

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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

BOARD MEETING NOTICE

Meeting No. 278

- DATE:** Thursday, May 14, 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 Information on the small and medium business campaign and the Zero Net Energy Workshop of the
San Mateo County Energy Watch program. 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. 277 dated April 9, 2015 ACTION p. 7
- 5.2 Review and approval of Resolution 15-12 authorizing the adoption of the San Mateo County Transportation Development Act Article 3 Program for Fiscal Year 2015/2016 for \$1,500,000. ACTION p. 11
- 5.3 Receive copies of agreements executed by the C/CAG Chair as authorized by the C/CAG Board on August 9, 2012 (C/CAG Resolution 12-46):
- 5.3.1 Copy of the executed Memorandum of Understanding (MOU) with the San Mateo County Transportation Authority (SMCTA) for the US 101/ SR 92 Interchange Area Preliminary Planning Study. INFORMATION p. 17
- 5.3.2 Copy of the executed Memorandum of Understanding (MOU) with the San Mateo County Transportation Authority (SMCTA) for the SR 92/ Delaware Interchange Area Preliminary Planning Study. INFORMATION p. 19
- 5.4 Receive information regarding the Plan Bay Area Update Call for Projects - Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS). INFORMATION p. 21
- 5.5 Review and approval of Resolution 15-13 authorizing the C/CAG Chair to execute an agreement with CDM Smith for on-call consultant services for the Priority Development Area Parking Policy Technical Assistance Program in an amount not to exceed \$342,000 ACTION p. 23
- 5.6 Receive copy of agreement executed by the C/CAG Executive Director consistent with C/CAG Procurement Policy:
- 5.6.1 Receive a copy of executed agreement between C/CAG and Pixel Gym for graphic design services for the San Mateo County Energy Watch Program in an amount not to exceed \$15,000. INFORMATION p. 27
- 5.7 Review and approval of Resolution 15-16 authorizing the C/CAG Executive Director to execute an agreement with PMC for website services for the San Mateo County Energy Watch in an amount not to exceed \$20,000 for two years. ACTION p. 35
- 5.8 Review and approve Resolution 15-17 authorizing the C/CAG Chair to execute Amendment Number 1 to the funding agreement with the Bay Area Water Supply and Conservation Agency, (BAWSCA) extending the term through June 30, 2016 for an additional cost not to exceed \$25,000 for rain barrel rebates in San Mateo County. ACTION p. 49
- 5.9 Review and approval of Resolution 15-18 authorizing the C/CAG Chair to execute Amendment No. 3 to the agreement between C/CAG and the City of San Carlos to provide financial to C/CAG for an amount not to exceed \$80,430 for FY 2015-16. ACTION p. 55

- 6.0 REGULAR AGENDA
- 6.1 Receive a presentation from the County of San Mateo regarding a potential Countywide Water Management Agency and discuss potential C/CAG involvement. ACTION p. 61
- 6.2 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) ACTION p. 63
- 6.3 Review and approval of Resolution 15-14 reauthorizing the San Mateo County Congestion Relief Plan for four years from July 1, 2015 to June 30, 2019 (Special voting procedures apply). ACTION p. 77
- 6.4 Review and Approval of Resolution 15-15 authorizing the C/CAG Chair to execute a funding agreement between C/CAG and SanTrans for the Allocation of Measure M Funds in the amount of \$1,400,000 for Fiscal Year 2015-16. ACTION p. 89
- 6.5 Initial draft, assumptions, and input on the C/CAG 2015-16 Program Budget and Member Fees. ACTION p. 99
- 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
- 9.1 Letter from Mary Ann Nihart, C/CAG Chair, to Claudia Cappio, Director of California Department of Housing and Community Development, dated 4/9/15. RE: Support for the City of South San Francisco's application for Affordable Housing and Sustainable Communities program funding for the South San Francisco Complete Streets to Transit and Employment: Pedestrian and Bicycle Safety Improvement Project. p. 107
- 9.2 Letter via email from Sandy Wong, C/CAG Executive Director, to all Elected Officials and City/County Managers, dated 4/6/15. RE: The San Mateo County Watch (a C/CAG program to provide energy efficiency services) that has developed an outreach campaign for small businesses. p. 111
- 9.3 Letter from Sandy Wong, C/CAG Executive Director, to Joel Slavit, San Mateo County Transportation Authority, dated 4/6/15. RE: Remaining Funds from the allocated Staged US 101 HOV Lane Project (Whipple to San Bruno). p. 113

9.4 Letter from Mary Ann Nihart, C/CAG Chair, to Strategic Growth Council, dated 4/9/15. RE: Support of Caltrain's Affordable Housing Sustainable Communities (AHSC) grant application for the South San Francisco Caltrain Station Access and Improvement Project. p. 115

10.0 ADJOURN

Next schedule meeting June 11, 2015.

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 Mima Guilles 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: Mima Guilles 650 599-1406

MEETINGS

May 14, 2015 Legislative Committee - SamTrans 2th Floor Auditorium - 5:30 p.m.
May 14, 2015 C/CAG Board - SamTrans 2nd Floor Auditorium - 6:30 p.m.
May 18, 2015 CMEQ Committee - San Mateo City Hall - Conference Room C - 3:00 p.m.
May 21, 2015 CMP Technical Advisory Committee - SamTrans, 2nd Floor Auditorium - 1:15 p.m.
May 21, 2015 Stormwater Committee - SamTrans, 2nd Floor Auditorium - 2:30 p.m.
May 26, 2015 Administrators' Advisory Committee - 555 County Center, 5th Fl, Redwood City - Noon

C/CAG AGENDA REPORT

Date: May 14, 2015

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Information on the small and medium business campaign and the Zero Net Energy Workshop of the San Mateo County Energy Watch program

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

RECOMMENDATION

That the C/CAG Board of Directors receive information on the small and medium business campaign and the Zero Net Energy Workshop of the San Mateo County Energy Watch program.

FISCAL IMPACT

SMCEW and climate action planning program and staff costs are paid for by funding under the C/CAG – PG&E Local Government Partnership (LGP) agreement. Additional matching funds for transportation-related climate action planning efforts, come from C/CAG Congestion Relief Funds.

BACKGROUND

San Mateo County Energy Watch (SMCEW) is a local government partnership between C/CAG and Pacific Gas and Electric Company (PG&E). This program is managed and staffed by RecycleWorks, a program of the County of San Mateo.

In order to promote energy efficiency implementation and resulting greenhouse gas emission reductions for the cities in San Mateo County, SMCEW staff periodically provide workshops and outreach campaigns.

This month there are two events of note: a two-day Zero Net Energy (ZNE) Workshop, and staff recently launched a small and medium business outreach campaign called the SMCEW Challenge.

The ZNE workshop is being held in Portola Valley on:

- May 28, 2015 (commercial construction for government staff, contractors, design consultants)
- May 29, 2015 (residential construction and remodel for contractor, architects, homeowners)

The SMCEW Challenge was launched on May 2nd and will run through the middle of June. Staff is asking elected officials to support the “Challenge” by promoting the program to businesses in their cities.

ATTACHMENT

1. Letter from C/CAG Executive Director for SMCEW Challenge
2. Flyer and Agenda for Zero Net Energy Workshop

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April 6, 2015

Dear Elected Officials,

The San Mateo County Energy Watch (a C/CAG program to provide energy efficiency services) has developed an outreach campaign for small businesses. To increase public awareness of the SMC Energy Watch turnkey program for small businesses, the Energy Watch is inviting elected officials to participate in a countywide cooperative challenge. The goal is to get 250 small businesses to sign up for a no-cost energy survey from SMC Energy Watch in May and June 2015.

Benefits to Small Businesses

Businesses that sign up for an energy survey can receive a customized energy assessment and a formal proposal from SMC Energy Watch highlighting their opportunities for energy savings (lighting and refrigeration only). The proposal will recommend energy efficiency measures, calculate the PG&E rebates, and estimate annual energy and cost savings. If a business chooses to move forward, SMC Energy Watch will handle the installation of new equipment and process the rebate. Rebates typically cover 30-100% of the project cost; the customer only pays the remainder. Many businesses in San Mateo County have already participated in this program with great results. You can watch short testimonial videos from local businesses and an informational video on how the program works on www.smcenergywatch.com.

Benefits to Cities

When businesses save on their energy bill, it increases their bottom line, increasing the economic health of the city. In addition, when businesses save energy, it reduces the city's greenhouse gas emissions, helping the city meet its climate action goals.

How Elected Officials Can Participate in the Challenge

Your participation is easy, flexible, and not time consuming. To bring awareness to the Challenge and the SMC Energy Watch no-cost energy assessments for small businesses, you could:

- Announce the Challenge at Council or Chamber meetings
- Send a letter to businesses
- Post information on the city's website and email newsletters

If you are available, you can participate in a kick-off event that will be promoted in the press and on social media. You could also join volunteers canvassing in business districts. Timing for these public events would be organized around your schedule and coordinated by SMC Energy Watch and your city staff.

Next Steps

We hope you can join us for this first-of-its kind challenge in San Mateo County. If you're interested in learning more, please contact your city's sustainability staff or Susan Wright (swright@smcgov.org, 650-599-1403) or Eddie Ashley (eashley@smcgov.org, 650-599-1480) as soon as possible.

Best regards,

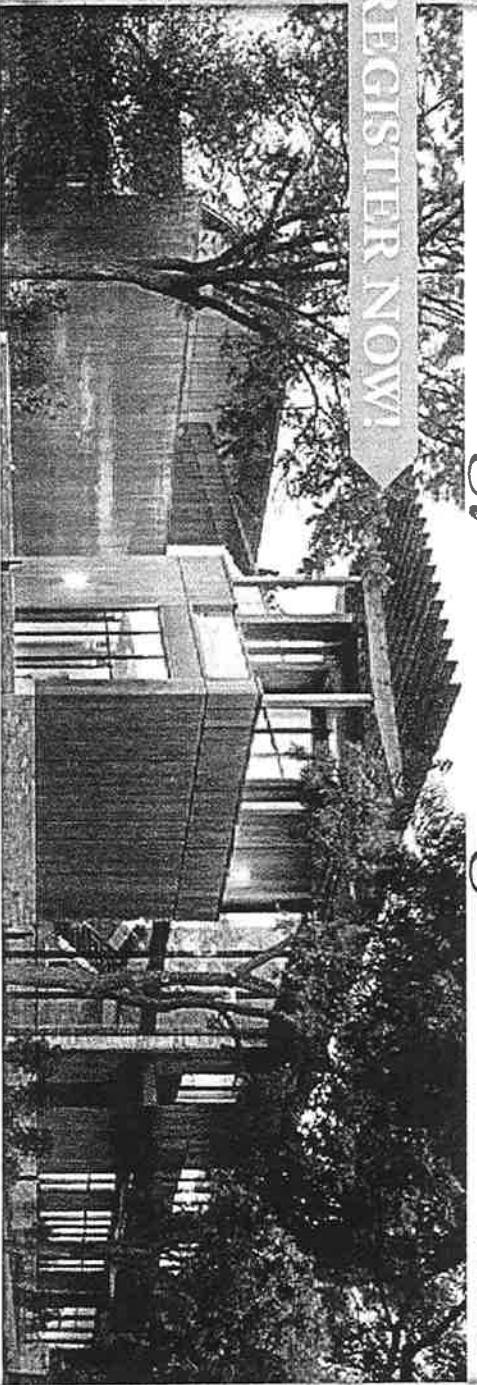


Sandy Wong
Executive Director

cc: City Managers

Pathway to Zero Energy Buildings

A regional event series hosted by:
SAN MATEO COUNTY
energy
watch



REGISTER NOW!

WORKSHOPS.....

Zero Energy for Local Governments *Creating Your Zero Energy Plan*

THURSDAY, MAY 28

Zero Energy Research, Market Trends and California Goals
Innovative Case Studies
Facilitated Planning Exercises for Creating Zero Energy Goals

When: 10am – 4pm

Where: Portola Valley Town Center

Who should attend: Planners, Building Officials, Utilities Staff,
Sustainability Coordinators, Facility
Managers, Policymakers, Government
Design Consultants

Building Tour: David & Lucille Packard Foundation in Los Altos
Depart for tour at 4pm (optional)

Sponsored by:



Pacific Gas and
Electric Company



new buildings
institute



HOUSEO

FOR MORE INFO AND TO REGISTER
www.smcenergywatch.com/zero_energy_events

Zero Energy for Homes *How to Get Started*

FRIDAY, MAY 29

Building Strategies of Efficient Homes
How to Build a Team for a Zero Energy Project
Tips and Tricks for a Successful Project

When: 9am – 3:30pm

Where: Portola Valley Town Center

Who should attend: Builders, Contractors, Architects, Engineers,
Homeowners, Real Estate Professionals

Cost: \$10 includes lunch

Building Tour: Zero Energy Home in Palo Alto
Depart for tour at 3:30pm (optional)

PLUS! KEYNOTE ADDRESS AND
NETWORKING LUNCHEON

PREVIEW WEBINARS.....

MAY 7, 1-2pm For Building Professionals
Don't Wait for 2020! The Competitive Advantage of
Offering Zero Energy Services Now

MAY 14, 1-2pm For Homeowners and Realtors
Beautiful, Comfortable Zero Energy Homes – Learn About
the Latest Home Trend

Energy Upgrade California® is a state initiative to educate residents and small business consumers about energy management. Funding for Energy Upgrade and San Mateo County Energy Watch comes from investor-owned utility customers under the auspices of the California Public Utilities Commission. ©2015 California Public Utilities Commission and California Energy Commission. Trademarks are property of their respective owners. All rights reserved.

Zero Energy Buildings Workshop & Tour for Local Governments Partner: New Buildings Institute

Thursday, May 28, 2015 | 10:00 a.m. – 5:30 p.m.

Portola Valley Community Center | 765 Portola Road, Portola Valley, CA

- 10:00 a.m. – 10:45 a.m. Welcome & Introductions – CCAG/San Mateo Energy Watch**
- Participant Introductions
 - CPUC – CA Goals for Zero Net Energy Buildings
 - Overview, Background & Status of ZNE – Ralph DiNola, NBI
- 10:45 a.m. – 11:15 a.m. Net Positive Case study**
- Berkeley W. Branch Library – Gerard Lee, Harley Ellis Devereaux
- 11:15 a.m. – 12:00 p.m. Planning for ZNE – Introduction & Group Activities**
- Intro to Planning Process – Ralph DiNola, NBI
 - Activity 1: Backcasting to ZNE - Goal Setting & Targets
 - Report backs
- 12:00 p.m. – 1:00 p.m. Lunchtime Discussion
- Get lunch (15 min), discussion (30 min), report backs (15 min)
- 1:00 p.m. – 1:30 p.m. Local Government Strategies for Getting to Zero**
- TBD- Roadmap, City of SF ZNE efforts, SB Co. Policies
 - Pilots, Programs & Incentives for ZNE - Peter Turnbull, PG&E?
- 1:30 p.m. – 2:30 p.m. Engaging & Educating Stakeholders - ZNE Tools & Resources**
- Overview of ZNE Tools & Resources - Heather Flint Chatto, NBI
 - Activity 2: Small group review of Toolkit Resources
 - Activity 3: Small group Stakeholder Mapping & Engagement
- 2:30 p.m. – 3:30 p.m. Incorporating ZNE into your Policies & Delivery Process**
- City/Regional Policy Approaches - - BayREN?
 - Delivery Approaches – Ralph DiNola, NBI
 - Group Discussion
- 3:30 p.m. – 4:00 p.m. Wrap Up, Key Takeaways & Next Steps**
- 4:15 p.m. - 4:45 p.m. Travel by bus or on your own to Tour Site
- 4:45 p.m. – 5:30 p.m. ZNE Building Tour – Packard Foundation Tour**

Residential Zero Energy Buildings Workshop and Tour **Friday May 29th 9am-5pm**

Portola Valley Community Center | 765 Portola Road, Portola Valley, CA

9:00am **Department of Energy: Zero Energy Ready Homes (Sam Rashkin)**

- Why Build ZNE?
 - Visible Future
 - Business Case
 - Translating Value
- Technical Specifications of ZNE Homes
- Recognition
 - Renewable Ready
 - Indoor Air Quality
 - Efficient Building Materials and Practices

11:30am **Keynote: (Ann Edminster)**

- the importance of setting goals
- establishing an effective team and collaboration
- mythbusting: it doesn't have to cost a lot, technology isn't an obstacle, and it needn't entail taking crazy risks
- this is the future, but you can do it NOW -- don't build an out-of-date home
- invest on systems that are embedded because you won't (or can't) do them over

12:15pm **Networking Luncheon**

- Connecting Homeowners and Real Estate Agents with Green Building Professionals

1:30pm **A Homeowners Journey toward Zero Net Energy (Chie Kawahara)**

- Why it is better, and healthier to live in a ZNE home
- What steps to take for a ZNE home
 - How to get started
 - Set a goal
 - Prioritize
- Project Phases
 - Building a Team
 - Design
 - Staying involved in the process

2:30pm **Powering Down (Chris Hunt)**

- Solar is Wonderful, But Design Smart First
- How to Make PG&E Work for You
- Plugload or the Phantom Menace
 - What Contributes to your Electric Bill and how to Control It
- Products we Love
 - The Pending Connected Home for Energy Efficiency

3:30pm **Depart for Tour of ZNE home, Starts at 4pm**

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BOARD MEETING MINUTES

Meeting No. 277
April 9, 2015

1.0 CALL TO ORDER/ROLL CALL

Chair Nihart called the meeting to order at 6:33 p.m. Roll call was taken.

