/County Association of Governments of San Mateo County authorizing the C/CAG Chair to execute an agreement with the San Mateo County Transportation Authority for the San Mateo County Shuttle Program to contribute an amount not to exceed \$38,000. Be it further resolved that the C/CAG Executive Director is authorized to negotiate the final terms of said agreement prior to its execution by the C/CAG Chair, subject to approval as to form by C/CAG Legal Counsel.

PASSED, APPROVED, AND ADOPTED, THIS 12TH DAY OF FEBRUARY 2015.

Mary Ann Nihart, Chair

Date: February 12, 2015
To: C/CAG Board of Directors
From: Sandy Wong, Executive Director
Subject: San Carlos Airport Comprehensive Airport Land Use Compatibility Plan Consistency Review – City of San Carlos Housing Element (Preliminary Draft 2015-2023)

(For further information or response to questions, contact Tom Madalena at 650-599-1460)

RECOMMENDATION

That the C/CAG Board of Directors, acting as the Airport Land Use Commission, determine that the City of San Carlos Housing Element (Preliminary Draft 2015-2023) is conditionally consistent with the applicable airport/land use policies and criteria contained in the 1996 *San Mateo County Comprehensive Airport Land Use Plan* for San Carlos Airport (SQL CLUP). The Draft Housing Element would become fully consistent with the SQL ALUCP if the following condition is met:

Airspace Protection

The Draft Housing Element is conditionally consistent with the airspace protection policies of the ALUCP, provided the following policy is adhered to in implementation of the 2015-2023 Housing Element:

- 1) Compliance with 14 CFR Part 77, Subpart B, Notice of Proposed Construction or Alteration

Any proposed new construction or expansion of existing structures that would penetrate any of the FAR Part 77 imaginary surfaces for the San Carlos Airport, as adopted by the San Mateo County Airport Land Use Commission (C/CAG), is deemed to be an incompatible land use, unless either the FAA has determined that the proposed structure does not constitute a hazard to air navigation and/or the Caltrans Aeronautics Program staff has issued a permit to allow construction of the proposed structure. The configuration of the FAR part 77 imaginary surfaces for the San Carlos Airport is shown on Map SC-16 on page IV-36.

FISCAL IMPACT

None

SOURCE OF FUNDS

Funding for the consistency determinations is derived from the C/CAG general fund.

BACKGROUND

The State of California requires each city, county, or city and county, to adopt a comprehensive, long-term general plan for the future physical development of the community. The Housing Element is one of seven mandated elements of a local general plan (the general plan also includes a land use element

and a noise element). Housing Element law mandates that local governments adequately plan to meet the existing and projected housing needs of all economic segments of the community. As a result, housing policy in the State of California rests largely upon the effective implementation of local general plans and, in particular, local housing elements.

The City of San Carlos has referred its Housing Element 2015-2023 to C/CAG, acting as the Airport Land Use Commission, for a determination of consistency with relevant airport/land use compatibility criteria in the SQL CLUP. The Housing Element is subject to ALUC/C/CAG review, pursuant to PUC Section 21676 (b).

The Housing Element 2015-2023 is a policy document that identifies goals, policies, programs, and other city actions to address existing and projected housing needs in the city. The Association of Bay Area Governments (ABAG) projected regional housing allocation for the City of San Carlos is for 596 new dwelling units between 2015 and 2023. According to the Housing Element, the City of San Carlos has sufficient dwelling units under construction, under review, or has the potential for increased density at existing apartment developments to meet the required 596 units.

DISCUSSION

I. ALUCP Consistency Evaluation

There are three airport/land use compatibility issues addressed in SQL CLUP that relate to the proposed general plan amendment. These include: (a) consistency with noise compatibility policies, (b) safety criteria, and (c) airspace compatibility criteria. The following sections address each issue.

(a) Noise Policy Consistency Analysis

The SQL CLUP uses the 55 CNEL (Community Noise Equivalent Level) noise contours for determining land use compatibility. The City of San Carlos housing opportunity sites are located outside the 55 CNEL aircraft noise exposure contour for San Carlos Airport as shown in the SQL CLUP depicted on Attachment 2.

Based upon this analysis, the City of San Carlos housing opportunity sites are located outside of the noise exposure contour boundaries established in the SQL CLUP. Therefore, the San Carlos Housing Element 2015-2023 is consistent with the SQL CLUP noise policies.

(b) Safety Criteria

The California Airport Land Use Planning Handbook requires airport land use compatibility plans to include safety zones for each runway end. The SQL CLUP includes a safety zone and related land use compatibility policies and criteria. A portion of the safety zone (Approach Zone) configuration established for the SQL CLUP is located just inside the municipal boundary of the City of San Carlos. However, the City of San Carlos Housing Element 2015-2023 is consistent with the SQL CLUP safety policies as none of the housing sites fall within the safety zone for the San Carlos Airport.

(c) Height of Structures, Use of Airspace, and Airspace Compatibility

The SQL CLUP incorporates the provisions in Title 14 of the Code of Federal Regulations Part 77 (14 CFR Part 77), "Objects Affecting Navigable Airspace," as amended, to establish height restrictions and federal notification requirements related to proposed development within the 14 CFR Part 77 airspace

boundaries for San Carlos Airport. The regulations contain three key elements: (1) standards for determining obstructions in the navigable airspace and designation of imaginary surfaces for airspace protection, (2) requirements for project sponsors to provide notice to the Federal Aviation Administration (FAA) of certain proposed construction or alteration of structures that may affect the navigable airspace, and (3) the initiation of aeronautical studies, by the FAA, to determine the potential effect(s), if any, of proposed construction or alterations of structures on the subject airspace.

The City of San Carlos is located inside of the 14 CFR Part 77 horizontal and conical imaginary surface contours. Most of the San Carlos housing sites are located within these contours. At least two of the identified housing sites are located inside of an area within the 14 CFR Part 77 surfaces where the terrain itself penetrates the imaginary surface. This may not preclude these sites from being developed although it is necessary for the City of San Carlos to refer project sponsors to the FAA and have them complete a form 7460-1 *Notice of Proposed Construction or Alteration*, in which the FAA will complete an aeronautical study to determine whether the project would be a hazard to air navigation. The City of San Carlos Housing Element would be conditionally consistent with the SQL CLUP airspace criteria provided the aeronautical studies are initiated with the FAA and a determination of no hazard to air navigation is granted by the FAA and/or the Caltrans Aeronautics Program staff has issued a permit to allow construction of the proposed structure.

Under Federal law, it is the responsibility of the project sponsor to comply with all notification and other requirements described in 14 CFR Part 77. The city should notify project sponsors of proposed projects at the earliest opportunity to file form 7460-1 *Notice of Proposed Construction or Alteration*, if required, with the Federal Aviation Administration (FAA) to determine whether a project will constitute a hazard to air navigation. Subpart B of 14 CFR Part 77 provides guidance on determining when this form should be filed. The FAA has also developed an online tool for project sponsors to use when determining whether they are required to file the *Notice of Proposed Construction or Alteration*. Sponsors of proposed projects are urged to refer to this website to determine whether they are required to file Form 7460-1 with the FAA:

<https://oeaaa.faa.gov/oeaaa/external/gisTools/gisAction.jsp?action=showNoNoticeRequiredToolForm>

II. Real Estate Disclosure

This section is included to reinforce the concept that real estate disclosure exists per State law and it is part of the real estate transaction process. This would occur during a real estate transaction and is outside of the City of San Carlos' responsibility.

California Public Utilities Code PUC Section 21670 (a and b) states the following:

“(a) The Legislature hereby finds and declares that:

(1) It is in the public interest to provide for the orderly development of each public use airport in this state and the area surrounding these airports.....

(b) In order to achieve the purposes of this article, every county in which there is located an airport which is served by a scheduled airline shall establish an airport land use commission. Every county, in which there is located an airport which is not served by a scheduled airline, but is operated for the benefit of the general public, shall establish an airport land use commission....”

The California Business and Professional Code, Section 11010(b.13) (A and B) states the following:

“(A) The location of all existing airports, and of all proposed airports shown on the general plan of any city or county, located within two statute miles of the subdivision. If the property is located within an airport influence area, the following statement shall be included in the notice of intention:

Notice of Airport in Vicinity:

This property is presently located in the vicinity of an airport, within what is known as the airport influence area. For that reason, the property may be subject to some of the annoyances or inconveniences associated with proximity to airport operations (for example: noise, vibration, or odors). Individual sensitivities to those annoyances can vary from person to person. You may wish to consider what airport annoyances, if any, are associated with the property before you complete your purchase and determine whether they are acceptable to you.

(B) For purposes of this section, an "airport influence area," also known as an "airport referral area," is the area in which current or future airport-related noise, overflight, safety, or airspace protection factors may significantly affect land uses or necessitate restrictions on those uses as determined by an airport land use commission.”

Chapter 496, Statutes of 2002 (formerly AB 2776 (Simitian)) affects all sales of real property that may occur within an airport influence area (AIA) boundary. It requires a statement (notice) to be included in the property transfer documents that (1) indicates the subject property is located within an AIA boundary and (2) that the property may be subject to certain impacts from airport/aircraft operations.

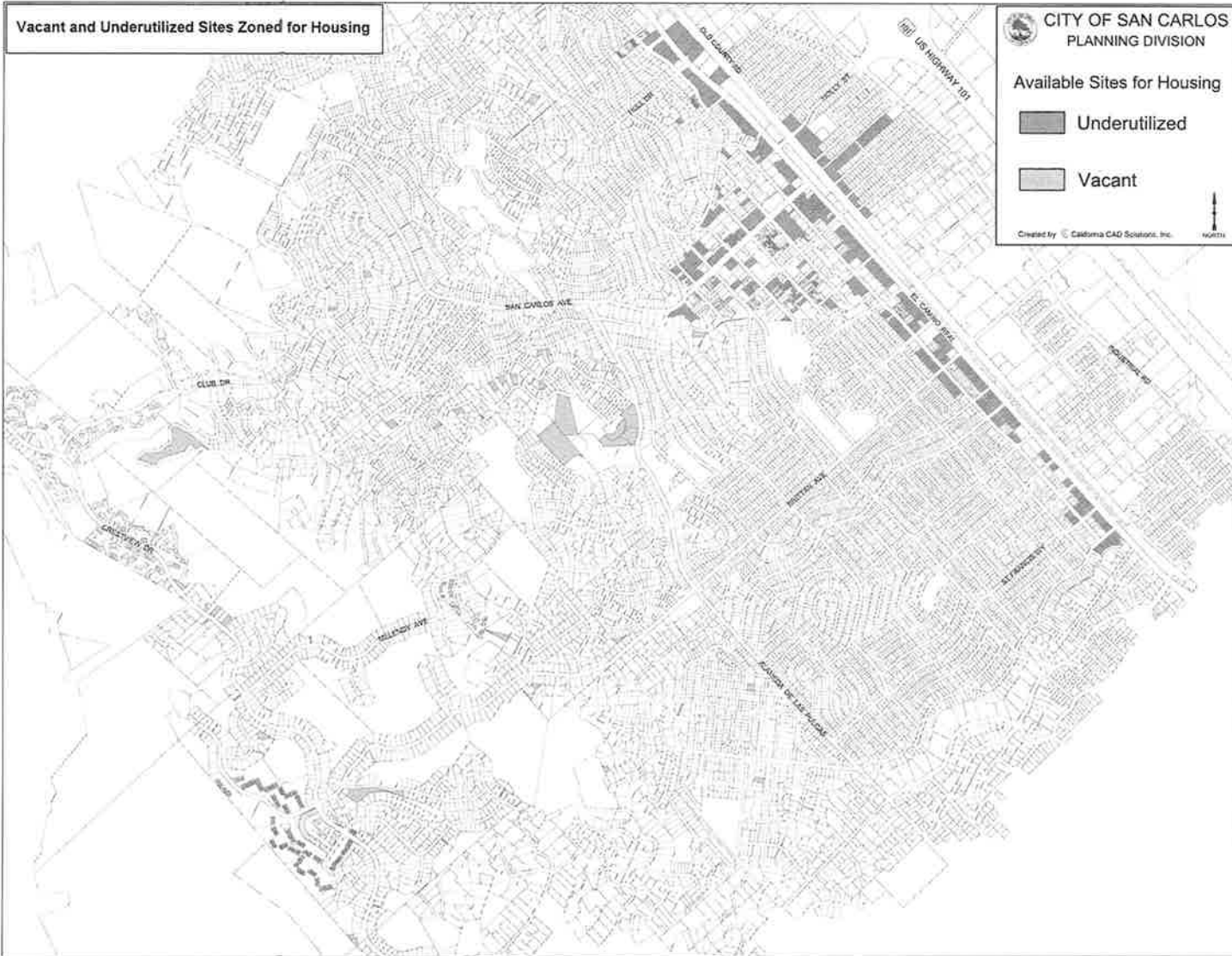
III. Compliance with California Government Code Section 65302.3

California Government Code Section 65302.3 states that a local agency general plan and/or any affected specific plan must be consistent with the applicable airport/land use compatibility criteria in the relevant adopted ALUCP. The City of San Carlos Housing Element 2015-2023 should include appropriate text that indicates the goals, objectives, policies, and programs contained in the Housing Element document are consistent with the relevant airport/land use compatibility criteria contained in the SQL CLUP.

At the January 22, 2015 Airport Land Use Committee (ALUC) meeting the ALUC recommended that the Board determine that the City of San Carlos Housing Element is conditionally consistent with the San Carlos Airport Comprehensive Airport Land Use Compatibility Plan.

ATTACHMENTS

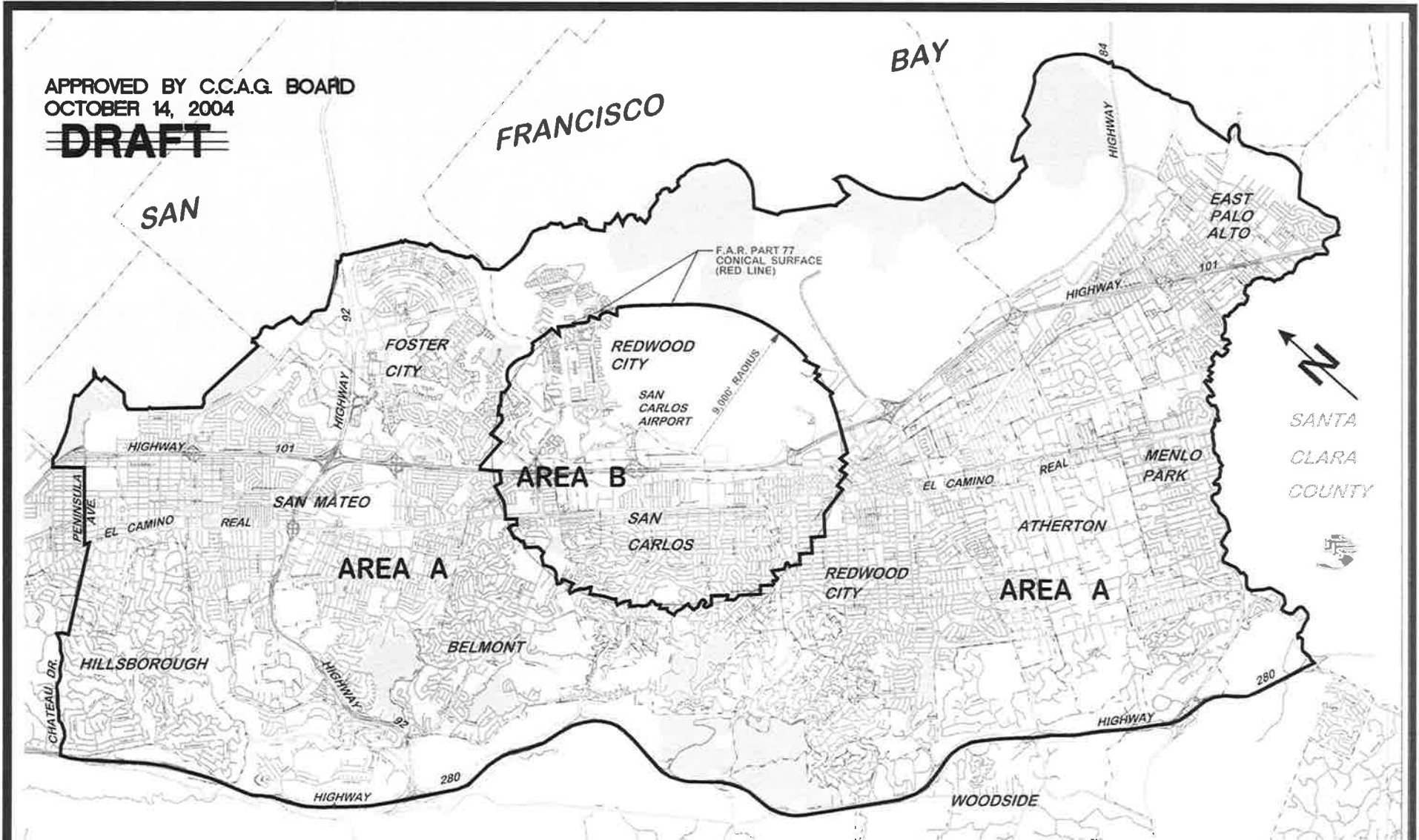
- Attachment 1 - Maps of San Carlos Housing Opportunity Sites from Housing Element 2015-2023
- Attachment 2 - San Carlos Airport Noise, Safety, and Airspace Protection Zones.
- Attachment 3 - Revised Airport Influence Area for San Carlos Airport.





APPROVED BY C.C.A.G. BOARD
OCTOBER 14, 2004

DRAFT



**CCAG LANDUSE COMMITTEE RECOMMENDATION
REVISED AIRPORT INFLUENCE AREA BOUNDARY
FOR SAN CARLOS AIRPORT -- AREAS A & B (OCTOBER 2004)**

AREA A: PROPOSED REVISED AIRPORT INFLUENCE AREA (AIA) BOUNDARY (real estate disclosure only)

AREA B: PROPOSED CCAG/ALUC REVIEW AREA BOUNDARY* (real estate disclosure and formal CCAG/ALUC review)

* This boundary is a refinement of the current CCAG/ALUC review boundary.

Date: February 12, 2015
To: C/CAG Board of Directors
From: Sandy Wong, Executive Director
Subject: San Carlos Airport Comprehensive Airport Land Use Compatibility Plan Consistency Review – City of Belmont Housing Element 2015-2023 (December 2014 Draft)

(For further information or response to questions, contact Tom Madalena at 650-599-1460)

RECOMMENDATION

That the C/CAG Board of Directors, acting as the Airport Land Use Commission, determine that the City of Belmont Housing Element 2015-2023 (December 2014 Draft) is conditionally consistent with the applicable airport/land use policies and criteria contained in the 1996 *San Mateo County Comprehensive Airport Land Use Plan* for San Carlos Airport (SQL CLUP). The Draft Housing Element would become fully consistent with the SQL ALUCP if the following condition is met:

Airspace Protection

The Draft Housing Element is conditionally consistent with the airspace protection policies of the ALUCP, provided the following policy is adhered to in implementation of the 2015-2023 Housing Element:

- 1) Compliance with 14 CFR Part 77, Subpart B, Notice of Proposed Construction or Alteration

Any proposed new construction or expansion of existing structures that would penetrate any of the FAR Part 77 imaginary surfaces for the San Carlos Airport, as adopted by the San Mateo County Airport Land Use Commission (C/CAG), is deemed to be an incompatible land use, unless either the FAA has determined that the proposed structure does not constitute a hazard to air navigation and/or the Caltrans Aeronautics Program staff has issued a permit to allow construction of the proposed structure. The configuration of the FAR part 77 imaginary surfaces for the San Carlos Airport is shown on Map SC-16 on page IV-36.

FISCAL IMPACT

None

SOURCE OF FUNDS

Funding for the consistency determinations is derived from the C/CAG general fund.

BACKGROUND

The State of California requires each city, county, or city and county, to adopt a comprehensive, long-term general plan for the future physical development of the community. The Housing Element is one of seven mandated elements of a local general plan (the general plan also includes a land use element

and a noise element). Housing Element law mandates that local governments adequately plan to meet the existing and projected housing needs of all economic segments of the community. As a result, housing policy in the State of California rests largely upon the effective implementation of local general plans and, in particular, local housing elements.

The City of Belmont has referred its Housing Element 2015-2023 to C/CAG, acting as the Airport Land Use Commission, for a determination of consistency with relevant airport/land use compatibility criteria in the SQL CLUP. The Housing Element is subject to ALUC/C/CAG review, pursuant to PUC Section 21676 (b).

