

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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

BOARD MEETING NOTICE

Meeting No. 292

- DATE:** Thursday, October 13, 2016
- 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
- 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. 291 dated September 8, 2016 ACTION p. 1

- 5.2 Review and approve Resolution 16-35 authorizing the C/CAG Executive Director to execute Task Order URD-01 with Urban Rain|Design in an amount not to exceed \$86,745 for technical support services to the Countywide Water Pollution Prevention Program for Fiscal Year 2016-17 ACTION p. 6
- 5.3 Review and approve the appointment of Sean Rose, Public Works Director, to represent the Town of Woodside on C/CAG's Stormwater Committee. ACTION p. 9
- 5.4 C/CAG Priority Development Area Parking Policy Technical Assistance Program:
- 5.4.1 Review and approval of an additional \$6,950 to be added to the C/CAG Priority Development Area Parking Policy Technical Assistance - South San Francisco Downtown Parking Study amount resulting in a new total of \$103,950. ACTION p. 11
- 5.4.2 Review and approval of Resolution 16-36 to adopt the C/CAG Priority Development Area Parking Policy Technical Assistance Program Supplemental Project List. ACTION p. 22
- 5.5 Review and accept the revised funding recommendation for the County of San Mateo Coastside Beach Shuttle for FY 16/17 and FY 17/18 in an amount of \$78,563 in Measure A Transportation funds through the San Mateo County Shuttle Program Joint Call for Projects ACTION p. 27
- 5.6 Review and approval of Resolution 16-37 for a determination of conditional consistency for the City of South San Francisco, Gateway Hotel Project with the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport ACTION p. 30
- 5.7 Review and approval of Resolution 16-38 for a determination of inconsistency for the City of San Bruno, Al Madinah Academy project with the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport ACTION p. 36
- 5.8 Review and accept the Transportation Fund for Clean Air Program Manager Fund Projects audit report for the project period ended June 30, 2015 ACTION p. 50
- 5.9 Receive an update on the US 101 managed-lane project between Santa Clara County and I-380. ACTION p. 60
- 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 legislation not previously identified). ACTION p. 62
- 6.2 Receive a presentation on and review and approval of Resolution 16-39 in support of the San Mateo County Home for All initiative. ACTION p. 67
- 6.3 Review and approval of the formation of a *San Mateo Countywide Water Committee* as a C/CAG committee to improve countywide coordination, communication, and collaboration in connection with water related activities in San Mateo County. ACTION p. 70
- 6.4 Receive a presentation on 2015-16 C/CAG Program Highlights. INFORMATION p. 74

6.5 Receive information on the CPUC Guidance for Initial Energy Efficiency Rolling Portfolio Business Plan Filings and direct staff to submit comments as needed. ACTION p. 75

7.0 COMMITTEE REPORTS

7.1 Committee Reports (oral reports)

7.2 Chairperson's Report

7.3 Board members Report

8.0 EXECUTIVE DIRECTOR'S REPORT

9.0 COMMUNICATIONS - Information Only

10.0 CLOSED SESSION

10.1 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Subdivision (a) of Section 54956.9)

Name of case: W. Bradley Electric, Inc., for the benefit of MP Nexlevel of California, Inc., and MP Nexlevel of California, Inc., in its own capacity and as assignee of W. Bradley Electric, Inc. v. County of San Mateo

11.0 RECONVENE IN OPEN SESSION

11.1 Report out on Closed Session.

12.0 ADJOURNMENT

Next scheduled meeting November 10, 2016

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

October 13, 2016 C/CAG Board - SamTrans 2nd Floor Auditorium – 6:30 p.m.
October 20, 2016 CMP Technical Advisory Committee - SamTrans, 2nd Floor Auditorium - 1:15 p.m.
October 20, 2016 Stormwater Committee - SamTrans, 2nd Floor Auditorium - 2:30 p.m.
October 24, 2016 Administrators' Advisory Committee - 555 County Center, 5th Flr, Redwood City – 12:00p.m.
October 27, 2016 Airport Land Use Committee – 501 Primrose Road, Burlingame, CA – Council Chambers 4:00 p.m.
October 31, 2016 CMEQ Committee - San Mateo City Hall - Conference Room C – 3:00 p.m.
November 16, 2016 Finance Committee – 555 County Center, 5th Flr, Redwood City – 12:00p.m.

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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BOARD MEETING MINUTES

Meeting No. 291
September 8, 2016

1.0 CALL TO ORDER/ROLL CALL

Chair Alicia Aguirre called the meeting to order at 6:30 p.m. Roll call was taken.

- Elizabeth Lewis – Atherton
- Doug Kim – Belmont
- Terry O’Connell - Brisbane
- Ricardo Ortiz – Burlingame
- Joseph Silva – Colma
- Judith Christensen – Daly City
- Lisa Gauthier – East Palo Alto
- Marina Fraser – Half Moon Bay
- Larry May – Hillsborough
- Gina Papan – Milbrae
- Catherine Carlton – Menlo Park
- Mary Ann Nihart– Pacifica
- Maryann Moise Derwin – Portola Valley
- Alicia Aguirre – Redwood City
- Irene O’Connell – San Bruno
- Cameron Johnson – San Carlos and SMCTA
- Diane Papan – San Mateo
- Karyl Matsumoto – South San Francisco and SamTrans (arrive 6:43pm)

Absent:

- Foster City
- San Mateo County
- Woodside

Others:

- Sandy Wong –C/CAG Executive Director
- Nirit Eriksson – C/CAG Legal Counsel
- Mima Guilles – C/CAG Staff
- Jean Higaki – C/CAG Staff
- Matt Fabry – C/CAG Staff
- John Hoang – C/CAG Staff

Jeff Lacap – C/CAG Staff
Eliza Yu – C/CAG Staff
Matt Robinson – Shaw/ Yoder/ Antwih
Bill Chiang – PG&E
Mike Futrell – SSF City Manager
Rick Bonilla – San Mateo Councilmember
Josh Powell - Public
Theresa Vallez-Kelly – SMCOE
Nancy McGee - SMCOE
Anne Campbell – SMCOE
Belen Seara – San Mateo County Union Community Alliance
Montzerrat G. and Michelle B. – Youth Leadership
Emily Beach – City of Burlingame Councilmember
Leora Tanjuatco – Housing Leadership Council (HLC)
Robert Vance – DKS Associates
Bill Loudon – DKS Associates

3.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

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

Bill Chiang, PG&E, extending invitation for an upcoming League of California Cities Annual Expo, PG&E and SCE will have a booth and presentation to talk about PG&E's plan to add Electrical Vehicle (EV) Charging Stations throughout the service territory for low income communities.

4.0 PRESENTATIONS/ ANNOUNCEMENTS

4.1 Receive a presentation on the San Mateo County Safe Routes to School Program School Year 15-16

Ann Campbell, Superintendent of San Mateo County of Education (SMCOE) expressed her appreciation in the SR2S program and sent out an invitation for October 5, 2016 International Bike & Walk to School Day.

Theresa Vallez-Kelly, SMCOE, provided a SR2S presentation to encourage and enable school children to walk and bike by implementing projects and activities that improve health and well-being and the safety of children resulting in less traffic congestion caused by school related travel.

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.

Board Member O'Connell (Brisbane) MOVED approval of Items 5.1, 5.2, 5.3, 5.4, and 5.5. Board Member Nihart SECONDED. MOTION CARRIED 18-0. Board Member Matsumoto pulls item 5.6

5.1 Approval of the minutes of regular business meeting No. 290 dated August 11, 2016 APPROVED

- 5.2 Review and approve the appointment of Josh Powell to fill the vacant seat representing the public on the Congestion Management & Environmental Quality (CMEQ) Committee APPROVED
- 5.3 Receive a technical correction of renumbering Resolution 16-26 “Authorizing the C/CAG Chair to execute an agreement between C/CAG and Michael Baker International, Inc. in an amount not to exceed \$20,000 for website services for three years” to Resolution 16-30 INFORMATION
- 5.4 Receive a technical correction of renumbering Resolution 16-27 “Authorizing the C/CAG Chair to execute an agreement with Kimley-Horn and Associates to provide Smart Corridor Signal System Maintenance Support in an amount not to exceed \$189,000 over three years” to Resolution 16-31 INFORMATION
- 5.5 Review and approval of the Finance Committee’s recommendation of no change to the C/CAG investment portfolio and accept the Quarterly Investment Report as of June 30, 2016 APPROVED
- 5.6 Review and approval of Resolution 16-32 authorizing the C/CAG Chair to execute a Funding Agreement with County of San Mateo for the 2016 Aerial Imagery and LiDAR Data Acquisition Project in an amount not to exceed \$100,000 APPROVED

Board Member Nihart MOVED approval of Item 5.6. Board Member O’Connell (San Bruno) SECONDED. **MOTION CARRIED 18-0.**

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 legislation not previously identified) APPROVED

Matt Robinson from Shaw, Yoder, Antwih Inc. provided a legislative update. An update was provided regarding urban greening grants, Cap and Trade, and comprehensive transportation funding bills. The legislature has adjourned on August 31, 2016. The Legislative Committee recommended sending letters of support of the identical comprehensive bills SBX11 and ABX1 26 (special session bills).

Board Member O’Connell (San Bruno) MOVED approval of supporting the bill SBX11 and ABX1 26. Board Member Nihart SECONDED. **MOTION CARRIED 18-0.**

- 6.2 Receive the initial Draft of the San Mateo Countywide Transportation Plan 2040 APPROVED

Bill Loudon from DKS gave a presentation on the initial draft San Mateo Countywide Transportation Plan 2040. The draft document was approved to be released for public review.

Public comments were received from the members of the public:

Montzerrat G. and Michelle B. – Youth Leadership Institute

Board Member Carlton MOVED approval of Item 6.2. Board Member Fraser SECONDED. **MOTION CARRIED 17-0-1.** Board Member Kim Abstains.

6.3 Receive a presentation on the Smart Mobility Project REMOVED

Item 6.3 was removed from the agenda.

6.4 Review and Approval of the One Bay Area Grant 2 (OBAG 2) Transportation for Livable Communities (TLC) Program and Bicycle and Pedestrian Improvement Program (BPIP) Call for Projects. APPROVED

Public comments were received from the members of the public:

Emily Beach – City of Burlingame

Belen Seara – San Mateo County Union Community Alliance

Leora Tanjuatco – Housing Leadership Council

Board Member Fraser MOVED approval of Item 6.4. Board Member Nihart SECONDED. Board Member Lewis moved to amend the motion to assign one (1) point to a project located in a PDA or TPA that has affordable housing preservation strategies and/or community stabilization policies. Board Member Papan (Millbrae) SECONDED. Board Members Kim, Guathier, Derwin, Nihart, Fraser and Aguirre Opposed. **MOTION CARRIED 12-6.**

6.5 Review and approval of Resolution 16-33 adopting the C/CAG Investment Policy update APPROVED

Board Member May MOVED approval of Item 6.5. Board Member Papan (Millbrae) SECONDED. **MOTION CARRIED 18-0.**

6.6 Review and approval of Resolution 16-34 authorizing the Executive Director to enter into agreements with the Alameda County Clean Water Program and the law firm of Meyers Nave for joint legal representation of stormwater unfunded mandate test claims filed by C/CAG member agencies, at a cost not to exceed \$35,000 for Fiscal Year 2016-17. APPROVED

Board Member O’Connell (Brisbane) MOVED approval of Item 6.6. Board Member Lewis SECONDED. **MOTION CARRIED 18-0.**

7.0 COMMITTEE REPORTS

7.1 Committee Reports (oral reports)

7.2 Chairperson’s Report

7.3 Board members Report

8.0 EXECUTIVE DIRECTOR’S REPORT

Sandy Wong, Executive Director of City/County Association of Governments, provided an update on the US101 managed lanes project.