Elizabeth Lewis – Atherton
David Braunstein - Belmont
Cliff Lentz - Brisbane
Terry Nagel - Burlingame
David Canepa - Daly City
Lisa Gauthier – East Palo Alto
Larry May – Hillsborough (6:35 p.m.)
Kirsten Keith - Menlo Park
Mary Ann Nihart - Pacifica
Maryann Moise Derwin - Portola Valley
Alicia Aguirre - Redwood City
Irene O’Connell – San Bruno
Mark Olbert - San Carlos
Joe Goethals - San Mateo
Don Horsley – San Mateo County
Karyl Matsumoto - South San Francisco
Deborah Gordon - Woodside

Absent:

Colma
Foster City
Half Moon Bay
Millbrae

Others:

Sandy Wong, Executive Director C/CAG
Justin Mates, C/CAG Legal Counsel
Tom Madalena, C/CAG Staff
Jean Higaki, C/CAG Staff
Matt Fabry, C/CAG Staff
John Hoang, C/CAG Staff

Mima Guilles, C/CAG Staff
Ellen Barton, County of San Mateo
Susan Wright, SMCEW
Marge Colapietro, City of Millbrae, BPAC member
Christian Murdock, City of Pacifica
Shawn Christianson, Town of Hillsborough
Rich Newman, CMEQ member
Lennie Roberts, CMEQ member
Bill Chiang, PG&E, Local Government Relations Representative
Matt Robinson, Shaw/Yoder/Antwih
Jim Bigelow, RWC/San Mateo County Chamber, CMEQ member
Barbara Pierce, RWC CMEQ member

3.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

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

Bill Chiang, PG&E, invitation to tour gas control center in San Ramon, 5/5/15.

4.0 PRESENTATIONS/ ANNOUNCEMENTS

None

5.0 CONSENT AGENDA

Board Member Aguirre MOVED approval of 5.1, 5.2, 5.3, 5.4, 5.5 and 5.6. Board Member Horsley SECONDED. **MOTION CARRIED 16-0-1.** Board member Gauthier Abstained.

- 5.1 Approval of the minutes of regular business meeting No. 276 dated March 12, 2015. APPROVED
- 5.2 SFO Comprehensive Airport Land Use Compatibility Plan Consistency Review – City of Pacifica Housing Element 2015-2023 (Draft 2/25/15). APPROVED
- 5.3 SFO Comprehensive Airport Land Use Compatibility Plan Consistency Review – City of Millbrae Housing Element 2015-2023 (Public Review Draft, January 2015). APPROVED
- 5.4 Half Moon Bay Airport, San Carlos Airport and SFO Airport Land Use Compatibility Plan Consistency Review – San Mateo County Housing Element (2014-2022 Draft). APPROVED
- 5.5 Review and approval of Resolution 15-11 in support of the City of South San Francisco’s grant application for the State’s Affordable Housing and Sustainable Communities (AHSC) program. APPROVED
- 5.6 Review and approval of support letter for Caltrain’s Affordable Housing and Sustainable Communities (AHSC) grant application for the South San Francisco Caltrain Station Access and Improvement Project APPROVED

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.)

Chair Nihart described the “C/CAG Lobby Day” experience in Sacramento on April 7, 2015. Several bills, including SB 16, will be discussed and may be recommended for support at the May Legislative Committee meeting.

No action was taken.

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 Mima Guilles at 650 599-1406 or mguilles@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 The Honorable Luis Alejo, dated 3/14/15. RE: SUPPORT for Assembly Bill 227 (Alejo).

10.0 ADJOURN

Meeting adjourned 6:45 p.m.

C/CAG AGENDA REPORT

Date: May 14, 2015

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 15-12 authorizing the adoption of the San Mateo County Transportation Development Act Article 3 Program for Fiscal Year 2015/2016 for \$1,500,000

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

RECOMMENDATION

That the Board review and approve Resolution 15-12 authorizing the adoption of the San Mateo County Transportation Development Act Article 3 (TDA 3) Program for Fiscal Year 2015/2016 for \$1,500,000.

FISCAL IMPACT

There is \$1,500,000 available for the TDA3 Pedestrian and Bicycle Program for the FY 2015/16 cycle.

SOURCE OF FUNDS

TDA3 funds are derived from the following sources:

- Local Transportation Funds (LTF), derived from a ¼ ¢ of the general sales tax collected statewide
- State Transit Assistance fund (STA), derived from the statewide sales tax on gasoline and diesel fuel.

BACKGROUND/DISCUSSION

TDA 3 funds are made available through State funds and are distributed by the Metropolitan Transportation Commission (MTC) to C/CAG on a formula basis annually. C/CAG acts as the program administrator in San Mateo County and issues a call for projects for eligible pedestrian and bicycle projects in San Mateo County. The cities, the County of San Mateo, and joint powers agencies operating in San Mateo County are eligible applicants.

At the September 11, 2014 C/CAG Board of Directors meeting, the Board approved the call for projects process and schedule for the TDA 3 Pedestrian and Bicycle Program for FY 2015/16. The amount of TDA 3 funds available for this call is \$1,500,000. Staff issued the call for projects on October 10, 2014. An application workshop for project sponsors was held on November 5, 2014 and applications were due on January 12, 2015. Of the total \$1,500,000 available, \$200,000 was set aside for Comprehensive Bicycle and Pedestrian Plans or Bicycle Safety Education projects, with the remaining funds available for all project types including capital projects. Separate scoring categories were used to score the capital and planning/education projects.

The maximum grant for planning projects was capped at \$100,000. The maximum available county-wide for total Bicycle Safety Education project funding was set at \$75,000. Planning and education projects required a dollar-for-dollar cash match. Unused funds from the set-aside could be moved to capital funding if undersubscribed. The maximum allocation for any agency/jurisdiction for both capital and planning projects was capped at \$400,000.

There were a total of fourteen (14) applications that were received. Of the fourteen applications received, thirteen (13) were for capital projects and one (1) was for bicycle safety education. Staff invited project sponsors to present their projects to the Bicycle and Pedestrian Advisory Committee (BPAC) at the February 26, 2015 BPAC meeting. C/CAG staff then took the BPAC members on a site visit tour on Saturday, March 21st where staff from the project sponsor jurisdictions further presented the projects and answered questions in the field. The evaluation, scoring, and ranking took place at the March 26, 2015 BPAC meeting. The attached funding recommendation spreadsheet provides the BPAC project ranking, scoring and recommended project list for funding to be provided to the MTC.

A goal for the TDA 3 Pedestrian and Bicycle Program for Fiscal Year 2015/2016 is to strive for a 50/50 split between projects that serve walking and projects that serve bicycling. Of the six (6) projects being recommended for funding, five are capital projects that include facilities serving both walking and bicycling trips. This funding recommendation provides that 83% of the recommended projects will have pedestrian components.

Due to the limited amount of funds available through TDA 3, many projects were unable to receive funding through this cycle. Project sponsors will be encouraged to apply for statewide Active Transportation Program grants and for future year San Mateo County Transportation Authority (TA) Measure A Bicycle and Pedestrian Program funds.

ATTACHMENTS

- San Mateo County Transportation Development Act Article 3 Program Fiscal Year 2015/2016 Funding Recommendation
- San Mateo County Transportation Development Act (TDA) Article 3 Program Fiscal Year 2015/2016
- Resolution 15-12

TDA Article 3 Program Fiscal Year 2015/2016 Funding Recommendation

Rank	Score	Jurisdiction	Capital Project Description	Funding Request	Funding Recommendation	Project Type
1	81.08	City of San Mateo	San Mateo Drive Ped and Bike Improvement Project	\$400,000	\$400,000	Capital
2	73.5	City of San Carlos	Highway 101 Pedestrian and Bicycle Overcrossing	\$400,000	\$400,000	Capital
3	72.17	City of South San Francisco	Linden Avenue Complete Streets Pedestrian and Bicycle Safety	\$400,000	\$400,000	Capital
4	70.75	Town of Atherton	Middlefield Road and Oak Grove Avenue Complete Streets	\$124,200	\$124,200	Capital
5	70	City of Daly City	Westmoor Avenue to Guadalupe Parkway Bicycle and Pedestrian Improvements	\$277,000	\$154,750	Capital*
6	70	City of South San Francisco	Hickey Boulevard and Junipero Serra Boulevard Pedestrian Improvements	\$100,000	\$0	Capital
7	68.75	County of San Mateo - Parks	Complete the Gap Crystal Springs Regional Trail	\$100,000	\$0	Capital
8	64.42	City of East Palo Alto	Garden Street Safe Routes to School Improvements	\$332,550	\$0	Capital
9	64.25	Town of Atherton	City-wide Class III Bike Routes	\$50,000	\$0	Capital
10	62.58	County of San Mateo - Public Works	Sand Hill Road/ I-280 Bicycle Lane Improvements	\$150,000	\$0	Capital
11	59.92	City of Pacifica	Rockaway Beach to Pacifica State Beach Class 1 Multi-purpose Trail Rehabilitation Project	\$250,000	\$0	Capital
12	55.83	Town of Woodside	Woodside School Multi-use Pathway	\$195,000	\$0	Capital
13	50.83	Town of Hillsborough	Eucalyptus Trail Project	\$400,000	\$0	Capital
Rank	Score	Jurisdiction	Planning/Education Project Description	Funding Request	Funding Recommendation	Project Type
1	67.17	County of San Mateo - Sustainability	Bicycle Routes and Rules	\$21,050	\$21,050	Education**

Total Amount Requested	\$3,199,800	
Total Funding Recommendation		\$1,500,000

* Partially Funded

** Conditionally recommended *Note: The BPAC recommended funding for this project contingent on the County securing documentation of the required cash match for the grant funds. The County provided documentation of match to C/CAG on April 10, 2015.*

San Mateo County Transportation Development Act (TDA) Article 3 Program Fiscal Year 2015/2016				
Number	Jurisdiction	Project Description	Funds Requested	TDA Funds Awarded
1	City of San Mateo	San Mateo Drive Pedestrian and Bicycle Improvement Project	\$400,000	\$400,000
2	City of San Carlos	Highway 101 Pedestrian/Bicycle Overcrossing	\$400,000	\$400,000
3	City of South San Francisco	Linden Avenue Complete Streets Pedestrian and Bicycle Safety	\$400,000	\$400,000
4	Town of Atherton	Middlefield Road and Oak Grove Avenue Complete Streets	\$124,200	\$124,200
5	City of Daly City	Westmoor Avenue to Guadalupe Parkway Bicycle and Pedestrian Improvements	\$277,000	\$154,750
6	County of San Mateo	Bicycle Routes and Rules	\$21,050	\$21,050
Total			\$1,622,250	\$1,500,000

RESOLUTION 15-12

* * * * *

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE ADOPTION OF THE SAN MATEO COUNTY TRANSPORTATION DEVELOPMENT ACT ARTICLE 3 PROGRAM FOR FISCAL YEAR 2015/2016 FOR \$1,500,000

* * * * *

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 Transportation Development Act Article 3 (TDA 3) Program for San Mateo County, and

WHEREAS, C/CAG has developed a TDA 3 Program for Fiscal Year (FY) 2015/2016 based on the recommendation by the Bicycle and Pedestrian Advisory Committee (BPAC), and

WHEREAS, C/CAG, has undertaken a process that complies with the Metropolitan Transportation Commission (MTC) Resolution No. 4108, and

WHEREAS, C/CAG has considered the final recommendation of said BPAC, and

WHEREAS, C/CAG has voted to adopt the TDA 3 Program for FY 2015/2016.

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 adopt the TDA 3 Program for FY 2015/2016.

PASSED, APPROVED, AND ADOPTED THIS 14TH DAY OF MAY 2015.

Mary Ann Nihart, Chair

C/CAG AGENDA REPORT

Date: May 14, 2015

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Copy of the executed Memorandum of Understanding (MOU) with the San Mateo County Transportation Authority (SMCTA), for the US 101/ SR 92 Interchange Area Preliminary Planning Study.

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

RECOMMENDATION

Receive a copy of the executed Memorandum of Understanding (MOU) with the San Mateo County Transportation Authority (SMCTA), for the US 101/ SR 92 Interchange Area Preliminary Planning Study.

FISCAL IMPACT

\$500,000 awarded to C/CAG.

SOURCE OF FUNDS

The source of funds is SMCTA Highway Program Measure A Sales Tax awarded to C/CAG on October 4, 2012.

BACKGROUND

On May 24, 2012, the SMCTA issued a call for projects for their Measure A Highway Program, to solicit projects that reduce congestion in commute corridors. The program focuses on removing bottlenecks in the most congested highway commute corridors, reducing congestion, and improving throughput along critical congested commute corridors.

On August 9, 2012 C/CAG Board approved of Resolution 12-46 authorizing the acceptance of allocated funds, and the execution of grant agreements with the San Mateo County Transportation Authority, for project feasibility studies and project study documents associated with four applications submitted by staff to the SMCTA Highway Program for funding. One of these projects was an application for the US 101/ SR 92 Interchange Area Preliminary Planning Study, to study solutions that improve the operation of the interchange.

On October 4, 2012, SMCTA allocated funds toward this project. Because C/CAG had designated SMCTA as the implementing agency, the MOU is not a traditional funding agreement where funds are exchanged. Instead, the MOU serves as a document to define each party's roles and responsibility associated with the project. As the implementing agency, SMCTA is responsible for developing the document. As the project sponsor, C/CAG will be the responsible agency for leading outreach efforts, for participating in project development meetings, and for providing oversight.

ATTACHMENT

1. Memorandum of Understanding (MOU) San Mateo County Transportation Authority and City and County Association of Governments of San Mateo County for the US 101/ SR 92 Interchange Area Preliminary Planning Study (available for download at <http://ccag.ca.gov/committees/board-of-directors/>).

C/CAG AGENDA REPORT

Date: May 14, 2015

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Copy of the executed Memorandum of Understanding (MOU) with the San Mateo County Transportation Authority (SMCTA), for the SR92/Delaware Interchange Area Preliminary Planning Study.

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

RECOMMENDATION

Receive a copy of the executed Memorandum of Understanding (MOU) with the San Mateo County Transportation Authority (SMCTA), for the SR92/Delaware Interchange Area Preliminary Planning Study.

FISCAL IMPACT

\$300,000 awarded to C/CAG.

SOURCE OF FUNDS

The source of funds is SMCTA Highway Program Measure A Sales Tax awarded to C/CAG on October 4, 2012.

BACKGROUND

On May 24, 2012, the SMCTA issued a call for projects for their Measure A Highway Program, to solicit projects that reduce congestion in commute corridors. The program focuses on removing bottlenecks in the most congested highway commute corridors, reducing congestion, and improving throughput along critical congested commute corridors.

On August 9, 2012 C/CAG Board approved of Resolution 12-46 authorizing the acceptance of allocated funds, and the execution of grant agreements with the San Mateo County Transportation Authority, for project feasibility studies and project study documents associated with four applications submitted by staff to the SMCTA Highway Program for funding. One of these projects was an application for the SR92/ Delaware Interchange Area Preliminary Planning Study, to study and develop solutions that address congestion on SR 92 in the vicinity of the South Delaware Street.

On October 4, 2012, SMCTA allocated funds toward this project. Because C/CAG had designated SMCTA as the implementing agency, the MOU is not a traditional funding agreement where funds are exchanged. Instead, the MOU serves as a document to define each party's roles and responsibility associated with the project. As the implementing agency, SMCTA is responsible for developing the document. As the project sponsor, C/CAG will be the responsible agency for leading outreach efforts, for participating in project development meetings, and for providing oversight.

ATTACHMENT

1. Memorandum of Understanding (MOU) San Mateo County Transportation Authority and City and County Association of Governments of San Mateo County for the SR92/Delaware Interchange Area Preliminary Planning Study (available for download at <http://ccag.ca.gov/committees/board-of-directors/>).

C/CAG AGENDA REPORT

Date: May 14, 2015

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Receive information regarding the Plan Bay Area Update Call for Projects - Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS).

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

RECOMMENDATION

That the C/CAG Board receive information regarding the Plan Bay Area Update Call for Projects - Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS).

FISCAL IMPACT

Unknown.

SOURCE OF FUNDS

N/A

BACKGROUND

As the Bay Area begins to develop Plan Bay Area 2040 (Plan), an update to the nine county Regional Transportation Plan/Sustainable Communities Strategy, the Metropolitan Transportation Commission (MTC) requests the assistance of each of the nine Bay Area Congestion Management Agencies (CMAs) to coordinate project submittals for their county. On May 6, 2014 MTC hosted a public workshop in San Mateo County to advertise the update of Plan Bay Area.

At the end of April 2015, the Metropolitan Transportation Commission (MTC) adopted and posted its guidance for the call for projects. Projects/programs seeking future regional, state or federal funding through the planning horizon for Plan Bay Area 2040 must be submitted for consideration in the adopted Plan. Sponsors of multi-county projects are will projects directly to MTC but communication and coordination with CMAs is encouraged.