The Housing Element 2015-2023 is a policy document that identifies goals, policies, programs, and other city actions to address existing and projected housing needs in the city. The Association of Bay Area Governments (ABAG) projected regional housing allocation for the City of Belmont is for 468 new dwelling units between 2015 and 2023. According to the Housing Element, the City of Belmont has sufficient dwelling units under construction, under review, or has the potential for increased density at existing apartment developments to meet the required 468 units.

DISCUSSION

I. ALUCP Consistency Evaluation

There are three airport/land use compatibility issues addressed in SQL CLUP that relate to the proposed general plan amendment. These include: (a) consistency with noise compatibility policies, (b) safety criteria, and (c) airspace compatibility criteria. The following sections address each issue.

(a) Noise Policy Consistency Analysis

The SQL CLUP uses the 55 CNEL (Community Noise Equivalent Level) noise contours for determining land use compatibility. The City of Belmont housing opportunity sites are located outside the 55 CNEL aircraft noise exposure contour for San Carlos Airport as shown in the SQL CLUP depicted on Attachment 2.

Based upon this analysis, the City of Belmont, housing opportunity sites are located outside of the noise exposure contour boundaries established in the SQL CLUP. Therefore, the Belmont Housing Element 2015-2023 is consistent with the SQL CLUP noise policies.

(b) Safety Criteria

The California Airport Land Use Planning Handbook requires airport land use compatibility plans to include safety zones for each runway end. The SQL CLUP includes a safety zone (Approach Zone) and related land use compatibility policies and criteria. The safety zone configuration established for the SQL CLUP is located outside the municipal boundary of the City of Belmont. Therefore, the City of Belmont Housing Element 2015-2023 is consistent with the SQL CLUP safety policies.

(c) Height of Structures, Use of Airspace, and Airspace Compatibility

The SQL CLUP incorporates the provisions in Title 14 of the Code of Federal Regulations Part 77 (14 CFR Part 77), "Objects Affecting Navigable Airspace," as amended, to establish height restrictions and federal notification requirements related to proposed development within the 14 CFR Part 77 airspace boundaries for San Carlos Airport. The regulations contain three key elements: (1) standards for

determining obstructions in the navigable airspace and designation of imaginary surfaces for airspace protection, (2) requirements for project sponsors to provide notice to the Federal Aviation Administration (FAA) of certain proposed construction or alteration of structures that may affect the navigable airspace, and (3) the initiation of aeronautical studies, by the FAA, to determine the potential effect(s), if any, of proposed construction or alterations of structures on the subject airspace.

The City of Belmont is located inside of the 14 CFR Part 77 horizontal and conical imaginary surface contours. Some of the Belmont housing sites are located within these contours. At least one of the identified housing sites and potentially some of the second unit sites are located inside of an area within the 14 CFR Part 77 surfaces where the terrain itself penetrates the imaginary surface. This may not preclude these sites from being developed although it is necessary for the City of Belmont to refer project sponsors to the FAA and have them complete a form 7460-1 *Notice of Proposed Construction or Alteration*, in which the FAA will complete an aeronautical study to determine whether the project would be a hazard to air navigation. The City of Belmont Housing Element would be consistent with the SQL CLUP airspace criteria as long as the aeronautical studies are initiated with the FAA and a determination of no hazard to air navigation is granted by the FAA and/or the Caltrans Aeronautics Program staff has issued a permit to allow construction of the proposed structure.

Under Federal law, it is the responsibility of the project sponsor to comply with all notification and other requirements described in 14 CFR Part 77. The city should notify project sponsors of proposed projects at the earliest opportunity to file form 7460-1 *Notice of Proposed Construction or Alteration*, if required, with the Federal Aviation Administration (FAA) to determine whether a project will constitute a hazard to air navigation. Subpart B of 14 CFR Part 77 provides guidance on determining when this form should be filed. The FAA has also developed an online tool for project sponsors to use when determining whether they are required to file the *Notice of Proposed Construction or Alteration*. Sponsors of proposed projects are urged to refer to this website to determine whether they are required to file Form 7460-1 with the FAA:

<https://oeaaa.faa.gov/oeaaa/external/gisTools/gisAction.jsp?action=showNoNoticeRequiredToolForm>

II. Real Estate Disclosure

This section is included to reinforce the concept that real estate disclosure exists per State law and it is part of the real estate transaction process. This would occur during a real estate transaction and is outside of the City of Belmont's responsibility.

California Public Utilities Code PUC Section 21670 (a and b) states the following:

“(a) The Legislature hereby finds and declares that:

(1) It is in the public interest to provide for the orderly development of each public use airport in this state and the area surrounding these airports.....

(b) In order to achieve the purposes of this article, every county in which there is located an airport which is served by a scheduled airline shall establish an airport land use commission. Every county, in which there is located an airport which is not served by a scheduled airline, but is operated for the benefit of the general public, shall establish an airport land use commission....”

The California Business and Professional Code, Section 11010(b.13) (A and B) states the following:

“(A) The location of all existing airports, and of all proposed airports shown on the general plan of any city or county, located within two statute miles of the subdivision. If the property is located within an airport influence area, the following statement shall be included in the notice of intention:

Notice of Airport in Vicinity:

This property is presently located in the vicinity of an airport, within what is known as the airport influence area. For that reason, the property may be subject to some of the annoyances or inconveniences associated with proximity to airport operations (for example: noise, vibration, or odors). Individual sensitivities to those annoyances can vary from person to person. You may wish to consider what airport annoyances, if any, are associated with the property before you complete your purchase and determine whether they are acceptable to you.

(B) For purposes of this section, an "airport influence area," also known as an "airport referral area," is the area in which current or future airport-related noise, overflight, safety, or airspace protection factors may significantly affect land uses or necessitate restrictions on those uses as determined by an airport land use commission.”

Chapter 496, Statutes of 2002 (formerly AB 2776 (Simitian)) affects all sales of real property that may occur within an airport influence area (AIA) boundary. It requires a statement (notice) to be included in the property transfer documents that (1) indicates the subject property is located within an AIA boundary and (2) that the property may be subject to certain impacts from airport/aircraft operations.

III. Compliance with California Government Code Section 65302.3

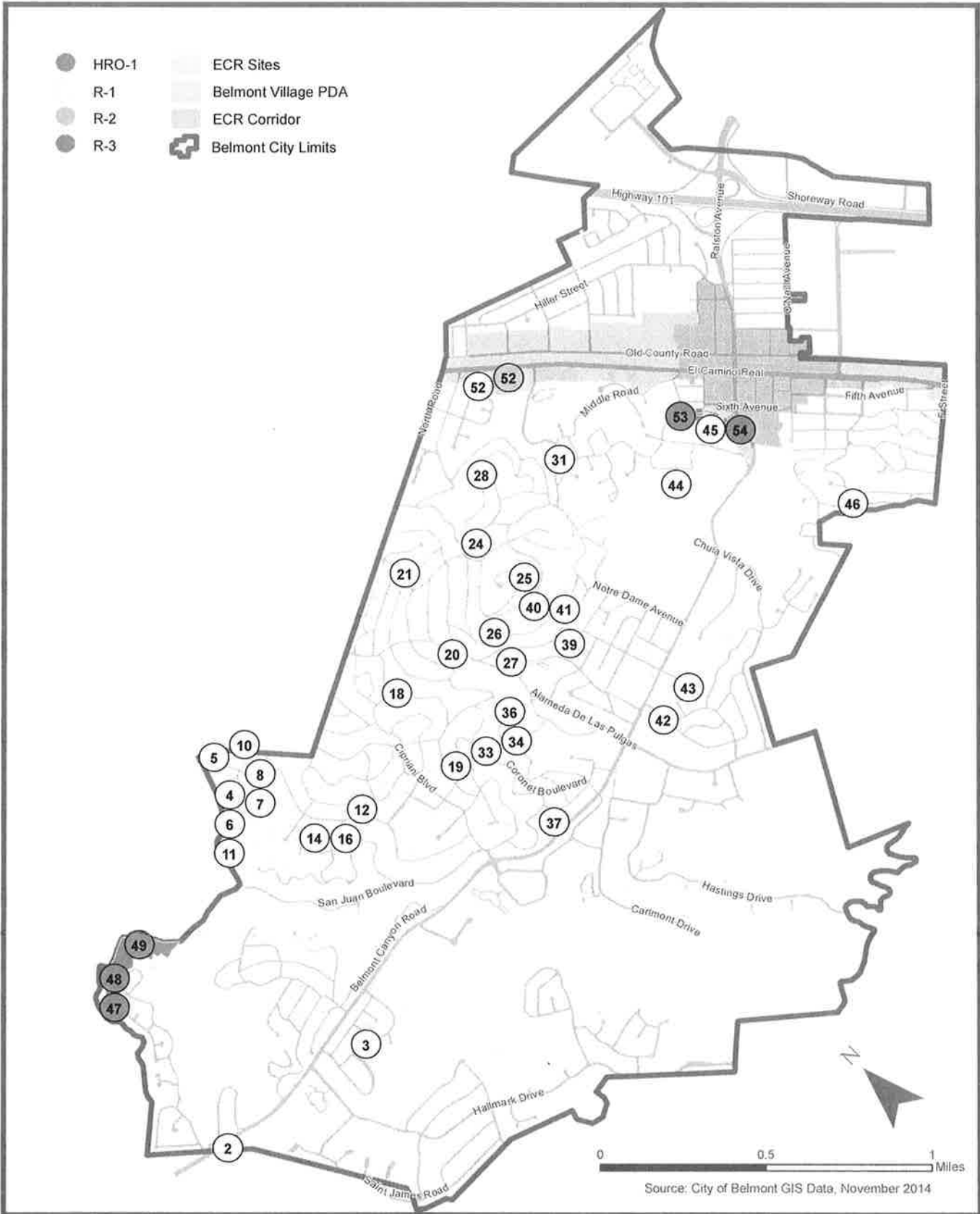
California Government Code Section 65302.3 states that a local agency general plan and/or any affected specific plan must be consistent with the applicable airport/land use compatibility criteria in the relevant adopted ALUCP. The City of Belmont Housing Element 2015-2023 should include appropriate text that indicates the goals, objectives, policies, and programs contained in the Housing Element document are consistent with the relevant airport/land use compatibility criteria contained in the SQL CLUP.

At the January 22, 2015 Airport Land Use Committee (ALUC) meeting the ALUC recommended that the Board determine that the City of Belmont Housing Element is conditionally consistent with the San Carlos Airport Comprehensive Airport Land Use Compatibility Plan.

ATTACHMENTS

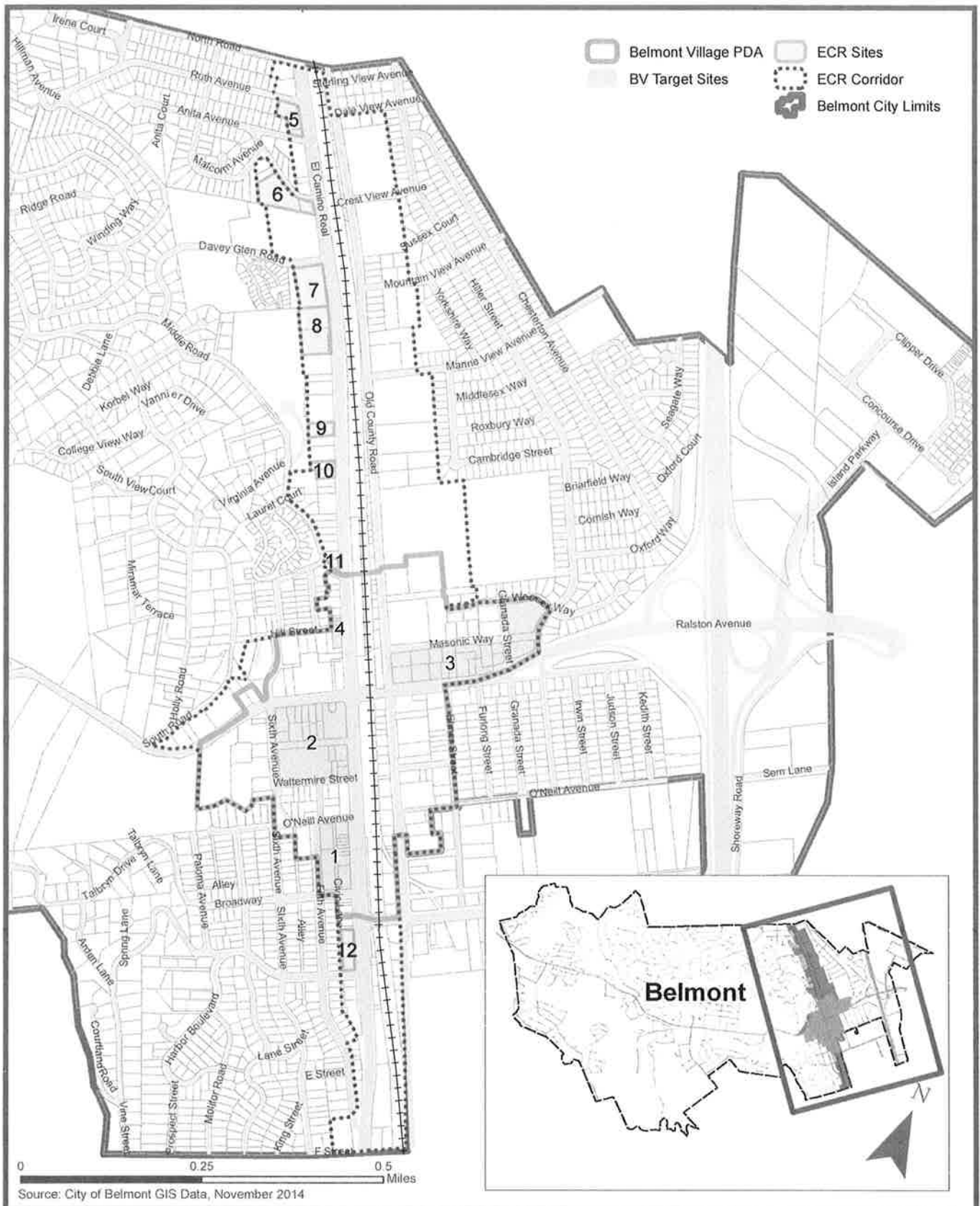
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- Attachment 2 - San Carlos Airport Noise, Safety, and Airspace Protection Zones.
- Attachment 3 - Revised Airport Influence Area for San Carlos Airport.

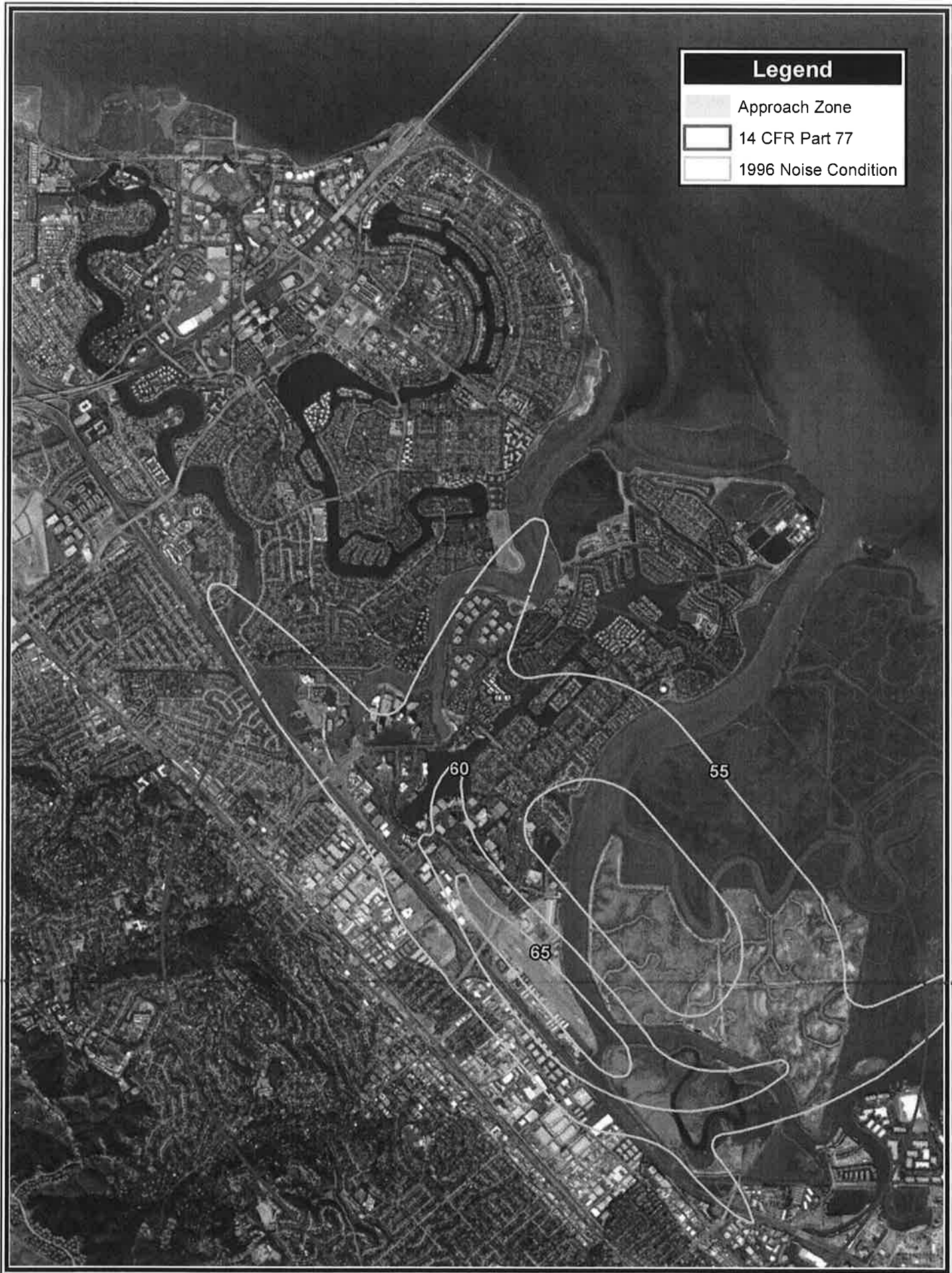
Figure 4-1 Vacant Residential Properties



Source: City of Belmont GIS Data, November 2014

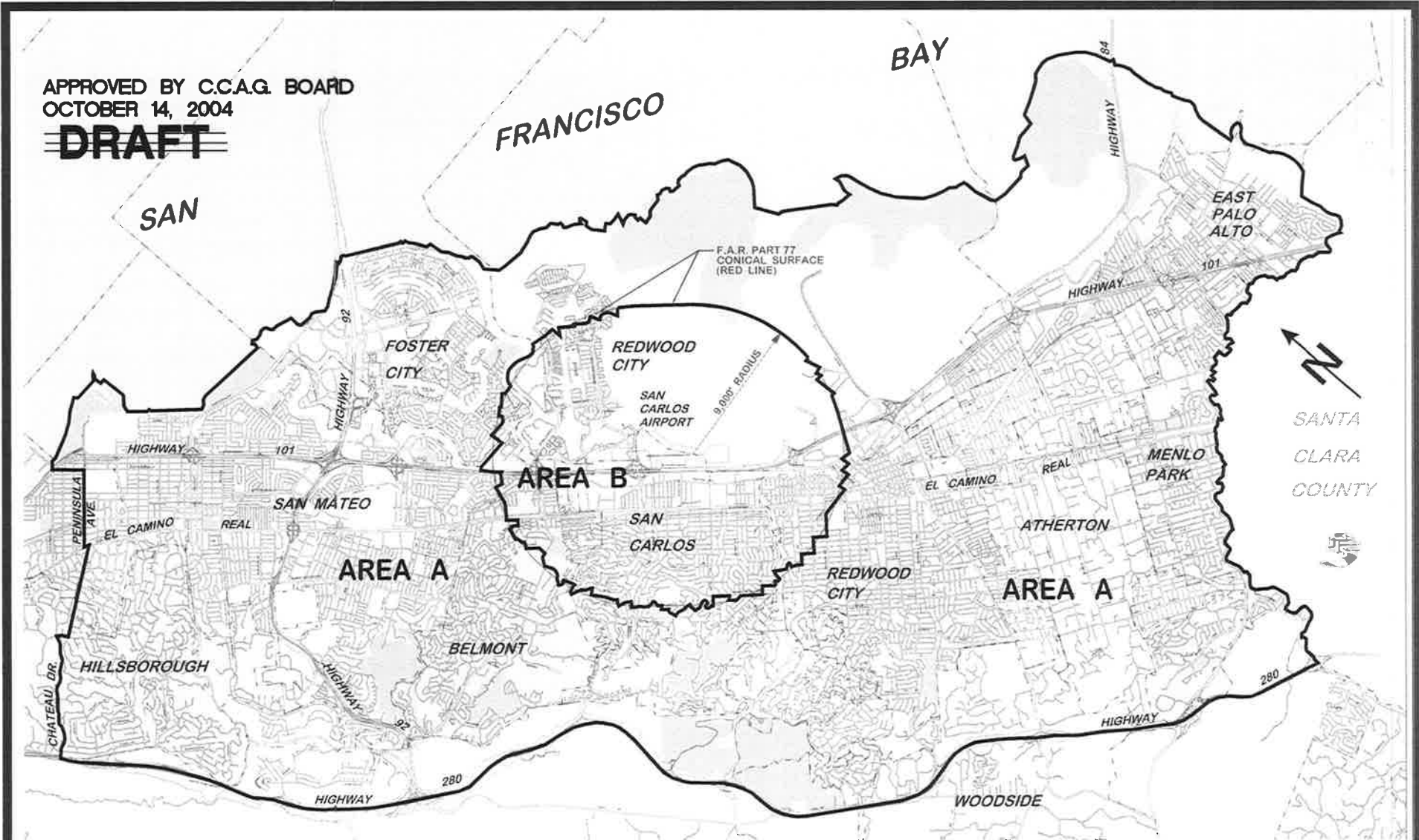
Figure 4-2 Housing Opportunity Sites





APPROVED BY C.C.A.G. BOARD
OCTOBER 14, 2004

DRAFT



**CCAG LANDUSE COMMITTEE RECOMMENDATION
REVISED AIRPORT INFLUENCE AREA BOUNDARY
FOR SAN CARLOS AIRPORT -- AREAS A & B (OCTOBER 2004)**

AREA A: PROPOSED REVISED AIRPORT INFLUENCE AREA (AIA) BOUNDARY (real estate disclosure only)

AREA B: PROPOSED CCAG/ALUC REVIEW AREA BOUNDARY* (real estate disclosure and formal CCAG/ALUC review)

* This boundary is a refinement of the current CCAG/ALUC review boundary.