9.0 COMMUNICATIONS - Information Only

9.1 Letter from Alicia C. Aguirre, Chair, City/County Association of Governments, to The Honorable Jerry Brown, Governor, State of California, dated 8/22/16. RE: SUPPORT for AB 2126 (Mullin)

10.0 CLOSED SESSION

10.1 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Subdivision (a) of Section 54956.9)

Name of case: W. Bradley Electric, Inc., for the benefit of MP Nexlevel of California, Inc., and MP Nexlevel of California, Inc., in its own capacity and as assignee of W. Bradley Electric, Inc. v. County of San Mateo

11.0 RECONVENE IN OPEN SESSION

11.1 No reportable action was taken.

12.0 ADJOURNMENT – 8:40 p.m.

C/CAG AGENDA REPORT

Date: October 13, 2016

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approve Resolution 16-35 authorizing the C/CAG Executive Director to execute Task Order URD-01 with Urban Rain|Design in an amount not to exceed \$86,745 for technical support services to the Countywide Water Pollution Program for Fiscal Year 2016-17

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

RECOMMENDATION

Review and approve Resolution 16-35 authorizing the C/CAG Executive Director to execute Task Order URD-01 with Urban Rain|Design in an amount not to exceed \$86,745 for technical support services to the Countywide Water Pollution Program for Fiscal Year 2016-17.

FISCAL IMPACT

Up to \$86,745

SOURCE OF FUNDS

NPDES Stormwater fund

BACKGROUND

In August 2015, C/CAG approved Resolution 15-21, authorizing 10 on-call contracts for technical support to the Countywide Water Pollution Prevention Program (Countywide Program). Staff issued a master solicitation on November 6, 2015 to the on-call consultants to address new requirements included in the revised Municipal Regional Permit (MRP), adopted by the Regional Water Board on November 19, 2015. Urban|Rain Design submitted a proposal for support tasks related to green infrastructure planning, including developing a design guidebook for incorporating green infrastructure into private sites and an operations and maintenance manual for public green infrastructure projects.

Staff worked with the Countywide Program’s Green Infrastructure subcommittee to review and re-scope the proposed tasks to better meet the needs of C/CAG’s member agencies. The proposed scope of work and budget is included as Attachment 1. The Task Order is for work in Fiscal Year 2016-17 only. Sufficient funds were included in the NPDES Stormwater budget to

support the proposed Task Order. Table 1 details the Fiscal Year 2016-17 stormwater consulting budget and task orders issued to date. Staff recommends approval of Resolution 16-35

Table 1: 2016-17 Technical Support Budget vs. Task Orders

2016-17 Technical Support Budget (combination of NPDES, Measure M, and AB1546 Funds)				\$2,787,102
Task Order	Date Issued	Consultant	Tasks	Amount
EOA-04	6/9/16	EOA, Inc.	General Support, Subcommittee Support, Training, Trash, and portions of Mercury & PCBs	\$1,376,257
LWA-02	6/9/16	Larry, Walker & Associates	Green Infrastructure, Mercury & PCBs, and Stormwater Resource Planning	\$632,025
SGA-02	6/9/16	S. Groner & Associates	Outreach	\$325,000
URD-01	Pending Board Approval	Urban Rain Design	Green Infrastructure	\$86,745
Total				\$2,420,027

ATTACHMENTS

1. Urban Rain|Design Scope of Work and Budget
2. Resolution 16-35

RESOLUTION 16-35

AUTHORIZING THE C/CAG EXECUTIVE DIRECTOR TO EXECUTE TASK ORDER URD-01 WITH URBAN RAIN|DESIGN IN AN AMOUNT NOT TO EXCEED \$86,745 FOR TECHNICAL SUPPORT SERVICES TO THE COUNTYWIDE WATER POLLUTION PROGRAM FOR FISCAL YEAR 2016-17.

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

WHEREAS, C/CAG administers the San Mateo Countywide Water Pollution Prevention Program (Countywide Program) to assist its member agencies in meeting mandated requirements of the San Francisco Bay Regional Water Quality Control Board's Municipal Regional Permit (MRP); and

WHEREAS, C/CAG and its member agencies recognize and support the need to implement pollution prevention programs to minimize the discharge of pollutants from municipal storm drain systems and C/CAG requires support from technical consultants in assisting its member agencies with meeting MRP requirements; and

WHEREAS, C/CAG previously approved on-call contracts with qualified technical consultants; and

WHEREAS, C/CAG issued a master Request for Proposals to the on-call technical consultants for scopes of work and budgets through Fiscal Year 2017-18; and,

WHEREAS, Urban Rain|Design submitted a proposal for green infrastructure planning support tasks, including development of a private site design guide and a public project operations and maintenance guidebook; and

WHEREAS, C/CAG staff, in consultation with the Countywide Program's Green Infrastructure subcommittee, negotiated a final scope of work and budget with Urban Rain|Design to support the Countywide Program in 2016-17;

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County (C/CAG), that the C/CAG Executive Director is authorized to execute Task Order URD-01 with Urban Rain|Design in an amount not to exceed \$86,745 for technical support services to the Countywide Water Pollution Program for Fiscal Year 2016-17.

PASSED, APPROVED, AND ADOPTED, THIS 13TH DAY OF OCTOBER, 2016.

Alicia C. Aguirre, Chair

C/CAG AGENDA REPORT

Date: October 13, 2016

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approve the appointment of Sean Rose, Director of Public Works, to represent the Town of Woodside on C/CAG's Stormwater Committee

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

RECOMMENDATION

Review and approve the appointment of Sean Rose, Director of Public Works, to represent the Town of Woodside on C/CAG's Stormwater Committee.

FISCAL IMPACT

None.

SOURCE OF FUNDS

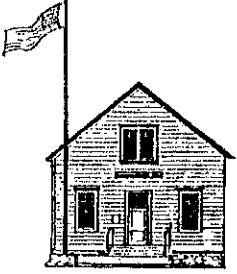
N/A

BACKGROUND

Due to staff turnover, the Town of Woodside is recommending a new appointment to C/CAG's Stormwater Committee. The recommended appointee is Sean Rose, Director of Public Works, as detailed in the attached letter from the Town Manager for Woodside.

ATTACHMENTS

1. September 29, 2016 Letter to C/CAG from Town Manager Kevin Bryant (Woodside)



The Town of
Woodside

September 29, 2016

Sandy Wong
C/CAG of San Mateo County
555 County Center, 4th Floor
Redwood City, CA 94063-1665

**Re: C/CAG TAC (Technical Advisory Committee) and Storm Water
Committee Member**

Dear Ms. Wong,

With this letter, I am requesting that Town Engineer/Director of Public Works Sean Rose be appointed to the C/CAG TAC and Storm Water Committee.

P.O. Box 620005
2955 Woodside Road
Woodside CA 94062

If you have any questions, please contact me at (650) 851-6790

Sincerely,


Kevin Bryant
Town Manager

650-851-6790
Fax: 650-851-2195
townhall@woodsidetown.org

C/CAG AGENDA REPORT

Date: October 13, 2016

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of an additional \$6,950 to be added to the C/CAG Priority Development Area Parking Policy Technical Assistance - South San Francisco Downtown Parking Study amount resulting in a new total of \$103,950.

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

RECOMMENDATION

Review and approval of an additional \$6,950 to be added to the C/CAG Priority Development Area Parking Policy Technical Assistance - South San Francisco Downtown Parking Study amount resulting in a new total of \$103,950.

FISCAL IMPACT

The fiscal impact is an additional amount not to exceed \$6,950.

SOURCE OF FUNDS

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

BACKGROUND

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

C/CAG issued a call for projects for the program on October 10, 2014, and applications were due on December 1, 2014. Two application workshops were held on October 28, 2014 and November 7, 2014. Staff received two applications from the City of San Carlos with a requested amount of \$60,000 and the City of South San Francisco with a requested amount of \$97,000, totaling \$157,000 in technical assistance requested. The City of San Carlos proposed a study to assist in establishing a residential permit parking program, and the City of South San Francisco proposed a study of the city's downtown parking district.

A scoring panel made up of staff from C/CAG, the Metropolitan Transportation Commission, SamTrans, and the City of San Mateo reviewed and scored the two applications in late December 2014. After a review of the two applications, the project submitted by the City of South San Francisco was brought to the C/CAG Board of Directors for recommendation of technical assistance under the program. The project was approved through Resolution 15-06 on February 12, 2015.

A consultant selection panel evaluated proposals and interviewed qualified consultants to provide technical assistance to projects awarded through the program. CDM Smith was chosen as the on-call consultant for this program and began work on the City of South San Francisco project in early 2016.

After South San Francisco and CDM Smith staff finalized the scope and budget, an additional amount of \$6,950 was determined to be needed to complete the scope of work, increasing the requested amount from \$97,000 to \$103,950. If the budget increase request is approved by the C/CAG Board of Directors, a total of \$238,050 will remain available under the program. A second list of projects requesting for the remaining technical assistance will be presented for approval in Item 5.4.2.

ATTACHMENTS

- Letter from South San Francisco regarding the technical assistance increase request



CITY COUNCIL 2016

MARK ADDIEGO, MAYOR
PRADEEP GUPTA, PH.D., VICE MAYOR
RICHARD A. GARBARINO, COUNCILMEMBER
KARYL MATSUMOTO, COUNCILMEMBER
LIZA NORMANDY, COUNCILMEMBER

MIKE FUTRELL, CITY MANAGER

PUBLIC WORKS DEPARTMENT

(650) 877-8550
FAX (650) 877-8665

September 21, 2016

Jeffrey Lacap
City/County Association of Governments – San Mateo County
jlacap@smcgov.org

Re: Priority Development Area Parking Policy Technical Assistance Program

Dear Mr. Lacap

The City of South San Francisco would like to thank C/CAG for the opportunity to work with CDM Smith to analyze our current Downtown Parking District and potential impacts from upcoming development projects. Terri O'Connor and Ted Huynh have provided the City with insightful and valuable information for our decision makers and are currently preparing to summarize their findings as a draft report.

Due to a slight inconsistency between the grant assistance request and CDM Smith's budget, the City has identified a gap of **\$6,950** to complete the technical study. In December 2015, the City and C/CAG discussed this shortfall and the possibility that additional funding could be available to complete the study. Accordingly, CDM Smith split their proposal into two phases so that the study could begin (revised scope attached). While the technical studies are now complete, funding for CDM Smith to draft a final summary report is still necessary. If funds are available, the City would be thrilled to receive additional monies to complete our Downtown Parking Study effort.

Please let us know if there are any questions or clarifications that the City can provide.

Sincerely,

Brian McMinn, P.E., P.L.S.
Director of Public Works/City Engineer

Cc: Justin Lovell, Public Works Administrator
Tony Rozzi, Senior Planner
Terri O'Conner, Principal at CDM Smith



*To: Mr. Tony Rozzi, Senior Planner, City of South San Francisco
315 Maple Avenue, South San Francisco, CA 94080*

From: Bill Hurrell, Ted Huynh and Terri O'Connor, CDM Smith

Date: December 16, 2015

Subject: South San Francisco Downtown Parking Study – Scope and Budget

Dear Mr. Rozzi:

This letter is in response to the City of South San Francisco's request for a refined scope and budget proposal for the City's upcoming downtown parking study. The study request was initially submitted to the City/County Associations of Governments' (C/CAG) Priority Development Area (PDA) Parking Policy Technical Assistance Program as part of a grant application. CDM Smith is updating the original application's scope (taken primarily from Attachment D in the City's grant application documents) in order to more accurately estimate the scope's cost as well as include additional items as optional tasks for the City to consider, based on previous communication and discussions with City staff.