C/CAG intends to initiate a call for projects within San Mateo County in mid-May with a proposed deadline of project submittals in mid to late June of 2015. A workshop for city/ county staff will be held on May 27, 2015.

ATTACHMENTS

None

C/CAG AGENDA REPORT

Date: May 14, 2015

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 15-13 authorizing the C/CAG Chair to execute an agreement with CDM Smith for on-call consultant services for the Priority Development Area Parking Policy Technical Assistance Program in an amount not to exceed \$342,000

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

RECOMMENDATION

That the C/CAG Board of Directors review and approve Resolution 15-13 authorizing the C/CAG Chair to execute an agreement with CDM Smith for on-call consultant services for the Priority Development Area (PDA) Parking Policy Technical Assistance Program in an amount not to exceed \$342,000.

FISCAL IMPACT

\$342,000

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. The funding for this agreement is comprised of \$302,000 in STP funds and \$40,000 in matching C/CAG Congestion Relief Program funds.

BACKGROUND

In October 2014, the C/CAG Board of Directors approved the establishment of a PDA Parking Policy Technical Assistance Program using \$302,000 in funds that remained from the undersubscribed C/CAG PDA Planning Program and contributing \$40,000 in local matching funds from the C/CAG Congestion Relief Plan Fund. The goal of the program is to provide consultant technical support to jurisdictions in San Mateo County for planning projects that facilitate the implementation of parking management strategies that support 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 Request for Qualifications (RFQ) for on-call services for the C/CAG PDA Parking Policy Technical Assistance Program on February 13, 2015. Five firms responded and submitted statements of qualifications (SOQs) by the deadline on March 2, 2015. A consultant selection panel made up of staff from C/CAG and the City of South San Francisco reviewed the five SOQs and selected the top three firms for reference checks and in-person interviews. The three firms were invited for interviews on March 26, 2015. CDM Smith was rated as the top firm from the interview.

Following this process, staff negotiated an agreement with CDM Smith to provide on-call consultant services for the C/CAG PDA Parking Policy Technical Assistance Program in an amount not to exceed \$342,000. Projects that are identified for technical assistance through the program will be issued to CDM Smith on a task order basis. The scope and cost of each task order will be negotiated with CDM Smith as per the terms and conditions of the agreement, and CDM Smith will only begin work on a project after a notification to proceed has been provided by C/CAG.

ATTACHMENTS

- Resolution 15-13
- Agreement between the City/County Association of Governments of San Mateo County and CDM Smith for On-Call Consultant Services for the Priority Development Area Parking Policy Technical Assistance Program (available for download at <http://ccag.ca.gov/committees/board-of-directors/>)

RESOLUTION 15-13

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY TO AUTHORIZE THE C/CAG CHAIR TO EXECUTE AN AGREEMENT WITH CDM SMITH FOR ON-CALL CONSULTANT SERVICES FOR THE PRIORITY DEVELOPMENT AREA PARKING POLICY TECHNICAL ASSISTANCE PROGRAM IN AN AMOUNT NOT TO EXCEED \$342,000

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

WHEREAS, the C/CAG Board of Directors at its regular meeting on October 9, 2014 established the C/CAG Priority Development Area (PDA) Parking Policy Technical Assistance Program, and

WHEREAS, the C/CAG Board of Directors at its regular meeting on May 14, 2015 approved an agreement with CDM Smith for on-call consultant services for the C/CAG PDA Parking Policy Technical Assistance Program in an amount not to exceed \$342,000, and

WHEREAS, as part of the consultant selection process, a Request for Qualifications (RFQ) was prepared and issued, and

WHEREAS, a total of five statements of qualifications (SOQs) were received and evaluated by a selection panel consisting of staff from C/CAG and the City of South San Francisco, and

WHEREAS, based on the consultant selection process, which included a review of the SOQs and interviews with consultants that were shortlisted after the SOQ review, CDM Smith was rated as the top-ranked firm to provide on-call consultant services for the C/CAG PDA Parking Policy Technical Assistance Program.

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the City/County Association of Governments of San Mateo County that C/CAG Chair is authorized to execute an agreement with CDM Smith for on-call consultant services for the PDA Parking Policy Technical Assistance Program in an amount not to exceed \$342,000.

PASSED, APPROVED, AND ADOPTED, THIS 14TH DAY OF MAY 2015.

Mary Ann Nihart, Chair

C/CAG AGENDA REPORT

Date: May 14, 2015

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Receive a copy of executed agreement between C/CAG and Pixel Gym for graphic design services for the San Mateo County Energy Watch Program in an amount not to exceed \$15,000.

(For further information, contact Sandy Wong at 650-599-1409 or Kim Springer 599-1412)

RECOMMENDATION

That the C/CAG Board of Directors receive a copy of executed agreement between C/CAG and Pixel Gym for graphic design services for the San Mateo County Energy Watch Program in an amount not to exceed \$15,000.

FISCAL IMPACT

The executed agreement between C/CAG and Pixel Gym is for an amount not to exceed \$15,000.

SOURCE OF FUNDS

Funds for this agreement come from the San Mateo County Energy Watch Program – PG&E Local Government Partnership.

BACKGROUND

The San Mateo County Energy Watch is a Local Government Partnership between C/CAG and PG&E and is managed and staffed by RecycleWorks, a program of the County of San Mateo, Department of Public Works.

The SMCEW program regularly requires graphic design services to promote resources to multiple customer sectors on how to accomplish energy efficiency retrofits through the SMCEW or other programs available in San Mateo County.

Pixel Gym was selected through an RFP process completed by the County for RecycleWorks. The SMCEW program leveraged that process to satisfy the C/CAG procurement policy.

ATTACHMENT

Executed agreement between C/CAG and Pixel Gym.

AGREEMENT BETWEEN
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
AND PIXEL-GYM FOR GRAPHIC SUPPORT SERVICES TO THE SAN MATEO COUNTY
ENERGY WATCH PROGRAM

This Agreement entered this 17th day of March 2015, by and between the City/County Association of Governments of San Mateo County, a joint powers agency, hereinafter called "C/CAG" and Pixel-Gym, hereinafter called "Contractor."

WITNESSETH

WHEREAS, C/CAG is a joint powers agency formed for the purpose of preparation, adoption and monitoring of a variety of county-wide, state-mandated plans and other programs and plans; and

WHEREAS, C/CAG is prepared to award funding for contracted graphics services to support ongoing work on the San Mateo County Energy Watch; and

WHEREAS, the County of San Mateo, Department of Public Works has recently completed a competitive procurement process for graphics services, which contained Cooperative Purchasing language, and has selected Contractor for graphic services; and

WHEREAS, the Contractor responded positively that they would extend graphic services to additional public agencies; and

WHEREAS, C/CAG has determined that Contractor has the requisite qualifications to perform this work.

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

1. Services to be provided by Contractor. In consideration of the payments hereinafter set forth, Contractor agrees to perform the services described in Exhibit A, attached hereto (the "Services"). Contractor shall perform services in accordance with the schedule to be provided by C/CAG over the life of this agreement. All Services are to be performed and completed by December 31, 2016.
2. Payments. In consideration of Contractor providing the Services, C/CAG shall reimburse contractor according to the rates described in Exhibit A – Scope of Services, up to a maximum amount of Fifteen Thousand dollars (\$15,000) for Services provided during the Contract Term as set forth below. Payments shall be made to Contractor based on an invoice submitted by Contractor that identifies expenditures and describes services performed in accordance with the agreement. C/CAG shall have the right to receive, upon request, documentation substantiating charges billed to C/CAG.
3. Relationship of the Parties. It is understood that Contractor is an Independent Contractor and this Agreement is not intended to, and shall not be construed to, create the relationship of

agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of Independent Contractor.

4. Contract Term. This Agreement shall be in effect as of March 16, 2015 and shall terminate on December 31, 2016; provided, however, C/CAG may terminate this Agreement at any time for any reason by providing 30 days' written notice to Contractor. Termination is to be effective on the date specified in the notice. In the event of termination under this paragraph, Contractor shall be paid for all Services provided to the date of termination.
5. Hold Harmless/Indemnity: Contractor shall indemnify and save harmless C/CAG, its agents, officers and employees from all claims, suits or actions caused by the negligence, errors, acts or omissions of the Consultant, its agents, officers or employees related to or resulting from performance, or non-performance, under this Agreement.

The duty to indemnify and save harmless as set forth herein shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

6. Sole Property of C/CAG. Work products of Contractor which are delivered under this Agreement or which are developed, produced and paid for under this Agreement, shall be and become the property of C/CAG. Contractor 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.
7. 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.
8. Notices. All notices hereby required under this agreement shall be in writing and delivered in person or sent by certified mail, postage prepaid and addressed as follows:

City/County Association of Governments of San Mateo County
555 County Center, 5th Floor
Redwood City, CA 94063
Attention: Kim Springer

Notices required to be given to contractor shall be addressed as follows:

Pixel-Gym
4225 Bettina Ave.
San Mateo, CA 94403
Attention: Diane Sangster

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

Contractor


Diane Sangster

Nov 17, 2015
Date

City/County Association of Governments (C/CAG)

By 
Sandy Wong, Executive Director

3-26-2015
Date

Approved as to Form


C/CAG Legal

Exhibit A – Scope of Services

1. Description of Services to be Performed by Contractor

In consideration of the payments set forth in Section 2, Payments: Contractor shall provide the following services:

The Contractor will provide several levels of graphic design work services. Graphic and Design assignments will be issued by San Mateo County Energy Watch (SMCEW) or C/CAG staff through individual task orders.

Task order process:

SMCEW or C/CAG staff will provide a detailed description of the Task scope, using photos, design examples, example or detailed language, or other materials.

Contractor shall provide a quote/time line per task, within two business days.

-The project time line should provide the dates and milestones for completing the assigned work.

-Assigned work shall have three edits included in the costs.

-All completed projects should include a standard PDF, a graphic printer PDF, and the final design file and fonts. These files should be sent to SMCEW staff or C/CAG with the final piece for approval.

2. Amount and Method of Payment

C/CAG shall pay Contractor based on the following schedule and terms:

The following costs are for routine graphic design services and program updates as needed, programming, and creative application design costs. Larger projects will require an estimate and not be allowed to go over the estimate unless approved by SMCEW staff or C/CAG ahead of time.

Services	Rates per hour
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Concept Development, Copywriting, and Slogan Development	\$95.00 per hour
Market Research and Strategic Planning	\$95.00 per hour
Design, Illustrations, and Layout	\$85.00 per hour
Project Management	\$85.00 per hour
Digital Media/ Web Design/ New Media	\$85.00 per hour
Media Relations	\$70.00 per hour
Photography, Video Shooting/Editing	\$85.00 per hour
Attendance at Design Meetings	\$60.00 per hour
Any additional services not listed above	\$85.00 per hour

The payment for services per task order shall not exceed the amount quoted by Contractor in each task order.

Services provided by Contractor pursuant to this Agreement are billable monthly and are to be itemized by projects. Detailed backup data should be available as requested.

Payment will be made by C/CAG within thirty days of receipt by the SMCEW staff or C/CAG of a written itemized invoice.

Contractor's invoice shall include dates and hours per category when billing for services.

The total payment for services to Contractor shall not exceed Fifteen Thousand (\$15,000) dollars.

C/CAG AGENDA REPORT

Date: May 14, 2015

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 15-16 authorizing the C/CAG Executive Director to execute an agreement with PMC for website services for the San Mateo County Energy Watch in an amount not to exceed \$20,000 for two years.

(For further information, contact Kim Springer at 650-599-1412)

RECOMMENDATION

That the C/CAG Board of Directors review and approve of Resolution 15-16 authorizing the C/CAG Executive Director to execute an agreement with PMC for website services for the San Mateo County Energy Watch in an amount not to exceed \$20,000 for two years.

FISCAL IMPACT

An executed agreement between C/CAG and PMC is for an amount not to exceed \$20,000.

SOURCE OF FUNDS

Funds for this agreement come from the San Mateo County Energy Watch Program – PG&E Local Government Partnership.

BACKGROUND

The San Mateo County Energy Watch is a Local Government Partnership between C/CAG and PG&E and is managed and staffed by RecycleWorks, a program of the County of San Mateo, Department of Public Works.

The SMCEW program website, which promotes program resources to multiple customer sectors on behalf of the cities in San Mateo County and the County, regularly requires maintenance and (some) development services.

C/CAG recently completed an informal procurement process for the C/CAG website, which included solicitation of quotes from four consultants, resulting in two proposal responses. Five members of C/CAG staff then met to review the proposals and selected PMC on the merits of their proposal, which included website maintenance and development. The resulting agreement between C/CAG and PMC for the C/CAG website was for \$23,000 and was executed on March 21, 2014.

The proposed new agreement between C/CAG and PMC for the SMCEW website scope of services is for \$20,000. Staff is requesting that the C/CAG Board waive the RFP process for this agreement based on the following: staff time cost, time delay required to go through a similar consultant selection process, and the PMC proposed rates are competitive. In addition, C/CAG staff have experience a high

level of satisfaction with the C/CAG website design, development and maintenance work already completed by PMC.

The proposed agreement with scope of work and Resolution 15-16 are attached to this staff report for your review.

ATTACHMENT

1. Resolution 15-16
2. Agreement between C/CAG and PMC

RESOLUTION NO. 15-16

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) AUTHORIZING THE C/CAG EXECUTIVE DIRECTOR TO EXECUTE AN AGREEMENT WITH PMC FOR WEBSITE SERVICES FOR THE SAN MATEO COUNTY ENERGY WATCH IN AN AMOUNT NOT TO EXCEED \$20,000

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

WHEREAS, C/CAG has entered into a Local Government Partnership (LGP) Agreement between C/CAG and PG&E to provide energy efficiency service on behalf of the County and the cities in San Mateo County via the San Mateo County Energy Watch (SMCEW) program; and

WHEREAS, the SMCEW program includes a website used to promote the program and other resources to PG&E customers in San Mateo County; and

WHEREAS, the SMCEW website requires ongoing maintenance and some development to stay current with social media and outreach trends; and

WHEREAS, C/CAG staff have recently completed an informal procurement process for the C/CAG website design, development, and maintenance consultant, and have contracted with said consultant (PMC) and have been satisfied with the services provided by PMC; and

WHEREAS, C/CAG desires to waive the formal RFP process in the interest of time and cost, for services of similar scope and cost;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments that the C/CAG Executive Director is authorized to execute an agreement with PMC for website services for the San Mateo County Energy Watch in an amount not to exceed \$20,000.

PASSED, APPROVED, AND ADOPTED THIS 14TH DAY OF MAY, 2015.

Mary Ann Nihart, Chair

**AGREEMENT BETWEEN
CITY/COUNTY ASSOCIATION OF GOVERNMENTS AND PMC FOR SAN
MATEO COUNTY ENERGY WATCH WEBSITE SERVICES**

This Agreement, effective _____, 2015 by and between CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY, a joint powers agency formed for the purpose of preparation, adoption and monitoring of a variety of county-wide state-mandated plans, hereinafter called "C/CAG" and PMC, a consulting firm, hereinafter called "PMC."

W I T N E S S E T H

WHEREAS, C/CAG requires professional consulting services in conjunction with the maintenance of the San Mateo County Energy Watch (SMCEW) website; and

WHEREAS, C/CAG recently completed a procurement process and has contracted with PMC for update and maintenance of the C/CAG website; and

WHEREAS, C/CAG is satisfied with the update and maintenance services provided by PMC for the C/CAG website; and

WHEREAS, PMC is qualified to provide services for the SMCEW website and is willing to provide them according to the terms of the agreement.

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

1. **Services to be provided by PMC.** In consideration of the payments hereinafter set forth, PMC shall provide services in accordance with the terms, conditions and specifications set forth herein and in Exhibit A attached hereto and by this reference made a part hereof.
2. **Payments.** In consideration of the services rendered in accordance with all terms, conditions and specifications set forth herein and in Exhibit A, C/CAG shall make payment to PMC as follows. PMC shall submit to C/CAG monthly invoices for a total contract amount not to exceed twenty thousand dollars (\$20,000). Payments shall be made within 45 days after receipt and approval of the monthly invoice from PMC. C/CAG agrees to pay PMC for services described in Exhibit A, performed under this Agreement.
3. **Relationship of the Parties.** It is understood that this is an Agreement by and between Independent Contractor(s) and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of Independent Contractor.
4. **Non-Assignability.** PMC shall not assign this Agreement or any portion thereof to a third party without the prior written consent of C/CAG, and any attempted assignment without such prior written consent in violation of this Section automatically shall

terminate this Agreement.

5. **Contract Term.** This Agreement shall be in effect as of April 30, 2015 and shall terminate on March 31, 2017; provided, however, C/CAG may terminate this Agreement at any time for any reason by providing 30 days' notice to PMC. Termination to be effective on the date specified in the notice. In the event of termination under this paragraph, PMC shall be paid for all services provided to the date of termination.
6. **Notices.** Any notice which may be required under this Agreement shall be in writing, shall be effective when received, and shall be given by personal service, by U.S. Postal Service mail, or by certified mail (return receipt requested), to the address set forth below, or to such addresses which may be specified in writing to the parties hereto.