Date: February 12, 2015
To: C/CAG Board of Directors
From: Sandy Wong, Executive Director
Subject: SFO Comprehensive Airport Land Use Compatibility Plan Consistency Review – City of South San Francisco Downtown Station Area Plan

(For further information or response to questions, contact Tom Madalena at 650-599-1460)

RECOMMENDATION

That the C/CAG Board of Directors, acting as the Airport Land Use Commission, determine that the City of South San Francisco Downtown Station Area Plan is consistent with the applicable airport/land use policies and criteria contained in the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco Airport (SFO ALUCP).

FISCAL IMPACT

None

SOURCE OF FUNDS

Funding for the consistency determinations is derived from the C/CAG general fund.

BACKGROUND

The City of South San Francisco has developed a Downtown Station Area Specific Plan to guide future development in portions of South San Francisco that lie within a ½ mile radius of the Caltrain station. The Specific Plan will assist in streamlining the development of new housing, retail and commercial uses by eliminating the need for proponents to prepare General Plan Amendments and environmental review for every project. The Specific Plan calls for future building heights that range in the most part from 30’-85’ except for the portion of land on the east side of highway 101 designated for retail and office (research & development), where it calls for maximum building height limits allowed by the Federal Aviation Administration (FAA).

The Downtown Station Area Specific Plan falls within the Airport Influence Area B of the SFO ALUCP. The City of South San Francisco submitted the Specific Plan to C/CAG (Airport Land Use Commission) for a consistency determination with the SFO ALUCP.

DISCUSSION

I. ALUCP Consistency Evaluation

There are three airport/land use compatibility issues addressed in SFO ALUCP that relate to the South San Francisco Downtown and Station Area Specific Plan. These include: (a) consistency with noise

compatibility policies, (b) safety criteria, and (c) airspace compatibility criteria. The following sections address each issue.

(a) Noise Policy Consistency Analysis

The SFO ALUCP uses the 65 CNEL (Community Noise Equivalent Level) db noise contours for determining land use compatibility. The project area for the Specific Plan falls outside of the CNEL 65 db noise contour. Therefore, the Specific Plan is consistent with the SFO ALUCP noise policies.

(b) Safety Criteria

The California Airport Land Use Planning Handbook requires airport land use compatibility plans to include safety zones for each runway end. The SFO ALUCP includes safety zones and related land use compatibility policies and criteria. The Specific Plan project area lies outside of the safety zones that were established in the SFO ALUCP. Therefore, the City of South San Francisco Downtown Station Area Specific Plan is consistent with the SFO ALUCP safety policies.

(c) Height of Structures, Use of Airspace, and Airspace Compatibility

The SFO ALUCP incorporates the provisions in Title 14 of the Code of Federal Regulations Part 77 (14 CFR Part 77), “Objects Affecting Navigable Airspace,” as amended, to establish height restrictions and federal notification requirements related to proposed development within the 14 CFR Part 77 airspace boundaries for San Francisco International Airport. The regulations contain three key elements: (1) standards for determining obstructions in the navigable airspace and designation of imaginary surfaces for airspace protection, (2) requirements for project sponsors to provide notice to the Federal Aviation Administration (FAA) of certain proposed construction or alteration of structures that may affect the navigable airspace, and (3) the initiation of aeronautical studies, by the FAA, to determine the potential effect(s), if any, of proposed construction or alterations of structures on the subject airspace.

The Downtown Station Area Specific Plan project area falls within the 14 CFR part 77 Conical Surface as established in the SFO ALUCP. The building heights allowed fall well below the critical airspace surfaces as defined by the 14 CFR Part 77 Conical Surfaces contours with the exception of those designated as “Height Limit Allowed by FAA”. For the areas designated as Height Limit Allowed by FAA project sponsors would be allowed to build to maximum building heights that are determined through an aeronautical study by the FAA. Project sponsors will be required to file a Form 7460-1 *Notice of Proposed Construction or Alteration* in order to determine the allowable height.

Under Federal law, it is the responsibility of the project sponsor to comply with all notification and other requirements described in 14 CFR Part 77. The city should notify project sponsors of proposed projects at the earliest opportunity to file form 7460-1 *Notice of Proposed Construction or Alteration*, if required, with the Federal Aviation Administration (FAA) to determine whether a project will constitute a hazard to air navigation. Subpart B of 14 CFR Part 77 provides guidance on determining when this form should be filed. The FAA has also developed an online tool for project sponsors to use when determining whether they are required to file the *Notice of Proposed Construction or Alteration*. Sponsors of proposed projects are urged to refer to this website to determine whether they are required to file Form 7460-1 with the FAA:

<https://oecaaa.faa.gov/oecaaa/external/gisTools/gisAction.jsp?action=showNoNoticeRequiredToolForm>

Based upon the height limits permitted as defined in figure 5.02: Allowable Building Heights, proposed building heights would not penetrate the critical airspace surfaces as defined in the SFO ALUCP. Therefore, the Specific Plan is consistent with the SFO ALUCP airspace protection policies.

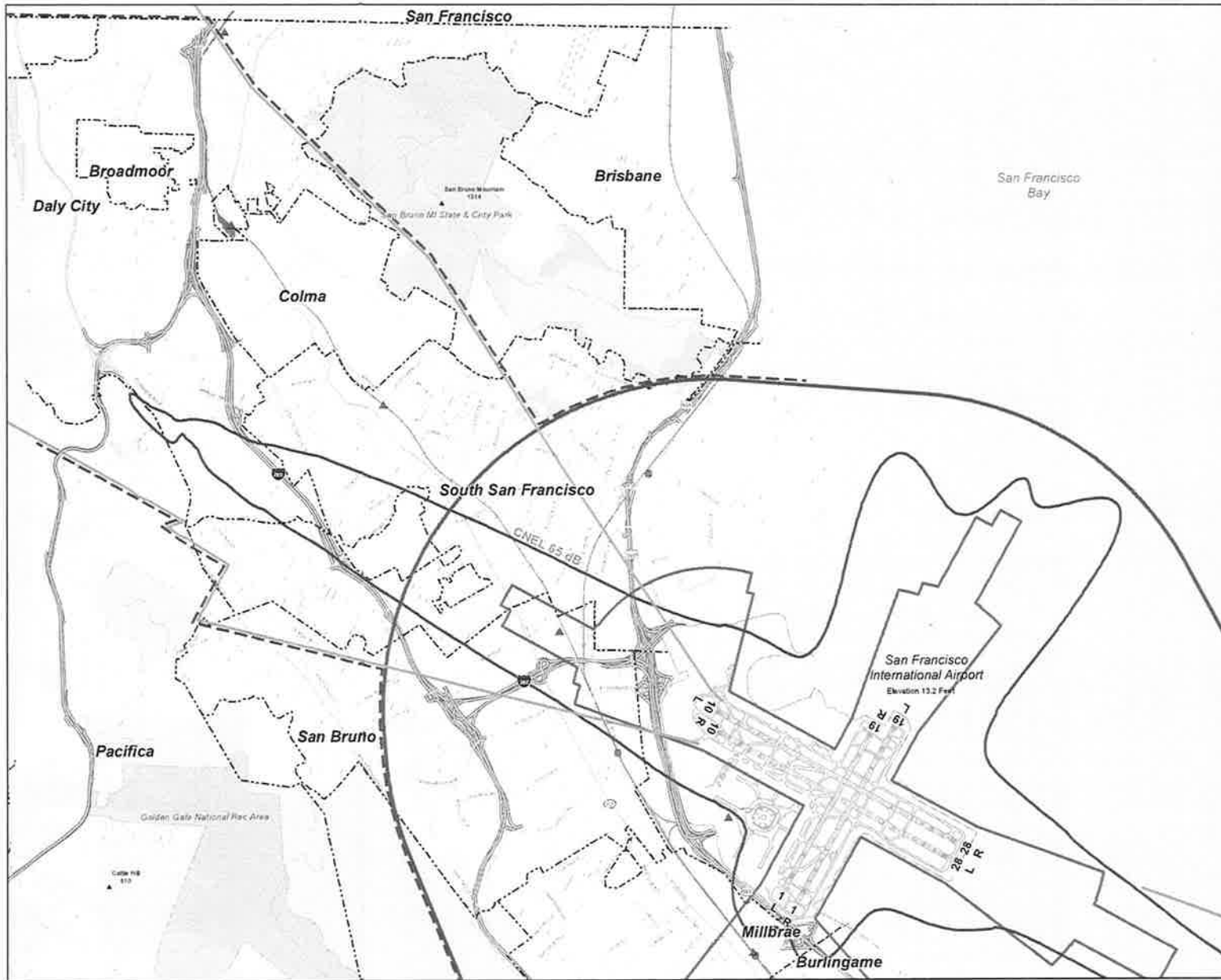
II. Compliance with California Government Code Section 65302.3

California Government Code Section 65302.3 states that a local agency general plan and/or any affected specific plan must be consistent with the applicable airport/land use compatibility criteria in the relevant adopted ALUCP. The City of South San Francisco Downtown Station Area Specific Plan should include appropriate text that indicates the goals, objectives, policies, and programs contained in the Downtown Station Area Specific Plan document are consistent with the relevant airport/land use compatibility criteria contained in the SFO ALUCP.

At the January 22, 2015 Airport Land Use Committee (ALUC) meeting the ALUC recommended that the Board determine that the City of South San Francisco Downtown Station Area Plan is consistent with the SFO ALUCP.

ATTACHMENTS

- Attachment 1 – Noise Contour, Safety Zones and Part 77 Conical Surface from SFO ALUCP
- Attachment 2 – Figure 5.02: Allowable Building Heights



- LEGEND**
- Boundary for Airport Influence Area B
 - Outer Boundary of Safety Zones
 - CNEL Contour, 2020 Forecast
 - 14 CFR Part 77 Conical Surface
 - Outer Boundary of TERPS Approach and OEI Departure Surfaces
 - Airport Property
 - ▲ BART Station
 - CALTRAIN Station
 - Municipal Boundary
 - Railroad
 - Freeway
 - Road
 - Local Park, Golf Course, Cemetery
 - Regional Park or Recreation Area
 - Open Space

Sources

100-1 FAA Notification Zone: Ricondo & Associates, Inc. and Jacobs Consultancy, based on 14 CFR Part 77, Subpart B, Section 77.9.

Outer Boundary of TERPS Approach and OEI Departure Surfaces: San Francisco International Airport, Jacobs Consultancy, and Planning Technology Inc., 2009.

Safety Compatibility Zones: Jacobs Consultancy Team, 2009; Ricondo & Associates, Inc., 2011.

Noise Contour: URS Corporation and BridgeNet International, Draft Environmental Assessment, San Francisco International Airport Proposed Runway Safety Area Program, June 2011.

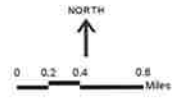


Exhibit IV-3
AIRPORT INFLUENCE AREA B – NORTH SIDE
 Comprehensive Airport Land Use Plan
 for the Environs of San Francisco International Airport
C/CAG
 City/County Association of Governments
 of San Mateo County, California

Figure 5.02: Allowable Building Heights



C/CAG AGENDA REPORT

Date: February 12, 2015

To: City/County Association of Governments Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 15-09 authorizing the C/CAG Chair to execute Amendment No. 3 to the agreement with Jacobs Engineering Group to provide traffic monitoring service for the 2015 Congestion Management Program (CMP) update in an amount not to exceed \$64,050.36

(For further information or questions contact John Hoang at 363-4105)

RECOMMENDATION

That the C/CAG Board review and approve Resolution 15-09 authorizing the C/CAG Chair to execute Amendment No. 3 to the agreement with Jacobs Engineering Group to provide traffic monitoring service for the 2015 Congestion Management Program (CMP) update in an amount not to exceed \$64,050.36.

FISCAL IMPACT

\$64,050.36

SOURCE OF FUNDS

Federal Surface Transportation Program (STP) Planning Grant

BACKGROUND

Every two years C/CAG, as the Congestion Management Agency for San Mateo County, is required to measure the roadway Level of Service (LOS) and conduct other activities to determine compliance with the Congestion Management Program (CMP). The CMP roadway system that is monitored includes 16 intersections and 53 roadway segments. The last monitoring update was performed in 2013.

In 2010, following the C/CAG adopted Procurement Policy, Jacobs Engineering Group was selected to provide the monitoring services for the 2011 CMP. The scope of work included conducting traffic counts and performing level of service calculations on the CMP intersections and roadway segments using approved methodologies, monitoring travel time performances for the US 101 corridor for automobiles and transit, and providing C/CAG expanded capabilities for enhancing congestion management programs in San Mateo County.

Since this work is performed on a biennial basis, a provision was included in the original 2011 CMP agreement with Jacobs Engineering Group providing C/CAG the option to renew the

agreement based on satisfactory performance, for an additional four years (2 additional two-year cycles) that includes services for the 2013 and 2015 CMPs. Staff was satisfied with the consultant's work, work products, and timeliness of deliverables for the 2011 CMP and with Board approval, exercised the option to retain the consultant and the contract was amended for the 2013 CMP.

In June 2014, the Board approved a second contract amendment to have Jacobs evaluate commercial speed data (INRIX Data) for consideration as an alternate data source of collecting travel time data and performing LOS calculation for 2015 CMP. The analysis compared the 2013 travel time results using the floating car method with those of INRIX for the same period. Fifty-nine directional CMP roadway segments were compared, including 37 segments on the freeways and 22 segments on SR 82. The evaluation on those freeway and arterials resulted in an average difference of 4.2 % on the freeways and 4.3% along SR 82 (El Camino Real), which indicates a strong correlation with the INRIX data. In addition, the INRIX average speed is more reliable because of the larger number of samples.

Since the existing contract allows for an amendment to include the 2015 CMP, staff recommends exercising the option to retain Jacobs for the 2015 CMP LOS monitoring. Staff requests that the C/CAG Board waive the RFP/RFQ process and amend the contract with Jacobs Engineering Group to include tasks for the 2015 CMP LOS monitoring. The scope of work proposed for the 2015 CMP LOS monitoring is essential the same as the previous except that INRIX data for freeway travel time will be utilized in place of the floating car travel time runs previously performed for past CMPs. INRIX data is available through the Metropolitan Transportation Commission at no cost to C/CAG.

The previous cost for performing the 2011 and 2013 CMP monitoring was \$55,822.02 and \$61,202.88 respectively totaling \$117,024.90. The cost for the INRIX Data assessment effort was \$25,000. The cost for the 2015 CMP monitoring is \$64,050.36. Including this amendment, the new total contract amount will be \$206,075.26.

ATTACHMENTS

1. Resolution 15-09
2. Amendment No. 3 between C/CAG and Jacobs Engineering Group

RESOLUTION 15-09

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE AMENDMENT NO. 3 TO THE AGREEMENT WITH JACOBS ENGINEERING GROUP TO PROVIDE TRAFFIC MONITORING SERVICES FOR THE 2015 CONGESTION MANAGEMENT PROGRAM (CMP) IN AN AMOUNT NOT TO EXCEED \$64,050.26

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

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

WHEREAS, the California Government Code requires Congestion Management Agencies to develop and monitor Congestion Management Programs (CMP); and

WHEREAS, C/CAG selected Jacobs Engineering Group through a competitive process to provide services for the 2011 CMP monitoring and exercised the options to retain Jacobs Engineering Group for the 2013 CMP monitoring and assessment of the INRIX dataset in 2014; and

WHEREAS, C/CAG exercises the option to retain Jacobs Engineering Group for the 2015 CMP monitoring; and

WHEREAS, the original agreement was for the amount of \$55,822.02, Amendment No. 1 added \$61,202.88, and Amendment No. 2 added \$25,000 for a total amount of \$142,024.90; and

WHEREAS, Amendment No. 3 will add \$64,050.36 to the Agreement for a new total amount of \$206,075.26.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County that the Chair is authorized to execute Amendment No. 3 to the agreement with Jacobs Engineering Group in an amount not to exceed \$64,050.36. This agreement is attached hereto and is in a form that has been approved by C/CAG Legal Counsel.

PASSED, APPROVED, AND ADOPTED THIS 12TH DAY OF FEBRUARY 2015.

Mary Ann Nihart, Chair

**AMENDMENT NO. 3 TO THE AGREEMENT
BETWEEN
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
AND
JACOBS ENGINEERING GROUP INC.**

WHEREAS, the City/County Association of Governments for San Mateo County (hereinafter referred to as "C/CAG") and Jacobs Engineering Group Inc. (hereinafter referred to as "Contractor") are parties to an agreement originally dated March 10, 2011, for conducting the San Mateo County 2011 Congestion Management Program monitoring (the "Jacobs Contract"); and

WHEREAS, C/CAG exercised the option to extend the Jacobs Contract for an additional 2-year cycle to include services for the 2013 Congestion Management Program and amended the Jacobs Contract on February 26, 2013; and

WHEREAS, the Jacobs Contract was amended June 12, 2014, to include services to perform an assessment of the 2013 INRIX Data with 2013 Level of Service (LOS) and Performance Measure Monitoring results in preparation for the 2015 Congestion Management Program monitoring; and

WHEREAS, the total amount of the Jacobs Contract for services in connection with the 2011 and 2013 Congestion Management Program and INRIX Data assessment is \$142,024.90 (\$55,822.02, \$61,202.88, and \$25,000 respectively); and

WHEREAS, C/CAG exercises the option to extend the Jacobs Contract to include services for the 2015 Congestion Management Program; and

WHEREAS, the parties desire to amend the Jacobs Contract as set forth herein.

IT IS HEREBY AGREED by C/CAG and Contractor as follows:

1. The Jacobs Contract is amended to provide the Services for the 2015 Congestion Management Program monitoring, described in Exhibit A3 attached hereto and incorporated by reference.
2. Section 2 of the Jacobs Contract is deleted and replaced with the following:

Payments. In consideration of Contractor providing the Services hereunder, C/CAG shall reimburse Consultant as follows:

- a. For Services in connection with the 2011 Congestion Management Program (as set forth in Exhibit A), payments shall be based on the fee schedule set forth in Exhibit B up to a maximum amount of fifty five thousand eight hundred twenty two dollars and two cents (\$55,822.02).

b. For Services in connection with the 2013 Congestion Management Program (as set forth in Exhibit A1), payments shall be based on the fee schedule set forth in Exhibit B1, up to a maximum amount of sixty one thousand two hundred two dollars and eighty eight cents (\$61,202.88).

c. For Services in connection with the assessment of INRIX Data (as set forth in Exhibit A2), payments shall be based on the fee schedule set forth in Exhibit B2, up to a maximum of twenty two thousand dollars (\$25,000.00)

d. For Services in connection with the 2015 Congestion Management Program (as set forth in Exhibit A3), payments shall be based on the fee schedule set forth in Exhibit B3, up to a maximum amount of sixty four thousand fifty dollars and thirty six cents (\$64,050.36).