Project Understanding and Approach

This study's primary focus is on the review and management of parking in the downtown core of South San Francisco, especially in relation to its role as part of the City's downtown station area plan, which is focused on guiding future development around its nearby Caltrain station and downtown amenities. With the anticipated growth and changes in development and policies in the upcoming future, this study will be important to align parking management with the goals of the station area plan.

Using the proposed scope and task list as provided by the City in Attachment D, CDM Smith modified and adjusted the expected schedule and budget in order to more accurately reflect expected task workload and descriptions. Additionally, per City request, the team has provided estimated scope, schedule, and budget for extra tasks as discussed in the scoping/kickoff meeting.

The scoped tasks and expected schedule and budget are shown below and broken into two phases for funding purposes. Phase 1 includes Tasks 1-5: Data analysis and strategy development and Phase 2 includes Task 6 – The parking management plan.

Phase 1: Data Analysis and Strategy Development

Task 1: Existing Conditions (Data Collection and Analysis)

Existing conditions will be first analyzed to establish a baseline understanding of current parking conditions and behavior in the City's downtown.

Data Collection

CDM Smith will use a combination of inventory and occupancy data that was previously collected through the MTC Value Pricing Pilot (VPP) Project, as well as new license plate data focused along the Grand Avenue commercial corridor. CDM Smith recommends the extents of this supplementary data collection to encompass the existing parking district boundaries.

The data collection includes:

- Hourly license plate collection: Grand Avenue (Airport to Spruce), Cypress, Linden and Maple Ave (between Miller and Baden Ave)¹
- Bihourly occupancy collection:
 - On-street: Miller Ave (Airport Blvd to Maple Ave), Airport Blvd (Grand to Miller), Baden Ave (Linden to Maple), Walnut Ave (Miller to Grand)
 - Off-street: The Miller garage and all public lots between Cypress and Walnut Ave, Tamarack Ln and Baden Ave

This collection will occur over the span of one weekday and one Saturday in fall 2015, between 8 AM and 8 PM.

Parking Data Analysis

Using the VPP and newly collected inventory and occupancy data that was previously collected through the MTC Value Pricing Pilot (VPP) Project, analysis will be performed to examine, understand, and determine current parking occupancy, turnover, and length of stay behavior on the parking supply in the study area. Within the parts of the study area with additional data being collected, seasonal parking variations and comparisons would also be made between the older VPP data and the newly collected data.

Following the analysis, the team will prepare a written technical memorandum summarizing the results of the data collection. This report will include inventory, GIS occupancy, duration (length-of-

¹ An option for less frequent hourly license plate collection is possible.

stay), and turnover maps and tables as well as other relevant parking information/observations in South San Francisco's downtown.

Evaluation of Policies and Operations

The CDM Smith team, supported by Rick Williams Consulting (RWC) and, will conduct an evaluation all the elements of City's existing parking management program to understand all elements of the existing operation. The review will include interviews with current South San Francisco parking operations, public works, planning, and enforcement staff. For the purposes of this task, one (1) in person meeting is proposed with any additional meetings to be conducted via conference call.

Deliverables:

- Task 1.5 Existing Conditions Technical Memorandum
- Task 1.6 Evaluation of Policies and Operations Technical Memorandum

CDM Smith expects this task to cost \$30,034, including data collection, over a 7 week period.

Task 2. Future Parking Demand Analysis

This task will provide the City with a vehicular parking demand model based on existing land uses in the Downtown, in order to project the range of parking demands that could potentially occur in the future. This range would be developed based on pipeline development scenarios and potential parking supply changes. The model will be based on the Urban Land Institute (ULI) Shared Parking Model. This model will help to understand the level of development that will trigger the need for new parking supply or other management interventions.

The model will first be calibrated based on the existing utilization and length of stay data collected under Task 1. Land uses will be provided by the City, following ULI land use types, in a spreadsheet, GIS, or other easily utilizable format. CDM Smith will then perform up to three (3) future demand scenarios, with these scenarios to be provided by the City, given their expected upcoming pipeline developments, changes in future land uses, as well as parking supply changes/updates. The City will provide CDM Smith expected developments, projected specific policy changes, and future downtown parking changes through the General Plan, Downtown Station Area Specific Plan, and other relevant data sources. Scenario parking demands will be compared to available supply as well as practical capacity to understand if and how parking supply is constrained during any development scenario or change.

Deliverables:

- Task 2 Parking Demand Analysis Technical Memorandum

CDM Smith expects this task to cost \$15,000, in order to incorporate shared parking and variance granting guidelines. This task would occur over an expected duration of 2.5 weeks.

Task 3. Parking Management Program Strategy and Recommendations

Parking Management Strategies

Based on results from the first two tasks, in conjunction with City staff, parking management program strategies that are thought to benefit the City downtown will be outlined and proposed. These strategies will be highlighted based on their feasibility and impacts in the short-term, mid-term, and longer-term time frame. Short-term strategies for response to projected changes around the Caltrain station, impending developments, and other immediate concerns will be developed first. Alternative policies that are addressed will include, but are not limited to, enforcement, permitting, pricing, and time restrictions policies.

As part of the strategy development, the CDM Smith team will evaluate current parking rates and compare to rates of similar cities. Rates will be compared against hotspots and areas of low demand to determine how they may be adjusted to shift demand, to be more in-line with comparable cities and to be adjusted to cover parking district operating costs.

CDM Smith will develop recommendations on which approaches appear to provide the most successful, feasible, and implementable parking management for the City of South San Francisco. Recommendations will be based on the City's overall parking program and policy goals and schedule for implementation.

Deliverables:

- Task 3 Parking Management Strategies Technical Memorandum

CDM Smith expects this task to cost around \$22,650, and would occur over an expected duration of 3 weeks.

Task 4. Financing Strategies and Implementation

For this task, CDM Smith team led by RWC, will develop cost and revenue financial analyses for the parking management strategies and guidelines recommended as part of this study, particularly as it relates to future demand projection scenarios as projected from Task 2 (including both expected increases in revenues and changes in costs from the various scenarios). This would be primarily based on existing City capital, maintenance, and operating expenses, as well as revenues from the current parking programs in place. CDM Smith will develop up to two (2) revenue forecast scenarios from the future parking demand task, in addition to coordinating with proposed parking management program updates.

Potential revenue projection scenarios may include two of the following, per discussion with the city:

- Scenario A: Preferred On/Off-street Pricing Strategy developed per program recommendation

- Scenario B: Alternative On/Off-street Pricing Strategy
 - Depending upon the cost/revenue gap/surplus for Scenario A, the alternative pricing scenario (B) may be used as an approach to narrow or close the revenue gap.

This task assumes that all relevant background financial information related to the City of South San Francisco's current parking operations will be provided by City staff in order to make the most accurate estimates. This will include, but not limited to:

- Costs: overhead, debt financing, operations and maintenance, equipment (owned and leased) and software (owned and licensed); and
- Revenues: user fees (meters, monthly permits) and parking citations, will be provided.

CDM Smith requires a minimum of 1 year, but ideally up to 3 years, of the above cost and revenue data to develop a robust baseline model, preferably in MS Excel or compatible format.

Additionally, the CDM Smith team will analyze and study the need for and effectiveness of parking-in-lieu fees within the City as a parking financing tool.

Deliverables:

- Task 4 Financing Strategies and Implementation Technical Memorandum

CDM Smith expects this task to cost around \$17,400, and would occur over an expected duration of 4 weeks. The task cost and timeline reflects the analysis of future demand projection scenarios in tandem with the in-lieu-fee review and analysis. The team will summarize findings in a technical memorandum describing all assumptions and alternatives analyzed, along with tabular outputs for each alternative. It should be noted that that revenues and projections developed for this task are estimates only for use as a planning tool and are not guaranteed.

Task 5. Stakeholder Involvement and Meetings

CDM Smith will provide stakeholder meeting support, such as agenda materials and staff attendance, for the following meetings:

- a. Stakeholder meetings (up to 3) with groups such as the downtown business association, Bicycle and Pedestrian Advisory Committee, and Parking Place Commission;
- b. One (1) working meeting with internal City staff stakeholders to help us formulate guiding principles for the future parking management program;
- c. One (1) meeting with City Council to present findings (support and materials will be provided as part of that meeting); and

- d. Regularly scheduled check-in and progress report meetings for the duration of the study, with City staff.

Any required grant reporting that C/CAG requests of the City will be included in this task.

Deliverables:

- Meeting agenda materials and summary minutes/notes

CDM Smith expects this task to cost around \$6,300, which would occur over the entire project duration.

Phase 2 – Parking Management Plan

Task 6. Draft and Final Parking Management Program Plan

The technical work and deliverables developed in the previous tasks will form the basis of the draft Parking Management Program plan. The CDM Smith team will develop a strategy and framework for the implementation of the parking management plan. The consultant team will incorporate staff and stakeholder comments into the final parking management program plan.

Deliverables:

- Draft and Final Parking Management Plan reports

CDM Smith expects this task to cost around \$12,600, which would occur a 5 week duration.

Schedule and Budget

The estimated cost summarizing the effort for the expected hours and expenses to be undertaken by the CDM Smith team is included in Exhibit 1 on the following page.

The budget for the work is **\$103,950**. We expect this project to take approximately 774 staff hours to complete the first 6 tasks of the study. CDM Smith anticipates submitting the draft parking management plan for City review approximately 24 to 32 weeks following a formal notice to proceed work. Please note that in order to line up the resources to meet this schedule, CDM Smith requires a minimum of two weeks to kick off the project from written authorization to proceed.

Terri O'Connor will be leading this project. Should you need more information regarding this scope and proposal, do not hesitate to contact her at oconnorte@cdmsmith.com or by phone at 415-653-3315.

Sincerely:



Mr. Tony Rozzi, City of South San Francisco
December 16, 2015
Page 7

A handwritten signature in black ink, appearing to read "William E. Hurrell". The signature is fluid and cursive, with the first name being the most prominent.