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

Philip O. Carter
PMC
2729 Prospect Park Drive, Suite 220
Rancho Cordova, CA 95670

7. **Hold Harmless/Indemnity.** PMC shall indemnify and save harmless C/CAG, its officers, directors, employees, and servants from all claims, suits, damages or actions of every name, kind, and description, to the extent caused by any negligent acts, errors, omissions or willful misconduct by PMC in the performance or failure to perform under this Agreement.
 - (a) The duty of PMC to indemnify and save harmless as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.
 - (b) The obligations set forth in this section shall continue beyond the term of this Agreement as to any negligent act, error, omission or willful misconduct which occurred during or under this Agreement.
8. **Insurance.** PMC or its subcontractors performing the services on behalf of PMC shall not commence work under this Agreement until all Insurance required under this section has been obtained and such insurance has been approved by the C/CAG Staff. PMC shall furnish the C/CAG Staff with Certificates of Insurance evidencing the required coverage and there shall be a specific contractual liability endorsement extending PMC's coverage to include the contractual liability assumed by PMC pursuant to this Agreement. These Certificates shall specify or be endorsed to provide that thirty (30) days notice must be given, in writing, to C/CAG of any cancellation of the policy, except ten (10) days advance notice shall be given for cancellation due to non-renewal of a policy.

Workers' Compensation and Employer Liability Insurance: PMC shall have in effect, during the entire life of this Agreement, Workers' Compensation and Employer Liability Insurance providing full statutory coverage.

Liability Insurance. PMC shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect PMC, its employees, officers and agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all operations under this Agreement, whether such operations be by PMC or by any sub-contractor or by anyone directly or indirectly employed by either of them. In the event PMC's insurance cannot cover subconsultants, PMC shall require that such subconsultant comply with the insurance terms herein to the same extent as PMC. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall be not less than \$1,000,000 unless another amount is specified below and shows approval by C/CAG Staff.

Required insurance shall include:

	Required Amount	Approval by C/CAG Staff if under \$ 1,000,000
a. Comprehensive General Liability	\$ 1,000,000	_____
b. Workers' Compensation	\$ Statutory	_____

Except for Worker's Compensation insurance, C/CAG and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to C/CAG, its officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, and that if C/CAG, or its officers and employees have other insurance against a loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, C/CAG, at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.

9. **Non-discrimination.** PMC and its subcontractors performing the services on behalf of PMC 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. **Accessibility of Services to Disabled Persons.** PMC, not C/CAG, shall be responsible

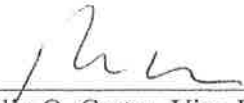
for compliance with all applicable requirements regarding services to disabled persons, including any requirements of Section 504 of the Rehabilitation Act of 1973.

11. **Substitutions.** If particular people are identified in Exhibit A as working on this Agreement, PMC will not assign others to work in their place without written permission from C/CAG. Any substitution shall be with a person of commensurate experience and knowledge.
12. **Sole Property of C/CAG.** As between C/CAG and PMC any system or documents developed, produced or provided under this Agreement shall become the sole property of C/CAG. PMC shall not be held liable for any modification or re-use of C/CAG-owned work product for purposes outside this Agreement.
13. **Access to Records.** C/CAG, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of PMC which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcriptions.

PMC shall maintain all required records for three years after C/CAG makes final payments and all other pending matters are closed.
14. **Merger Clause.** This Agreement, including Exhibit A attached hereto and incorporated herein by reference, constitutes the sole agreement of the parties hereto with regard to the matters covered in this Agreement. Any prior agreement, promises, negotiations or representations between the parties not expressly stated in this document are not binding.
15. **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 to this agreement for the C/CAG website update on the day and year as indicated below.

PMC

By 
Philip O. Carter, Vice-President

4-28-15
Date

By _____
PMC Legal Counsel

City/County Association of Governments (C/CAG)

By _____
Sandy Wong, Executive Director

Date

By _____
C/CAG Legal Counsel



April 16, 2015

Mr. Kim Springer, San Mateo County Energy Watch Committee Staff Member
SAN MATEO COUNTY
555 County Center
Redwood City, CA 94063

RE: SAN MATEO COUNTY ENERGY WATCH WEBSITE

Dear Mr. Springer:

PMC is pleased to submit the enclosed proposal to provide web design and development services for the San Mateo County Energy Watch website. We are eager to apply our web design knowledge and experience to your website. We are committed to providing clients with exceptional websites, stellar service, and unique solutions. Keys to project success:

Expert Team. Our experts have extensive experience in designing websites and are up to speed on the newest technology and processes to make the site a success for all stakeholders.

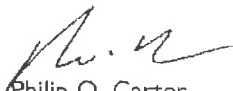
Municipal Focus. We understand government and the needs, budget constraints, and posting requirements that can pose challenges. PMC primarily provides services to municipal agencies and has a successful track record of getting projects done on time and within budget.

Here When You Need Us. PMC provides affordable on-call maintenance with a personalized approach.

World Class Hosting. We are able to host your site in our PCI-compliant environment.

On the following pages, please find the scope and cost for site maintenance and hosting tasks. If you have any questions, please contact Steven Parker at (916) 361-8384 ext. 10220 or sparker@pmcworld.com.

Sincerely,


Philip O. Carter
President


Steven Parker
Web Developer

PROJECT PURPOSE

Provide on-call maintenance and hosting services to maintain and enhance the smcenergywatch.com website.

rw

PMC WEB SERVICES

ON-CALL MAINTENANCE

PMC on-call support will give you direct access to a web team that is focused and knowledgeable about your site. We are available during normal business hours via phone and e-mail.

Charges for support services will be charged in 15-minute increments, including phone and e-mail responses, as needed to resolve client calls or e-mail requests. PMC will provide an upfront quote for any requested task that will take longer than one hour to complete.

The client will be billed at the end of each month for services provided in the prior month at PMC's standard billing rate of \$118 per hour. The invoice will include a description for each occurrence showing the tasks completed in the billed hour(s).

HOSTING, MAINTENANCE, AND SUPPORT

PMC has internal advanced and redundant hosting that includes the following features for \$126 a month.

- Hosting provided through PMC includes site backups, 24x7x365 uptime, and any server upgrades and maintenance needed.
- PMC staff is available by phone or e-mail from 9 a.m. to 5 p.m. Monday through Friday. We will reply to your inquiry within four hours or less.
- Site monitoring is performed every five minutes and will alert PMC of any site issues.
- We perform monthly vulnerability checks to ensure new threats are closed before they can be exploited.

Frequently Asked Questions

Hosting

- *What are our options for website hosting?*
PMC can provide hosting in our rackspace.com environment.
- *Are there any traffic/bandwidth limits?*
There are no bandwidth limits for standard content, but there may be additional cost if video hosting is required. Usually we suggest using Vimeo or YouTube to host video content.

Guarantee

- *Do you offer a server uptime guarantee? What are the terms of this guarantee?*
Service level meets 99.9% operability and accessibility 24x7x365.
- *How do we make sure the server is up?*
PMC monitors the site every five minutes for server outages. If the site is having issues, our staff is notified.

- *How many other websites does the server host?*
Currently we are hosting 22 sites on our dedicated servers at rackspace.com.
- *How often is our data on the website backed up?*
Web content is mirrored between two servers instantaneously. The content is also backed up off-site every hour, and a snapshot of the server is taken every night. Database data is backed up hourly externally. We keep backup data for two weeks.
- *How do we restore information following a crash?*
If PMC is hosting the site, any server/site crash would be resolved by PMC staff. Depending on the event, PMC will take the best path to correct the issue.

Maintenance and Support

- *What is the plan for ongoing maintenance of the server and CMS?*
Server maintenance and CMS hot-fixes are included as part of the hosting cost.
- *How much is maintenance per month?*
Please see the Proposed Budget section of this proposal.

What Does This Include?

- *Is ongoing support (questions about using CMS) included in maintenance costs?*
We have included three hours of PMC phone support/feature request each month. The Kentico option also includes direct support from Kentico, with no limit and no additional cost.

Software (CMS)

- *Will there be software upgrades?*
As part of our hosting plan, we have included monthly hot-fix upgrades. Major upgrades (moving from version to version) may require additional time to test and resolve issues before completing the upgrade.

PROPOSED BUDGET

HOSTING

Product	Cost
PMC Initial Setup <ul style="list-style-type: none"> • Migrate site to PMC hosting • Site and feature testing • Update domain name to point to new hosting 	\$2,124
PMC Hosting <ul style="list-style-type: none"> • Hosting support • Uptime monitoring • Backups • Vulnerability monitoring • Bimonthly hot-fix updates 	\$1,512 yearly

MAINTENANCE

Phase	Detail	Cost
On-Call Support	Rate for any needed task: phone/e-mail support, development or maintenance.	\$118 per hour

lu

C/CAG AGENDA REPORT

Date: May 14, 2015

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approve Resolution 15-17 authorizing the C/CAG Chair to execute Amendment Number 1 to the funding agreement with the Bay Area Water Supply and Conservation Agency (BAWSCA), extending the term through June 30, 2016 for an additional cost not to exceed \$25,000 for rain barrel rebates in San Mateo County.

(For further information or questions contact Matthew Fabry at 650 599-1419)

RECOMMENDATION

Review and approve Resolution 15-17 authorizing the C/CAG Chair to execute Amendment Number 1 to the funding agreement with the Bay Area Water Supply and Conservation Agency (BAWSCA), extending the term through June 30, 2016 for an additional cost not to exceed \$25,000 for rain barrel rebates in San Mateo County.

FISCAL IMPACT

Up to \$25,000 in Fiscal Year 2015-16.

SOURCE OF FUNDS

Funding for this program is included in the Draft Fiscal Year 2015-16 C/CAG budget for the Countywide Water Pollution Prevention Program.

BACKGROUND

Pursuant to Resolution 14-36, C/CAG collaborated with the Bay Area Water Supply and Conservation Agency (BAWSCA) to implement a pilot rain barrel rebate program in San Mateo County in Fiscal Year 2014-15. Rain barrels capture stormwater runoff from roofs that can then be used to water landscaping or gardens. Capturing stormwater in this fashion has water quality and quantity benefits, by reducing the amount of runoff and pollutants from individual properties that reach municipal storm drain systems, water conservation benefits through reducing potable water usage for outdoor irrigation needs, and education benefits by connecting the public with the importance of managing stormwater as a resource.

C/CAG provided \$25,000 to BAWSCA for the pilot program, of which \$5,000 was available for one-time program setup and marketing costs and \$1,250 for administrative costs. The remaining \$18,750 was available for countywide rebates, to be matched dollar-for-dollar by participating water supply agencies (BAWSCA's rebate programs are subscription-based, with agencies deciding annually the

rebate programs to which they will subscribe). C/CAG agreed to provide rebates of \$50 per installed barrel, with a maximum of two barrels per residential property and four for commercial, industrial, or institutional properties. In areas of the county where water agencies are participating, rebates are \$100 per barrel. The following San Mateo County water agencies (representing approximately 25% of the County's population) are participating in the pilot program:

- City of Brisbane
- Mid-Peninsula Water District (Belmont, portions of San Carlos and unincorporated county)
- City of Millbrae
- North Coast County Water District (Pacifica)
- Redwood City

The rain barrel rebate program launched in October of 2014. Through April, BAWSCA received applications for rebates for 319 rain barrels throughout San Mateo County and portions of Santa Clara and Alameda Counties. Of those, 244 were installed within San Mateo County, resulting in a total of \$12,200 in C/CAG rebates. Almost twice as many rain barrels were installed in locations where participating water agencies were matching C/CAG's rebates, indicating that greater rebates and local outreach likely increase participation in the program. BAWSCA has expended \$5,250 for setup, marketing, and administration costs, which are being matched via in-kind support from C/CAG's Countywide Water Pollution Prevention Program's public outreach arm and the participating water agencies.

Given the rate of rebate applications in San Mateo County during the first six months of the pilot program, C/CAG staff projects expending approximately \$22,000 of the \$25,000 budgeted for 2014-15. Given the success of the program and the worsening drought crisis, C/CAG staff recommends continuing the rain barrel rebate program in 2015-16 with an additional \$25,000 in C/CAG funding for ongoing program administration and rebates throughout San Mateo County. BAWSCA staff is supportive of continuing the program and expects, at a minimum, all currently participating water agencies to renew their participation for 2015-16. Program terms would remain the same. Funds will only be expended for rebate applications received, so any unused funds will remain in C/CAG's stormwater program budget. The proposed amendment limits program administration and marketing costs for the next year at \$3,000, a portion of which will be directed toward a new online rebate application system.

Resolution 15-17 authorizes the C/CAG Chair to execute Amendment Number 1 to the funding agreement with BAWSCA, extending the term through June 30, 2016 for an amount not to exceed \$25,000. Attachment 2 is the proposed amendment, which is subject to approval as to form by C/CAG's legal counsel prior to execution by the C/CAG Chair.

ATTACHMENTS

1. Resolution 15-17
2. Amendment No. 1 to the Funding Agreement with the Bay Area Water Supply and Conservation Agency

RESOLUTION 15-17

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE CHAIR TO EXECUTE AMENDMENT NUMBER 1 TO THE FUNDING AGREEMENT WITH THE BAY AREA WATER SUPPLY AND CONSERVATION AGENCY, EXTENDING THE TERM THROUGH JUNE 30, 2016 FOR AN ADDITIONAL COST NOT TO EXCEED \$25,000 FOR RAIN BARREL REBATES IN SAN MATEO COUNTY

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

WHEREAS, C/CAG's Countywide Water Pollution Prevention Program works with all 21 member agencies on programs to help keep pollution out of storm drains and subsequently impacting local creeks, the San Francisco Bay, and the Pacific Ocean; and

WHEREAS, California continues to experience devastating drought conditions and capturing rainwater via rain barrels has both pollution prevention and water conservation benefits by reducing the amount of stormwater and associated pollutants reaching municipal storm drainage systems and offsetting potable water usage for outdoor landscape watering needs; and

WHEREAS, C/CAG approved Resolution 14-36, authorized the C/CAG Chair to enter into an agreement with BAWSCA at a cost not to exceed \$25,000 for a Pilot Rain Barrel Rebate Program (Program) in San Mateo County in Fiscal Year 2014-15; and

WHEREAS, C/CAG and BAWSCA jointly agree to continue the Program in 2015-16 under the same terms and conditions.

NOW THEREFORE BE IT RESOLVED, the C/CAG Chair is authorized to execute Amendment No. 1 to the funding agreement with the Bay Area Water Supply and Conservation Agency, extending the term through June 30, 2016 at an additional amount not to exceed \$25,000 for rain barrel rebates in San Mateo County. 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 14TH DAY OF MAY, 2015.

Mary Ann Nihart, Chair

**AMENDMENT (No. 1) TO THE AGREEMENT BETWEEN THE CITY/COUNTY
ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AND THE BAY
AREA WATER SUPPLY AND CONSERVATION AGENCY (BAWSCA).**

WHEREAS, the Board of Directors of the City/County Association of Governments for San Mateo County (hereinafter referred to as C/CAG) and the Bay Area Water Supply and Conservation Agency (hereinafter referred to as BAWSCA) are parties to an agreement for a rain barrel rebate program in San Mateo County dated October 10, 2014 (the "Existing Agreement"); and

WHEREAS, BAWSCA and C/CAG wish to extend the Existing Agreement through June 30, 2016 for an additional cost not to exceed \$25,000;

IT IS HEREBY AGREED by C/CAG and BAWSCA that:

1. The Existing Agreement is amended to provide that its term is extended to June 30, 2016.
2. The Existing Agreement is amended to provide that the total payment for services shall not exceed \$50,000, based upon the receipt of invoices for the actual costs, and that additional costs for program setup, administration, and marketing are limited to \$3,000.
3. All other provisions of the Existing Agreement shall remain in full force and effect.
4. The terms hereof amending the Existing Agreement shall take effect upon signature by both parties.
5. In the event of a conflict between the terms of this Amendment and the terms of the Existing Agreement, the terms of this Amendment shall prevail.

For C/CAG:

For BAWSCA:

Mary Ann Nihart, Chair

Signature

Date: _____

By: _____

C/CAG AGENDA REPORT

Date: May 14, 2015

TO: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 15-18 authorizing the C/CAG Chair to execute Amendment No. 3 to the agreement between C/CAG and the City of San Carlos to provide financial services to C/CAG for an amount not to exceed \$80,430 for FY 2015-16

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

RECOMMENDATION:

Review and approval of Resolution 15-18 authorizing the C/CAG Chair to execute Amendment No. 3 to the agreement between C/CAG and the City of San Carlos to provide financial services to C/CAG for an amount not to exceed \$80,430 for FY 2015-16.

FISCAL IMPACT:

A total of \$80,430 for FY 2015-16. It is included in the proposed C/CAG budget for FY 15-16.

REVENUE SOURCE:

Member assessments, parcel fee, motor vehicle fee, and State/ Federal Transportation Funds.