The total maximum contract amount shall not exceed two hundred six thousand seventy five dollars and twenty six cents (\$206,075.26). The hours stated in Exhibit B, Exhibit B1, Exhibit B2, and Exhibit B3 are intended to be an estimate of the amount of time Contractor expects to spend on each task. Payments shall be made to Contractor monthly based on an invoice submitted by Contractor that identifies expenditures and describes services performed in accordance with this Agreement. C/CAG shall have the right to receive, upon request, documentation substantiating charges billed to C/CAG.

3. Except as expressly amended herein, all other provisions of the Jacobs Contract shall remain in full force and effect.
4. This amendment shall take effect upon the date of execution by both parties.

City/County Association of Governments
(C/CAG)

Jacobs Engineering Group Inc.(Contractor)

Mary Ann Nihart, Chair

By

Title: _____

Date: _____

Date: _____

Approved as to form:

Legal Counsel for C/CAG

EXHIBIT A3

SCOPE OF SERVICES

Collect Available Data

1. Collect Available Data

CONSULTANT, with assistance as needed from C/CAG, shall request performance data currently available for the CMP roadway system and intersections from the California Department of Transportation (Caltrans) and from the Public Works and Planning Departments of C/CAG member agencies to help reduce the data collection effort.

2. Conduct Counts/Surveys

CONSULTANT shall conduct 2015 intersection turning movement counts, including bicycle and pedestrian movements, at the 16 CMP intersections including:

1. Bayshore & Geneva
2. SR 35 & John Daly Blvd.
3. SR 82 & Hillside/John Daly
4. SR 82 & San Bruno Ave.
5. SR 82 & Milbrae Ave.
6. SR 82 & Broadway
7. SR 82 & Park-Peninsula
8. SR 82 & Ralston
9. SR 82 & Holly
10. SR 82 & Whipple Ave.
11. SR 84 & University
12. SR 84 & Willow
13. SR 84 & Marsh Rd.
14. SR 84 & Middlefield
15. SR 92 & SR 1
16. SR 92 & Main St.

2015 three-day (72-hour) machine counts will be conducted at 21 CMP arterial and rural highway segments including:

1. SR 1 - Linda Mar Blvd. to Frenchmans Creek Rd. (south of Etheldore St.)
2. SR 1 - Frenchmans Creek Rd. to Miramontes (between Terrance and Grandview)
3. SR 1 – Miramontes Rd. to Santa Cruz County line (north of SR 84)
4. SR 35 – San Francisco County line to Sneath (north of John Daly)
5. SR 35 – Sneath to I-280 (between San Bruno & I-280)
6. SR 35 – I-280 to SR 92 (between Bunker Hill & SR 92)

7. SR 35 – SR 92 to SR 84 (approx. 2 miles south of SR 92)
8. SR 35 – SR 84 to Santa Clara County line (south of SR 84)
9. SR 82 – between 42nd Street and 3rd Street (2 locations)
10. SR 82 – between 42nd Street and 3rd Street (2 locations)
11. SR 82 – SR 84 to Glenwood Ave. (south of SR 84)
12. SR 82 – Glenwood Ave. to Santa Cruz Ave. (between Glenwood & Oak Grove)
13. SR 82 – Santa Cruz Ave. to Santa Clara County line (between Santa Cruz & Ravenswood)
14. SR 84 – SR 1 to Portola Rd. (east of Skyline/SR 35)
15. SR 84 – Portola Rd. to I-280 (west of Kings Mountain Rd.)
16. SR 84 – I-280 to Alameda de Las Pulgas (east of I-280)
17. SR 84 - Alameda de Las Pulgas to US 101 (east of Middlefield)
18. SR 84 – US 101 to Willow (east of Marsh)
19. SR 84 – Willow to University (east of Willow)
20. SR 84 – University to Alameda County line (east of University)
21. SR 92 – SR 1 to I-280 (east of Main)
22. SR 109 – Kavanaugh to SR 84 (south of SR 84)
23. SR 114 – US 101 to SR 84 (south of SR 84)

For previous CMP monitoring, travel time runs were conducted using the floating car method. In the floating car method, the driver of the test vehicle “floats” with the traffic to represent the average vehicle by attempting to safely pass as many vehicles that pass the test vehicle. Travel time runs were conducted during the morning and afternoon peak periods on all applicable roadway segments; runs were only conducted on Tuesdays, Wednesdays, or Thursdays, and school district spring break periods were avoided. A minimum of five (5) runs were made in each direction during each peak period. In 2011 and 2013, Global Positioning System (GPS) equipment was used during the travel time runs to record position and time at one-second intervals.

Travel time surveys were conducted during the AM and PM weekday peak periods for the 83.2 centerline miles of freeways to measure average speeds. A minimum of five (5) complete runs were conducted for each freeway segment in each direction including:

- SR 92 (I-280 to Alameda County line) – 11.5 miles
- US 101 (San Francisco County line to San Clara County line) – 32.9 miles
- I-280 (San Francisco County line to San Clara County line) – 27.8 miles
- I-380 (I-280 to Airport Access Rd.) – 2.0 miles
- SR 1 (San Francisco County line to Linda Mar Blvd.) – 9.0 miles

As a result of the INRIX analysis performed in 2014, the private sector dataset (i.e., commercial speed data) provided by the Metropolitan Transportation Commission (MTC) will be utilized in the 2015 CMP monitoring in place of the freeway travel time runs to evaluate freeway performance. INRIX provides regional data coverage and relatively complete coverage of the full freeway network in San Mateo County. This dataset, which is anticipated to include over

150 million records, will be conflated against the linear reference system and segmentation developed previously. The dataset will be for a 2-month period, including March and April, in order to be consistent with the travel time runs from the previous monitoring efforts. The average speed will be determined as before for the balance of the analysis.

3. Conduct Level of Service (LOS) Calculations

In order to be consistent with previous studies through 2013, the CONSULTANT shall once again calculate the levels of service for the CMP roadway system and intersections utilizing the methods according to the Highway Capacity Manual (2000 HCM).

4. Incorporate Exemptions

CONSULTANT shall re-evaluate locations that are found to exceed their LOS Standard and account for the required exemptions (interregional traffic - trips originating from outside the County, traffic from low and very low income households, traffic from development within ¼ mile of transit stations, etc.) A link analysis will be conducted using the San Mateo County model to estimate traffic reductions caused by the exemptions. Locations with LOS Standard violations will be forwarded on to C/CAG for deficiency plan notification.

5. Conduct Travel Time Surveys for Single-Occupant Automobiles, Carpools, and Transit on Route 101 Corridor

CONSULTANT shall use the travel times surveys conducted during the Task 2 to represent travel times for single-occupant automobiles. Five (5) travel time surveys for carpools will be conducted in both directions for the HOV lanes on U.S. 101 during both AM and PM peak periods. The length of the runs along US 101 will be from the San Francisco County line to the Santa Clara County line. The HOV lane does not currently extend the full length of US 101 between the counties, so the drivers will utilize the general purpose lanes for the duration of the runs for the full limits.

Transit schedules will be used to estimate travel times via bus and rail. Transit agencies will be contacted to confirm that the schedules are reflective of actual travel times.

6. Evaluate Bicycle and Pedestrian Measure

CONSULTANT shall review the CMP capital improvement projects to ascertain whether pedestrian and bicycle travel is accommodated in new transportation projects.

7. Collect and Analyze Transit Ridership Data

CONSULTANT shall collect available ridership data from SamTrans, BART, and CalTrain. The data will be used to compare ridership among the different transit modes.

8. Analyze Data

CONSULTANT shall coordinate with C/CAG and analyze study data in order to evaluate various potential scenarios including: implemented projects since 2013 study, comparison and trends between 2013 and 2015 data sets, specific bottleneck analysis, corridor analysis, etc.), not to exceed 16 hours. A task budget will be included within the budget and only upon written

communication and authorization by C/CAG will the analysis task(s) be performed and these funds be expended.

9. Prepare Documentation

CONSULTANT shall prepare and submit a draft report of the monitoring process including tables and maps. All of the level of service calculations and collected data will be submitted in a Technical Appendix.

Deliverable: electronic draft report for C/CAG review and final report (electronic and five (5) hard copies) reflecting any written comments made by staff; technical appendix including summary tables and intersection analysis.

10. Prepare Access Base Deliverable

In order to maximize the accessibility of the project data, in addition to the hardcopy report and appendix as included in Task 9, the CONSULTANT shall prepare a deliverable that may include GIS shapefiles and/or Microsoft Access Databases. The final deliverable will be coordinated with C/CAG in order to match the deliverable with the staff and planned users . The C/CAG staff will be provided instruction on the use of the deliverable.

Deliverables: GIS databases and all support reference layers used to produce analysis and figures; Microsoft Access database suitable for staff use in addition to GIS files.

11. Attend Meetings

CONSULTANT will hold monthly coordination meetings with C/CAG staff to highlight progress and preliminary results. CONSULTANT shall attend one committee meeting during the study to present the final results.

The above scope will require an estimated 370 hours and a not-to-exceed budget of \$64,050.36.

EXHIBIT B3

FEE SCHEDULE ESTIMATE

Fee proposal for Required Scope of Work City/County Association of Governments (C/CAG) of San Mateo 2015 LOS Monitoring Program Personnel		2015 LOS Monitoring Team							Totals (Overhead and profit charged only for Jacobs)							
		Daily Project Manager Steve Taylor	Jacobs Engineering Programming	72-hour Tube Counts	Intersection Turning Movement Counts (2-person)	Intersection Turning Movement Counts (1-person)	All Traffic Data Travel Time Data Collectors	Jacobs Project Manager	Project Controls	Hours	Jacobs Engineering				Total by Task	
											Base Fee	Overhead	Profit	Profit		
		\$180.00	\$68.10	\$147.25	\$356.25	\$237.50	\$137.75	\$68.49	\$41.71			106.37%	10%	118.43%	10%	
No.	Task Description															
1	Collect Available Data	2	0							2	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$360.00
	Collection Available Data from Caltrans & C/CAG	2								2	\$360.00	\$0.00	\$0.00			\$360.00
2	Conflation of INRIX Data	50	96	23	10	6				185	\$17,374.25	\$13,491.65	\$1,349.16	\$0.00	\$0.00	\$32,215.06
	Conflate INRIX Data for 2015 corridors	24	80							104	\$4,320.00	\$11,243.04	\$1,124.30			\$16,687.34
	Process & QC INRIX Dataset	24	16							40	\$4,320.00	\$2,248.61	\$224.86			\$6,793.47
	Perform & Code Intersection TMC and 72-hour counts	2		23	10	6				41	\$8,734.25	\$0.00	\$0.00			\$8,734.25
3	Conduct Level of Service (LOS) Calculations	24	0							24	\$4,320.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,320.00
	Calc LOS consistent with prev studies for trending analysis	24								24	\$4,320.00	\$0.00	\$0.00			\$4,320.00
4	Incorporate Exemptions	10	0							10	\$1,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,800.00
	Coordinate with C/CAG to determine inter-regional trips from model	4								4	\$720.00	\$0.00	\$0.00			\$720.00
	Reflect reduction in trips in LOS tables for applicable roadway segments	4								4	\$720.00	\$0.00	\$0.00			\$720.00
	Collect and Document transit travel times from providers thru C/CAG	2								2	\$360.00	\$0.00	\$0.00			\$360.00
5	Conduct Carpool Travel Time Surveys	4	0							21	\$3,061.75	\$0.00	\$0.00	\$0.00	\$0.00	\$3,061.75
	Perform HOV travel time runs (No GPS just elapsed time)									17	\$2,341.75	\$0.00	\$0.00			\$2,341.75
	Process HOV travel time runs	2								2	\$360.00	\$0.00	\$0.00			\$360.00
	Produce HOV tabular travel times	2								2	\$360.00	\$0.00	\$0.00			\$360.00
6	Evaluate Bicycle and Pedestrian Measures	2	0							2	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$360.00
	Coordinate with C/CAG to document Bike/Ped programs	2								2	\$360.00	\$0.00	\$0.00			\$360.00
7	Collect and Analyze Transit Ridership Data	2	0							2	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$360.00
	Coordinate with C/CAG to collect & document ridership values from providers	2								2	\$360.00	\$0.00	\$0.00			\$360.00
8	Analyze Data	8	0							8	\$1,440.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,440.00
	Detailed analysis as identified by C/CAG	8								8	\$1,440.00	\$0.00	\$0.00			\$1,440.00
9	Prepare Documentation	32	20					8	8	68	\$5,760.00	\$2,810.76	\$281.08	\$1,925.68	\$192.57	\$10,970.08
	Prepare Draft & Final Report	32	20					8	8	68	\$5,760.00	\$4,630.12	\$463.01			\$10,853.13
10	Prepare Access Database Deliverable	2	8							10	\$360.00	\$1,124.30	\$112.43	\$0.00	\$0.00	\$1,596.73
	Prepare Access Database for added flexibility	2	8							10	\$360.00	\$1,124.30	\$112.43			\$1,596.73
11	Attend Meetings	30	8							38	\$5,400.00	\$1,124.30	\$112.43	\$0.00	\$0.00	\$6,636.73
	Monthly Webex progress meetings	10	8							18	\$1,800.00	\$1,124.30	\$112.43			\$3,036.73
	One meeting/presentation in San Mateo	20								20	\$3,600.00	\$0.00	\$0.00			\$3,600.00
Exp	Expenses	\$930									\$930.00					\$930.00
	Base Scope Hrs	166	132	23	10	6	17	8	8	370	\$41,526.00	\$18,551.01	\$1,855.10	\$1,925.68	\$192.57	\$64,050.36

C/CAG AGENDA REPORT

Date: February 12, 2015

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 15-10 authorizing the C/CAG Chair to execute a Memorandum of Understanding between C/CAG, San Mateo County Transportation Authority, and San Mateo County Transit District for Countywide Transportation Plan update.

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

RECOMMENDATION

That the C/CAG Board of Directors review and approve Resolution 15-10 authorizing the C/CAG Chair to execute a Memorandum of Understanding (MOU) between C/CAG, San Mateo County Transportation Authority, and San Mateo County Transit District for Countywide Transportation Plan update.

FISCAL IMPACT

The total project cost is \$185,000. Cost-share among agencies is as follows:

\$110,000 – C/CAG
 \$ 50,000 – San Mateo County Transportation Authority
 \$ 25,000 – San Mateo County Transit District

SOURCE OF FUNDS

C/CAG share of fund will come from the C/CAG Transportation fund.

BACKGROUND

In 1988, the State legislature passed Assembly Bill 3705 (Eastin), authorizing Bay Area counties to develop Countywide Transportation Plans (CTPs) on a voluntary basis. The provisions in AB 3705 are codified in Section 66531 of the California Government Code, and were modified by the passage of AB 1619 (Lee) (Statutes of 1994, Chapter 25). Among other things, the law suggested content to be included in the CTPs, and, if a county chooses to prepare one, the relationship between the CTP and the RTP/SCS, and between the CTP and Congestion Management Programs (CMPs).

The law also directs MTC to “develop guidelines to be used in the preparation of county transportation plans.” In September 2014, MTC adopted its new Guidelines for Countywide Transportation Plans. It was MTC’s first updated Guidelines since year 2000.

CTPs are intended to establish a county’s long-range transportation vision, goals and priorities. The long-range transportation planning context is important given the complexity of the transportation system.

Upon the passage of State legislation mentioned above, and after several years of undertaking, C/CAG adopted its first Countywide Transportation Plan in 2001. Ten years later, C/CAG staff, in cooperation with a Working Group consisted of several city planners and other key stakeholders, prepared an incomplete yet substantially drafted CTP. Due to the departure of the lead C/CAG staff responsible for the project, the CTP update was put on-hold. Subsequently, in late 2012, C/CAG retained DKS Associates with the intension to complete the CTP update. Due to limited budget in the DKS contract, DKS was able use the materials previously prepared by C/CAG staff and created a Draft CTP. However, that Draft CTP has not gone through the requisite outreach to ascertain all stakeholders and the public's viewpoints were reflected.

It is proposed that C/CAG partners with the San Mateo County Transportation Authority as well as SamTrans to complete the new San Mateo Countywide Transportation Plan. The attached draft Memorandum of Understanding (MOU) details the specific regarding the partnership.

ATTACHMENTS

1. Resolution 15-10
2. Draft Memorandum of Understanding (MOU)

RESOLUTION 15-10

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE SAN MATEO COUNTY TRANSPORTATION AUTHORITY AND SAMTRANS FOR COUNTYWIDE TRANSPORTATION PLAN UPDATE

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

WHEREAS, C/CAG is the Congestion Management Agency for San Mateo County; and

WHEREAS, on January 18, 2001, C/CAG adopted the San Mateo Countywide Transportation Plan; and

WHEREAS, C/CAG has expended substantive effort in preparing a new draft Countywide Transportation Plan up through 2013; and

WHEREAS, the Metropolitan Transportation Commission (MTC) has issued new Guidelines for Countywide Transportation Plans in September 2014; and

WHEREAS, the AUTHORITY, DISTRICT, and C/CAG desire to work together and collectively participate in funding the cost to complete the Countywide Transportation Plan (PROJECT); and

WHEREAS, the parties have agreed that the DISTRICT will provide a cost-share of \$25,000, for the PROJECT; and

WHEREAS, the parties have agreed that the AUTHORITY will provide a cost-share of \$50,000, for the PROJECT; and

WHEREAS, the parties have agreed that C/CAG will provide a cost-share of \$110,000 for PROJECT; and

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the City/County Association of Governments of San Mateo County authorizing the C/CAG Chair to execute a Memorandum of Understanding (MOU) between C/CAG, San Mateo County Transportation Authority, and San Mateo County Transit District for Countywide Transportation Plan update, and further authorize the Executive Director to negotiate final terms of the MOU, subject to legal counsel approval.

PASSED, APPROVED, AND ADOPTED, THIS 12TH DAY OF FEBRUARY 2015.

Mary Ann Nihart, Chair

DRAFT
MEMORANDUM OF UNDERSTANDING
BETWEEN THE
SAN MATEO COUNTY TRANSPORTATION AUTHORITY, THE
SAN MATEO COUNTY TRANSIT DISTRICT
AND THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS
OF SAN MATEO COUNTY
FOR THE COUNTYWIDE TRANSPORTATION PLAN UPDATE

This MEMORANDUM OF UNDERSTANDING (“MOU”) is entered into as of the _____ day of _____, 2015, by and between the San Mateo County Transportation Authority (AUTHORITY), a public agency, the San Mateo County Transit District (DISTRICT), a public agency, and the City/County Association of Governments of San Mateo County (C/CAG), a public joint powers agency (each a “Party” and collectively the “Parties”).

WHEREAS, on January 18, 2001, C/CAG adopted the San Mateo Countywide Transportation Plan; and

WHEREAS, C/CAG has expended substantive effort in preparing a new draft Countywide Transportation Plan; and

WHEREAS, the Metropolitan Transportation Commission (MTC) issued new Guidelines for Countywide Transportation Plans in September 2014, and C/CAG desires to utilize consultant services to update the draft Countywide Transportation Plan and incorporate revisions related to these guidelines; and

WHEREAS, the AUTHORITY, DISTRICT, and C/CAG desire to work together and collectively participate in funding the cost to complete the Countywide Transportation Plan (PROJECT); and

WHEREAS, the AUTHORITY, by Resolution 2015-03, authorized the allocation of funding and the execution of this MOU for the PROJECT; and

WHEREAS, the DISTRICT, by Resolution 2014-28, adopted the FY 2015 Capital Budget that included funding for the PROJECT; and

WHEREAS, C/CAG, by Resolution 15-10, authorized the C/CAG Chair to execute this MOU; and

WHEREAS, the parties have agreed that the total cost for the PROJECT is estimated at 185,000; and

WHEREAS, the parties have agreed that the AUTHORITY will provide a cost-share of \$50,000, for the PROJECT; and

WHEREAS, the parties have agreed that the DISTRICT will provide a cost-share of \$25,000, for the PROJECT; and

WHEREAS, the parties have agreed that C/CAG will provide a cost-share of \$110,000 for the PROJECT; and

WHEREAS, the parties have agreed that the AUTHORITY retain CDM Smith, in conjunction with DKS Associates as subcontractor, to perform work as described in Exhibit B; and

WHEREAS, the AUTHORITY, the DISTRICT, and C/CAG will reimburse the cost incurred to perform the work, as stated above; and

WHEREAS, C/CAG has agreed to be the project sponsor; and

WHEREAS, the AUTHORITY and the DISTRICT have agreed to be project partners.