William E. Hurrell, PE
Vice President
CDM Smith Inc.

cc Terri O'Connor, Ted Huynh





220 Montgomery Street, Suite 1418
 San Francisco, CA 94104
 Tel/fax: 415-495-6201

Proposed Budget

Phase	Task Description	Bill Hurrell	Terri O'Connor	Ted Huynh	Fabian Gallardo	Admin	Subconsultant	Subconsultant Hours	Hours	Expenses	Costs
		\$ 321	\$ 181	\$ 123	\$ 108	\$ 104					
One	Task 1: Data Analysis	0	24	56	86	0		114	280	\$ 500	\$ 30,034
	1.1 Parking Supply Inventory - Review VPP		2	4	6						
	1.2 Parking Occupancy Analysis - Review VPP		4	8	16						
	1.3 Turnover Data Collection		2	4			NDS	94			\$ 60
	1.4 Turnover Data Review		4	24	40						
	1.5 Memo of Initial Analysis Results		4	16	24						
	1.6 Evaluation of Policies and Operations		8				Rick Williams Consulting	20		\$ 500	\$ 170
	Task 2: Future Demand Analysis	0	8	40	80	0		0	128	\$ -	\$ 14,991
	2.1a Future Parking Demand Analysis - Vehicles - calibration and scenario development		8	40	80						
	Task 3: Parking Management Plan	0	70	40	22	0		16	148	\$ -	\$ 22,647
	3.1 Identification of PMP Strategies		60	40	16		Rick Williams Consulting	16			\$ 170
	3.2 Staff Survey/Meeting		10		6						
	Task 4: Financing Strategies and Implementation	0	8	0	0	0		88	96	\$ 1,000	\$ 17,404
	4.1 Pro-forma Analysis of Financial Conditions		4				Rick Williams Consulting	40		\$ 1,000	\$ 170
	4.2 In-Lieu Fee Analysis		4				Rick Williams Consulting	48			\$ 170
	Task 5: Community Outreach	0	18	10	14	0		0	42	\$ 300	\$ 6,289
	5.1 Stakeholder Meeting Support		8		8					\$ 150	
5.2 City Council Meeting		4	4						\$ 150		
5.3 Check-in Meetings		6	6	6							
Two	Task 6: Draft/Final Parking Management Program	2	40	30	0	8		0	80	\$ 200	\$ 12,584
	6.1 Draft Final Report and Revisions		30	20		4				\$ 100	
	6.2 Final Report	2	10	10		4				\$ 100	
	TOTAL LABOR & Expenses	2	168	176	202	8		218	774	\$ 2,000	\$ 103,950
	Total Phase 1 Costs	0	128	146	202	0		218	694	\$ 1,800	\$ 91,366
	Total Phase 2 Costs	2	40	30	0	8		0	80	\$ 200	\$ 12,584
	TOTAL BUDGET										\$ 103,950



C/CAG AGENDA REPORT

Date: October 13, 2016

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 16-36 to adopt the C/CAG Priority Development Area Parking Policy Technical Assistance Program Supplemental Project List

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

RECOMMENDATION

That the C/CAG Board of Directors review and approve Resolution 16-36 to adopt the C/CAG Priority Development Area (PDA) Parking Policy Technical Assistance Program Supplemental Project List.

FISCAL IMPACT

The supplemental list of projects accounts for \$238,000 of the remaining \$238,050 that the C/CAG Board of Directors directed toward the C/CAG PDA Parking Policy Technical Assistance Program.

SOURCE OF FUNDS

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

BACKGROUND

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

On February 12, 21015, C/CAG Board of Directors approved the project submitted by the City of South San Francisco and was awarded \$97,000 for technical assistance. With the approval of agenda item 5.4.1, an additional amount of \$6,950 would be added to the project submitted by the City of South San Francisco, increasing the requested amount from \$97,000 to \$103,950. Therefore, the remaining uncommitted funds in the technical assistance program are \$238,050.

Because the program was undersubscribed, C/CAG Staff reached out to the potential cities that had interest in parking planning projects in early 2016 to inform them that the technical assistance was still available. Staff received three applications from the City of San Bruno, the City of Redwood City, and the City of San Mateo.

The City of San Bruno proposed a parking study of the city's Transit Corridor PDA; the City of Redwood City proposed a development of a transportation demand management (TDM) plan for the city's downtown area; and the City of San Mateo proposed a study of parking strategies for a new transit center for the 25th Avenue grade separation project. The combined total requested funding for the supplemental project list is \$240,000.

As a basis for this staff recommendation, C/CAG Staff reviewed the three applications in September 2016 using the adopted scoring criteria from the previous round of application submissions and all projects have been determined to be eligible. If the supplemental project list is approved by the C/CAG Board of Directors, CDM Smith will then meet with city staff to finalize the scope of work and budget of their respective project. C/CAG Staff will review each final scope and budget and issue task orders to CDM Smith to complete the work and provide the deliverables.

ATTACHMENTS

- C/CAG PDA Parking Policy Technical Assistance Program Supplemental Project List
- C/CAG PDA Parking Policy Technical Assistance Program – Scoring Criteria
- Resolution 16-36

**C/CAG PDA Parking Policy Technical Assistance Program
Supplemental Project List (In Order of Submission)**

Jurisdiction	Project	Amount of Technical Assistance Requested	Scoring Recommendation	Notes/Comments
City of San Bruno	San Bruno Comprehensive Downtown Parking Plan	\$110,000	\$110,000	
City of Redwood City	City of Redwood City Transportation Demand Management Policy and Program	\$50,000	\$49,000	
City of San Mateo	Parking Strategies to Support 25 th Avenue Grade Separation Project	\$80,000	\$79,000	
Total		\$240,000	\$238,000	

Please fill in the light gray boxes with your information, scores, and comments.

Scorer:		Project Sponsor:			
Date Completed:		Project Title:			
Evaluation Criteria	Description	Instructions/Scale	Max Points	Points Assigned	Additional Comments from Scorer
1. Location within a Community of Concern	Project is located within or serves a Community of Concern as defined by MTC's Lifeline Transportation Program. See http://www.mtc.ca.gov/planning/snapshot/0_COC_Reference_Map_11_17.pdf	Populated by C/CAG staff based on information in application. No - 0 Yes - 5	5		
2. Project Impact	Project demonstrates the capacity for early implementation and the potential to: · Increase the supply of housing, including affordable housing, and jobs in areas around transit stations, downtowns, and transit corridors · Assist in streamlining the entitlement process and help the PDA become more development ready · Address challenges to achieving infill development and higher densities	Enter a number between 0 and 25. No impact - 0 Weak impact - 5 Slight impact - 10 Moderate impact - 15 Strong impact - 20 Very strong impact - 25	25		
3. Project approach/scope of work and timeline	Project has a well-defined scope of work and timeline identifying the key purpose and objectives.	Add the number of points from 3a, 3b, and 3c.	20		
<i>a. Scope of work/approach</i>	· Are the key activities and objectives of the project well-defined in the scope of work/approach? · Does the scope of work/approach make sense given prior planning efforts? · If the project is a specific or station area plan, is the approach consistent with MTC's PDA Planning Program guidelines (Attachment 2 of the Call for Projects)?	Enter a number between 0 and 10. No scope of work/approach - 0 Weak scope of work/approach - 1 Satisfactory scope of work/approach - 5 Strong scope of work/approach - 10	10		
<i>b. Project timeline</i>	· Does the project timeline describe key dates and milestones for the project? · Is the project timeline reasonable? · Is the project timeline reasonable given prior planning efforts?	Enter a number between 0 and 3. No timeline - 0 Weak timeline - 1 Satisfactory timeline - 2 Strong timeline - 3	3		
<i>c. Budget</i>	· Is the project budget reasonable given the scope of work/approach and timeline?	Enter a number between 0 and 7. No budget - 0 Weak budget - 1 Satisfactory budget - 4 Strong budget - 7	7		
4. Matching Funds	The project exceeds the minimum required match and leverages other funding.	Populated by C/CAG staff. Less than 11.47% - project not eligible 11.47% - 0 Between 11.47% and 25.00% - 15 * ((MATCH - 11.47%) / (25.00% - 11.47%)) 25.00% or more - 15	15		
5. Existing policies	Jurisdiction has demonstrated a commitment to provide an increase in housing and transportation choices through existing policies, such as innovative parking policies, TOD zoning, transportation demand management strategies, existing citywide affordable housing policies and approved projects, supportive general plan policies, sustainability policies, including green building policies and alternative energy policies, etc.	Enter a number between 0 and 15. No existing policies - 0 Few existing policies - 5 Some existing policies - 10 Many existing policies - 15	15		
6. Support	Project demonstrates local community support from major property owner(s), city councils, and relevant transit operator(s) (i.e., public involvement to date, letters of support)	Enter a number between 0 and 15. No support - 0 Weak support - 5 Moderate support - 10 Strong support - 15	15		
7. Commitment to Implementation	Project sponsor has a commitment to and a clear approach and timeframe for plan or project implementation once planning and/or studies are completed.	Enter a number between 0 and 5. No plan for implementation - 0 Weak plan for implementation - 1 Strong plan for implementation - 5	5		
			100		

RESOLUTION 16-36

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

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

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

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

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

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

WHEREAS, the C/CAG Board of Directors approved the Recommended Project List for the C/CAG PDA Parking Policy Technical Assistance Program at the February 12, 2015 C/CAG Board meeting; and

WHEREAS, the C/CAG PDA Parking Policy Technical Assistance Program has \$238,050 in technical assistance funds remaining; and

WHEREAS, C/CAG has through an outreach process identified a supplemental project list for the C/CAG PDA Parking Policy Technical Assistance Program that is included as an attachment to the October 13, 2016 staff report;

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

PASSED, APPROVED, AND ADOPTED, THIS 13TH DAY OF OCTOBER 2016.

Alicia C. Aguirre, Chair

C/CAG AGENDA REPORT

Date: October 13, 2016
 To: C/CAG Board of Directors
 From: Sandy Wong, Executive Director
 Subject: Review and accept the funding recommendation for the County of San Mateo Coastside Beach Shuttle for FY 16/17 and FY 17/18 in an amount of \$78,563 in Measure A Transportation funds through the San Mateo County Shuttle Program Joint Call for Projects

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

RECOMMENDATION

That the C/CAG Board review and accept the funding recommendation for the County of San Mateo Coastside Beach Shuttle for FY 16/17 and FY 17/18 in an amount of \$78,563 in Measure A Transportation funds through the San Mateo County Shuttle Program Joint Call for Projects.

FISCAL IMPACT

There will be no fiscal impact to C/CAG.

SOURCE OF FUNDS

The recommended source of funds for the Coastside Beach Shuttle is the San Mateo County Transportation Authority (SMCTA) Measure A Program.

The overall funding for the San Mateo County Shuttle Program for FY 16/17 and FY 17/18 is as follows.

	SMCTA	C/CAG
Total available	\$9,000,000	\$1,000,000
Previously allocated	\$8,059,795	\$921,528

Funding to support the shuttle programs will be derived from the Congestion Relief Plan adopted by C/CAG and includes \$1,000,000 in funding (\$500,000 for FY 15/16 and \$500,000 for FY 16/17). The SMCTA Measure A Program will provide approximately \$9,000,000 for the two-year funding cycle.

BACKGROUND/ DISCUSSION

Staff issued the call for projects for the San Mateo County Shuttle Program on December 14, 2015 and applications were due on February 12, 2016. At the May 12, 2016 Board of Directors meeting the Board approved the shuttle funding allocation for the San Mateo County Shuttle Program for FY 16/17 and FY 17/18. The County of San Mateo had submitted an application for the Coastside Beach Shuttle. However, before the May Board meeting County of San Mateo staff had requested to have their application deferred until they could resolve some issues with their route and service plan.

The County of San Mateo has now submitted a revised application. The new route and schedule has been reviewed by SamTrans operations planning staff and has received a letter of concurrence from SamTrans. The revised application has also been recommended for funding by the Shuttle Evaluation Panel. The proposed Coastside Beach Shuttle will serve as a weekend only shuttle from 9:30 a.m. to 5:00 p.m. that provides a transportation option for those that would like to visit local beaches in the Half Moon Bay area. The revised application includes a service plan that will utilize a shuttle vendor, through the Commute.org agreement with MV Transportation, to provide the service.

This shuttle will be funded by the San Mateo County Transportation Authority (SMCTA) should it be approved by their Board of Directors at the October 6, 2016 SMCTA Board of Directors meeting.

This item was reviewed and recommended for approval by the Congestion Management Program Technical Advisory Committee and the Congestion Management and Environmental Quality Committee at their respective September committee meetings.