BACKGROUND/ DISCUSSION:

The City of San Carlos is the Financial Agent for C/CAG. C/CAG annually negotiates a fee for these services. On June 14, 2012, C/CAG Board approved Resolution 12-42 authorizing the Chair to execute the agreement between C/CAG and City of San Carlos to provide financial services to C/CAG in an amount of \$73,600 for fiscal year 2012-13. On June 13, 2013, C/CAG Board approved Resolution 13-16 authorizing the Chair to execute Amendment No. 1 to said agreement in an amount of \$75,366 for fiscal year 2013-14. Amendment No. 1 also included additional language regarding background check for Management personnel. On May 8, 2014, C/CAG Board approved Resolution 14-10 authorizing Amendment No. 2 in an amount of \$77,700 for fiscal year 2014-15. A high level of service has been achieved by the City of San Carlos. All reports were provided on a timely basis. Additionally, the City of San Carlos staff has been very responsive to requests from C/CAG staff.

The City of San Carlos has proposed to increase the fee by approximately 2% over last year's fee, plus an additional fee of approximately \$1,800 to implement Government Accounting Standards Board (GASB) Statement No. 68, *Accounting and Financial Reporting for Pensions*. GASB 68, accounting for pensions and disclosures is a major change that requires working with auditors to ensure proper accounting in the financial statements and disclosures in the footnotes.

The cost for bank fees, storage, postage, as well as costs for audit services are not included in the original agreement or any amendment. Those costs are billed separately.

ATTACHMENT:

- Resolution 15-18
- Amendment No. 3.

RESOLUTION 15-18

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 BETWEEN C/CAG AND THE CITY OF SAN CARLOS TO PROVIDE FINANCIAL SERVICES TO C/CAG FOR A TOTAL OF \$83,300 FOR FY 2015-16

WHEREAS, the City/County Association of Governments (C/CAG) of San Mateo County is a Joint Powers Authority created by the Cities and the County; and,

WHEREAS, C/CAG utilizes the services of its member agencies in order to minimize staff and cost; and,

WHEREAS, the City of San Carlos has been designated as the C/CAG Financial Agent; and,

WHEREAS, C/CAG Resolution 12-42 (June 14, 2012) authorized the Chair to execute an agreement between C/CAG and City of San Carlos to provide financial services to C/CAG in an amount of \$73,000 for fiscal year 2012-13; and,

WHEREAS, C/CAG Resolution 13-16 (June 13, 2013) authorized the Chair to execute amendment No. 1 to said agreement to provide financial services to C/CAG in an amount of \$75,366 for fiscal year 2013-14; and

WHEREAS, C/CAG Resolution 14-10 (May 8, 2014) authorized the Chair to execute amendment No. 2 to said agreement to provide financial services to C/CAG in an amount of \$77,700 for fiscal year 2014-15; and

WHEREAS, the City of San Carlos has proposed a fee \$83,300 for the financial services for fiscal year 2015-16; and,

WHEREAS, C/CAG and the City of San Carlos wish to set forth the terms and conditions, funding, and scope of work for the financial services as provided in Amendment No. 3.

THEREFORE BE IT RESOLVED NOW, by the Board of Directors of the City/County Association of Governments of San Mateo County authorizing the Chair to execute Amendment No. 3 to the Financial Service Agreement for fiscal year 2015-16 between the City of San Carlos and C/CAG in an amount not to exceed **\$83,300**.

PASSED, APPROVED, AND ADOPTED THIS 14TH DAY OF MAY 2015.

Mary Ann Nihart, C/CAG Chair

AMENDMENT No. 3

AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE CITY OF SAN CARLOS AND CITY/COUNTY ASSOCIATION of GOVERNMENTS

This Third Amendment to the Agreement for Professional Services is made and entered into as of July 1, 2015, by and between the City of San Carlos, hereinafter referred to as "CITY" and the City/County Association of Governments, hereinafter referred to as "C/CAG".

WITNESSETH:

WHEREAS, on June 14, 2012, the City and C/CAG entered into an agreement for the performance of the agreed financial services by the City's Administrative Services Department through the Finance Division (the "Original Agreement"); and

WHEREAS, on July 1, 2013, the City and C/CAG executed Amendment One to the Original Agreement which adjusted the compensation, added background check requirement for certain City employees providing financial services to C/CAG, amended scope of services to include City serving as C/CAG's Controller with duties limited to making or contracting for an annual audit, and amended Notice delivery to Sandy Wong; and

WHEREAS, on July 1, 2014, the City and C/CAG executed Amendment Two to the Original Agreement which adjusted the compensation; and

WHEREAS, pursuant to Section B.3 set forth in Exhibit A of the Original Agreement, the City will provide financial services to C/CAG for a fixed annual fee and this fixed fee will be adjusted on an annual basis; and

WHEREAS, both parties now wish to amend that section of the Agreement for Professional Services.

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

1. C/CAG agrees to reimburse CITY for Financial Services. The fixed annual fee for FY 2016 (July 1, 2015 to June 30, 2016) will be adjusted from \$77,700 to \$80,430
2. All other terms of the Original Agreement, as amended by Amendment One thereto, remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this amendment to the Original Agreement between C/CAG and the City of San Carlos to be executed effective as of the date first above written.

CITY OF SAN CARLOS

DATE: _____

Jeff Maltbie, City Manager

C/CAG

DATE: _____

Mary Ann Nihart, Chair

APPROVED AS TO FORM

DATE: _____

Gregory J Rubens, City Attorney

APPROVED AS TO FORM

DATE: _____

C/CAG Legal Counsel

C/CAG AGENDA REPORT

Date: May 14, 2015
To: C/CAG Board of Directors
From: Sandy Wong, Executive Director
Subject: Receive a presentation from the County of San Mateo regarding a potential Countywide Water Management Agency and discuss potential C/CAG involvement.

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

RECOMMENDATION

That the C/CAG Board receive a presentation from the County of San Mateo regarding a potential Countywide Water Management Agency and discuss potential C/CAG involvement.

FISCAL IMPACT

Unknown.

SOURCE OF FUNDS

N/A

ATTACHMENTS

None

C/CAG AGENDA REPORT

Date: May 14, 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.

In the last couple of months the C/CAG Legislative Committee and C/CAG Board has been informed that the legislature has a strong interest in transportation funding this session. A few months ago, the language for several of the bills of interest were still being developed and amended. At this time much of the bill language has been developed to a point where a decision to support bills can be made.

On the May 14, 2015, the Legislative Committee will discuss staff recommendations to send letters of support for AB 194 (Frazier), AB 464 (Mullin), ACA 4 (Frazier), SB 16 (Beall), and SB 321 (Beall). The Legislative Committee's recommendation will be presented at the Board meeting.

AB 194 would authorize regional transportation agencies to apply to the California Transportation Commission for the establishment of a high-occupancy toll (HOT) lane on a highway in California instead of having to go through a legislative process.

AB 464 would increase the maximum combined rate of all taxes imposed in a county under the Transaction and Use Tax Law from 2% to 3%.

ACA 4 would lower the voter-threshold for the imposition, extension, or increase of a special tax for the purpose of funding local transportation projects, from two-thirds to 55 percent.

SB 16 is a multi-faceted transportation funding package, resulting in an approximately \$3 billion annual increase in transportation funding. This bill increases taxes and fees, and creates new fees, over time as follows: Gasoline excise tax: \$0.10/gallon, Diesel excise tax: \$0.12/gallon, Vehicle license fee: for non-commercial vehicles, 0.07% each year so that the VLF is 1.00% by July 1, 2019, Vehicle registration fee: \$35 per vehicle plus an additional \$100 for zero-emission vehicles

SB 321 would help smooth the volatility of gasoline tax revenue by altering the administrative process utilized by the Board of Equalization (BOE) to adjust the excise tax on gasoline. This bill would require BOE to base its projected gas price estimate on an average of the previous four years' actual prices and the estimated price for the current year; allow BOE to spread any large adjustment across up to three years (instead of one); and allow BOE to adjust the excise tax rate more frequently than annually in cases where fuel prices will clearly affect projected versus actual revenue.

ATTACHMENTS

1. April 30, 2015 State Legislative Update from Shaw/ Yoder/ Antwih Inc.
2. Draft letter of support for AB 194.
3. Draft letter of support for AB 464.
4. Draft letter of support for ACA 4.
5. Draft letter of support for SB 16.
6. Draft letter of support for SB 321.
7. Full Legislative information is available for specific bills at <http://leginfo.legislature.ca.gov/>



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

DATE: April 30, 2015
TO: Board Members, City/County Association of Governments, San Mateo County
FROM: Andrew Antwih and Matt Robinson, Shaw / Yoder / Antwih, Inc.
RE: STATE LEGISLATIVE UPDATE – May 2015

Legislative Update

May 1 marked the last day for policy committees to meet and report bills deemed to have a fiscal impact to the Appropriations Committee for consideration. The Legislature has until May 29 to finish with policy and fiscal committees and report bills to the floor. The Legislature will break for Summer Recess on July 17. We have flagged several bills for C/CAG's consideration and discuss some of the more relevant bills under ***Bills of Interest***, below.

May Revise

On May 14, the Governor will release an update to his January proposed budget, known as the "May Revise." While we don't expect much in terms of new transportation funding proposals, we anticipate the Administration will provide a revised expenditure plan for excess Cap and Trade revenues that have been generated through the auctions in 2014-15. Initially, the auctions were estimated by the Administration to generate approximately \$550 million in 2014-15. As of the last auction, the state is exceeding that projection by approximately \$315 million. With one more auction left in the fiscal year, we could see Cap and Trade revenues exceeding projections by almost \$1 billion. We will provide a detailed update on the May Revise to the C/CAG Board after its release.

Transportation Funding Proposal Introduced

On April 15, Senator Jim Beall (D-San Jose) introduced Senate Bill 16, a comprehensive funding package that, through a mix of revenue sources, would ultimately dedicate approximately \$3-\$3.5 billion annually to transportation. Specifically, Senator Beall's proposal would do the following:

- Increase the excise tax on gasoline by 10 cents in year one;
- Increase the excise tax on diesel fuel by 12 cents in year one;
- Increase the Vehicle License Fee by 35 percent (totaling 1 percent) over five years;
- Increase vehicle registration fee by \$35;
- New vehicle registration fee of \$100 for zero-emission vehicles;
- Repayment of transportation loans.

Senator Beall proposes to distribute the new revenues generated by his proposal to cities and counties for local streets & roads maintenance (47.5 percent), to the state for highway and bridge maintenance (47.5 percent), and set aside funding for a state-local partnership program for new self-help counties (5 percent). In San Mateo County, this would mean approximately \$26-\$33 million annually. Please see below for a breakdown of these funds between the County and the cities within San Mateo County (using both an assumption of \$1.3 billion to \$1.7 billion to cities and counties).

SAN MATEO COUNTY	11,717,938	15,065,921
ATHERTON	153,220	196,997
BELMONT	538,703	692,618
BRISBANE	89,875	115,554
BURLINGAME	602,109	774,140
COLMA	36,611	47,072
DALY CITY	2,198,361	2,826,464
EAST PALO ALTO	679,976	874,255
FOSTER CITY	652,472	838,893
HALF MOON BAY	271,208	348,695
HILLSBOROUGH	234,008	300,867
MENLO PARK	667,238	857,878
MILLBRAE	458,503	589,504
PACIFICA	820,073	1,054,379
PORTOLA VALLEY	95,838	123,221
REDWOOD CITY	1,638,239	2,106,307
SAN BRUNO	898,427	1,155,120
SAN CARLOS	592,657	761,987
SAN MATEO	2,030,477	2,610,613
SOUTH SAN FRANCISCO	1,336,099	1,717,842
WOODSIDE	116,385	149,638

In February, the Assembly Speaker sketched out a transportation funding plan that differs substantially from the plan released by Senator Beall. We anticipate the Assembly will be releasing a more detailed proposal in the coming weeks.

San Mateo County Projects Competing for Cap and Trade Funding

Projects submitted by local agencies within San Mateo County – the City of South San Francisco and Caltrain submitted full applications for the Affordable Housing and Sustainable Communities Program. The Council is scheduled to announce the first round of awards in mid-June. South San Francisco is requesting \$7.7 million for its project which focuses on compete streets improvements to better link the surrounding community to transit. Caltrain is requesting \$4.7 million for improvements to the South San Francisco Caltrain Station that consist of new and enhanced station platforms, track and signal improvements, a new pedestrian and bicycle underpass, a new shuttle drop-off location and a new station plaza. **We encourage members of the Board to submit letters of support to the Council in support of these projects.**

Bills of Interest

ACA 4 (Frazier) Lower-Voter Threshold for Transportation Taxes

This bill would lower voter approval requirements from two-thirds to 55 percent for the imposition of special taxes used to provide funding for transportation purposes. **We recommend the C/CAG Board take a position of SUPPORT on this bill.**

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 (e.g. 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. *We recommend the C/CAG Board take a position of SUPPORT on this bill.*

AB 227 (Alejo) Vehicle Weight-Fees

This bill would undo the statutory scheme that allows vehicles weight fees from being transferred to the general fund from the State Highway Account to pay debt-service on transportation bonds and requires the repayment of any outstanding loans from transportation funds by December 31, 2018. **The Board is in SUPPORT of this bill.**

AB 378 (Mullin) US 101 Congestion Relief (2-year Bill)

This bill is a placeholder for legislation that will eventually target congestion relief on US 101. The author began meeting with stakeholder groups, including C/CAG, to discuss solutions to the US 101. This will be an ongoing effort and the bill may not move until next year.

AB 464 (Mullin) Local Sales Tax Limit Increase

This bill would increase, from 2 percent to 3 percent, the statewide cap on sales tax at the local level. Currently, the statewide sales tax may not exceed 9.5 percent when combined with any local sales tax. This would increase the overall limit to 10.5 percent. *We recommend the C/CAG Board take a position of SUPPORT on this bill.*

AB 1098 (Bloom) Congestion Management Plans (2-year Bill)

This bill would delete the level of service standards as an element of a congestion management planning and revise and recast the requirements for other elements of a congestion management program by requiring performance measures to include vehicle miles traveled, air emissions, and bicycle, transit, and pedestrian mode share.

AB 1362 (Gordon) Constitutional Stormwater Definition

The Constitution requires a majority vote of impacted property owners vote or a two-thirds vote of all voters living within a designated area in order to impose a property-related fee. Exempt from these provisions are fees for sewer, water, and refuse collection services. Fees for these services follow a protest procedure wherein if a majority of property owners write in protest of the new fee, it shall not be imposed. To interpret the Constitution, statute defines certain terms. This bill would add a definition of “stormwater” in anticipation of a Constitutional Amendment to add it to the fees subject to protest process as opposed to seeking voter approval.

SB 16 (Beall) Transportation Funding

This bill would increase several taxes and fees for the next five years, beginning in 2015, to address issues of deferred maintenance on state highways and local streets and roads. Specifically, this bill would increase both the gasoline and diesel excise taxes by 10 and 12 cents, respectively; increase the vehicle registration fee; increase the vehicle license fee; redirect truck weight fees; and repay outstanding transportation loans. As a result,

transportation funding would increase by approximately \$3-\$3.5 billion per year. *We recommend the C/CAG Board take a position of SUPPORT on this bill.*

SB 32 (Pavley) Extension of the California 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 (e.g. 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.

SB 321 (Beall) Stabilization of Gasoline Excise Tax

The gas tax swap replaced the state sales tax on gasoline with an excise tax that was set at a level to capture the revenue that would have been produced by the sales tax. The excise tax is required to be adjusted annually by the BOE to ensure the excise tax and what would be produced by the sales tax remains revenue neutral. This bill would, for purposes of adjusting the state excise tax on gasoline, require the BOE to use a five-year average of the sales tax when calculating the adjustment to the excise tax. *We recommend the C/CAG Board take a position of SUPPORT on this bill.*

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May 15, 2015

The Honorable Jim Frazier
Chair, Assembly Transportation Committee
P.O. Box 942849, Room 3091
Sacramento, CA 94249-0030

RE: **SUPPORT** for Assembly Bill 194 (Frazier)

Dear Assembly Member Frazier:

The City/County Association of Governments of San Mateo County (C/CAG), the Congestion Management Agency (CMA) for San Mateo County, is pleased to write to you today in **SUPPORT** of AB 194. This bill would authorize regional transportation agencies to apply to the California Transportation Commission for the establishment of a high-occupancy toll (HOT) lane on a highway in California.

Current state law authorizes the establishment of a limited number of HOT lanes in the state. In the Bay Area two HOT lanes have been established on I-680 and I-880/SR-237, both in Santa Clara County. Recently, the California State Transportation Agency, through the California Transportation Infrastructure Priorities Working Group, identified HOT lanes as a means for reducing congestion and maintaining the state highway system. As a result, the Administration put forth a proposal consistent with AB 194 as part of this year's proposed budget, acknowledging their desire to work with the Legislature to expand the HOT lane program.

The nine-county Bay Area experiences some of the worst congestion in the nation. In San Mateo County, US 101, which serves as the primary corridor between San Jose and San Francisco, is significantly delayed during commute hours. C/CAG has recently completed projects designed to reduce congestion, such as ramp metering, but additional options, such as HOT lanes, warrant consideration. This bill would provide regional transportation agencies with an additional tool to address congestion by authorizing these agencies to work with the state to establish HOT lanes.

We **SUPPORT** AB 194 and appreciate your efforts to provide local agencies the authority to address congestion on the regional highway system. Please feel free to contact Sandy Wong, the C/CAG Executive Director, at slwong@smcgov.org with any questions or concerns.