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

1. FUNDING AND SCOPE OF SERVICES

The AUTHORITY, the DISTRICT and C/CAG agree to collaborate on the PROJECT as described in Exhibit A.

The AUTHORITY has agreed to retain CDM Smith, in conjunction with DKS Associates as subcontractor, to provide services as described in Exhibit B.

C/CAG agrees to reimburse the AUTHORITY \$110,000 of the total PROJECT cost of \$185,000.

The DISTRICT agrees to reimburse the AUTHORITY \$25,000 of the total PROJECT cost.

2. TIME OF PERFORMANCE/TERMINATION

This Agreement shall be in effect as of _____ and shall terminate on June 30, 2016 unless further extended by mutual consent of the parties and unless otherwise earlier terminated as herein provided. Either party may terminate the Agreement without cause by providing thirty (30) days' advance written notice to the other.

3. METHOD OF PAYMENT

The DISTRICT and C/CAG agree to reimburse the AUTHORITY for expenses for the PROJECT described in section 1 above on a cost reimbursement basis. The AUTHORITY shall submit invoices to the DISTRICT and C/CAG, accompanied by activity reports and paid invoices issued by consultants as proof that services were rendered and paid for by the AUTHORITY. Upon receipt of each invoice and its accompanying documentation, the DISTRICT and C/CAG shall pay the amount claimed under the invoice, up to the maximum amount described by this Agreement, within

thirty (30) days of acceptance of the invoice, delivered or mailed to C/CAG and the DISTRICT as follows:

To DISTRICT: Attention: Doug Kim, Planning Director
San Mateo County Transit District
1250 San Carlos Avenue
San Carlos, CA 94070

To C/CAG: Attention: Sandy Wong, Executive Director
City/County Association of Governments
555 County Center, 5th Floor
Redwood City, CA 94063

4. AMENDMENTS

Any changes in the services to be performed under this Agreement shall be incorporated in written amendments, which shall specify the changes in work performed and any adjustments in compensation and schedule. All amendments shall be executed by the AUTHORITY, the DISTRICT and C/CAG.

5. NOTICES

All notices or other communications to either party by the other shall be deemed given when made in writing and delivered or mailed to such party at their respective addresses as follows:

To DISTRICT: Attention: Doug Kim, Planning Director
San Mateo County Transit District
1250 San Carlos Ave
San Carlos, CA 94070

To AUTHORITY: Attention: Joe Hurley, Program Director
San Mateo County Transportation Authority
1250 San Carlos Ave
San Carlos, CA 94070

To C/CAG: Attention: Sandy Wong, Executive Director
City/County Association of Governments
555 County Center, 5th Floor
Redwood City, CA 94063

6. INDEPENDENT CONTRACTOR

The parties agree and understand that the work/services performed by the AUTHORITY or any consultant retained by the AUTHORITY under this Agreement are performed as independent Contractors and not as employees or agents of the AUTHORITY. Nothing herein shall be

deemed to create any joint venture or partnership arrangement between the AUTHORITY, the DISTRICT and C/CAG.

7. ASSIGNMENT

Neither party shall assign, transfer or otherwise substitute its interest or obligations in this Agreement without the prior written consent of the other party.

8. MUTUAL HOLD HARMLESS

- a. It is agreed that C/CAG shall save harmless and indemnify the AUTHORITY and the DISTRICT, its officers, agents and employees from any and all claims, demands and suits (including any and all costs and expenses in connection therewith) for injuries or damage to persons and/or property which arise out of the terms and conditions of this Agreement and which result from the negligent acts or omissions of C/CAG, its officers, agents and/or employees. C/CAG agrees, at its own cost and expense, to defend any and all claims, demands, suits and legal proceedings brought against the AUTHORITY and the DISTRICT, its officers, agents and employees or any of them, arising from the negligent acts or omissions of C/CAG, its officers, agents or employees, and to pay and satisfy any resulting judgments.
 - b. It is agreed that AUTHORITY shall save harmless, and indemnify C/CAG and the DISTRICT, its officers, agents and employees from any and all claims, demands and suits (including any and all costs and expenses in connection therewith) for injuries or damage to persons and/or property which arise out of the terms and conditions of this Agreement and which result from the negligent acts or omissions of the AUTHORITY, its officers, agents and/or employees. The AUTHORITY agrees, at its own cost and expense, to defend any and all claims, demands, suits and legal proceedings brought against C/CAG and the DISTRICT, its officers, agents and employees or any of them, arising from the negligent acts or omissions of the AUTHORITY, its officers, agents or employees, and to pay and satisfy any resulting judgments.
 - c. It is agreed that the DISTRICT shall save harmless, and indemnify the AUTHORITY and C/CAG, its officers, agents and employees from any and all claims, demands and suits (including any and all costs and expenses in connection therewith) for injuries or damage to persons and/or property which arise out of the terms and conditions of this Agreement and which result from the negligent acts or omissions of the DISTRICT, its officers, agents and/or employees. The DISTRICT agrees, at its own cost and expense, to defend any and all claims, demands, suits and legal proceedings brought against the AUTHORITY and C/CAG, its officers, agents and employees or any of them, arising from the negligent acts or omissions of the DISTRICT, its officers, agents or employees, and to pay and satisfy any resulting judgments.
9. Non-discrimination. The Contractor and any subcontractors performing the services on behalf of the Contractor shall not discriminate or permit discrimination against any person or group of persons on the basis or race, color, religion, national origin or ancestry, age, sex, sexual orientation, marital status, pregnancy, childbirth or related conditions, medical condition,

mental or physical disability or veteran's status, or in any manner prohibited by federal, state or local laws.

10. Compliance with All Laws. Contractor shall at all times comply with all applicable laws and regulations, including without limitation those regarding services to disabled persons, including any requirements of Section 504 of the Rehabilitation Act of 1973.
11. Sole Property of the AUTHORITY, the DISTRICT and C/CAG. Work products produced and delivered under this Agreement or which are developed, produced and paid for under this Agreement, shall be and become the property of the AUTHORITY, the DISTRICT and C/CAG. The AUTHORITY and the DISTRICT shall not be liable for C/CAG's use, modification or re-use of products without Contractor's participation or for purpose other than those specifically intended pursuant to this Agreement.
12. Access to Records. The DISTRICT and C/CAG, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Contractor which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcriptions.

The AUTHORITY shall maintain all required records for three years after the DISTRICT and C/CAG make final payments and all other pending matters are closed.

13. Governing Law. This Agreement shall be governed by the laws of the State of California and any suit or action initiated by either party shall be brought in the County of San Mateo, California.

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

City/County Association of Governments (C/CAG)

By _____
Mary Ann Nihart, Chair

C/CAG Legal Counsel

San Mateo County Transportation Authority (AUTHORITY)

By _____

Authority Legal Counsel

San Mateo County Transit District (DISTRICT)

By _____
Michael Scanlon, General Manager

SamTrans Legal Counsel

Exhibit A

Insert collaborative partnership Description here.

Exhibit B

Insert Consultant SOW, schedule, and cost here.

C/CAG AGENDA REPORT

Date: February 12, 2015

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 15-06 to adopt the C/CAG Priority Development Area Parking Policy Technical Assistance Program project list.

(For further information or response to questions, contact Wally Abrazaldo at 650-599-1455)

RECOMMENDATION

That the C/CAG Board of Directors review and approve Resolution 15-06 to adopt the C/CAG Priority Development Area (PDA) Parking Policy Technical Assistance Program project list.

FISCAL IMPACT

The project list recommended by the scoring panel that reviewed project applications accounts for \$97,000 of the \$342,000 that the C/CAG Board of Directors directed toward the C/CAG PDA Parking Policy Technical Assistance Program.

SOURCE OF FUNDS

The C/CAG PDA Parking Policy Technical Assistance Program is funded by a combination of Federal Surface Transportation Program (STP) funds and local Congestion Relief Plan funds.

BACKGROUND

In October 2014, the C/CAG Board of Directors approved the establishment of a PDA Parking Policy Technical Assistance Program with \$302,000 in funds that remained from the C/CAG PDA Planning Program and \$40,000 in local matching funds from the C/CAG Congestion Relief Plan Fund. The aim of the program is to provide consultant technical support to jurisdictions in San Mateo County to complete planning projects that facilitate the implementation of parking management strategies supportive of the vision for growth and development in PDAs. Potential activities include the preparation of parking management plans, zoning code updates, technical studies and analyses, and parking policy implementation plans.

C/CAG issued a call for projects for the program on October 10, 2014, and applications were due on December 1, 2014. Two application workshops were held on October 28, 2014 and November 7, 2014. Staff received two applications from the City of San Carlos and the City of South San Francisco, totaling \$157,000 in technical assistance requested. The City of San Carlos proposed a study to assist in establishing a residential permit parking program, and the City of South San Francisco proposed a study of the city's downtown parking district.

A scoring panel made up of staff from C/CAG, the Metropolitan Transportation Commission, SamTrans, and the City of San Mateo reviewed and scored the two applications in late December.

After a review of the two applications, the project submitted by the City of South San Francisco was recommended for technical assistance under the program. Members of the scoring panel expressed several concerns about the application from the City of San Carlos, including a lack of budget information and a need to consider alternative parking management strategies to address the described problem. The scoring panel recommended that these concerns be communicated to the City of San Carlos to allow staff to submit another application if desired.

Staff will move forward and develop an on-call list of qualified consultants to provide technical assistance to projects awarded through the program. Projects will be issued to qualified consultants on a task order basis. Given that the program is undersubscribed, the technical assistance available under the program will be readvertised, and jurisdictions in the county may continue to submit applications to C/CAG until program funding is depleted. If the scoring panel recommendation is approved by the C/CAG Board of Directors, a total of \$245,000 will remain available under the program.

The C/CAG Congestion Management Program Technical Advisory Committee (TAC) and C/CAG Congestion Management and Environmental Quality (CMEQ) Committee reviewed and recommended approval of the project list during their meetings in January 2015.

ATTACHMENTS

1. C/CAG PDA Parking Policy Technical Assistance Program Recommended Project List
2. Resolution 15-06

RESOLUTION 15-06

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY TO ADOPT THE PROJECT LIST FOR THE C/CAG PRIORITY DEVELOPMENT AREA (PDA) PARKING POLICY TECHNICAL ASSISTANCE PROGRAM

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

WHEREAS, the joint Metropolitan Transportation Commission (MTC) and Association of Bay Area Governments (ABAG) adopted Resolution No. 4035 outlining policies and procedures of the local PDA planning and implementation funds to be used in the selection of projects to be funded with Surface Transportation Planning (STP) funds for the Cycle 2 STP Program (23 U.S.C. Section 133); and

WHEREAS, local responsibility for administration of the PDA planning and implementation funds was assigned to Congestion Management Agencies; and

WHEREAS, C/CAG is the Congestion Management Agency for San Mateo County; and

WHEREAS, the C/CAG Board of Directors established the C/CAG PDA Parking Policy Technical Assistance Program with a portion of the PDA planning and implementation funds at the October 9, 2014 C/CAG Board meeting; and

WHEREAS, C/CAG has through a competitive process identified a project list for the C/CAG PDA Parking Policy Technical Assistance Program that is included as an attachment to the February 12, 2015 staff report;

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the City/County Association of Governments of San Mateo County that the project list for the C/CAG PDA Parking Policy Technical Assistance Program is adopted.

PASSED, APPROVED, AND ADOPTED, THIS 12TH DAY OF FEBRUARY 2015.

Mary Ann Nihart, Chair

**C/CAG PDA Parking Policy Technical Assistance Program
Recommended Project List**

Jurisdiction	Project	Amount of Technical Assistance Requested	Scoring Panel Recommendation	Notes/Comments
City of San Carlos	Residential Permit Parking Program for the Railroad Corridor PDA and Environs, Including the Greater East San Carlos Neighborhoods	\$60,000	\$0	<ul style="list-style-type: none"> • Need additional budget information • Consider alternative parking management strategies in study • Demonstrate additional support
City of South San Francisco	City of South San Francisco Downtown Parking District Study	\$97,000	\$97,000	
Total		\$157,000	\$97,000	

C/CAG AGENDA REPORT

ITEM 5.17

Date: February 12, 2015

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and accept the C/CAG Board and Committees attendance reports for the period of January 2014 through December 2014.
(For further information or questions contact Sandy Wong at 599-1409)

RECOMMENDATION

That the C/CAG Board review and accept the C/CAG Board and Committees attendance reports for the period of January 2014 through December 2014.

FISCAL IMPACT

None.

SOURCE OF FUNDS

Not applicable.

BACKGROUND

Periodically throughout the year the C/CAG Board receives reports of the attendance for the Board and its standing committees. There is no attendance requirement for the C/CAG Board because there is one seat designated for every member jurisdiction. However, the C/CAG adopted attendance policy for its standing committees is as follows:

“During any consecutive twelve month period, members will be expected to attend at least 75% of the scheduled meetings and not have more than three consecutive absences. If the number of absences exceed these limits, the seat may be declared vacant by the C/CAG Chair.”

ATTACHMENTS

Attendance reports for the period of January 2014 through December 2014 are as follows:

- C/CAG Board of Directors
- Airport Land Use Committee (ALUC).
- Bicycle and Pedestrian Advisory Committee (BPAC)
- Congestion Management & Environmental Quality (CMEQ)
- Congestion Management Program Technical Advisory Committee (TAC)
- Finance Committee
- Legislative Committee Attendance Report
- National Pollutant Discharge Elimination System Technical Advisory Committee (NPDES TAC)
- Resource Management & Climate Protection Committee (RMCP) Attendance Report
- Stormwater Committee

C/CAG Attendance January 1 through November 2014

Agency	Representative / Alternate	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Atherton	Elizabeth Lewis	C A N C E L L E D	X		R E T R E A T	X	X	N O V E M B E R		X	X		C A N C E L L E D			
	Cary Wiest													X		
Belmont	David Braunstein		X	X			X					X		X	X	X
	Charles Stone															
Brisbane	Terry O'Connell					X	X		X	X					X	X
	Lori Liu															
Burlingame	Terry Nagel		X	X			X		X			X		X	X	X
	Michael Brownrigg															
Colma	Joseph Silva					X	X		X			X		X	X	X
	Diana Colvin															
Daly City	David Canepa		X				X		X			X		X	X	X
	Carol Klatt					X										
East Palo Alto	Laura Martinez								X	X		X		X	X	X
	Larry Moody															
Foster City	Art Kiesel		X	X					X	X		X		X	X	X
	Charlie Bronitsky															
Half Moon Bay	John Muller			X		X			X							
	Marina Fraser									X						
Hillsborough	Jay Benton	X	X			X				X		X				
	Larry May						X									
Menlo Park	Kirsten Keith	X	X				X		X	X		X				
	Ray Mueller															

C/CAG Attendance January 1 thru November 2014

Agency	Representative / Alternate	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Millbrae	Wayne Lee	C A N C E L L E D		X	R E T I R E D	X		N O V E M B E R		X			C A N C E L L E D			
	Anne Olivia		X													
Pacifica	Mary Ann Nihart		X	X					X	X		X		X	X	X
	Len Stone															
Portola Valley	Maryann Moise Derwin		X	X					X ⁴	X				X		X
	Ann Wengert														X	
Redwood City	Alicia Aguirre		X ¹	X					X	X		X		X	X ²	X ³
	Rosanne Foust															
San Bruno	Irene O'Connell		X						X	X					X	X
	Jim Ruane															
San Carlos	Mark Olbert		X	X					X	X				X	X	X
	Bob Grassilli															
San Mateo	Jack Matthews					X			X	X		X		X	X	X
	Joe Goethals		X													
San Mateo County	Don Horsley	X	X			X			X	X	X	X				
	Dave Pine															
South San Francisco	Karyl Matsumoto	X	X			X			X	X	X	X				
	Pradeep Gupta						X									
Woodside	Deborah Gordon	X				X	X			X						
SMCTA	Terry Nagel	X	X			X	X		X	X	X	X				
SamTrans	Karyl Matsumoto	X	X			X			X	X	X	X				

¹Barbara Pierce
²Diane Howard
³John Seybert
⁴Jeff Aalfs

ALUC Attendance Report - 2014

Agency	Representative	April	July	Sept.	Nov.
City of Brisbane	Terry O'Connell	X	X		X
City of Burlingame	Ricardo Ortiz			X	X
City of Daly City	Raymond Buenaventura		X (Alt)		
City of Foster City	Herb Perez				
City of Half Moon Bay	John Muller		X		
City of Millbrae	Robert Gottschalk	X	X	X	X
City of Redwood City	John Seybert			X	X
City of San Bruno	Ken Ibarra		X	X	X
City of San Carlos	Cameron Johnson	X	X	X	X
County of San Mateo and Aviation Representative	Dave Pine				
City of South San Francisco	Liza Normandy	X	X (Alt)	X	X
Aviation Representative	Richard Newman*	X	X	X	X
Half Moon Bay Pilots Association	George Auld*	X	X	X (Alt)	X

Note: X represents attendance at the meeting. Alt represents that the alternate attended the meeting.

**Bicycle and Pedestrian Advisory Committee Attendance Report
2014**

Agency	Representative	Jan*	Feb	Mar*	Apr	May*	Jun*	Jul*	Aug	Sept*	Oct	Nov*	Dec*
<i>Elected Officials</i>													
Millbrae	Marge Colapietro		X		X				X				
San Carlos	Matt Grdcott	N	X	N		C	N	N	X	N	C	N	N
County of San Mateo	Don Horsley	O	X	O	X	A	O	O	X	O	A	O	O
San Bruno	Ken Ibarra		X			N			X		N		
South San Francisco	Karyl Matsumoto	M	X	M	X	C	M	M	X	M	C	M	M
Hillsborough	Laurence May	E		E	X	E	E	E		E	E	E	E
Half Moon Bay	Naomi Patridge	E	X	E		L	E	E	X	E	L	E	E
Pacifica	Len Storte	T	X	T	X	L	T	T		T	L	T	T
<i>Public Members</i>													
East Palo Alto	Andrew Boone	N	X	N	X	D	N	N	X	N	D	N	N
San Carlos	Julia Dzierwa	G	X	G			G	G	X	G		G	G
Belmont	Aaron Faupell		X		X				X				
South San Francisco	Daina Lujan		X		X				X				
South San Francisco	Frank Markowitz		X		X				X				
San Bruno	Jeffrey Tong		X		X				X				
East Palo Alto	Norm Picker				(resigned)								

2014 C/CAG Congestion Management & Environmental Quality (CMEQ) Committee Attendance Report

Agency	Representative	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Metropolitan Transportation Commission	Alicia Aguirre	X	X		X		X			X			
Peninsula Corridor Joint Powers Board	Arthur Lloyd	X	X										
City of Redwood City	Barbara Pierce	X	X		X		X			X			
City of Belmont	Charles Stone	N/A	N/A				X						
Town of Atherton	Elizabeth Lewis	X			X					X			
City of San Bruno	Irene O'Connell	X					X			X			
Business Community	Jim Bigelow	X	X		X		X			X			
Environmental Community	Lennie Roberts		X		X		X						
City of San Carlos	Mark Olbert	X	X		X					X			
City of Pacifica	Mike O'Neill		X		X		X			X			
City of Half Moon Bay	Naomi Patridge	X	X		X		X			X			
Agencies with Transportation Interests	Onnolee Trapp		X		X		X			X			
City of South San Francisco	Richard Garbarino	X	X		X		X						
Public	Steve Dworetzky	X	X		X		X			X			
City of Millbrae	Wayne Lee	N/A	N/A		N/A		X			X			
San Mateo County Transit District	Zoe Kersteen-Tucker				X		X			X			

Congestion Management Technical Advisory Committee (TAC) Attendance Report - 2014

Agency	Representative	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
San Mateo County Engineering	Jim Porter (Co-Chair)		x	x									
SMCTA / PCJPB / Caltrain	Joseph Hurley (Co-Chair)		x	x	x			x		x		x	
Belmont Engineering	Afshin Oskoui		x	x	x			x		x		x	
Brisbane Engineering	Randy Breault		x	x	x			x		x		x	
Burlingame Engineering	Syed Murtuza		x	x	x			x		x		x	
Burlingame Planning	Bill Meeker												
Caltrans	VACANT (Lee Taubeneck)		x	x	x								
C/CAG	Sandy Wong		x	x	x			x		x		x	
Colma Engineering	Brad Dohohue		n/a	n/a	n/a							x	
Daly City Engineering	John Fuller		x	x	x			x		x		x	
Daly City Planning	Tatum Mothershead		x							x		x	
Foster City Engineering	VACANT (Brad Underwood)		x	x				x		n/a		n/a	
Half Moon Bay Engineering	Mo Sharma		x	x	x			x				x	
Hillsborough Engineering	Paul Willis		x	x						x		x	
Menlo Park Engineering	Jesse Quirion (Chip Taylor)		x					n/a		x			
Millbrae Engineering	Chip Taylor		n/a	n/a	n/a			n/a		x		x	
Pacifica Engineering	Van Ocampo		x	x	x			x		x			
Redwood City Engineering	Jessica Manzi (Shobuz Ikbal)							n/a		x		x	
San Bruno Engineering	Jimmy Tan (Klara Fabry)		x		x			n/a		x		x	
San Carlos Engineering	Jay Walter		x	x				x				x	
San Mateo Engineering	Brad Underwood (Ray Towne)		x	x	x			n/a		n/a		x	
San Mateo County Planning	James Hinkamp (Steve Monowitz)							x		x			
South San Francisco Engineering	Brian McMinn		x	x	x			x		x		x	
South San Francisco Planning	Billy Gross		n/a	n/a	n/a			x		x		x	
Woodside Engineering	Paul Nagengast			x				x		x		x	
MTC	Kenneth Folan												

2014 Finance Committee Attendance Report

Agency	Representative	2014			
		Feb	May	Aug	Nov
Foster City	Art Kiesel	x	x	x	x
Hillsborough	Jay Benton	x	x	x	x
Menlo Park	Kirsten Keith	N/A	x		x
Pacifica	Mary Ann Nihart		x		x
San Carlos	Bob Grassilli	x	x	x	

N/A - Off Finance Committee

2014 Legislative Committee Attendance Report

Agency	Representative	2014											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Foster City	Art Kiesel		x	x		x	x		x	x			
Hillsborough	Laurence May					x	x						
Pacifica	Mary Ann Nihart	Meeting Cancelled	x	x	Meeting Cancelled	x	x	No Meeting	x	x	No Meeting	No Meeting	Meeting Cancelled
Pacifica	Karen Ervin		x	x		x	x						
San Bruno	Irene O'Connell		x			x	x						
Woodside	Deborah Gordon		x			x	x						
Menlo Park	Catherine Carlton		N/A	N/A		x	x			x			
South San Francisco	Richard Garbarino		N/A	N/A		x	x		x	x			
Menlo Park	Kirsten Keith		N/A	N/A					x				

N/A - Off Legislative Committee

Note: For consistency, specify attendance by placing an "X" - if they attended. Leave blank if they did not.