ATTACHMENTS

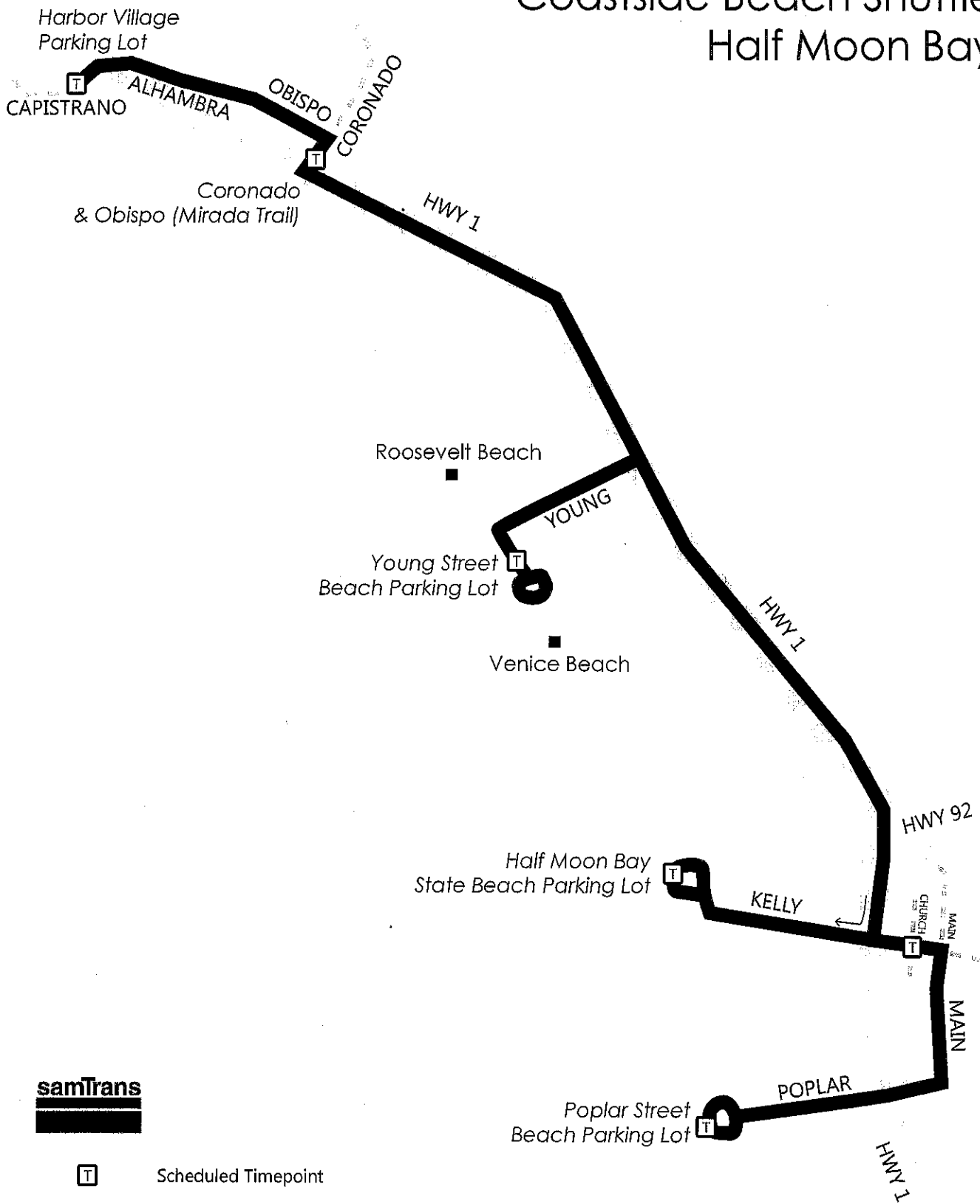
- Route map for the Coastside Beach Shuttle



SHUTTLE PROPOSAL

Coastside Beach Shuttle

Half Moon Bay



samTrans



Scheduled Timepoint



Core Alignment

Current as of: PROPOSAL/FOR ANALYSIS Only - May 2016

C/CAG AGENDA REPORT

Date: October 13, 2016

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of a determination of conditional consistency for the City of South San Francisco, Gateway Hotel Project with the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport

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

RECOMMENDATION

That the C/CAG Board of Directors, acting as the Airport Land Use Commission, make a determination that the City of South San Francisco, Gateway Hotel Project is conditionally consistent with the applicable airport/land use policies and criteria contained in the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport (SFO ALUCP).

The Gateway Hotel Project would become fully consistent once the following two conditions have been met:

AP-1.2 FAA Aeronautical Study Findings Required Before Processing Development Application

- The sponsor of a proposed project that would exceed the FAA notification heights, as shown approximately on Exhibit IV-10, shall present to the local government permitting agency with his or her application for a development permit, a copy of the findings of the FAA's aeronautical study, or evidence demonstrating that he or she is exempt from having to file an FAA Form 7460-1. It is the responsibility of the local agency to consider the FAA determination study findings as part of its review and decision on the proposed project.

AP-2 COMPLIANCE WITH FINDINGS OF FAA AERONAUTICAL STUDIES

- Project sponsors shall be required to comply with the findings of FAA aeronautical studies with respect to any recommended alterations in the building design and height and any recommended marking and lighting of their structures for their proposed projects to be deemed consistent with this ALUCP.

FISCAL IMPACT

None

SOURCE OF FUNDS

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

BACKGROUND

This recommendation was brought forward to the Airport Land Use Committee (ALUC) at the September 22, 2016 ALUC meeting. However, a quorum was not achieved at the meeting and due to the State law time requirement to complete consistency determinations this item is being brought forward to the Board without a recommendation from the ALUC.

The City of South San Francisco has referred the Gateway Hotel Project to C/CAG, acting as the Airport Land Use Commission, for a determination of consistency with relevant airport/land use compatibility criteria in the SFO ALUCP. The project is subject to ALUC and C/CAG Board of Directors review, pursuant to PUC Section 21676.5 (a).

The Project site is located in the eastern area of the City of South San Francisco, known as the “East of 101 Planning Area,” north of East Grand Avenue and south of Oyster Point Boulevard at 550 Gateway Boulevard. San Francisco International Airport (SFO) is approximately 1.5 miles south of the site. PG&E high transmission towers are adjacent to the Project on a separately owned parcel.

The project would construct a 93,320 square foot hotel offering meeting and gathering rooms, a ground-floor exercise room, guest laundry, free breakfast and 151 rooms that would offer a full refrigerator, dishwasher and microwave. Hotel services would include free shuttle service to the airport and the train station and morning breakfast service. The hotel would include a hybrid business and some extended stay rooms. The ground floor breakfast area would be 2,015 square feet, check-in and gathering space 1,670 square feet, and a 1,330 square foot meeting room. A 550 square foot exercise room is proposed on the ground floor. Project requires CEQA, Precise Plan, Site Plan and Use Permit review.

DISCUSSION

I. ALUCP Consistency Evaluation

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

(a) Noise Policy Consistency Analysis

The SFO ALUCP uses the CNEL (Community Noise Equivalent Level) 65 dB noise contours for determining land use compatibility. The Gateway Hotel Project is located outside of the CNEL 65 dB noise contour.

Based upon this analysis, the Gateway Hotel Project is consistent with the SFO ALUCP noise policies.

(b) Safety Criteria

The California Airport Land Use Planning Handbook requires airport land use compatibility plans to include safety zones for each runway end. The SFO ALUCP includes 5 safety zones and related land use compatibility policies and criteria. The Gateway Hotel Project is located outside of the safety zones established for the SFO ALUCP.

Therefore, the Gateway Hotel Project is consistent with the SFO ALUCP safety policies.

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

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

The City of South San Francisco is located inside of the 14 CFR Part 77 Conical Surface and the Terminal Instrument Procedures (TERPS) Approach and One Engine Inoperative (OEI) Departure surface contours. The parcel for the Gateway Hotel Project is also located within 14 CFR Part 77 Conical Surface and the TERPS Approach and OEI Departure surface contours. The imaginary surface height established for the project site that is not to be exceeded is approximately 170 feet above mean sea level. The highest point of the hotel will be constructed at 71 feet, 4 inches above ground level. The ground elevation for the site is at 31 feet above mean sea level. Therefore, the building will be approximately 67 feet below the established imaginary surface at the project site.

Imaginary Surface Comparison

Highest point of structure above mean sea level	Height of structure compared to the imaginary surface of approximately 170 feet above mean sea level
102 feet, 4 inches	Highest point of structure will be approximately 67 feet below the imaginary surface.

At 71 feet, 4 inches this building will exceed the height established on the map for Exhibit IV-10 in the SFO ALUCP. This map displays the ranges of building heights at specific locations that require FAA notification. As a result, the project sponsor shall be required to comply with airspace protection policies AP 1.2 and AP-2.

AP-1.2 FAA Aeronautical Study Findings Required Before Processing Development Application

- The sponsor of a proposed project that would exceed the FAA notification heights, as shown approximately on Exhibit IV-10, shall present to the local government permitting agency with his or her application for a development permit, a copy of the findings of the FAA’s aeronautical study, or evidence demonstrating that he or she is exempt from having to file an FAA Form 7460-1. It is the responsibility of the local agency to consider the FAA determination study findings as part of its review and decision on the proposed project.

AP-2 COMPLIANCE WITH FINDINGS OF FAA AERONAUTICAL STUDIES

- Project sponsors shall be required to comply with the findings of FAA aeronautical studies with respect to any recommended alterations in the building design and height and any recommended marking and lighting of their structures for their proposed projects to be deemed consistent with this ALUCP.

Federal Regulatory Requirements

The SFO ALUCP cites the provisions in Title 14 of the Code of Federal Regulations Part 77 (14 CFR Part 77), “Safe, Efficient Use and Preservation of the Navigable Airspace,” as amended, as an aid to establishing the airspace protection policies of the SFO ALUCP. The 14 CFR Part 77 regulations contain three key elements: (1) requirements for project sponsors to provide notice to the FAA of certain proposed construction or alteration of structures that may affect the navigable airspace (Subpart B), (2) standards for determining obstructions in the navigable airspace and designation of imaginary surfaces for airspace protection (Subpart C), and (3) procedures for the conduct of aeronautical studies, by the FAA, to determine the potential effect(s), if any, of the proposed construction or alterations of structures on the subject airspace (Subpart D).