Sincerely,

Mary Ann Nihart, Chair
City/County Association of Governments of San Mateo County

Cc: Assembly Member Richard Gordon
Assembly Member Kevin Mullin
Assembly Member Phil Ting
Senator Jerry Hill

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May 15, 2015

The Honorable Kevin Mullin
P.O. Box 942849, Room 3160
Sacramento, CA 94249-0030

RE: **SUPPORT** for Assembly Bill 464 (Mullin)

Dear Assembly Member Mullin:

The City/County Association of Governments of San Mateo County (C/CAG), the Congestion Management Agency (CMA) for San Mateo County, is pleased to write to you today in **SUPPORT** of AB 464. This bill would increase the maximum combined rate of all taxes imposed in a county under the Transaction and Use Tax Law from 2% to 3%.

Currently, cities and counties are authorized to levy a transactions and use tax for general purposes, provided the combined rate of all taxes imposed in the county, in accordance with the Transaction and Use Tax Law, does not exceed 2%. Many cities and counties across the state are currently at, or approaching, the existing limit. In San Mateo County, the Cities of Half Moon Bay, San Mateo, and Hillsdale are at or near the cap. In recent years, the Legislature has created a string of exceptions to this rule by raising the cap for certain jurisdictions through the passage, and subsequent enactment, of jurisdiction-specific bills.

We support this bill because it would create uniformity in the application of the Transaction and Use Tax Law and provide the opportunity for local jurisdictions to add additional voter-approved transaction and use taxes. In doing so, this bill would provide additional flexibility for cities and counties to invest in critical services, like transportation.

We **SUPPORT** AB 464 and appreciate your efforts to provide local agencies with additional flexibility as they determine how to fund their infrastructure needs.

Please feel free to contact Sandy Wong, the C/CAG Executive Director, at slwong@smcgov.org with any questions or concerns.

Sincerely,

Mary Ann Nihart, Chair
City/County Association of Governments of San Mateo County

Cc: Assembly Member Kevin Mullin
Senator Jerry Hill
Assembly Member Richard Gordon

C/CAG

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May 15, 2015

The Honorable Jim Frazier
Chair, Assembly Transportation Committee
P.O. Box 942849, Room 3091
Sacramento, CA 94249-0030

RE: **SUPPORT** for Assembly Constitutional Amendment 4 (Frazier)

Dear Assembly Member Frazier:

The City/County Association of Governments of San Mateo County (C/CAG), the Congestion Management Agency (CMA) for San Mateo County, would like to thank you for introducing ACA 4, and to voice our SUPPORT for this much-needed constitutional amendment, which would lower the voter-threshold for the imposition, extension, or increase of a special tax for the purpose of funding local transportation projects, from two-thirds to 55 percent.

As you know, the California Constitution conditions the imposition of a special tax by a city, county, or special district upon the approval of two-thirds of the voters of the city, county, or special district voting on that tax. In recent years, this supermajority requirement has resulted in several major local transportation sales tax proposals narrowly failing passage. For example, Measure J (2012) in Los Angeles County received 66.1 percent approval and Measure B1 (2012) in Alameda County received 66.53 percent approval, just short of the 66.7 percent voter-threshold. Both measures would have passed decisively under the revised voter-threshold proposed by this constitutional amendment. San Mateo County, through Measure A, voted to assess a half-cent sales tax to fund transportation improvements in the County and may be looking to invest more local funding in transportation in the coming years.

By lowering the voter-threshold for the imposition, extension, or increase of a special tax for the purpose of funding local transportation projects from two-thirds to 55%, this constitutional amendment would provide a city, county or special district with a renewed ability to generate new revenue to fund much-needed local transportation projects that increase access to jobs and schools, reduce traffic congestion and improve air quality.

We **SUPPORT** ACA 4 and appreciate your efforts to make it easier for local agencies to access additional transportation funding as the state and local agencies continue to face significant shortfalls.

Please feel free to contact Sandy Wong, the C/CAG Executive Director, at slwong@smcgov.org with any questions or concerns.

Sincerely,

Mary Ann Nihart, Chair
City/County Association of Governments of San Mateo County

Cc: Assembly Member Kevin Mullin
Senator Jerry Hill
Assembly Member Richard Gordon

C/CAG

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May 15, 2015

The Honorable Jim Beall
Chair, Senate Transportation and Housing Committee
State Capitol, Room 5066
Sacramento, CA 94249-0030

RE: **SUPPORT** for SB 16 (Beall)

Dear Senator Beall:

The City/County Association of Governments of San Mateo County (C/CAG), the Congestion Management Agency (CMA) for San Mateo County, is pleased to write to you today in **SUPPORT** of SB 16. This bill would phase in a multi-faceted transportation funding package, resulting in an approximately \$3 billion annual increase in transportation funding.

San Mateo County faces significant funding shortfalls to maintain our local streets & roads and improve the state highway system in our county. To fully address our local street and road funding shortfall, San Mateo County would need almost \$1.6 billion over the next 10 years. This bill, through a combination of fuel tax, vehicle registration fee, and vehicle license fee increases, would provide billions of dollars over that same timeframe to cities and counties. Of the new revenue generated, 47.5 percent would be distributed to cities and counties, resulting in an estimated \$26-\$32 million annually in new funding flowing to San Mateo County for transportation projects. Similarly, this bill would provide approximately \$1.3-\$1.7 billion annually for projects on the state highway system, which faces similar funding shortfalls in our county.

We **SUPPORT** SB 16 and appreciate your efforts to provide both state and local agencies the additional resources necessary to address our transportation infrastructure needs. Please feel free to contact Sandy Wong, the C/CAG Executive Director, at slwong@smcgov.org with any questions or concerns.

Sincerely,

Mary Ann Nihart, Chair
City/County Association of Governments of San Mateo County

Cc: Assembly Member Richard Gordon
Assembly Member Kevin Mullin
Assembly Member Phil Ting
Senator Jerry Hill

C/CAG

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May 15, 2015

The Honorable Jim Beall
Chair, Senate Transportation and Housing Committee
State Capitol, Room 5066
Sacramento, CA 94249-0030

RE: **SUPPORT** for SB 321 (Beall)

Dear Senator Beall:

The City/County Association of Governments of San Mateo County (C/CAG), the Congestion Management Agency (CMA) for San Mateo County, is pleased to write to you today in **SUPPORT** of SB 321. This bill would help smooth the volatility of gasoline tax revenue by altering the administrative process utilized by the Board of Equalization (BOE) to adjust the excise tax on gasoline.

Specifically, this bill would require BOE to base its projected gas price estimate on an average of the previous four years' actual prices and the estimated price for the current year; allow BOE to spread any large adjustment across up to three years (instead of one); and allow BOE to adjust the excise tax rate more frequently than annually in cases where fuel prices will clearly affect projected versus actual revenue.

Currently, BOE plans to impose a six-cent reduction in the gasoline excise tax beginning on July 1, 2015, lowering the excise tax rate from 18 cents to 12 cents. This action is projected to result in the loss of almost \$1 billion in transportation funds. Of this amount, approximately \$440 million is directed to cities and counties. San Mateo County, like most jurisdictions throughout the state, is facing a significant funding shortfall in maintaining our local street and road network. If the BOE's planned reduction takes affect, over \$7 million would not flow to San Mateo County in 2015-16, exacerbating our already existing deficit. This legislation is necessary because it would lessen the impact felt by local agencies as we strive to secure critical transportation funding.

We **SUPPORT** SB 321 and appreciate your efforts to lessen the impacts of the BOE's action. Please feel free to contact Sandy Wong, the C/CAG Executive Director, at slwong@smcgov.org with any questions or concerns.

Sincerely,

Mary Ann Nihart, Chair
City/County Association of Governments of San Mateo County

Cc: Assembly Member Richard Gordon
Assembly Member Kevin Mullin
- Assembly Member Phil Ting -
Senator Jerry Hill

C/CAG AGENDA REPORT

Date: May 14, 2015

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 15-14 reauthorizing the San Mateo County Congestion Relief Plan for four years from July 1, 2015 to June 30, 2019.
(Requires special voting procedures)

(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 15-14 reauthorizing the San Mateo County Congestion Relief Plan for four years from July 1, 2015 to June 30, 2019 (Requires special voting procedures).

FISCAL IMPACT

If reauthorized, the Congestion Relief Plan will receive \$1.85 million per year for four years.

SOURCE OF FUNDS

Annual funding to support the programs under the Congestion Relief Plan is derived primarily from C/CAG member assessment of \$1.85 million.

Local jurisdictions applying for the Local Transportation Services Program are required to provide a minimum 50% match for services provided.

State Transportation Improvement Program (STIP) and/ or Federal Congestion Mitigation and Air Quality (CMAQ) are additional potential sources of funds that are available through competitive grants. Competitive grant funds are not identified at this time.

BACKGROUND

The San Mateo Congestion Relief Plan was first adopted by C/CAG on February 8, 2002 in response to traffic congestion measurements, at a number of locations throughout the County, which exceeded the standards adopted by C/CAG under the Congestion Management Program (CMP). The CMP is a legal requirement (California Government Code Section 65089(b)(1)(A)), enforceable with financial penalties, and requiring deficiency plans when the congestion exceeds set standards. The Congestion Relief Plan was developed to serve as a Countywide Deficiency Plan such that the individual cities and the County would not have to develop multiple deficiency plans with corresponding implementation costs.

The alternative to a Countywide Deficiency Plan would be for each individual jurisdiction to research, develop, fund, and implement its own Deficiency Plan. Agencies would potentially have to contribute to multiple deficiency plans some outside their jurisdiction where they contribute 10% or more trips at the deficient location. This could result in unpredictable cost/impact to the local agencies.

In 2002, the C/CAG Board determined that a countywide approach would be more cost-effective and provide more comprehensive benefits to the overall transportation system in the County. The adoption of the Congestion Relief Plan relieved all San Mateo County jurisdictions from having to fix the specific congested locations that triggered a deficiency, and any locations that might trigger a deficiency in the subsequent five years.

Adopting the Congestion Relief Plan provides an opportunity to create a program that makes an impact on congestion. The Congestion Relief Plan was developed to respect and support the economic development efforts made by local jurisdictions. Since economic prosperity tends to create severe traffic congestion which also threatens economic growth, the Congestion Relief Plan was designed to find ways to improve mobility Countywide and in every jurisdiction without halting economic growth.

The Congestion Relief Plan is also designed to be used as matching funds to leverage other competitive federal, state, and local grants that align with program goals. This approach has provided more impact with the invested funds.

The C/CAG Board authorizes the Congestion Relief Plan for a period of 4 years and all jurisdictions make financial contributions to the Plan based on population and trip generation. The last re-authorization in 2011 was based on 2009 population percentages and 2005 trip generation data. The proposed assessment is updated to reflect 2014 population percentages and 2013 trip generation data as shown on Attachment A. Resolution 15-07 adopted on February 12, 2015 established the population data to be used by C/CAG.

San Mateo Congestion Relief Plan Benefits to Cities and County

Contribution to a Countywide Deficiency Plan is a fixed cost that provides immunity from localized deficiency plans. This approach is more fiscally efficient than each agency developing and implementing multiple localized Deficiency Plans.

Much of the Congestion Relief Plan assessment fees are distributed back to local agencies in the form of planning grants, shuttle grants, use of the Peninsula Traffic Congestion Relief Alliance services at low or no cost, and installation of intelligent transportation system equipment for operational improvements at no cost, and development of model programs, plans, and templates for local jurisdiction use.

Proposed Program Revisions

In 2015, it is estimated that the ramp metering will be completed and turned on at all of the planned locations in San Mateo County. Also, the bay area region is beginning to focus more on the links between housing and transportation. To accommodate this new focus, it is proposed to move the “Ramp Meter” program funds to “Linking Transportation and Land Use”.

Due to the varied expenditure needs from year to year, the current Congestion Relief Plan

provides flexibility to shift funds between the sub-items under Item 4 (Linking Transportation and Land Use) as long as the overall total for Item 4 does not exceed \$600,000, subject to C/CAG annual budget approval.

The 2011 reauthorization of an annual \$1.85 million in member assessments for the Congestion Relief Plan was used to finance the programs shown on the table below. It is proposed that the 2015 reauthorization of this Plan be held at the same 2011 member assessment level and that the Plan include the revised programs as shown on the table below.

2011-2015 Plan		2015-2019 Proposed Plan		
1	Employer-Based Shuttle and Local Transportation Services Program	\$500,000	Employer-Based Shuttle and Local Transportation Services Program	\$500,000
2	Travel Demand Management	\$550,000	Countywide Travel Demand Management	\$550,000
3	Intelligent Transportation Systems (ITS)/ Traffic Operational Improvement Strategies	\$200,000	Countywide Intelligent Transportation System (ITS) Program / Traffic Operational Improvement Strategies	\$200,000
4	Ramp Metering	\$100,000	Program to be removed	0
5	Linking Transportation and Land Use: 5A. Major Corridors Planning Grants 5B. Transportation Improvement Strategy to Reduce Green House Gases 5C. General Climate Action Plan Activities 5D. Sustainable Communities Strategy (SCS) Activities, Linking Housing with Transportation.	\$500,000	Linking Transportation and Land Use: 4A. Innovative Trip Reduction Strategies and Major Corridors Studies 4B. Transportation Improvement Strategy to Reduce Green House Gases 4C. Climate Action Plan Activities 4D. Sustainable Communities Strategy (SCS) Activities, Linking Housing with Transportation.	\$600,000
Total		\$1,850,000	Total	\$1,850,000

On April 16, 2015 the proposed reauthorization of the Congestion Relief Plan was presented to the C/CAG CMP Technical Advisory Committee (TAC). The TAC recommended approval to reauthorize the proposed Congestion Relief Program with two goal modifications to the Countywide Intelligent Transportation System (ITS) Program / Traffic Operational Improvement Strategies (No. 3). First, the TAC requested adding a goal to extend ITS improvements on the US 101 corridor north to the San Francisco county line. Second was a request to add El Camino Real to the existing goal of defining ITS strategies for US 101, SR 92, and I-280.

On April 27, 2015 the proposed reauthorization of the Congestion Relief Plan was presented to the C/CAG Congestion Management and Environmental Quality (CMEQ) Committee. Instead of increasing Transportation Improvement Strategy to Reduce Green House Gases (4B) by \$100,000, staff presented the change by maintaining the funding level of (4B) at \$100,000 and increasing the fund of Climate Action Plan Activities (4C) by \$100,000, to better reflect the typical amount of spending on this sub-program. The CMEQ committee recommended reauthorizing the proposed Congestion Relief Program with the staff changes.

ATTACHMENTS

1. Resolution 15-14 Reauthorizing the San Mateo County Congestion Relief Plan
2. Attachment A Congestion Relief Plan Assessment
3. Attachment B Congestion Relief Plan Program Details

RESOLUTION 15-14

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY REAUTHORIZING THE SAN MATEO COUNTY CONGESTION RELIEF PLAN FOR FOUR YEARS FROM JULY 1, 2015 TO JUNE 30, 2019.

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

WHEREAS, the City/County Association of Governments (C/CAG) of San Mateo County is the designated Congestion Management Agency (CMA) for San Mateo County; and, and

WHEREAS, State law requires monitoring of the Congestion Management Network; and

WHEREAS, any deficient corridor or interchange will require the development of a deficiency plan with mitigation that may include all the cities and the County; and

WHEREAS, the San Mateo County Congestion Relief Plan was in effect from July 1, 2011 thru June 30, 2015, and

WHEREAS, the San Mateo County Congestion Relief Plan has been demonstrated to be an effective program that included, Intelligent Transportation System Plans, Countywide Travel Demand Management, funded local and employer shuttles, Intelligent Transportation Systems and Traffic Operational Improvement Strategies, and activities Linking Transportation and Land Use, and

WHEREAS, the reauthorization of the San Mateo County Congestion Relief Plan will include, Intelligent Transportation System and Traffic Operational Improvement Strategies, Countywide Travel Demand Management, Funding for Local and Employer Shuttles, and Activities Linking Transportation and Land Use, and

WHEREAS, the San Mateo County Congestion Relief Plan has proven beneficial to the Cities and the County by providing a simple predictable way to address transportation deficiencies caused by development.

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the City/County Association of Governments of San Mateo County to reauthorize the San Mateo County Congestion Relief Plan for a four-year term with an assessment of \$1,850,000. The new Congestion Relief Plan will start July 1, 2015 and expire June 30, 2019.

PASSED, APPROVED, AND ADOPTED, THIS 14TH DAY OF MARCH 2015.