2014 NPDES TAC Attendance Record			Month											
AGENCY AND NAME	Telephone #	Email Address	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Millbrae														
Khee Lim	259-2347	klim@ci.millbrae.ca.us	X									X		
Anthony Riddell	259-2337	ariddell@ci.millbrae.ca.us												
Kelly O'Dea	259-2448	kodea@ci.millbrae.ca.us												
Pacifica														
Raymond Donguines	738-3768	donguinesr@ci.pacifica.ca.us	X			X			X			X		
Portola Valley														
Howard Young	851-1700x214	hyoung@portolavalley.net												
Redwood City														
Adrian Lee		alee@redwoodcity.org												
Harry Kwong	650-780-7473													
Terence Kyaw	780-7466	tkyaw@redwoodcity.org												
Charlie Drechsler		cdrechsler@redwoodcity.org												
San Bruno														
Joseph Cervantes	616-7068	lcervantes@sanbruno.ca.gov							X			X		
Will Li	616-7069	wli@sanbruno.ca.gov	X											
San Carlos														
Jay Walter		jwalter@cityofsan-carlos.org												
Paul Baker	802-4143	pbaker@cityofsan-carlos.org												
Matt Lee	802-4201	mlee@cityofsan-carlos.org	X			X			X					
Kaveh Forouhi		kforouhi@cityofsan-carlos.org										X		
San Mateo, City														
Debra Bickel	522-7343	dbickel@cityofsanmateo.org	X											
Sarah Scheidt		sscheidt@cityofsanmateo.org	X			X			X			X		
San Mateo, County														
Dermot Casey	372-8257	dicasev@smcgv.org												
Julie Casagrande	599-1457	jcasagrande@smcgv.org	X						X			X		
Patrick Ledesma	372-8241	pledasma@smcgv.org				X						X		
Tim Swillinger	372-8245	tswillinger@smcgv.org												
Jim Eggemeyer	363-4189	jeggemeyer@smcgv.org							X					
Carole Foster		cfoster@smcgv.org												
So. San Francisco														
Rob Lecel	829-3882	rob.lecel@ssf.net	X			X			X			X		
Andrew Wemmer	829-3883	andrew.wemmer@ssf.net				X								
Daniel Fulford	829-3881	daniel.fulford@ssf.net												
Woodside														
Dong Nguyen	851-8790	dnguyen@woodsidetown.org												
Caltrans														
Karen Mai		kmai@caltrans.ca.gov												
Guests/Public														
Attendance			19	0	0	13	0	0	12	0	0	11	0	0

2014 NPDES TAC Attendance Record			Month											
AGENCY AND NAME	Telephone #	Email Address	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
SMCWPPP/ CCAG														
Matt Fabry	599-1419	mfabry@co.sanmateo.ca.us	X			X			X			X		
Sandy Wong	599-1409	slwong@co.sanmateo.ca.us												
EOA, Inc.														
Jon Konnan	510-832-2852 x111	jkonnan@eoainc.com	X			X			X			X		
Adam Olivieri	510-832-2852x115	awo@eoainc.com												
Regional Board														
Sue Ma	510-822-2386	sma@waterboards.ca.gov												
Selina Louie	510-822-2383	slouie@waterboards.ca.gov												
Dale Bowyer	510-822-2323	dbowyer@waterboards.ca.gov												
Atherton														
Steve Tyler	752-0570	styler@ci.atherton.ca.us												
Belmont														
Gilbert Yau	595-7425	gyau@belmont.gov												
Leticia Alvarez	595-7469	lavarez@belmont.gov												
Dalia Corpus	595-7468	dcorpus@belmont.gov												
Brisbane														
Randy Breault	415-908-2130	rbreault@ci.brisbane.ca.us												
Karen Kinser	415-908-2133	kkinser@ci.brisbane.ca.us												
Shelley Romriell	415-908-2128	sromriell@ci.brisbane.ca.us												
Burlingame														
Victor Voong	558-7230	vvoong@burlingame.org	X			X			X			X		
Eva Justimbaste		eva.justimbaste@veoliawaterna.com												
Steve Daldrup		stephen.daldrup@veoliawaterna.com							X					
Colma														
Muneer Ahmed	757-8888	muneer.ahmed@colma.ca.gov	X			X								
Brad Donohue														
Saied Mostafavi														
Daly City														
Cynthia Royer	991-8203	crover@dalcycity.org	X			X								
John Fuller		jfuller@dalcycity.org	X											
East Palo Alto														
Michelle Daher	853-3165	mdaher@cityofepa.org	X			X			X					
Vivian Ma	853-3126	vma@cityofepa.org	X											
Foster City														
Norm Dorais	286-3279	ndorais@fostercity.org												
Mike McElligott	286-3140	mmcelligott@fostercity.org												
Half Moon Bay														
Muneer Ahmed		muneer@csgengr.com	X			X								
Mark Lander		markl@csgengr.com	X											
Hillsborough														
Dave Bishop	375-7588	dbishop@hillsborough.net												
Jen Chen	375-7488	jchen@hillsborough.net												
Catherine Chan		cchan@hillsborough.net												
Menlo Park														
Rebecca Fotu	330-8765	rfotu@menlopark.org												
Fernando Bravo	330-8742	fbravo@menlopark.org	X											

RMCP Attendance Report - FY 2013-14

Agency	Representative		Jul 24**	Aug 21	Sept 18	Oct 16	Nov 20	Dec 18	Jan 15	Feb 19	Mar 19	Apr 16	May 21	Jun 25	July 16	Aug 27	Sep 17	Oct 15	Nov 19	Dec 17
				No mtg		No mtg		No mtg	No mtg			No mtng		No mtng			No mtng		No mtng	
Town of Woodside	Deborah Gordon	Chait	X		X		X			X					X	X		X		X
Town of Portola Valley	Maryann Moise Derwin	Vice Chair	X		X		X			X	X		X		X	X				X
San Mateo County	Dave Pine		ALT		ALT		ALT			X	X		X		X	X		ALT		X
San Mateo County	Don Horsley												X							X
City of Redwood City	Barbara Pierce		X		X		X			X	X		X		X	X				X
City of South San Francisco	Pedro Gonzalez				X		X													
City of South San Francisco	Pradeep Gupta						X			X	X		X			X		X		X
Town of Atherton	Rick DeGolia									X	X		X		X	X				
Ecology Action	Debbie Kranefuss	Energy	X				X				X		X		X	X		X		X
BAWSCA	Nicole Sandkulla	Water					X			X	ALT		ALT		ALT	ALT		ALT		ALT
PG&E	Kathy Lavezzo	Utility			X					X					X	X				
Foothill College	Robert Cormia	Nonprofit	X		X					X	X		X							X
Sustainable San Mateo Cou	Beth Bhatnagar	Environment			X		X			ALT	X		X		X	X		X		X
Facebook	Lauren Swezey	Large Business																		
A+ Japanese Auto Repair	Eric Sevim	Small Business																		
SMC Hispanic Chamber of	Jorge Jaramillo	Commerce								ALT			ALT		ALT			ALT		ALT

** = Change of regular meeting date may have affected members' ability to attend.

2014 Stormwater Committee Roster			Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Agency	Representative	Position											
Atherton	Gordon Siebert	Public Works Director	X		X						X		
Belmont	Afshin Oskoui	Public Works Director	X		X			X			X		
Brisbane	Randy Breault	Public Works Director/City Engineer	X		X			X			X		
Burlingame	Syed Murtuza	Public Works Director	X		X			X			X		
Colma	Brad Donohue	Director of Public Works and Planning	X					O			O		
Daly City	Patrick Sweetland	Director of Water & Wastewater	O		X			O			X		
East Palo Alto	Kamal Fallaha	City Engineer						X			O		
Foster City	Brad U./Vacant	Public Works Director	X					X			O		
Half Moon Bay	Mo Sharma	City Engineer	X					X			X		
Hillsborough	Paul Willis	Public Works Director	X								X		
Menlo Park	Jesse Quirion	Interim Public Works Director	X		O			X					
Millbrae	Charles Taylor	Public Works Director											
Pacifica	Van Ocampo	Public Works Director/City Engineer	X		X								
Portola Valley	Howard Young	Public Works Director						X					
Redwood City	Saber Sarwary	Supervising Civil Engineer						X			X		
San Bruno	Jimmy Tan	City Engineer	X		X						X		
San Carlos	Jay Walter	Public Works Director	X					X			X		
San Mateo	Brad Underwood	Public Works Director	X		X			O			O		
South San Francisco	Brian McMinn	Public Works Director	X		X			X			X		
Woodside	Paul Nagengast	Deputy Town Manager/Town Engineer	O					X					
San Mateo County	Jim Porter	Public Works Director	X					O			X		
Regional Water Quality Control Board	Tom Mumley	Assistant Executive Officer	O								X		

"X" - Committee Member Attended

"O" - Other Jurisdictional Representative Attended

Date: February 12, 2015

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

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

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

RECOMMENDATION

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

FISCAL IMPACT

Unknown.

SOURCE OF FUNDS

N/A

BACKGROUND

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

The 2015/2016 legislative session convened on January 5, 2015. February 27, 2015 is the last day to introduce a bill in the first year of the 2015/16 legislative session.

Strategic Growth Council (SGC) adopted the Affordable Housing and Sustainable Communities (AHSC) Program guidelines under Cap and Trade. Guidelines can be found at this website: http://sgc.ca.gov/s_ahscprogram.php A required project concept proposal is due to Department of Housing and Community development (HCD) from project sponsors by February 19, 2015. The Metropolitan Transportation Commission (MTC) will have an opportunity to advise SGC on project selection but their role is only advisory.

A California Road Charge Technical Advisory Committee was established under Senate Bill 1077 to undertake a California Road Usage Charge Pilot Program to study road usage charge alternatives to the gas tax, to gather public comment, and make recommendations to California State Transportation Agency (CalSTA) regarding a road usage charge pilot program. CalSTA is charged with implementing a pilot program by January 1, 2017 and reporting its findings on the pilot program by June 30, 2018.

Other bills of interest to C/CAG include AB 4 Vehicle Weight Fees, AB 194 Managed Lanes, and SB 32 Extension of Global Warming Solutions Act of 2006. These bills are further described in the attached legislative update from Shaw/ Yoder/ Antwih Inc.

ATTACHMENTS

1. February 12, 2015 State Legislative Update from Shaw/ Yoder/ Antwih Inc.
2. Full Legislative information is available for specific bills at <http://leginfo.legislature.ca.gov/>



ADVOCATION



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

DATE: February 12, 2015
TO: Board Members, City/County Association of Governments, San Mateo County
FROM: Andrew Antwih and Matt Robinson, Shaw / Yoder / Antwih, Inc.
Chuck Cole, Advocation, Inc.
RE: STATE LEGISLATIVE UPDATE – February 2015

Legislative Update

On January 9, Governor Brown released his 2015-16 Proposed Budget, which includes approximately \$17 billion in transportation spending across all programs under the umbrella of the California State Transportation Agency, with approximately \$1.4 billion going to cities and counties. As part of his budget, the Governor alluded to the need to find additional transportation funding, particularly to address the state's funding shortfall in the State Highway Operations and Protection Program (SHOPP), estimated to be around \$59 billion. The Governor also acknowledged the need to continue to explore new funding sources, including a road usage charge and tolling. The Governor's Budget proposes to streamline the highway relinquishment process to allow roads that serve a local or regional purpose to more easily be transferred to local agencies. We submitted a detailed overview of the Governor's Budget to C/CAG on January 9.

February 27 marks the final day to introduce bills for consideration in the first year of the 2015-16 Legislative Session. The Legislature will break for Spring Recess on March 26.

Cap and Trade

The Governor's Budget proposes \$1 billion in Cap and Trade spending in 2015-16, with 60 percent of that funding earmarked for transportation programs, including the high-speed rail project. The Legislative Analyst's Office, in its review of the Governor's Budget, argues that the above estimate is far too low and that Cap and Trade revenues will likely be in excess of \$2 billion.

The guidelines for the Affordable Housing and Sustainable Communities (AHSC) Program were adopted by the Strategic Growth Council (Council) on January 20. The Council received \$130 million for the AHSC Program in FY 2014-15 (20 percent of all Cap and Trade revenues beginning in FY 2015-16). The Program will fund two specific project-types – Transit Oriented Development (TOD) Projects and Integrated Connectivity Projects – with applicants applying for funding in either program based on the project's proximity to high-quality transit service. Public agencies, including joint powers authorities, may apply for funding under the Program. TOD Projects must include an affordable housing development. Eligible capital uses under the AHSC

Program include: affordable housing development; housing-related infrastructure; and transportation-related infrastructure.

Road Usage Charge, Tolling, and Increasing the Local Sales Tax Cap

On January 23, the Road Charge Technical Advisory Committee held its first meeting since being formed by the CTC in December. The meeting consisted primarily of framing up roles and responsibilities moving forward. The Committee also heard program updates from Oregon and Washington. The next meeting will be held on February 26 in Sacramento.

As mentioned above, the Governor has included tolling as part of his budget that we expect will be modeled after the recommendations contained in the California Transportation Infrastructure Priorities report released by CalSTA last February. The Administration indicated the authorizing legislation will be part of the budget process and included in a budget trailer bill. Assembly Member Frazier has introduced AB 194 on the subject to allow for a policy discussion if warranted.

Assembly Member Kevin Mullin has agreed to carry a bill to raise the local sales tax cap from 2% to 3% (potentially) statewide to provide cities and counties additional flexibility to pursue a sales tax measure for any purpose. As of this writing, it has not yet been introduced.

Bills of Interest

AB 4 (Linder) Vehicle Weight Fees

This bill would prohibit vehicle weight fee revenues from being transferred from the State Highway Account to the Transportation Debt Service Fund, the Transportation Bond Direct Payment Account, or any other fund or account for the purpose of payment of the debt service on transportation general obligation bonds, and would also prohibit loans of weight fee revenues to the General Fund. This bill would sunset on January 1, 2020. Currently, approximately \$1 billion annually is shifted from the State Highways Account to cover the debt-service on transportation bonds, mainly from Proposition 1B.

AB 194 (Frazier) Managed Lanes

This bill would authorize a regional transportation agency to apply to the California Transportation Commission to operate a high-occupancy toll (HOT) lane. This bill further requires that a regional transportation agency “consult” with any local transportation authority (C/CAG) prior to applying for a HOT lane if any portion of the lane exists in the local transportation authority’s jurisdiction. This bill also specifically does not authorize the conversion of a mixed-flow lane into a HOT lane.

SB 32 (Pavley) Extension of Global Warming Solutions Act of 2006 (AB 32)

Under AB 32, ARB adopted a statewide greenhouse gas emissions limit equivalent to the statewide greenhouse gas emissions level in 1990 to be achieved by 2020 and was authorized to adopt regulations to achieve the GHG reduction-target, including a market-based compliance mechanism (Cap and Trade). This bill would require ARB to approve a GHG limit equivalent to 80% below the 1990 level to be achieved by 2050 and would authorize the continued use of the regulatory process to ensure the target is met.

C/CAG AGENDA REPORT

Date: February 12, 2015

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of appointments of elected officials to the Bicycle and Pedestrian Advisory Committee (BPAC) to fill two vacant seats.

(For further information or questions contact Ellen Barton at 599-1420)

RECOMMENDATION

That the Board review and approve appointments of elected officials to the Bicycle and Pedestrian Advisory Committee (BPAC) to fill two vacant seats.

FISCAL IMPACT

None

SOURCE OF FUNDS

Not Applicable

BACKGROUND/DISCUSSION

The BPAC provides advice and recommendations to the full C/CAG Board on all matters relating to bicycle and pedestrian facilities planning and makes funding recommendations for bicycle and pedestrian programs administered by C/CAG.

There are currently two vacant seats on the BPAC for elected officials due to the end of the elected terms for Naomi Patridge and Len Stone. A recruitment letter was sent to elected officials in all jurisdictions in San Mateo County in December 2014. Four elected officials submitted Letters of Interest by the deadline of January 26, 2015. One Letter of Interest was received after the deadline from an elected official from Half Moon Bay and is not included in this process. However, another opportunity for an elected official to serve on the BPAC will be opening up in the next month.

At the March 9, 2006 C/CAG Board meeting, the Board adopted the following BPAC membership policy:

- For reappointment of existing members, past attendance records should be a consideration. The attendance policy should be in accordance with the adopted Board Policy which is that

members are required to attend a minimum of 75% of all meetings (including regular meetings that did not achieve a quorum) in the past consecutive 12 months.

- No more than two (2) members, either elected or public, should reside in the same jurisdiction.
- Candidates will complete the BPAC Membership Application Form.
- Recruitment announcements should be sent to local Bicycle and Pedestrian groups.

The following elected officials have applied to serve on the BPAC:

- Eric Reed (City of Belmont)
- Deborah Ruddock (City of Half Moon Bay)
- Gary Pollard (Foster City)
- Karen Ervin (City of Pacifica)

The current members on the BPAC are listed below.

<u>Elected Official Members</u>	<u>City of Residence</u>
• Marge Colapietro	Millbrae
• Don Horsley	County of Sn Mateo (Unincorporated)
• Ken Ibara	San Bruno
• Karyl Matsumoto	South San Francisco
• Laurence May	Hillsborough

<u>Public Members</u>	<u>City of Residence</u>
• Julia Dzierwa	San Carlos
• Daina Lujan	South San Francisco
• Frank Markowitz	San Mateo

The elected officials that submitted letters of interest have been invited to come before the Board to speak for up to two minutes.

ATTACHMENTS

- Elected official Letters of Interest



City of Belmont

C/O One Twin Pines Lane, Suite 340, Belmont, CA 94002
(650) 595-7408 • Fax (650) 637-2982
www.belmont.gov

January 11, 2015

From: Eric Reed, vice Mayor city of Belmont
1 Twin Pines Lane
Belmont, CA 94002

To: Sandy Wong, C/CAG Executive Director
City/County Association of Governments
555 County Ctr. 5th Floor
Redwood City, CA 94063

Dear Ms. Wong,

I am writing to apply for a seat on the CCAG Bicycle and Pedestrian Advisory Committee (BPAC).