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

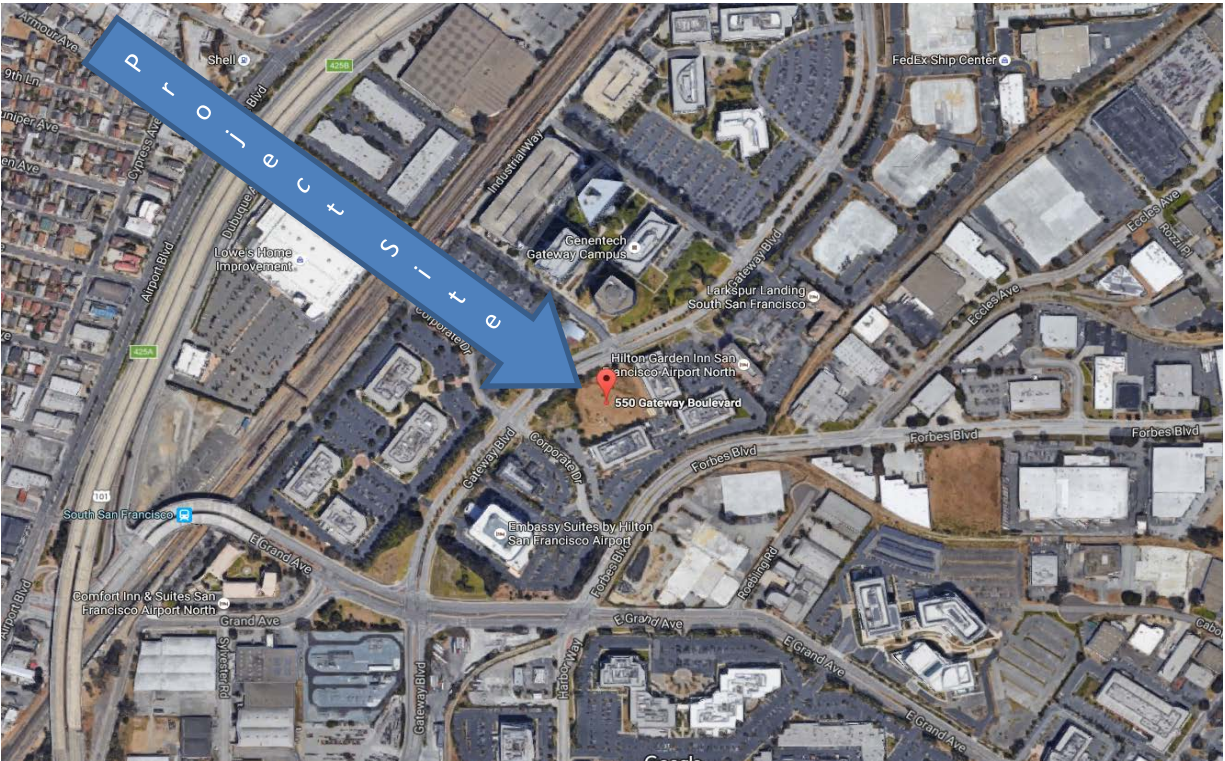
<https://oeaaa.faa.gov/oeaaa/external/gisTools/gisAction.jsp?action=showNoNoticeRequiredToolForm>

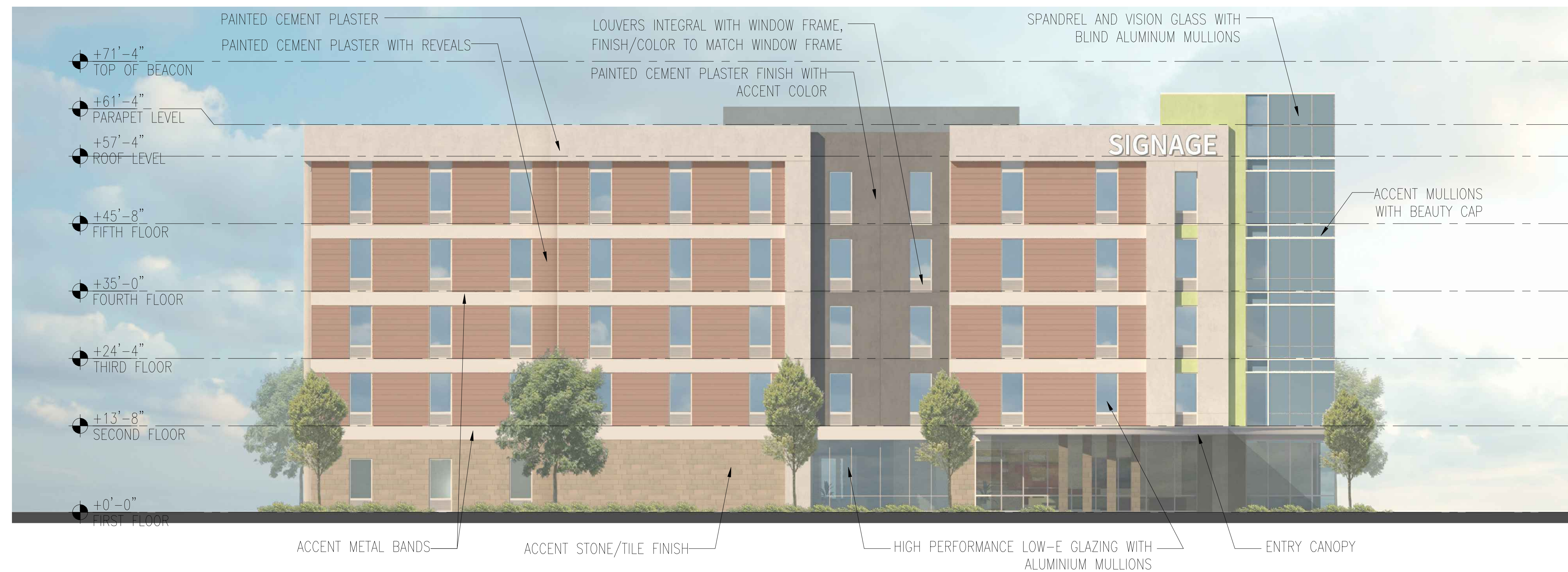
Therefore, the Gateway Hotel Project would be conditionally consistent with the airspace protection policies as established in the adopted SFO ALUCP.

ATTACHMENTS

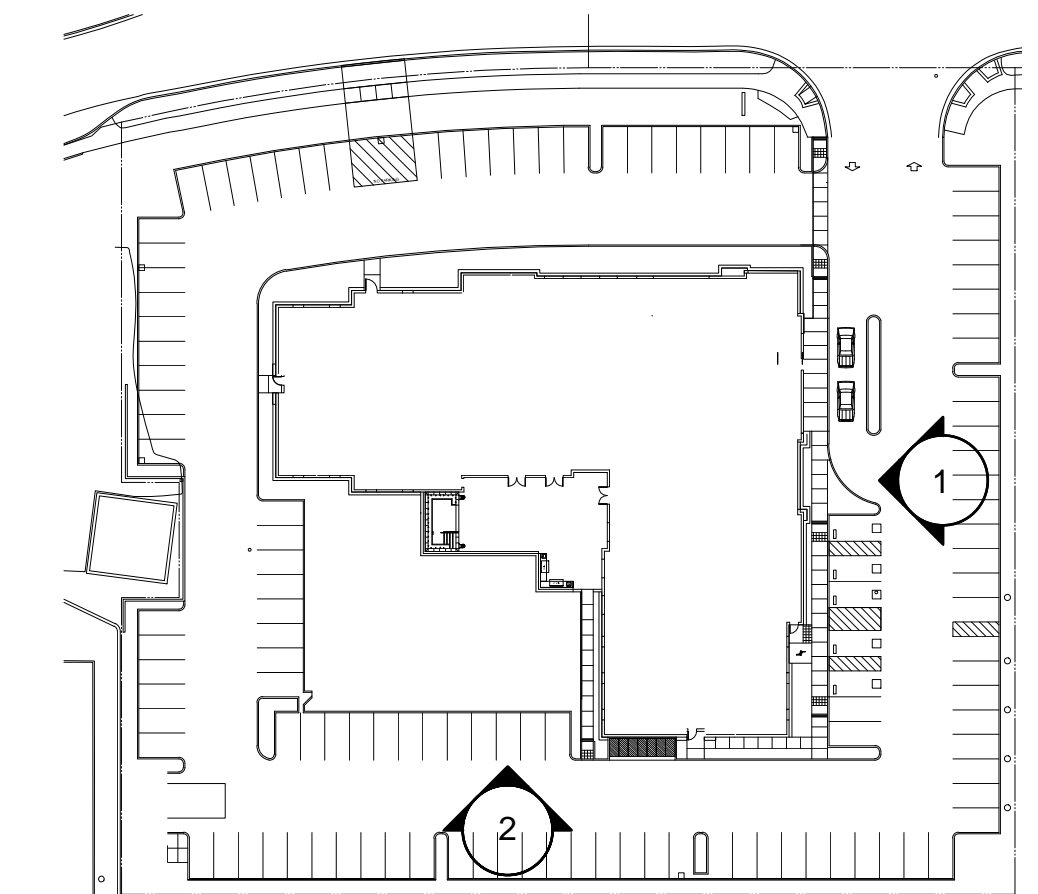
- Attachment 1 – Project Location
- Attachment 2 – SFO Airport Part 77 Airspace Protection Surfaces

Attachment 1

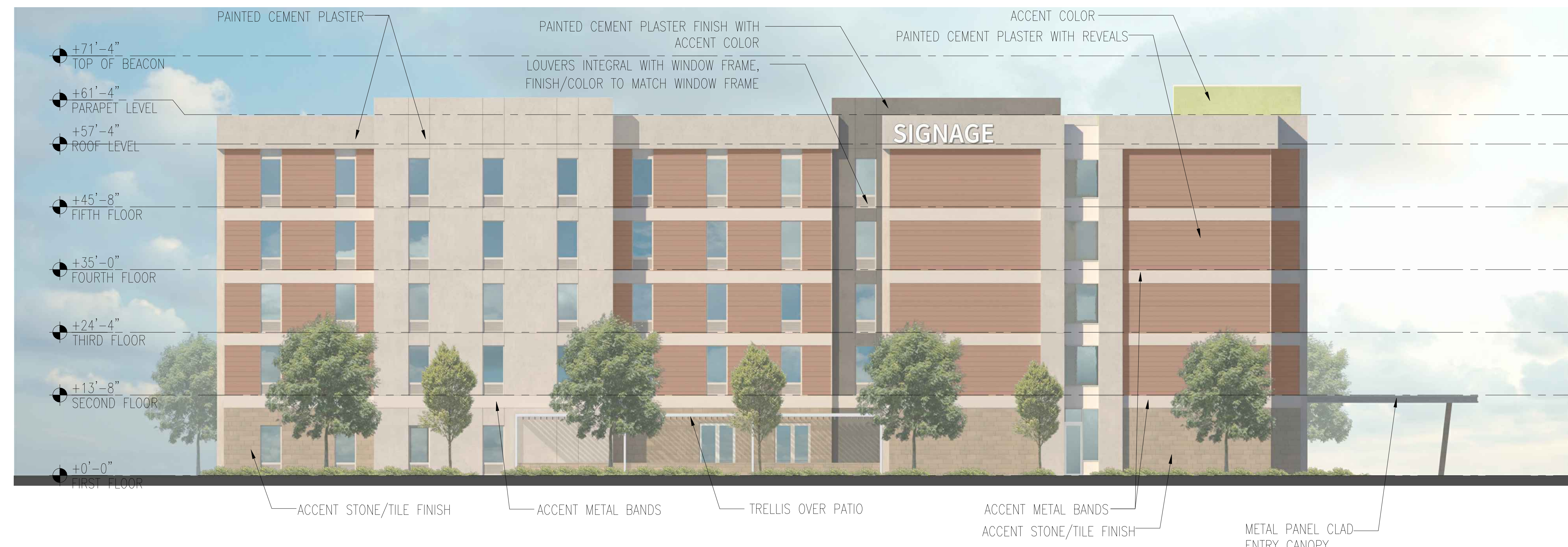




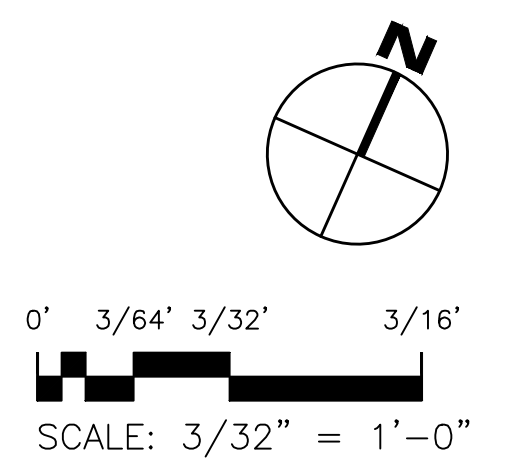
1 EAST ELEVATION
3/32" = 1'-0"



KEY PLAN



2 SOUTH ELEVATION
3/32" = 1'-0"



GATEWAY HOTEL

550 GATEWAY BLVD, SOUTH SAN FRANCISCO, CA.

BUILDING ELEVATIONS

09.15.2015
03.07.2016
06.27.2016

7



© 2016
Project Number: 9749.003

C/CAG AGENDA REPORT

Date: October 13, 2016

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of a determination of inconsistency for the City of San Bruno, Al Madinah Academy project with the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport

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

RECOMMENDATION

That the C/CAG Board of Directors, acting as the Airport Land Use Commission, make a determination that the City of San Bruno, Al Madinah Academy project (a proposed development of a place of worship at 714 4th Avenue in San Bruno) is inconsistent with the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport.