Mary Ann Nihart, Chair

Congestion Relief Plan Assessment *

Attachment A

	Population (as of 1/1/14)	% of Total Population	2013 % of Trip Generation	Average of Population & Trip Gen %	Member Assesment
Atherton	6,917	0.93%	0.89%	0.91%	\$16,831
Belmont	26,559	3.56%	3.08%	3.32%	\$61,473
Brisbane	4,431	0.59%	0.77%	0.68%	\$12,626
Burlingame	29,685	3.98%	5.49%	4.74%	\$87,639
Colma	1,470	0.20%	0.83%	0.52%	\$9,546
Daly City	105,076	14.10%	10.15%	12.12%	\$224,309
East Palo Alto	28,934	3.88%	2.16%	3.02%	\$55,876
Foster City	32,168	4.32%	3.99%	4.15%	\$76,848
Half Moon Bay	11,721	1.57%	1.77%	1.67%	\$30,903
Hillsborough	11,260	1.51%	1.08%	1.30%	\$23,994
Menlo Park	32,896	4.41%	5.43%	4.92%	\$91,041
Millbrae	22,605	3.03%	2.91%	2.97%	\$54,972
San Francisco	38,292	5.14%	4.07%	4.60%	\$85,143
North San Francisco	4,480	0.60%	0.58%	0.59%	\$10,968
Redwood City	80,768	10.84%	12.62%	11.73%	\$216,987
San Bruno	43,223	5.80%	5.80%	5.80%	\$107,342
San Carlos	29,219	3.92%	4.19%	4.06%	\$75,022
San Mateo	100,106	13.43%	15.47%	14.45%	\$267,368
South San Francisco	65,710	8.82%	8.72%	8.77%	\$162,255
Woodside	5,496	0.74%	0.77%	0.75%	\$13,942
San Mateo County	64,177	8.61%	9.22%	8.91%	\$164,916
Assessment	745,193	100%	100%	100%	\$1,850,000

* Assessment is based on the % of population and Countywide automobile trips generated by jurisdiction.

**SAN MATEO COUNTY CONGESTION RELIEF PLAN
REAUTHORIZATION**

PROGRAM DETAILS FOR 7/1/2015 – 6/30/2019

Adopted on 6/14/2012

1. Employer-Based Shuttle Program and Local Transportation Services.

The Employer-Based Shuttle Program focuses on connecting employment centers to transit centers (BART, Caltrain, and Ferry) and the Local Transportation Services Program provides funds for local jurisdictions or their designees to provide transportation services for its residents that meet the unique characteristics and needs of that jurisdiction. Under the Local program, jurisdictions have the flexibility to determine the best mix of services, which sometimes results in combining commuter service, school service, services for special populations, on-demand services, and mid-day service.

Both Employer-Based Shuttle and Local Transportation Services Program funds are awarded through a competitive process. The program requires that each project sponsor provide a match of funds and in-kind services equal to 50% of the total service cost.

For both the Employer-Based Shuttle and Local Transportation Services Program, the San Mateo County Transportation Authority reimburses C/CAG up to 50% of funds it disperses for shuttle services upon invoice.

Proposed: There is no proposed change to program implementation. The annual fund level for the two programs is currently \$500,000. It is proposed that the new authorization remain at the same level of funding.

Proposed Goals:

- To increase shuttle usage, thereby increasing transit use, and thereby reducing congestion.
- Leverage fund sources to expand shuttle services.

2. Countywide Travel Demand Management Program.

The Countywide Travel Demand Management (TDM) Program is operated by the Peninsula Traffic Congestion Relief Alliance (Alliance). Examples of TDM type projects include but are not limited to voluntary trip reduction program, work with employers to reduce peak commute trips, employer based shuttle development and management, employer alternative commuting support services, school carpool programs, alternative commute incentive programs.

The Alliance has been extremely successful in meeting the needs of the individual communities, city and county governments, and employers throughout San Mateo County.

Proposed: There is no proposed change to program implementation. The annual fund level for this program is currently \$550,000. It is proposed that the new authorization remain at the same

level of funding.

Proposed Goals:

- Increase transit use and use of alternative commute options through education and incentives.
- Reduce single occupant vehicle trips through education and incentives.

3. Countywide Intelligent Transportation System (ITS) Program / Traffic Operational Improvement Strategies.

Under the original Congestion Relief Plan a Countywide Intelligent Transportation System (ITS) Plan was developed. It is anticipated that funding under this Program will be used for design and implementation of individual components of the ITS Plan.

In addition, Caltrans has developed a Corridor System Management Plan (CSMP) which studies the US 101 Corridor from the San Francisco County line to Santa Clara County line. Caltrans has also developed a Transportation Concept Report (TCR) for Interstate 280 and State Route 92. The CSMP identifies current management strategies, existing travel conditions and mobility challenges, corridor performance management, planning management strategies, and capital improvements. TCRs are long-range planning documents that appraise existing conditions and maintenance needs, analyze imminent population and job growth scenarios, then, in accord with local governments and planning agencies, suggest strategies to cope with both current and future mobility challenges.

It is anticipated that funding under this Program will be used to study, design, or implement roadway and freeway operational and safety improvement strategies. This also includes funding technological strategies that support congestion reduction along major corridors.

Proposed: The annual fund level for this program is currently \$200,000. It is proposed that the new authorization remain at the same level of funding.

Proposed Goals:

- Analyze the causes of congestion and identify solutions to mitigate congestion.
- Support and implement solutions that utilize technology for congestion reduction and traffic operation improvements.
- Implement and operate the San Mateo Smart Corridors.
- Extend ITS improvements on the US 101 corridor north to the San Francisco county line.
- Define ITS strategies for US 101, SR 92, I-280, and El Camino Real.

4. Linking Transportation and Land Use.

4A. Innovative Trip Reduction Strategies and Corridors Studies.

This program was originally designed to provide local matching funds to incentivize planning and facilitate implementation of El Camino Real “Grand Boulevard Initiative” type projects, consistent with C/CAG goals and policies.

Under the 2011 reauthorization, this program was expanded to apply to other major corridors to address traffic congestion and to support the economy by enhancing the movement of people and

goods. As part of this reauthorization, it is also proposed to fund innovative strategies to reduce auto commute trip demands, by partnering with other public or private entities in order to maximize benefits.

Proposed: It is proposed to expand this program to fund innovative strategies that reduce auto commute trip demands, in partnership with other public or private entities. The annual fund level for this program is currently \$200,000. It is proposed that the new authorization level be increased to \$250,000 to help fund program expansions (See note under Total Funding).

Proposed Goals:

- Increase the number of plans adopted by the Cities
- Provide incentives for jurisdictions to look at El Camino Real and other major corridors from a holistic approach by integrating land use and multi-modal transportation planning.
- Implement innovative strategies to reduce auto commute trip demands in partnership with other public or private entities.

4B. Transportation Improvement Strategies to Reduce Green House Gases.

The Transportation Improvement Strategies to Reduce Green House Gases is a program to provide matching funds to implement countywide or regionally significant transportation projects that reduce greenhouse gases. Past example projects include the following:

- In June 2014, C/CAG received a grant from the California Energy Commission (CEC) to develop an Alternative Fuel Readiness Plan (AFRP) for San Mateo County. The purpose of the AFRP is to prepare the cities and County for the increased use and commercialization of alternative transportation fuels in the marketplace in San Mateo County. The AFRP will address electricity natural gas, hydrogen, propane, and biofuels as alternative fuel types. The project includes the following objectives: evaluate current and potential incentives, evaluate infrastructure development challenges, develop training program guidelines, develop increased procurement strategies, develop communication strategies, and develop assistance strategies. This plan will be a resource to San Mateo County jurisdictions, guiding local efforts to become ready for the increased use of alternative fuels within their respective jurisdictions.

C/CAG received \$275,810 grant funds and is contributing \$80,608 in matching funds from this program for a total project cost of \$356,418. The AFRP project commenced in July 2014 and is expected to be completed by January 2016.

- In October 2010, Metropolitan Transportation Commission (MTC) approved a \$4.29 million grant to the Bay Area Air Quality Management District (BAAQMD) to fund a Regional Bike-sharing Pilot Program to deploy approximately 1,000 bicycles at up to 100 kiosk stations around the Bay Area. The Regional Bike Sharing Program implemented bike sharing along the peninsula transportation corridor: San Francisco, Redwood City, Mountain View, Palo Alto, and San Jose. C/CAG has contributed \$25,000 from this program for a portion the project match
- In October 2011, Metropolitan Transportation Commission (MTC) awarded the San Mateo County Transit District (SamTrans) \$1.487 million to administer the “Making the

last Mile Connection Pilot Program.” This project was sponsored in joint by SanTrans, the Peninsula Traffic Congestion Relief Alliance, the City of Redwood City, and the County of San Mateo. The program focused on various transportation demand management (TDM) strategies including car sharing, short distance vanpools, telework/flex schedules, and marketing. C/CAG is contributed \$25,000 from this program for a portion the project match

Proposed: The annual fund level for this program is currently set at \$100,000. It is proposed that the new authorization remain at the same level of funding (See note under Total Funding).

Proposed Goals:

- As this is primarily a fund matching program, leverage funds towards projects aimed at reducing GHG.

4C. Climate Action Plan Activities

In 2009, the C/CAG Board formed the Resource Management and Climate Protection (RMCP) Committee and supported the development of countywide climate change related programs.

The RMCP Committee provides advice and recommendations to the Congestion Management and Environmental Quality (CMEQ) Committee and the full C/CAG Board related to energy, water use, climate mitigation and adaptation efforts, including planning measures related to reducing vehicle miles traveled in San Mateo County and the region.

The Regionally integrated Climate Action Planning Suite (RICAPS) is a set of tools developed through grant funding from the Bay Area Air Quality Management District and PG&E with matching funds from C/CAG. This program provides matching funds for ongoing climate action planning efforts supported by the Local Government Partnership (LGP) between C/CAG and PG&E, for both greenhouse gas emission inventories and climate action planning activities, since about half of the emissions addressed in those inventories and plans are related to transportation.

Climate action planning, collaboration and coordination efforts to support San Mateo County cities and the County of San Mateo for GHG emission reduction projects from energy, transportation, water and waste, extend beyond the activities within our county boundaries. With existing emphasis on energy efficiency, decarbonizing our electricity energy source, and State goals of reducing emission by 40% by 2030 and 80% by 2050, there will be increased emphasis transportation-related emissions. In order to support and leverage the efforts and programs of other regional organizations, such as Joint Venture Silicon Valley, C/CAG may use program funds to help fund these organizations’ efforts.

Proposed: There is no proposed change to program implementation. The annual fund level for this program is currently \$50,000. It is proposed that the new authorization increase to \$150,000. (See note under Total Funding).

Proposed Goals:

- Leverage regional efforts through collaboration and coordination to benefit San Mateo County cities and the County of San Mateo
- Maintain climate action planning and emission inventory tools and technical support to San Mateo County Cities and the County of San Mateo

- Enhancing resources needed to implement projects identified in the San Mateo County Energy Strategy.

4D. Sustainable Communities Strategy (SCS) Activities, Linking Housing with Transportation.

In 2008, state law SB 375 was approved which required the Bay Area Region to develop a Sustainable Communities Strategy (SCS), which must factor in and integrate land use planning, transportation policies, and transportation investments.

California Air Resources Board (CARB) has set regional 2020 and 2035 greenhouse gas emission targets by September 30, 2010 and each region must incorporate its target in its Regional Transportation Plan (RTP) and Regional Housing Needs Allocation (RHNA). Both RTP and RHNA plans must be consistent with the development pattern developed in the SCS.

Funding is set aside in anticipation of activities associated with continuous planning efforts. Past example activities included funding activities needed to form a RHNA sub region and assisting the Cities in developing their housing elements.

Program funds would also be used in part to assist member agencies with housing element implementation, develop affordable housing programs, and promote best practices to stimulate infill housing in the transit corridor and along El Camino Real. It is anticipated that projects of a similar nature would also be funded under this program.

Proposed: The annual fund level for the program is currently \$150,000. It is proposed that the new authorization be set at \$100,000 (see note under Total Funding).

Proposed Goals:

- Support San Mateo County transportation-land use and sustainability planning efforts.
- Provide countywide technical support and analysis to C/CAG member agencies for countywide housing planning efforts.

Total Funding

The total funding from C/CAG Member Agencies for reauthorization of the Congestion Relief Plan is \$1,850,000. It is recommended that the Congestion Relief Plan be reauthorized for an additional four years which will meet the requirements of a Countywide Deficiency Plan for the next two Congestion Management Program cycles (through June 30, 2019).

Note: Flexibility will be provided to shift funds between items 4A, 4B, 4C, and 4D as long as the overall total for Item 4 does not exceed \$600,000, subject to C/CAG annual budget approval. Staff shall notify the board of any changes made in excess of \$50,000.

C/CAG AGENDA REPORT

Date: May 14, 2015

To: City/County Association of Governments Board of Directors

From: Sandy Wong, C/CAG Executive Director

Subject: Review and Approval of Resolution 15-15 authorizing the C/CAG Chair to execute a funding agreement between C/CAG and SamTrans for the Allocation of Measure M Funds in the amount of \$1,400,000 for Fiscal Year 2015-16

(For further information or response to questions, contact John Hoang at 650-363-4105)

RECOMMENDATION

That the C/CAG Board review and approve Resolution 15-15 authorizing the C/CAG Chair to execute a funding agreement between C/CAG and SamTrans for the allocation of Measure M funds in the amount of \$1,400,000 for Fiscal Year 2015-16.

FISCAL IMPACT

\$1,400,000 (or up to a maximum of 22% of the net revenue collected)

SOURCE OF FUNDS

Measure M - \$10 Vehicle Registration Fee

BACKGROUND

The C/CAG sponsored Measure M, which was approved by the voters of San Mateo County in 2010; impose an annual fee of ten dollars (\$10) on motor vehicles registered in San Mateo County for transportation-related traffic congestion and water pollution mitigation programs. The estimated revenue of \$6.7 million annually (\$167 million over 25 years) helps fund various transportation programs for the 20 cities and the County. Per the Expenditure Plan, 50% of the net proceeds will be allocated to cities/County for local streets and roads and 50% will be used for countywide transportation programs such as transit operations, regional traffic congestion management, water pollution prevention, and safe routes to school.

The 5-Year Measure M Implementation Plan, approved by the C/CAG Board on March 10, 2011, and amended May 10, 2012, allocates 22% of the net revenue collected, approximately \$1,400,000 annually, to the Transit Operations/Senior Transportation programs. C/CAG have previously entered into two 2-Year funding agreements with the San Mateo County Transit District (SamTrans), FYs 2011-12 to 2012-13 and FYs 2013-14 to 2014-15, to help fund

paratransit services for RediWheels and the Senior Mobility Program. The FY 14/15 SamTrans budget for paratransit is \$15.4 million. The programs are funded by a combination of passenger fares, sales tax, Measure A (County), Measure A (Transportation Authority), interest income, and Measure M (C/CAG). The two programs are described as follows:

- The RediWheels program is a fixed-route paratransit service for people with disabilities who cannot independently use regular SamTrans bus service. The RediWheels service is provided on the bayside of the County (RediCoast on the Coastsides). SamTrans offers paratransit customers a financial incentive to use the services by allowing ADA (American with Disabilities Act) certified customers and personal care attendants to ride all regular fixed-route SamTrans trip without paying a fare.

Measures of performance include hours of service provided by shuttles and taxis, number of customers served, number of trips, and other measures as feasible. Additional performance measures applied to the RediWheels contractors include: miles between preventable accidents, productivity (passengers per hour), service-related complaints, incoming call wait time, and on-time performance.

- The Senior Mobility Program provides the following services: Community Transit, Community-Based Transportation, Encouraging Use of Transit, Information and Assistance, Taxicab Services, and Promote Walking by older adults. (Expanded program descriptions can be found in the attached Funding Agreement Scope of Work)

Measures of performance to determine effectiveness of the services include number of organizations outreached, number of individuals participated, frequency and number of community meetings held, type of collateral distributed or made available to seniors, and other measures as needed.

Program performances will be reviewed annually and adjustments to the program, scope of work, and funding levels will be made if necessary.

It is recommended that C/CAG continue to provide SamTrans up to \$1.4 million for FY 2015-16 to help fund the RediWheels and Senior Mobility Programs. This funding allocation aligns with the current 5-Year Measure M Implementation Plan, which is effective through FY 2015-16. Future allocations for Transit Operations/Senior Transportation programs will be based on policies developed as part of the next 5-Year Measure M Implementation Plan for FYs 2016-17 to 2020-21.

ATTACHMENTS

1. Resolution 15-15
2. Funding Agreement between C/CAG and SamTrans for Allocation of Measure M Funds for FY 2015-16

RESOLUTION 15-15

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING EXECUTION OF A FUNDING AGREEMENT BETWEEN C/CAG AND SAMTRANS FOR THE ALLOCATION OF MEASURE M FUNDS IN THE AMOUNT OF \$1,400,000 FOR FISCAL YEAR 2015-16

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 for San Mateo County responsible for the development and implementation of the Congestion Management Program for San Mateo County; and

WHEREAS, on November 2, 2010, the San Mateo County voters approved Measure M, which imposes an additional \$10 VRF on each motor vehicles registered within the county, effective May 2011 and continuing for a period of 25 years; and

WHEREAS, the 5-Year Measure M Implementation Plan approved by the C/CAG Board in March 2011 and amended in May 2012, stipulates that twenty-two percent (22%) of the net revenue collected, approximately \$1,400,000 annually, is allocated to the Countywide Transit Operations and Senior Transportation Programs (the "Program"); and

WHEREAS, SamTrans is designated as the agency that will receive the annual funding allocation, on a reimbursement basis, for implementation of the Program, which consists of the Senior Mobility Program and RediWheels; and

WHEREAS, C/CAG and SamTrans desire to enter into a funding agreement for the allocation of Measure M funds for the Program.

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 an agreement with SamTrans for an amount up to \$1,400,000 for FY 2015-16 in a form that has been approved by C/CAG Legal Counsel.