I was born and raised on the Peninsula and have lived and worked here my entire life. I have seen firsthand how the area has grown and prospered. Unlike many other parts of the United States, San Mateo County has found itself in the enviable position of being jobs rich, which has strained the region's infrastructure. There is too little affordable housing and too much traffic.

San Mateo County will no doubt continue to grow and prosper. I believe that the solution to the area's dearth of housing and abundance of traffic congestion will be the creation of housing along transit corridors. Not only will this allow long-range commuters to live near their jobs, but it will also provide the area's workers with commuting options such as public transportation, bicycling and walking.

I would like to be a member of the Bicycle and Pedestrian Advisory Committee (BPAC) because I am certain that innovative, well-thought out, and smartly located projects and infrastructure will enable pedestrians to connect with public transportation and bicyclists to safely make their way to work. For example, the new bike bridge over 101 in Belmont has enabled Belmont's bicyclists to have safe access to the Bay Trail, which makes commuting to work easier for many people. In fact, I regularly ride my bicycle from my home in Belmont to my office in South San Francisco.

One of the major projects that our City Council is working on today is improving Ralston Avenue based on the recent Ralston Avenue corridor study. The goal of this study was to find solutions that enable safe and efficient multimodal transportation along Belmont's busiest corridor. Bicycle and pedestrian improvements are a big part of that project and I look forward to a day when solutions are put into place that make it easier and safer than ever before to walk and ride in Belmont.

Thank you very much for taking the time to read my letter of application for a seat on the bicycle and pedestrian advisory committee (BPAC). If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Eric Reed

Vice Mayor, City of Belmont

January 26, 2015

Sandy Wong
C/CAG Executive Director
City/County Association of Governments
555 County Center, 5th Floor
Redwood City, CA 94063
slwong@smcgov.org

Dear Ms. Wong:

I would like to be considered for appointment to the Bicycle and Pedestrian Advisory Committee.

I was elected to the Half Moon Bay city council in November 2014 after a hiatus of 11 years. I served on the BPAC previously while serving on the city council in the 1990s.

As a State Coastal Conservancy project manager (and as a bike rider and walker myself) I have a working knowledge of the region's major recreational/commuter trail networks (Bay Trail, Ridge Trail, Coastal Trail) as well as the State's Active Transportation program and goals for compact, sustainable and walk-able communities. I understand the regulatory framework(s), have experience with collaborative processes, project development and evaluation, and budget/contract analysis.

I would appreciate the opportunity to serve. I can be reached at 650-533-7497 or Druddock@hmbcity.com.

Sincerely,

Deborah Ruddock

December 18, 2014

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

Dear Sandy,

My name is Gary Pollard and was elected to our City Council in Foster City in 2013. As a councilmember for the city of Foster city, I have been an active participant in my community for the past 15 years. Listed below is a brief listing of my involvement.

- 1) Six years on Foster City's Park & Recreation Citizens Advisory Committee, the last year as its chair.
- 2) One year on SCORE (Superintendent's Committee on Overcrowding Relief) which was charged to find solutions to overcrowding in our schools, for the San Mateo-Foster City School District, grades K-8.
- 3) Currently serving on the San Mateo County Library JPA Governing Board
- 4) Currently serving on the San Mateo County Library Sub-Committee for Donor Funds
- 5) Currently VICE-MAYOR
- 6) Currently Committee Member on the League of California Cities Policy Committee for Transportation, Communications & Public Works

I believe as a board member for the Bicycle and Pedestrian Advisory Committee my input can help our county. Our city has under taken a few study sessions on this very issue, finding way to provide better safety and access for bikes and people...

Feel free to reach out to me for further details are needed. I look forward to offering my time to better serve the people in our County and City!

Sincerely Yours,

Gary Pollard
Vice-Mayor
City of Foster City



Scenic Pacifica
Incorporated Nov. 22, 1957

CITY OF PACIFICA

170 Santa Maria Avenue • Pacifica, California 94044-2506
www.cityofpacifica.org

MAYOR
Karen Ervin

MAYOR PRO TEM
Sue Digre

COUNCIL
Mike O'Neill
Mary Ann Nihart
John Keener

January 5, 2015

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

RE: Letter of Interest - Bike and Pedestrian Advisory Committee.

Dear Honorable Mayors and Council Members,

I am writing to express my strong interest in serving on the Bike and Pedestrian Advisory Committee as an elected official.

As an avid hiker, runner and bicyclist, I understand the importance of providing dedicated spaces for both pedestrians and cyclists throughout San Mateo County. I was born and raised in the City of Pacifica and as a youth routinely walked to school or rode my bike to work or to the beaches and trails along the coast. Today I continue to utilize these modes of transportation and recreation whenever possible, and I understand first-hand the need for better access and safer conditions on bikeways and walking trails.

Walking and biking have tremendous benefits to both our citizens and our communities including improved health, reduced greenhouse gases, reduced traffic congestion, increased tourism and reduced infrastructure maintenance to name a few, and I feel it is a priority to actively plan for these projects throughout San Mateo County. In addition, the development of walkable, bike-friendly communities embraces the principles of smart growth planning that are essential for both improved safety and a high quality of life in San Mateo County.

Pacifica is the sixth largest city in the County, and over 50% of the land in our City is dedicated open space through partnerships with the Golden Gate National Recreation Area, San Mateo County (parks), and the State of California (beaches). These areas provide hiking and biking opportunities as well as birdwatching and other ways to access wildlife habitat. In maintaining the ridge trail and expanding the coastal trails, we have much to offer all citizens now and in the future. I look forward to partnering with all cities to ensure that these opportunities continue in the years to come.

As Chair of the Bike and Pedestrian Advisory Committee, recently retired Pacifica city councilmember Len Stone represented the County of San Mateo and Pacifica in ensuring that funds were equitably allocated to all cities as needed, and I hope to continue with the level of dedication, commitment and fairness that he demonstrated during his tenure on BPAC.

My experience in civic life has positioned me well for this appointment. I am a Council member in Pacifica, and currently serve as Mayor. Prior to my time on Council I was an elected member of the Pacifica School District Board. I also served on the Pacifica Financing City Services Task Force for 5 years, beginning in 2008. Currently, I am a member of the following committees as a city council representative:

- C/CAG Legislative Committee
- ABAG General Assembly Delegate
- Pacifica Beautification Advisory Committee
- Pacifica Resource Center
- Pacifica School Volunteers
- Library Foundation Subcommittee
- Emergency Preparedness and Safety Committee
- Alternate for the Emergency Service Council of SMC
- Alternate for SMC Domestic Violence Council

Professionally, I am employed as a Senior Research Associate at Genentech and have been for over thirteen years. We work on the development of pharmaceutical drugs for unmet medical needs.

Thank you for your consideration. I welcome the opportunity to speak with you further and may be reached at ervink@ci.pacifica.ca.us or at (650) 483-0235.

Respectfully submitted,



KAREN ERVIN
Mayor

C/CAG AGENDA REPORT

Date: February 12, 2015

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of appointments of public members to the Bicycle and Pedestrian Advisory Committee (BPAC) to fill four vacant seats

(For further information please contact Ellen Barton at 650-599-1420)

RECOMMENDATION

That the C/CAG Board review and approve appointments of public members to the Bicycle and Pedestrian Advisory Committee (BPAC) to fill four vacant seats.

FISCAL IMPACT

None

SOURCE OF FUNDS

Not applicable

BACKGROUND

Currently, the BPAC has four open seats for public members. Based on C/CAG policy, public seats on the BPAC have two-year terms. Two of the members who fulfilled their two-year term have re-applied to serve. Staff publicized the vacancies through e-mail to community members, by contacting bicycle and pedestrian advocacy groups who publicized the opportunity in newsletters and by posting the announcement on the C/CAG website.

At the March 9, 2006 C/CAG Board meeting, the Board adopted the following BPAC membership policies:

- For reappointment of existing members, past attendance records should be a consideration. The attendance policy should be in accordance with the adopted Board Policy which is that members are required to attend a minimum of 75% of all meetings (including regular meetings that did not achieve a quorum) in the past consecutive 12 months.
- No more than two (2) members, either elected or public, should reside in the same jurisdiction.
- Candidates will complete the BPAC Membership Application Form.
- Recruitment announcements should be sent to local Bicycle and Pedestrian groups.

Four members of the public have applied to serve on the BPAC.

<u>Applicant</u>	<u>City of Residence</u>
• Jeffrey Tong	San Bruno
• Andrew Boone	East Palo Alto
• Meredith Schneider	Redwood City
• Matthew Self	Redwood City

The current members on the BPAC are listed below.

<u>Elected Official Members</u>	<u>City of Residence</u>
• Marge Colapietro	Millbrae
• Don Horsley	County of Sn Mateo (Unincorporated)
• Ken Ibara	San Bruno
• Karyl Matsumoto	South San Francisco
• Laurence May	Hillsborough

<u>Public Members</u>	<u>City of Residence</u>
• Julia Dzierwa	San Carlos
• Daina Lujan	South San Francisco
• Frank Markowitz	San Mateo

The public members that submitted applications have been invited to come before the Board to speak for up to two minutes.

ATTACHMENTS

- Membership application
- Applications received from 4 public members
- Attendance records for 2014

C/CAG

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

Bicycle and Pedestrian Advisory Committee Public Membership Application

Please give brief answers to the following questions to be considered for appointment to the City/County Association of Governments (C/CAG) of San Mateo County Bicycle and Pedestrian Advisory Committee (BPAC).

FOR INCUMBENTS:

1. Why do you want to be reappointed to the BPAC?
2. Do you have any suggestions for making the BPAC more effective?
3. How long have you served on the BPAC?

FOR NEW MEMBERS:

1. What expertise/experience do you have pertaining to serving on this committee?
2. Why do you want to serve on this committee?
3. What special strengths would you bring to the committee?
4. What is the role of the countywide Bicycle and Pedestrian Advisory Committee?
5. Have you ever attended a meeting of this committee? If so, when?

FOR ALL APPLICANTS:

- A. The C/CAG BPAC meets on the fourth Thursday of the month from 7:00 – 9:00 p.m., do you have other commitments that will keep you from attending meetings?
- B. Are you a member of any other committees/organizations? If so, please list.
- C. Please mention the city in which you reside.

Applications will be reviewed and presented to the C/CAG Board for appointment to the BPAC. Please email, fax, or mail your application to Ellen Barton:

ebarton@smcgov.org 650-361-8227 fax

City/County Association of Governments (C/CAG)
County of San Mateo Office of Sustainability
400 County Center, PONY: CMO105
Redwood City, California 94063

BPAC Committee Application

1. Experience/Expertise – I recently worked with other local residents to encourage the Redwood City Council to approve a pilot project with the aim of increasing safety for pedestrians and bicycles along Farm Hill Road.

I ride a bike regularly along with my children and husband. As someone who has been hit by a car while riding a bike, I have a personal experience with the dangers associated with bike riding on streets with vehicles.

I walk my children daily to the local public bus stop. I must walk with them as crossing Farm Hill Road is currently too dangerous for children to cross by themselves.

2. Why do I want to serve – I am passionate about encouraging and developing modes of transportation as an alternative to vehicles. My motivation is multi-fold. My young children cannot drive, so they need the ability to get around safely that does not depend upon a car. Environment, alternative modes of transportation are often better for our whole community through the reduction of emissions. Health, alternative modes of transportation can improve the health of our community through the increase in physical activity. Community, alternative modes of transportation can build a greater sense of community through personal interactions. Economic, owning a vehicle is an expense that not everyone can bear.
3. Special Strengths – I am adept of managing quantitative data. During the day I serve as a wealth manager wherein I advise clients on managing their assets to accomplish their goals.

While born and raised on the Peninsula, I have lived in many different types of communities to include Europe, so I can potentially bring different experiences and ideas to our community discussion.

I bring grant evaluation know-how. While a member of the Junior League of Palo Alto I had the privilege of serving on the grant committee in which we had to evaluate grant requests and determine the effectiveness of such non-profits when deciding which organizations would receive funds.

When I was younger I served as an officer in the U.S. Army and with that worked as part of a government entity and learned how such agencies work within the constraints of government regulations.

And finally, I have served as a volunteer with a variety of organizations in our community: Children's Place, Rosalie Rendu Center, and Peninsula College Fund, so I have firsthand understanding of the diversity of people in our community.

4. Role of BPAC – It makes recommendations to C/CAG on bicycle and pedestrian projects to be funded with Transportation Development Act (TDA) funds. Serves as a County- wide forum for information on bicycling issues for local bikeways committees.
5. Have I ever attended a Meeting? – No, and I would be happy to put my application on hold until I do so.
 - A. Meeting on the Fourth Thursday from 7-9 p.m. This should not be a problem.
 - B. Member of other committees or organizations. I currently serve as President of the North Star Academy Site Council in Redwood City.
 - C. I reside in Emerald Hills

Thank you for your consideration.

Sincerely,

Meredith Schneider

C/CAG

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Bicycle and Pedestrian Advisory Committee Public Membership Application

Please give brief answers to the following questions to be considered for appointment to the City/County Association of Governments (C/CAG) of San Mateo County Bicycle and Pedestrian Advisory Committee (BPAC).

FOR NEW MEMBERS: Matthew Self

1. What expertise/experience do you have pertaining to serving on this committee?

I have been an active participant in Redwood City's "Bike/Ped Working Group" (their unofficial BPAC) since 2012 and have also worked with the bike/ped groups in Woodside, Atherton, and Menlo Park.

I have been involved with Redwood City's "Bike/Ped Working Group" on an ongoing basis. One effective approach I used was to work with the City to identify opportunities for adding bike lanes as part of last summer's resurfacing projects. That effort resulted in several new bike lanes in Redwood City:

- A short buffered bike lane on Whipple Ave. across the railroad tracks at El Camino.
- An uphill bike lane (and downhill sharrows) on Emerald Hill Rd. This also narrowed the travel lanes to reduce speeds and improve walkability to the Roy Cloud elementary school.
- A Class II bike lane on the first few blocks of Virginia Ave. where it connects to the existing bike lane on Massachusetts Ave. at Woodside Plaza.

I also contributed input to other projects in and around Redwood City, such as:

- The planned road diet on Brewster Ave.
- The proposed road diet on Farm Hill Blvd.
- The new Atherton Pedestrian and Bicycle Master Plan

I'm a member of SVBC and participate actively in their Peninsula Committee mailing lists.

2. Why do you want to serve on this committee?

I want to help create a community where pedestrians and cyclists feel comfortable and encouraged. I believe that if appropriate facilities are built, usage will follow. Since funding and staffing for bike and pedestrian projects are generally limited, there is real value in ensuring that those funds are directed to the most effective and impactful

C/CAG

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projects.

I also feel that there is a real need for regional planning since the Peninsula is divided into so many small jurisdictions. Effective Countywide coordination can produce a significantly better result.

3. What special strengths would you bring to the committee?

I feel that I am a very effective organizer. At the Redwood City “Bike/Ped Working Group” meetings, I help keep the discussions on track and focus on the projects that are most likely to be implemented. I am tenacious and keep looking for new ways to achieve an objective even when others have moved on to other projects.

4. What is the role of the countywide Bicycle and Pedestrian Advisory Committee?

The BPAC advises C/CAG on how public funds can be most effectively allocated to improve bicycle and pedestrian facilities within San Mateo County. It also helps coordinate activities among the local city bike/ped committees for more effective overall results.

5. Have you ever attended a meeting of this committee? If so, when?

No, but I have attended all of the Redwood City “Bike/Ped Working Group” meetings since May of 2012. I have also attended one meeting of the Woodside Circulation Committee (Sep 19, 2013). I regularly speak at Redwood City Council meetings when bike/ped issues are on the agenda.

FOR ALL APPLICANTS:

A. The C/CAG BPAC meets on the fourth Thursday of the month from 7:00 – 9:00 p.m., do you have other commitments that will keep you from attending meetings?

No, I am available Thursday evenings.

B. Are you a member of any other committees/organizations?

I am a regular attendee at the Redwood City “Bike/Ped Working Group” meetings, which is the informal “BPAC” for Redwood City. I intend to apply for a position on Redwood City’s new Complete Streets Committee, which was just approved by the City Council. I am also a member of SVBC.

C. Please mention the city in which you reside.

Unincorporated San Mateo County (Emerald Hills)

Jeffrey Tong
Application for Re-appointment to serve on the BPAC

My answers are below in blue.

FOR INCUMBENTS:

1. Why do you want to be reappointed to the BPAC?

As a bicyclist, I would like to remain on the committee to ensure that the vision of making the Peninsula's transportation infrastructure open to all transportation modes and safer for all social classes is maintained.

2. Do you have any suggestions for making the BPAC more effective? **No**

3. How long have you served on the BPAC? **Two (2) years**

FOR ALL APPLICANTS:

A. The C/CAG BPAC meets on the fourth Thursday of the month from 7:00 – 9:00 p.m., do you have other commitments that will keep you from attending meetings? **No**

B. Are you a member of any other committees/organizations? If so, please list.
San Bruno BPAC

C. Please mention the city in which you reside. **San Bruno**

Applications will be reviewed and presented to the C/CAG Board for appointment to the BPAC.

Please email, fax, or mail your application to Ellen Barton:
ebarton@smcgov.org

Dear San Mateo County Active Transportation Coordinator Ellen Barton and C/CAG Board Members,

Thank you for the exciting opportunity to reapply for a second term as a Public Member on the City/County Association of Governments of San Mateo County (C/CAG) Bicycle and Pedestrian Advisory Committee (BPAC). I'm honored to have served on a team providing valuable input to the C/CAG Board and Staff on transportation policies and funding issues during this period of positive change in our communities representing a continuing shift towards walking and bicycling as safe and practical modes of transportation.

1. Why do you want to be reappointed to the BPAC?

The Bicycle and Pedestrian Advisory Committee (BPAC) established by San Mateo County's City/County Association of Governments (C/CAG) is the county's only advisory group providing officially-recognized public input on policies and programs that impact walking and bicycling in San Mateo County. This input is helping guide our county towards a safer, healthier, and cleaner future - one that serves as a model for sustainable and responsible urban development. As a member of the BPAC I hope to continue voicing more sustainable transportation policies that San Mateo County can pursue, based on solid evidence of success elsewhere.

2. Do you have any suggestions for making the BPAC more effective?

The BPAC's scope could expand to include volunteer projects, similar to the tasks adopted by ad-hoc sub-committees of some bike/ped committees that advise our local cities councils. Example projects could include (1) on-going assessment of the implementation of the *2011 San Mateo County Comprehensive Bicycle and Pedestrian Plan*, (2) a comprehensive review of potential public *and private* funding opportunities that could be developed to make greater investments in bicycle and pedestrian infrastructure, and (3) an analysis of the costs and benefits of various alternative transportation and land use policies recommended by local non-profit advocacy groups. I expect my fellow BPAC members will have other good ideas of volunteer projects to pursue.

Such sub-committee projects, if maintained active by BPAC members and other volunteers, could provide a new and more participatory venue for the public to provide input on specific transportation-related needs. It's important to develop more inclusive and transparent civic governments that encourage and enable residents to take action and help build a brighter future for our communities. What's important to us? A more continuous network of urban bike/ped paths? Wider sidewalks? Safer intersections? Goals to reduce traffic injuries and deaths? These questions could be answered from an informed and engaged public if efforts were made to encourage small teams of BPAC members to create and lead sub-committees that would later report their findings to the BPAC as a whole and to the C/CAG Board of Directors.

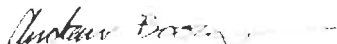
The BPAC's future agendas should also be discussed in greater detail and with more careful review. We already do provide individual feedback on the most important topics for future discussion at the end of each meeting, but these comments are usually very brief and then not discussed by the full BPAC. These should be a chance to bring up additional issues we feel are greatly impacting safety for people walking and bicycling in San Mateo County, and discussed among the committee's members as to their priority for inclusion on future agendas.

3. How long have you served on the BPAC?

Two years, since January 2013. I was appointed by the C/CAG Board of Directors on December 13, 2012.

Thank you very much for considering my application.