The proposed Al Madinah Academy project is incompatible with the applicable airport/land use policies and criteria contained in the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport (SFO ALUCP), recognizing that the City of San Bruno's consideration of the proposed project may be impacted by the Religious Land Use and Institutionalized Persons Act, notwithstanding the ALUC's determinations in this matter. The proposed development is incompatible and conditionally compatible in the following areas:

Noise Compatibility

The proposed construction of the Al Madinah Academy, a place of public assembly, within the CNEL 70 dB contour is incompatible with the noise compatibility criteria documented in the SFO ALUCP. Table IV-1 of the SFO ALUCP specifies "Places of public assembly, including places of worship" are "not compatible" within the CNEL 70 dB contour. The SFO ALUCP noise criteria do not allow for conditional compatibility considerations such as sound attenuation for this land use within the CNEL 70 dB contour.

Airspace Compatibility

A preliminary analysis based on project information input into the Federal Aviation Administration (FAA) Notice Criteria Tool indicates the proposed project exceeds an instrument approach area and is near a navigation facility. Due to these circumstances, the FAA requests the project sponsor formally file form 7460-1 *Notice of Proposed Construction or Alteration* with the FAA. The proposed project is determined to be conditionally compatible with airspace protection policy AP-2 and is contingent upon a FAA Determination of No Hazard (DNH) and the filing of a copy of the DNH with C/CAG staff.

FISCAL IMPACT

None

SOURCE OF FUNDS

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

BACKGROUND

This recommendation was brought forward to the Airport Land Use Committee (ALUC) at the September 22, 2016 ALUC meeting. However, a quorum was not achieved at the meeting and due to the State law time requirement to complete consistency determinations this item is being brought forward to the Board without a recommendation from the ALUC.

The City of San Bruno has requested a formal ALUC consistency determination from C/CAG, as the designated Airport Land Use Commission for San Mateo County, for the proposed development of a place of worship on a parcel previously used as a single family residence. A building permit application was submitted to the City of San Bruno for the proposed demolition of a single family residence at 714 4th Avenue and construction of a new place of worship. The new building would feature 2,287 square feet of floor area over two levels. The proposed building would include an entrance lobby, kitchen, accessible men's and women's restrooms, a conference room/library, and prayer areas. An outdoor deck/patio area is also proposed for the second level.

DISCUSSION

This recommendation speaks to the compatibility of the proposed project with the SFO ALUCP. Land use decisions are made at the discretion of the elected body governing a particular jurisdiction. This recommendation for the Airport Land Use Commission to determine that the project is inconsistent with the noise policies of the ALUCP is based upon the project being a place of public assembly. In considering whether to approve this proposed project, the City of San Bruno may be required to consider factors such as the impact of the Religious Land Use and Institutionalized Persons Act (RLUIPA) and whether it compels approval of the project notwithstanding the Airport Land Use Commission's determination regarding project consistency with the ALUCP. Among other things, the RLUIPA bars government from "impos[ing] or implement[ing] a land use regulation in a manner that imposes a substantial burden on the religious exercise of a person, including a religious assembly or institution, unless the government demonstrates that imposition of the burden on that person, assembly, or institution (A) is in furtherance of a compelling governmental interest; and (B) is the least restrictive means of furthering that compelling government interest." C/CAG's action in making this consistency determination does not itself impose any substantial burden, but the City of San Bruno may need to make an individualized assessment of the impact on religious exercise of the City's approval or denial of the project, given RLUIPA and the proposed religious use.

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

(a) Noise Policy Consistency Analysis

The CNEL (Community Noise Equivalent Level) 65 dB aircraft noise contour defines the state and federal threshold for aircraft noise-sensitive land use impacts. This is the threshold used by the SFO ALUCP. The SFO ALUCP identifies four noise exposure ranges for which specific land use criteria

are indicated: below 65 dB, 65-70 dB, 70-75 dB, and 75 dB and over. All land uses are considered compatible below CNEL 65 dB. Places of public assembly are considered conditionally compatible at the CNEL 65-70 dB range, subject to the provision of sound attenuation to achieve indoor noise levels of CNEL 45 dB or lower and the granting of an aviation easement to the City and County of San Francisco, the operator of SFO. At noise exposure ranges higher than CNEL 70 dB, places of public assembly are considered incompatible. This is in recognition of the noise-sensitive nature of activities occurring in such facilities, including public oration, discourse, audience participation, concentration, and contemplation.

Table 1 summarizes the noise compatibility policy criteria for places of public assembly as listed in Table IV-1 of the SFO ALUCP.

Table 1 Aircraft Noise/Land Use Compatibility Standards for San Francisco International Airport Plan Area				
LAND USE	COMMUNITY NOISE EQUIVALENT LEVEL (CNEL)			
	BELOW 65 dB	65-70 dB	70-75 dB	75 dB AND OVER
Public/Institutional				
Places of public assembly, including places of worship	Y	C	N	N

Notes:

CNEL = Community Noise Equivalent Level, in A-weighted decibels.

Y (Yes) = Land use and related structures compatible without restrictions.

C (conditionally compatible) = Land use and related structures are permitted, provided that sound insulation is provided to reduce interior noise levels from exterior sources to CNEL 45 dB or lower and that an aviation easement is granted to the City and County of San Francisco as operator of SFO. See Policy NP-3.

N (No) = Land use and related structures are not compatible.

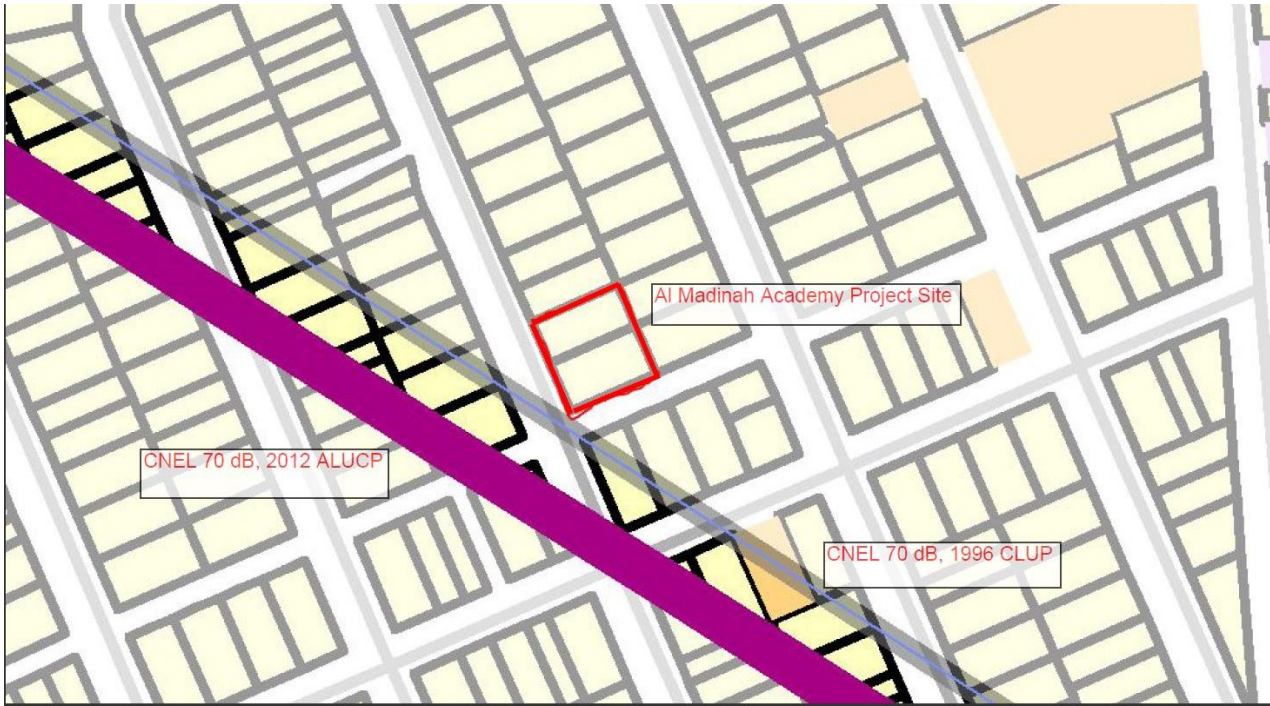
Source: *Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport*, November 2012, p. IV-18.

Prepared by: Ricondo & Associates, Inc. August 2016.

As depicted on Attachment 2, the proposed site of the Al Madinah Academy is located within the CNEL 70 dB contour. Therefore, the Al Madinah Academy project is incompatible at the proposed location.

Planning officials of the City of San Bruno have explained that the application for this proposed development action was deemed complete prior to the date of adoption of the 2012 SFO ALUCP. They requested that C/CAG staff consider the applicability of Policy GP-5.3 to the proposed project. That policy provides that any development action in the review process before the effective date of the 2012 SFO ALUCP, if located between the CNEL 70 dB contour of the 1996 CLUP and the CNEL 70 dB contour of the 2012 ALUCP, must be evaluated for noise consistency based on the policies of the 1996 CLUP. As depicted in the map below, the proposed project lies within the CNEL 70 dB contours based on both the 1996 CLUP and the 2012 ALUCP. Thus, policy GP-5.3 does not apply to the proposed project.¹

¹ As it happens, the 1996 CLUP policy for places of worship is the same as the policy in the 2012 ALUCP – they are considered incompatible within the CNEL 70 dB contour. See Table V.-II on page V-13 of the 1996 CLUP.



(b) Safety Criteria

The *California Airport Land Use Planning Handbook* requires airport land use compatibility plans to include safety zones for each runway end. The SFO ALUCP describes safety zones and related land use compatibility policies and criteria. The SFO ALUCP identifies five safety zones associated with each runway at SFO.²

- Zone 1 – Runway Protection Zone and Object Free Area
- Zone 2 – Inner Approach/Departure Zone
- Zone 3 – Inner Turning Zone
- Zone 4 – Outer Approach/Departure Zone
- Zone 5 – Sideline Zone

For each safety zone, Table IV-2 of the SFO ALUCP categorizes specific land uses into two categories: incompatible or avoid. An incompatible use “cannot be permitted” according to the criteria, but a land use identified as “avoid” may be permitted if “no feasible alternative is available” and the number of exits required by local code are increased by 50 percent or more for any habitable structures.³

As depicted in Attachment 2, the proposed site of the Al Madinah Academy is located within Safety Zone 3, the inner turning zone for Runway 10R-28L. Within Safety Zone 3, biosafety level 3 and 4 facilities, children’s schools, large child day care centers, hospitals, nursing homes, stadiums, and arenas are incompatible uses. Hazardous uses other than biosafety level 3 and 4 facilities as well as critical public utilities are categorized as “avoid.”

² City/County Association of Governments of San Mateo County, *Comprehensive Land Use Compatibility Plan for the Environs of San Francisco International Airport*, November 2012, Policy SP-1, pp. IV-21—22.

³ City/County Association of Governments of San Mateo County, *Comprehensive Land Use Compatibility Plan for the Environs of San Francisco International Airport*, November 2012, Table IV-2, pp. IV-31—32.

Places of public assembly, regardless of capacity, are not identified as incompatible in Safety Zone 3. Therefore, the Al Madinah Academy is consistent with the SFO ALUCP safety policies.