PASSED, APPROVED, AND ADOPTED, THIS 14 DAY OF 2015.

Mary Ann Nihart, Chair

**FUNDING AGREEMENT
BETWEEN
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
AND
SAN MATEO COUNTY TRANSIT DISTRICT
FOR
ALLOCATION OF MEASURE M FUNDS**

THIS AGREEMENT, entered into this _____ day of _____ 2015, by and between the CITY/COUNTY ASSOCIATION OF GOVERNMENTS, a Joint Powers Agency within the County of San Mateo, hereinafter called "C/CAG" and the SAN MATEO COUNTY TRANSIT DISTRICT, a public agency, hereinafter called "District."

WITNESSETH

WHEREAS, California Government Code Section 65089.20 authorized C/CAG to impose an additional vehicle registration fee of up to ten dollars (\$10) (the "\$10 VRF") on each motor vehicle registered within the county, to be used for transportation-related congestion and pollution mitigation programs and projects; and

WHEREAS, on November 2, 2010, the San Mateo County voters approved Measure M, which imposes an additional \$10 VRF on each motor vehicle registered within the county, effective May 2011 and continuing for a period of 25 years; and

WHEREAS, the 5-Year Measure M Implementation Plan approved by the C/CAG Board in March 2011, and amended May 10, 2012, stipulates that twenty-two percent (22%) of the net revenue collected, approximately \$1,400,000 annually, is allocated to the Countywide Transit Operations and Senior Transportation Program (the "Program"); and

WHEREAS, the District is designated as the agency that will receive the annual funding allocation, on a reimbursement basis, for implementation of the Program; and

WHEREAS, C/CAG and the District desire to enter into a formal funding agreement for the allocation of Measure M funds for the Program.

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

1. SCOPE OF SERVICES

The District shall serve as the lead agency for implementing the Program, which is further described in Exhibit A attached hereto and incorporated herein.

2. TIME OF PERFORMANCE

This Agreement is effective for one (1) year, and shall become effective for Fiscal Year 2015-16, commencing on July 1, 2015 and terminating on June 30, 2016. Either party may terminate the Agreement without cause by providing thirty (30) days' advance written notice to the other party.

3. FUNDING AND METHOD OF PAYMENT

- a) C/CAG agrees that the District is entitled to 22% of the net Measure M revenue collected, estimated at approximately \$1,400,000 per fiscal year, for the Program, which C/CAG agrees to pay the District on a reimbursement basis.
- b) C/CAG shall provide the District the actual allocation amount annually once all Measure M revenue is collected for the applicable fiscal year.
- c) The District shall submit billings on a quarterly basis accompanied by the activity reports and paid invoices issued by the District's contractor or District's progress payments as proof that Program services were rendered and paid for by the District, delivered or mailed to C/CAG as follows:

City/County Association of Governments
555 County Center, 5th Floor
Redwood City, CA 94063
Attention: John Hoang

- d) Upon receipt of the invoice and its accompanying documentation, C/CAG shall pay the amount claimed under each invoice, up to the maximum amount available pursuant to this Agreement, within thirty (30) days of receipt of the invoice.
- e) Subject to duly executed amendments, it is expressly understood and agreed that in no event will the total funding commitment under this agreement exceed 22% of the net Measure M revenue collected, estimated at approximately \$1,400,000 per fiscal year, unless revised in writing and approved by C/CAG and the District.

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 C/CAG and the District. No claim for additional compensation or extension of time shall be recognized unless contained in a duly executed amendment.

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 C/CAG: City/County Association of Governments
 555 County Center, 5th Floor
 Redwood City, CA 94063
 Attention: John Hoang

To The District: San Mateo Transit District
1250 San Carlos Avenue
San Carlos, CA 94070
Attention: April Chan

6. INDEPENDENT CONTRACTOR

The parties agree and understand that the work/services performed by either of the parties or any consultant retained by either of the parties under this Agreement are performed as independent contractors and not as employees or agents of the other party. Nothing herein shall be deemed to create any joint venture or partnership arrangement between the District and C/CAG.

7. MUTUAL HOLD HARMLESS

- a. The District shall defend, save harmless and indemnify C/CAG, and its directors, officers, agents and employees from any and all claims 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 directors, officers, agents and/or employees.
- b. C/CAG shall defend, save harmless, and indemnify the District, and its directors, officers, agents and employees from any and all claims 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 directors, officers, agents and/or employees.
- c. In the event of concurrent negligence of the District, its directors, officers, agents and/or employees, and C/CAG, its directors, officers, agents and/or employees, then the liability for any and all claims for injuries or damage to persons and/or property which arise out of terms and conditions of this Agreement shall be apportioned according to the California theory of comparative negligence.

IN WITNESS WHEREOF, the Agreement has been executed by the parties hereto as of the day and year first written above.

SAN MATEO COUNTY
TRANSIT DISTRICT

CITY/COUNTY ASSOCIATION OF
GOVERNMENTS

Jim Hartnett, Executive Director

Mary Ann Nihart, C/CAG Chair

Approved as to form:

Attorney for the District

Counsel for C/CAG

EXHIBIT A

SCOPE OF WORK

Countywide Transit / Senior Mobility Programs

The San Mateo County Transit District (District) is proposing to use Measure M funding to cover costs related to paratransit and senior mobility programs provided by SamTrans.

For FY15, the total paratransit budget is \$15.4 M. Passenger fares cover approximately 6 percent of the costs while sales tax proceeds are used cover 16 percent, or \$2.4 M. Other sources of revenue are Measure A money from San Mateo County, San Mateo County Transportation Authority (SMCTA) Measure A funds, and interest income. Proposed Measure M funds will help offset the use of sales tax and, possibly, increases in future costs of paratransit service due to increased demand.

Background

Paratransit is public transportation for people with disabilities who cannot independently use regular SamTrans bus service some of the time or all of the time. SamTrans provides paratransit using Redi-Wheels on the bayside of the County and RediCoast on the Coastside. Trips must be prearranged.

All of SamTrans' buses are accessible, and many persons with disabilities are able to use the regular fixed-route bus service. The entire fleet of fixed-route buses is equipped with wheelchair lifts or ramps and a kneeling feature to make boarding easier.

SamTrans offers paratransit customers a financial incentive to use fixed-route services. Redi-Wheels and RediCoast ADA certified customers who possess a valid Redi-Wheels or RediCoast ADA identification card are allowed to ride all regular fixed-route SamTrans trips without paying a fare. Personal care attendants accompanying Redi-Wheels or RediCoast ADA customers are also allowed to ride all regular fixed-route SamTrans trips without paying a fare.

The Americans with Disabilities Act of 1990, better known as the ADA, is federal legislation that guarantees persons with disabilities full and equal access to the same services and accommodations that are available to people without disabilities. The ADA requires public transit operators to provide paratransit service to persons with disabilities that is comparable to the level of fixed-route service provided. Persons with disabilities who cannot independently ride fixed-route transit may be eligible for paratransit service.

Statistics

In fiscal year 2014, Redi-Wheels and RediCoast vehicles and contracted taxis provided over 307,000 trips and approximately 184,000 hours of service.

Redi-Wheels alone carried approximately 277,000 customer trips in fiscal year 2014. Of these, 139,000 trips were made by seniors 65 years of age or older. A number of these trips were made by lift-equipped vehicles. However, approximately 60,000 trips were made by ambulatory seniors who can ride in a regular sedan and do not require special equipment. Some of these trips could be carried by alternative mobility methods such as volunteer drivers.

Measures of Effectiveness

SamTrans will provide C/CAG with performance measure criteria to assess the effectiveness of the Redi-Wheels program including but not limited to: a) hours of service per month, b) number of trips per month, and number of individuals who ride in a given month, c) cost per passenger. The Redi-Wheels program includes sub-contracted taxi services.

In addition, SamTrans will also provide C/CAG with metrics illustrating Redi-Wheels contractors' performance relative to established goals, which include: a) Miles between preventable accidents: 70,000 miles between preventable accidents, b) Productivity (passengers per hour): 1.70 passengers per hour, c) Service-related complaints per thousand customers: 2.5 complaints per thousand customers d) Incoming call wait time: 1.5 minutes or less, and e) On time performance: 90%.

I. SENIOR MOBILITY PROGRAM

SamTrans' annual Senior Mobility Program is founded on the *San Mateo County Senior Mobility Action Plan* (2006) that includes the following "Senior Transportation" service strategies.

1. Community Transit Services
 - Promote and coordinate community shuttles and human service transportation services
2. Community-Based Transportation
 - Provide rides through a network of coordinated transportation providers
 - Create a volunteer driver program
3. Encouraging Use of Transit
 - Encourage the use of public transit through volunteer Mobility Ambassadors
 - Establish a veterans' mobility corps to provide vet-to-vet volunteer training
4. Information and Assistance
 - Provide a printed and web-based Senior Mobility Guide to existing transportation services
 - Provide trip planning and information about available transportation services
 - Provide information in a variety of different languages and mediums
5. Safe Driving
 - Promote older driver safety programs
6. Taxicab Services
 - Support the acquisition of accessible taxi vehicles
 - Support countywide taxi regulation
7. Walking
 - Promote improvements that remove barriers to pedestrian activity by older adults

The Senior Mobility Program is supported by the following County and regional planning documents:

- The Metropolitan Transportation Commission *Coordinated Public Transit/Human Services Transportation Plan* recommends county-wide mobility management, including public/private partnerships, to address uncoordinated service, and uncoordinated information. The Plan also recommends the establishment of enhanced local information and referral systems to address the lack of comprehensive mobility information.

- The *San Mateo County Area Agency on Aging 4-Year Plan* goals and objectives include:
 - Support options for increased mobility.
 - Explore partnerships and collaborations to improve transportation options
 - Support opportunities to remain socially connected to friends, family and other activities.

Measures of Effectiveness

SamTrans will provide C/CAG with performance measure criteria to assess the effectiveness of the program including but not limited to the following: number of organizations outreached, number of individuals participated, number of community meetings held, type of collateral material distributed or made available to seniors.

C/CAG AGENDA REPORT

Date: May 14, 2015
TO: C/CAG Board of Directors
From: Sandy Wong, Executive Director - C/CAG
Subject: Initial draft, assumptions, and input on the C/CAG Fiscal Year 2015-16 Program Budget and Member Fees

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

RECOMMENDATION:

That the C/CAG Board of Directors review the initial draft, assumptions, and input on the C/CAG Fiscal Year 2015-16 Program Budget and Member Fees.

FISCAL IMPACT:

In accordance with the proposed C/CAG 2015-16 Program Budget.

REVENUE SOURCES:

Funding sources for C/CAG include member assessments, cost reimbursement from partners, grants, regional - State - Federal transportation and other funds, property tax/fee, Department of Motor Vehicle fees, State - Federal earmarks, and interest.

BACKGROUND:

Each year, the C/CAG Board reviews the draft annual budget and member fees in May and approves the final in June. For fiscal year 2015-16, it is proposed that the total member fees and assessments be the same as last year.

At the February 12, 2015 C/CAG meeting, the C/CAG Board approved Resolution 15-07 approving the population data to be used by C/CAG. At the March 12, 2015 C/CAG meeting, the C/CAG Board received the proposed draft 2015-2016 C/CAG member fee and assessment for budgeting purposes. Although the total member fee (the grand total for 21 jurisdictions) is the same as last year, individual member's portion is calculated based on new population data. As such, an individual jurisdiction's fee may vary from last fiscal year. For budgeting purposes, the draft fee for each individual member agency was sent to City/County Managers in February. Approval of the final C/CAG Fiscal Year 2015-16 budget and fees will be submitted to C/CAG Board on June 11, 2015.

Budget Assumption and Highlights:

The following are some highlights on assumptions and issues:

1. Overall member assessments for FY 2015-16 will stay the same as last year.
2. For both FY 2014-15 and FY 2015-16, the ending funding balance has a decrease from the beginning fund balance, largely due to draw down from Smart Corridor and programs funded by the \$4 Vehicle Registration Fee.
3. Administration Service expenses are related to C/CAG Executive Director and Administrative Assistant only.
4. Professional Services expenses are related to all other C/CAG staff and contract staff. C/CAG contracts with many of its member agencies to provide Professional Services including Program Managers, Financial Services, and Legal Counsel Support.
5. Smart Corridor - Segments 2 and 3 construction is largely completed during fiscal year 2014-15. System integration, communication, implementation, maintenance, and training will continue in FY 2015-16.
6. San Mateo Congestion Relief Program assumes \$200,000 in funding for climate action planning. This includes cost for climate action partnerships to assist the cities and County as was done in the past budget cycles.
7. AB 1546 DMV Fee (\$4 Vehicle Registration Fee) Program sunset on January 1, 2013. Cash balance in this fund will continue to be drawn down in accordance with C/CAG Board allocations.
8. San Mateo Energy Watch - Requires \$200,000 transfer from San Mateo County Congestion Relief Fund for Climate Action Planning, (See item 6 above).
9. NPDES (Fund C007) – Part of the revenue and expenditures for Stormwater are shown in Measure M (C010) Fund. In FY 2015-16, it is anticipated the cash balance in this fund will be drawn down significantly. This program will not be able to sustain its current level of service starting in FY 2016-17 without additional sources of revenue.
10. General Fund – Using the same allocation formula as past years, the overhead expenses in General Fund are shared by other funds. The shared costs include: professional services, supplies, conferences and meetings, printing/ postage, publications, bank fee and audit services. The share is based on the proportion of the sum of the administration and professional services to the total for all the funds. The funds that share these General Fund cost are General Fund, Transportation Programs, San Mateo Congestion Relief Program (SMCRP), LGP Energy Watch, Transportation Fund for Clean Air (TFCA), National Pollutant Elimination Discharge System, NPDES, DMV Fee Program, and Measure M.
11. TFCA - Programmed Projects are 100% reimbursed in current and budget year.
12. AVA – The Abandon Vehicle Abatement (AVA) program is practically closed out.
13. During FY 2014-15, one full time position was kept vacant. Hence, Professional Services expenditure was lower in that year.
14. For FY 2015-16, in the NPDES Stormwater program, it is proposed to add one full time staff position by reducing an equivalent amount from consulting services.
15. As discussed with the C/CAG Finance Committee in February 2015, the Reserve Funds in budget year FY 2015-16 have been updated. The total reserve (all funds combined) is proposed to be increased from \$676,112 to \$800,000. The total \$800,000 in reserve is allocated to the individual funds based on the proportion of staffing expenditures. The Smart Corridor, LGP Energy, TFCA, AVA, and \$4 DMV Fee funds have no reserve funds either because revenues are on a reimbursable basis, or granting agency restriction, or the fund is being closed out.

ATTACHMENTS

- Attachment 1 – Key Budget Definitions/Acronyms
- Attachment 2 – C/CAG Project Statement of Revenues, Expenditures, and Changes in Fund Balance for FY 2014-15.
- Attachment 3 – C/CAG Program Budget, Revenues, Expenditures, and Changes in Fund Balance for FY 2015-16.
- Attachment 4 -- FY 2015-16 C/CAG Member Fee, Assessment, and Revenue.
- Detail C/CAG Fiscal Year 2015-16 Program Budget (Provided to members and alternate members. Also available at: <http://ccag.ca.gov/committees/board-of-directors/>)

Key Budget Definitions/ Acronyms

AB 434 - Transportation Fund for Clean Air Program
AB 1546 Program - San Mateo County Environmental/ Transportation Pilot Program
AVA - Abandoned Vehicle Abatement
BAAQMD - Bay Area Air Quality Management District
BPAC - Bicycle and Pedestrian Advisory Committee
Cal PUC - California Public Utilities Commission
C/CAG - City/ County Association of Governments
CMAQ - Congestion Mitigation and Air Quality
CMP - Congestion Management Program
DMV - Department of Motor Vehicles
ECR - El Camino Real
ISTEA - Intermodal Surface Transportation Equity Act (or Federal Transportation Act)
ITS - Intelligent Transportation Study
LGP - Local Government Partnership with PG&E and Cal PUC
Measure A - San Mateo County Sales Tax for Transportation
Measure M - C/CAG \$10 Motor Vehicle Fee
MTC - Metropolitan Transportation Commission
Normalized - Years in a multi-year analysis all referred to a base year.
NPDES - National Pollutant Discharge Elimination System
Peninsula 2020 Gateway Study - San Mateo and Santa Clara County study on Highway 101 and access to the Dumbarton Bridge.
PPM - Planning Programming and Monitoring
PSR - Project Study Report
RWQCB - San Francisco Bay Area Regional Water Quality Control Board
SFIA - San Francisco International Airport
SMCRP - San Mateo Congestion Relief Plan Program
SMCEW - San Mateo County Energy Watch
STIP - State Transportation Improvement Program (State and Federal Transportation Funds)
STOPPP - Storm-water Pollution Prevention Program
STP - Surface Transportation Program (Federal Funds)
TA - San Mateo County Transportation Authority
TAC - Congestion Management Technical Advisory Committee
TDA - Transportation Development Act Article III Funding
TFCA - Transportation Fund for Clean Air (Also known as AB 434)
TLSP - Traffic Light Synchronization Program - Part of Proposition 1B Infrastructure Bond
VTA - Santa Clara Valley Transportation Authority