Sincerely,



Andrew Boone
January 29, 2015

**Bicycle and Pedestrian Advisory Committee Attendance Report
2014**

Agency	Representative	Jan*	Feb	Mar*	Apr	May*	Jun*	Jul*	Aug	Sept*	Oct	Nov*	Dec*
<i>Elected Officials</i>													
Millbrae	Marge Colapietro		X		X				X				
San Carlos	Matt Grocott	N	X	N		C	N	N	X	N	C	N	N
County of San Mateo	Don Horsley	O	X	O	X	A	O	O	X	O	A	O	O
San Bruno	Ken Ibarra		X			N			X		N		
South San Francisco	Karyl Matsumoto	M	X	M	X	C	M	M	X	M	C	M	M
Hillsborough	Laurence May	E		E	X	E	E	E		E	E	E	E
Half Moon Bay	Naomi Patridge	E	X	E		L	E	E	X	E	L	E	E
Pacifica	Len Stone	T	X	T	X	L	T	T		T	L	T	T
<i>Public Members</i>													
East Palo Alto	Andrew Boone	N	X	N	X	D	N	N	X	N	D	N	N
San Carlos	Julia Dzierwa	G	X	G			G	G	X	G		G	G
Belmont	Aaron Faupell		X		X				X				
South San Francisco	Daina Lujan		X		X				X				
South San Francisco	Frank Markowitz		X		X				X				
San Bruno	Jeffrey Tong		X		X				X				
East Palo Alto	Norm Picker				(resigned)								

C/CAG AGENDA REPORT

Date: February 12, 2015

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 15-02 recommending projects to be funded by the Metropolitan Transportation Commission (MTC) under the Cycle 4 Lifeline Transportation Program for a total amount of \$4,414,272

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

RECOMMENDATION

That the C/CAG Board review and approve of Resolution 15-02 recommending projects to be funded by the Metropolitan Transportation Commission (MTC) under the Cycle 4 Lifeline Transportation Program for a total amount of \$4,414,272.

FISCAL IMPACT

MTC has made the following funds available to San Mateo County for the Cycle 4 Lifeline Transportation Program:

- \$2,469,130 in State Transit Assistance (STA),
- \$1,230,533 in Proposition 1B Funds, and
- \$714,609 in Job Access and Reverse Commute (JARC (5307)) funds,
- Total \$4,414,272.

SOURCE OF FUNDS

The State and Federal funding sources include State Transit Assistance (STA), Proposition 1B Funds (Prop 1B), and Job Access and Reverse Commute (JARC) 5307 funds.

BACKGROUND

The Lifeline Transportation Program is a Metropolitan Transportation Commission (MTC) program that C/CAG administers for San Mateo County. The purpose of the program is to fund projects, identified through the community-based transportation planning (CBTP) process, which improves the mobility of low-income residents. A call for projects was issued on October 24, 2014 and applications were due on December 5, 2014.

Per MTC guidelines, Proposition 1B funds will be issued directly to transit agencies. C/CAG concurrence is required to ensure the transit proposed project is consistent with the Lifeline Program objectives. JARC funds were open to competition only to transit agencies, due to the rigorous reporting requirements and the inability of passing through funds by a recognized transit agency. STA funds were open to public agencies and non-profits who obtained written concurrence from a recognized transit agency willing to pass through funds.

For this 4th Cycle call for projects, six applications were received requesting STA funding. STA funding was under subscribed with \$2,364,704 being requested and approximately \$2,469,130 available. No applications were received requesting JARC funds.

C/CAG staff organized a selection committee composed of Juda Tolmasoff from the County Legislative Office, Joel Slavitt from San Mateo County Transit District, Jessica Osborne from the San Mateo County Health Systems, John Ford from the Peninsula Traffic Congestion Relief Alliance, and Wally Abrazaldo from C/CAG. This selection committee convened on December 18, 2014 to finalize scoring of the applications.

Under the program guidelines, C/CAG may elect to allocate some or all of their STA and/or JARC funds directly to transit operators for Lifeline transit operations within the county. Because the STA is undersubscribed, staff recommends that the remaining funds be directed towards the proposed lifeline transit operation projects (Route 17). There is a slight possibility that a small amount of additional STA funds may be made available to the lifeline program. Should that occur, staff recommends directing those funds toward the same projects to be consistent with program guidelines.

Staff consulted with SamTrans and MTC staff regarding the remaining unsubscribed JARC 5307 funds. It is recommended to direct the funds to SamTrans for general bus procurement and fixed route expansions, as the majority of SamTrans bus riders are low income.

The attached funding proposal was recommended for approval by the C/CAG Congestion Management Program Technical Advisory Committee (TAC) on January 15, 2015, and by the Congestion Management and Environmental Quality (CMEQ) Committee on January 26, 2015. Once approved, the recommendation will be sent to MTC for adoption in late April 2015.

For JARC funds, project sponsors will request funding directly from the Federal Transit Administration. For Prop 1B funds, transit agencies will request allocation to MTC for allocation by the state. For STA funds, pass through funding agreements will be executed between SamTrans and the project sponsor as required. As program administrator, C/CAG staff will be responsible for reviewing quarterly reports and will review STA invoices submitted by the project sponsors, prior to reimbursement by SamTrans.

ATTACHMENTS

1. Resolution 15-02
2. Proposed Cycle 4 Lifeline Transportation Program
3. SamTrans Proposal for Prop 1B, JARC, and STA

RESOLUTION 15-02

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY RECOMMENDING PROJECTS TO BE FUNDED BY THE METROPOLITAN TRANSPORTATION COMMISSION (MTC) UNDER THE CYCLE 4 LIFELINE TRANSPORTATION PROGRAM FOR A TOTAL AMOUNT OF \$4,414,272.

WHEREAS, C/CAG is the designated program administrator of the Cycle 4 Lifeline Transportation Program funded by Metropolitan Transportation Commission (MTC); and

WHEREAS, the Board of Directors of the City/County Association of Governments at its October 9, 2014 meeting, reviewed and approved a call for projects for the Cycle 4 Lifeline Transportation Program; and,

WHEREAS, on December 5, 2014 C/CAG staff received six applications through a call for projects process; and,

WHEREAS, the Cycle 4 Lifeline Transportation Program consist of the following three funding sources, State Transit Assistance (STA), Proposition 1B Funds (Prop 1B), and Job Access and Reverse Commute (JARC) 5307 funds; and

WHEREAS, on December 18, 2014, applications were reviewed by the Lifeline Transportation Program selection committee; and,

WHEREAS, the selection committee recommended to fund applicant projects from appropriate fund sources as listed in the attached "Proposed Cycle 4 Lifeline Transportation Program (Attachment 1)"; and,

WHEREAS, the remaining unsubscribed funds are to be directed toward to transit operators for Lifeline transit operations, per MTC guidelines, and also as listed in the attached "Proposed Cycle 4 Lifeline Transportation Program (Attachment 1)"; and,

WHEREAS, any additional funds added to the program will be directed toward transit operators for Lifeline transit operations, consistent with program guidelines.

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the City/County Association of Governments of San Mateo County that the "Proposed Cycle 4 Lifeline Transportation Program" attached list of projects is approved to be forwarded to the Metropolitan Transportation Commission (MTC) and that any additional funds added to the program be distributed according to recommendations as stated above.

PASSED, APPROVED, AND ADOPTED, THIS TWELFTH DAY OF JANUARY 2015.

Mary Ann Nihart, Chair

Proposed Cycle 4 Lifeline Transportation Program

Agency	Project	STA funds 95%	JARC funds (Transit)	Prop 1B (SamTrans)	Total \$ To Be Funded	Total \$ Requested	Comments/ Concerns
Human Services Agency	San Mateo County Transportation Assistance for Low-Income Residents-Cycle 4	\$350,000			\$350,000	\$350,000	
SamTrans	Operating Support for Fixed Route 17 Service	\$500,000			\$500,000	\$500,000	
Menlo Park	Menlo Park Midday Shuttle	\$354,100			\$354,100	\$354,100	
SamTrans	Operating Support for SamCoast Service	\$300,900			\$300,900	\$300,900	
Daly City	Daly City Bayshore Shuttle	\$559,704			\$559,704	\$559,704	
Outreach	Mobility Management/ Transportation Voucher Program	\$300,000			\$300,000	\$300,000	
SamTrans	Fixed Route Bus Procurement/ Expansion of Fixed Route 122		\$714,609		\$714,609		JARC recommendation in consultation with MTC and SamTrans staff.
SamTrans	Fixed Route Bus Procurement			\$1,230,533	\$1,230,533	\$1,230,533	Prop 1B to be allocated directly to transit operators, per MTC guidelines.
SamTrans*	Lifeline transit operations (to be directed towards Fixed Route 17 operations)				\$104,426		Unsubscribed STA. Per MTC guidelines, JARC and STA may be allocated directly to transit operators for lifeline transit operations and are not subject to competition.

Available Source \$	\$2,469,130	\$714,609	\$1,230,533	\$4,414,272	\$3,595,237
Sum of awarded funds	\$2,364,704	\$714,609	\$1,230,533	\$4,414,272	
Unsubscribed \$	\$104,426	\$0	\$0	\$0	

* Should additional STA (5%) be made available it will be directed to SamTrans for lifeline transit operations.



BOARD OF DIRECTORS 2015

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CHARLES STONE
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MICHAEL J. SCANLON
GENERAL MANAGER/CEO

January 15, 2015

Ms. Jean Higaki
City/County Association of Governments
County Office Building
555 County Center, Fifth Floor
Redwood City, California 94063

Re: Lifeline Funding

Dear Ms. Higaki:

The San Mateo County Transit District (District) is requesting that the City/County Association of Governments provide a concurrence letter for the District's request to use \$1,230,533 in Prop 1B PTMISEA grant funds, \$714,609 in Federal Transit Administration Job Access Reverse Commute (JARC) funds, and \$104,000 in State Transit Assistance (STA) funds from the Lifeline Program, to provide funding for the following projects:

Funding	Project	Amount
Prop 1B PTMISEA	Replacement of the Articulated Bus Fleet	\$ 1,230,533
JARC	Replacement of the Articulated Bus Fleet	\$ 275,209
JARC	Expansion of Route 122 service	\$ 439,400
STA	Expanded Portion of Route 17 on the Coastside	\$ 104,000

Replacement of the Articulated Bus Fleet

The 2002 articulated buses currently in use operate in the urbanized portion of San Mateo County. The majority of SamTrans riders are low income and are dependent on public transportation to meet their daily transportation needs. The following are a few key demographic characteristics, based on the 2009 U.S. Census Bureau's American Community Survey and the 2009 SamTrans ridership survey, that demonstrate the low income make-up of SamTrans ridership:

- ☐ The mean household income of the average SamTrans bus rider is \$36,600 per year versus a mean countywide household income of \$117,895.
- ☐ Only 26 percent of all SamTrans riders own or have access to a car while just three percent of workers age 16 or over countywide do not have access to a personal vehicle.

The articulated bus fleet has reached the end of its useful life and without replacement, reliable bus service to the County's most at-risk populations will be in jeopardy.

SAN MATEO COUNTY TRANSIT DISTRICT
1250 San Carlos Ave. – P.O. Box 3006
San Carlos, CA 94070-1306 (650)508-6200

Expansion of Route 122 service

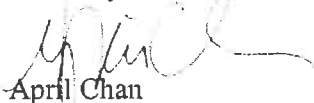
Route 122 provides trips for customers between San Mateo County and the Stonestown Shopping Center. Currently, the service ends before the Center closes, so Center employees cannot ride public transit home after work. JARC funds will be used to expand Route 122 service so that service is available for Center workers to return home after work and provide additional trips for customers. SamTrans will add approximately 5.4 hours to daily weekday and Saturday service and 1.1 hours for Sunday service.

Expanded Portion of Route 17 on the Coastsides

SamTrans has been awarded \$500,000 in STA funds from the Lifeline Program to help fund the expanded portion of Route 17 on the Coastsides of San Mateo County. Increasing the request by \$104,000 in STA funds to the previous award of \$500,000 for this project will total \$604,000, still below the maximum share of 80%.

We are confident the above projects will help us sustain quality bus service to our low income residents. Please feel free to contact me if you have any questions or need additional information.

Sincerely,



April Chan
Executive Officer, Planning and Development

C/CAG AGENDA REPORT

Date: February 12, 2015

To: City/County Association of Governments Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 15-07 approving the population data to be used by C/CAG

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

RECOMMENDATION

That the C/CAG Board review and approve resolution 15-07 approving the population data to be used by C/CAG.

FISCAL IMPACT

Adopted population data will be used to determine C/CAG member contributions, special voting procedures, and other C/CAG programs.

BACKGROUND

The C/CAG Joint Powers Agreement authorizes the C/CAG Board to adopt the population data to be used in C/CAG programs. It is recommended that the C/CAG Board adopt the most recent population data available, which is dated January 1, 2014 provided by the State Department of Finance, as the population to be used by C/CAG.

ATTACHMENTS

Resolution 15-07
Population figures provided by the State Department of Finance as of 1/1/2014

Resolution 15-07

* * * * *

**REVIEW AND APPROVAL OF RESOLUTION 15-07
APPROVING THE POPULATION DATA TO BE
USED BY C/CAG**

* * * * *

WHEREAS the C/CAG Joint Powers Agreement uses the population to perform county-wide planning activities as approved by or directed by two-thirds (2/3) of the members representing two-thirds (2/3) of the population of the County, and

WHEREAS the C/CAG Joint Powers Agreement uses the population for special voting procedures, and

WHEREAS the C/CAG Joint Powers Agreement determines C/CAG Member’s contribution to C/CAG based upon its population, and

WHEREAS the C/CAG Joint Powers Agreement uses the population for termination and disposition of property, and

WHEREAS the C/CAG Joint Powers Agreement may be amended at any time with the agreement of the majority of the members representing a majority of the population of the County,

WHEREAS the C/CAG Board of Directors shall establish by resolution the population figures to be utilized in determining the population of local governments based on the results of the decennial Federal census or population figures provided by the State Department of Finance,

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County that the C/CAG approves the attached table as the population data to be used by CCAG.

PASSED, APPROVED, AND ADOPTED THIS 12TH DAY OF FEBRUARY, 2015.

Mary Ann Nihart, Chair

City/County Population Estimates by Department of Finance				
	January 1, 2014	January 1, 2013 (For Information Only)	January 1, 2012 (For Information Only)	January 1, 2011 (For Information Only)
County/City	Population			
Total San Mateo County	745,193	735,678	727,795	724,702
Atherton	6,917	6,893	6,873	6,917
Belmont	26,559	26,316	26,065	26,031
Brisbane	4,431	4,379	4,337	4,328
Burlingame	29,685	29,426	29,041	29,009
Colma	1,470	1,458	1,444	1,805
Daly City	105,076	103,347	102,308	101,920
East Palo Alto	28,934	28,675	28,402	28,366
Foster City	32,168	31,120	30,824	30,790
Half Moon Bay	11,721	11,581	11,452	11,415
Hillsborough	11,260	11,115	10,981	10,927
Menlo Park	32,896	32,679	32,441	32,319
Millbrae	22,605	22,228	22,019	21,714
Pacifica	38,292	37,948	37,572	37,526
Portola Valley	4,480	4,448	4,401	4,391
Redwood City	80,768	79,074	78,068	77,712
San Bruno	43,223	42,828	42,355	41,842
San Carlos	29,219	28,931	28,654	28,615
San Mateo	100,106	99,061	98,076	97,966
South San Francisco	65,710	65,127	64,161	64,067
Woodside	5,496	5,441	5,374	5,336
Balance of County	64,177	63,603	62,947	61,706
Department of Finance				
Demographic Research Unit				
Phone: (916) 323-4086				
For more information: http://www.dof.ca.gov/Research/demographic/reports/estimates/e-1/view.php				
Released on April 30, 2014				

C/CAG AGENDA REPORT

DATE: February 12, 2015

TO: C/CAG Board of Directors

FROM: Sandy Wong, Executive Director

SUBJECT: Nominations for C/CAG Chair and Vice Chair for the March Election of Officers

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

RECOMMENDATION:

That the C/CAG Board of Directors make nominations for Chair and Vice Chair for the March Election of Officers in accordance with the C/CAG By-Laws.

FISCAL IMPACT:

None.

REVENUE SOURCE:

None.

BACKGROUND/DISCUSSION:

At the September 2013 C/CAG Board meeting, the By-Laws were changed to remove one of the positions for Vice Chair. C/CAG no longer has two Vice Chairs, it has one Vice Chair. *(This staff report is based on the current C/CAG By-Laws at the time the report is written. Any adopted By-Laws revisions preceding actions on this item will be applicable to this item.)*

The C/CAG By-Laws established a process to have nominations at the February meeting and then have voting at the following meeting, in March. The objective was to provide Board Members with background information to assist them in casting their vote. Nominations shall only be made by voting members of the Board of Directors. The Chairperson and Vice Chairperson shall be voting members of the Board, as well. Nominations do not require a second or vote to be a candidate. Nominations should be taken for the Chair and Vice Chair position. Nominations for officers of the Board of Directors shall be made from the floor only at the regular February Board meeting. Nominations and election of the Chairperson shall precede nominations and election of the Vice Chairperson.

All candidates should provide background information in advance of the March Board meeting such that the material can be included in the packet for the Board's consideration. For those candidates nominated, please provide the background information to Nancy Blair (nblair@smcgov.org) by February 27, 2015.

CURRENT OFFICERS:

Mary Ann Nihart has served one term as Chair.

Kirsten Keith has served one term as Vice Chair.

ATTACHMENTS:

1. Article IV of the Bylaws related to Officers.
2. Cover sheet for nominees to submit background information

ARTICLE IV. OFFICERS

Section 1. The officers of the Board of Directors shall consist of a Chairperson and one Vice Chairperson.

Section 2. The Chairperson and Vice Chairperson shall be elected from among the nominees by the Board of Directors at the March meeting to serve for a term of twelve (12) months commencing on April 1. There shall be a two-term limit for each office. That is, a member may not serve more than two consecutive terms as the Chairperson, and not more than two consecutive terms as Vice Chairperson. An officer shall hold his or her office until he or she resigns, is removed from office, is otherwise disqualified to serve, or until his or her successor qualifies and takes office.

Section 3. Nomination for officers of the Board of Directors shall be made from the floor only at the regular February Board meeting. Nominations shall be made only by voting members of the Board of Directors.

Section 4. The Chairperson and Vice Chairperson must be a regularly designated, voting member (e.g., not an alternate, or an ex-officio member) of the Board of Directors.

Section 5. Nominations and election of the Chairperson shall precede nominations and election of the Vice Chairperson. Voting shall be public for all offices.

Section 6. The Chairperson shall preside at all meetings of the Board, may call special meetings when necessary, and shall serve as the principal executive officer. The Chairperson shall have such other powers, and shall perform such other duties which may be incidental to the office of the Chairperson, subject to the control of the Board.

Section 7. In the absence or inability of the Chairperson to act, the Vice Chairperson shall exercise all of the powers and perform all of the duties of the Chairperson. The Vice Chairperson shall also have such other powers and shall perform such other duties as may be assigned by the Board of Directors.

Section 8. A special election to fill the vacant office shall be called by the Board of Directors if

the Chairperson or the Vice Chairperson is unable to serve a full term of office.

Section 9. All officers shall serve without compensation.

Section 10. The Chairperson or the Vice Chairperson may be removed from office at any time by a majority vote of those members present at a duly constituted meeting of the Board.

If nominated, please attach candidate background material and return a copy to:

C/CAG
Attn: Nancy Blair
555 County Center, 5th Floor
Redwood City, CA 94063

By: February 27, 2015

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

January 13, 2015

Mr. Tom Nolan, Chair
Peninsula Corridor Joint Powers Board
1250 San Carlos Avenue
San Carlos, CA 94070

RE: Request for Peninsula Corridor Joint Powers Board Representative on the C/CAG
Congestion Management & Environmental Quality Committee

Dear Mr. Nolan:

The City/County Association of Governments of San Mateo County (C/CAG) currently has a vacant seat on its Congestion Management & Environmental Quality (CMEQ) Committee for a member of the Peninsula Corridor Joint Powers Board (JPB). Former JPB Board Member Arthur Lloyd filled this seat on the committee for 14 years prior to his retirement last year.

The CMEQ provides advice and recommendations to the full C/CAG Board on all matters relating to transportation planning, congestion management, travel demand management, coordination of land use and transportation planning, mobile source air quality programs, energy resources and conservation, and other environmental issues facing local jurisdictions in San Mateo County. The role of the CMEQ Committee also includes making recommendations to the C/CAG Board on the allocation of funding for specific projects and activities addressing these programmatic areas. The Committee meets on the last Monday of each month from 3:00 to 5:00 p.m. in San Mateo City Hall.

Please nominate a representative and submit a brief background of the nominee to:

Sandy Wong, C/CAG Executive Director
City/County Association of Governments
555 County Center, 5th Floor
Redwood City, CA 94063
or e-mail to slwong@smcgov.org

Thank you for your consideration of this request.

Sincerely,



Mary Ann Nihart
C/CAG Chair