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

Consistency with the airspace protection policies of the SFO ALUCP requires compliance with three sets of standards:

- The proposed project must not penetrate any critical airspace surface as depicted on Exhibits IV-17 and IV-18 of the ALUCP.
- The proposed project must not involve any of a specific list of features that may cause hazards to aircraft in flight.
- The proposed project must have been determined by the FAA, through its Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) process, not to be a hazard to air navigation.

(1) Maximum Height Limits

The SFO ALUCP establishes maximum height limits in the Airport vicinity (Exhibits IV-17 and IV-18) to ensure the protection of critical airspace.

The site of the proposed structure is situated at approximately 11 feet above mean sea level (AMSL). As depicted in Attachment 4, the proposed structure would extend approximately 25 feet above ground level at the highest point, meaning that the top of the structure would be approximately 36 feet AMSL.

The SFO Bureau of Planning and Environmental Affairs has provided a web-based application for evaluating proposed projects for compatibility with the maximum height limits in the SFO ALUCP known as the iALP Airport Land Use Compatibility Tool.⁴ The application allows users to input a specific location, ground elevation, and structure height to analyze compatibility with any imaginary airspace protection surfaces above the site. The application generates an output file which indicates the overall height of the location in feet AMSL, the maximum allowable structure height in feet AMSL, and the distance in feet that the structure would exceed or fall below the imaginary airspace protection surfaces directly above the location.

Per Table 2 (Attachment 5), the proposed structure would be approximately 60 feet below the nearest imaginary airspace protection surface, the One Engine Inoperative Corridor for Runways 28L and 28R. Therefore, the proposed project height would be well below the nearest imaginary airspace protection surfaces and should pose no hazard to safe and efficient navigation of the airspace near SFO.

(2) Hazards to Flight Safety

Aside from penetrations of airspace protection surfaces, the SFO ALUCP describes the following specific hazards to flight regarded as incompatible in the SFO environs.⁵

- 1) Sources of glare, such as highly reflective buildings or building features, or bright lights, including search lights or laser displays, which would interfere with the vision of pilots making approaches to the Airport.

4 http://ialp.airplanonline.com/StandardIALP/Airports/SFO/Help/iALP%20Airspace%20Tool%20Tutorial_2013-0506.pdf (Accessed August 17, 2016).

5 City/County Association of Governments of San Mateo County, *Comprehensive Land Use Compatibility Plan for the Environs of San Francisco International Airport*, November 2012, Policy AP-4, pp. IV-59—60.

- 2) Distracting lights that that could be mistaken by pilots on approach to the Airport for airport identification lighting, runway edge lighting, runway end identification lighting, or runway approach lighting.
- 3) Sources of dust, smoke, or water vapor that may impair the vision of pilots making approaches to the Airport.
- 4) Sources of electrical interference with aircraft or air traffic control communications or navigation equipment, including radar.
- 5) Land uses that, as a regular byproduct of their operations, produce thermal plumes with the potential to rise high enough and at sufficient velocities to interfere with the control of aircraft in flight. (Upward blasts of 14.1 feet per second at 200 feet or higher above ground level are considered incompatible.)
- 6) Any use that creates an increased attraction for wildlife, particularly large flocks of birds, that is inconsistent with FAA rules and regulations, including, but not limited to, FAA Order 5200.5A, Waste Disposal Sites On or Near Airports , FAA Advisory Circular 150/5200-33B, Hazardous Wildlife Attractants On or Near Airports, and any successor or replacement orders or advisory circulars. Exceptions to this policy are acceptable for wetlands or other environmental mitigation projects required by ordinance, statute, court order, or Record of Decision issued by a federal agency under the National Environmental Policy Act.

The proposed project, as described in the plan submittal to the City of San Bruno, does not specify any features which would present any of the other hazards to flight described above.

(3) FAA OE/AAA Process

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

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

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

As part of this ALUCP consistency review, a preliminary analysis was conducted using the FAA Notice Criteria Tool. Inputs into the Notice Criteria Tool included project location coordinates, approximate site elevation, approximate structure height, and whether or not the project would be

situated on-airport. The analysis results indicate two notice criteria are exceeded by the proposed project:

- An instrument approach area
- Proximity to a navigation facility potentially impacting signal reception

The input and results of the preliminary analysis utilizing the FAA Notice Criteria Tool are included in Attachment 6. Because the proposed project would exceed these criteria, the project sponsor must file Form 7460-1 with the FAA. (Because this is the project sponsor's responsibility, the sponsor is advised to enter the applicable project information into the online Notice Criteria Tool independently and follow the resulting prompts.) After receiving the form, the FAA will conduct an aeronautical study to determine whether or not the project would be a hazard to air navigation. Therefore, the proposed project is determined to be conditionally compatible pending an FAA Determination of No Hazard and the filing of a copy of the FAA's determination with the C/CAG staff.

ATTACHMENTS

- Attachment 1 – Exhibit 1, Proposed Site Plan
- Attachment 2 – Exhibit 2, Site Location Relative to SFO ALUCP Compatibility Factor Boundaries
- Attachment 3 – Exhibit 3, Site Location Relative to CNEL 70 dB Contours, 1996 CLUP and 2012 ALUCP
- Attachment 4 – Exhibit 4, Proposed Building Elevation
- Attachment 5 – Table 2 iALP Airport Land Use Compatibility Tool Analysis Summary for Proposed Al Madinah Academy Project.
- Attachment 6 – Notice Criteria Tool Report

Attachment 1

[Preliminary Draft for Discussion Purposes Only]

AL MADINAH ACADEMY

710 & 714 4th AVENUE
SAN BRUNO, CA 94066

APN : 020-168-160 & 020-168-150

PROJECT INFORMATION

OWNER

OWNER: DEAN
OWNER'S ADDRESS: 714 4th AVENUE,
SAN BRUNO, CA 94066

SITE

APN: 020-168-160 & 020-168-150
ZONING: R-1
OCCUPANCY GROUP: R-3 FOR CLERGY RESIDENCE &
A-3, U, S-2 FOR MOSQUE BUILDING
BUILDING TYPE: TYPE V-B
LOT AREA: 5,000.00 SQ. FT. EACH
(TOTAL 10,000 SQ.FT.)

INDEX OF DRAWING

- A0 COVER SHEET & SITE PLAN
- A1 EXISTING CONDITIONS: SITE PLAN
- A2 PROPOSED LANDSCAPE PLAN
- A3 EXISTING BUILDING (RESIDENCE TO REMAIN)
FLOOR PLANS ELEVATIONS
- A3a EXISTING BUILDING (RESIDENCE TO REMAIN)
ELEVATIONS
- A4 PROPOSED FLOOR PLANS
- A5 PROPOSED ROOF PLAN & SECTIONS
- A6 PROPOSED ELEVATIONS

BUILDING AREAS

DEVELOPMENT STANDARDS:
LOT AREA= 10,000 s.f.
Adjustment Factor= 0.73
Adjusted Lot Area= **7,300 s.f.**

Maximum Permitted Floor Area= **4,015 s.f.**
Maximum Permitted Lot Coverage= **3,212 s.f.**

PROPOSED FLOOR AREAS (GROSS)
EXISTING CLERGY RESIDENCE:
First Floor Area= 1,424.91 s.f.
Second Floor Area= 1,357.00 s.f.
TOTAL FLOOR AREA= **2,781.91 s.f.**

NEW MOSQUE BUILDING:
First Floor Area= 845.38 s.f. (stairs excluded)
Second Floor Area= 1,442.49 s.f. (stair included)
TOTAL FLOOR AREA= **2,287.87 s.f.**
(F.A.R.= 45.75% of 5000 s.f. Individual lot)

TOTAL GROSS FLOOR AREA PROPOSED = 5,069.78 s.f.

PROPOSED MAX. BUILDING HEIGHT 25'-10" (28' MAX. ALLOWED)
(NEW MOSQUE BUILDING)

PROPOSED LANDSCAPING AREA
978.00 Sq.Ft. INDIVIDUAL LOT (19.56% of 5000 Sq.Ft. LOT)
1792.00 Sq.Ft. TOTAL COMBINED LOTS (17.42% of 10000 Sq. Ft. LOT)

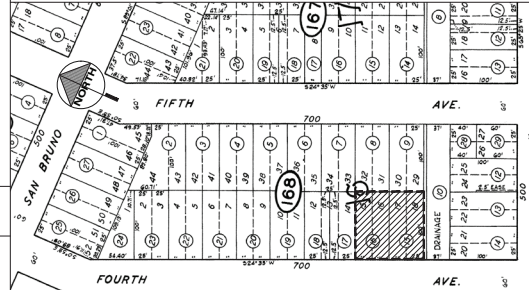
BUILDING FOOTPRINT/ LOT COVERAGE
2,188.33 Sq.Ft. INDIVIDUAL LOT (43.26% of 5000 Sq. Ft. LOT)
3887.00 Sq.Ft. TOTAL COMBINED LOTS (50.5% OF 7,300 Sq.Ft. Adjusted Lot)

TOTAL IMPERVIOUS SURFACE AREA PROPOSED
= TOTAL BUILDING LOT COVERAGE + EXISTING IMPERVIOUS PAVEMENT
(ALL NEW PROPOSED PAVED AREA ARE TO BE INTERLOCKING PERVIOUS PAVERS)
= 3687 + 600 = **4287.00 Sq.Ft.**

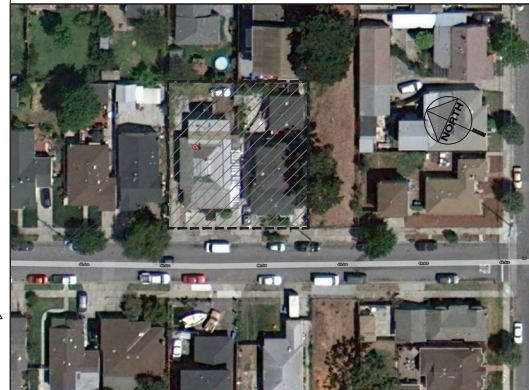
SCOPE OF WORK

1. DEMOLISH (E) SINGLE STORY STRUCTURE AND CONSTRUCT NEW TWO STORY STRUCTURE PER THE PROPOSED DESIGN.
2. PROPOSED STRUCTURE FOR THE MOSQUE TO INCLUDE AN ENTRANCE LOBBY WITH STAIRS AND ELEVATOR, A SMALL KITCHEN, AND AN ACCESSIBLE RESTROOM FOR MEN AT THE FIRST FLOOR LEVEL.
3. SECOND FLOOR OF THE PROPOSED STRUCTURE TO HOUSE A PRAYER ROOM, A CONFERENCE ROOM/ LIBRARY, AN ACCESSIBLE RESTROOM FOR WOMEN, AND A COVERED SEMI-OPEN DECK SPACE.
4. SITE DEVELOPMENT WORK PROPOSED: INCLUDES
 - * DEMOLISH (E) GARAGE STRUCTURE AT THE REAR OF THE LOT.
 - * PROVIDE 11 OPEN OFF-STREET PARKING (INCLUDING 1-VAN ACCESSIBLE PARKING) FOR THE MOSQUE USE AT THE REAR OF THE SITE AND 2-CAR ATTACHED COVERED PARKING GARAGE FOR THE RESIDENTIAL USE.
 - * LANDSCAPING AT THE SIDES AND REAR OF THE LOT.
 - * NEW 20' WIDE DRIVEWAY IN THE MIDDLE TO PROVIDE ACCESS TO THE REAR PARKING.

PARCEL MAP:



AERIAL PHOTO:



BUILDING AREAS

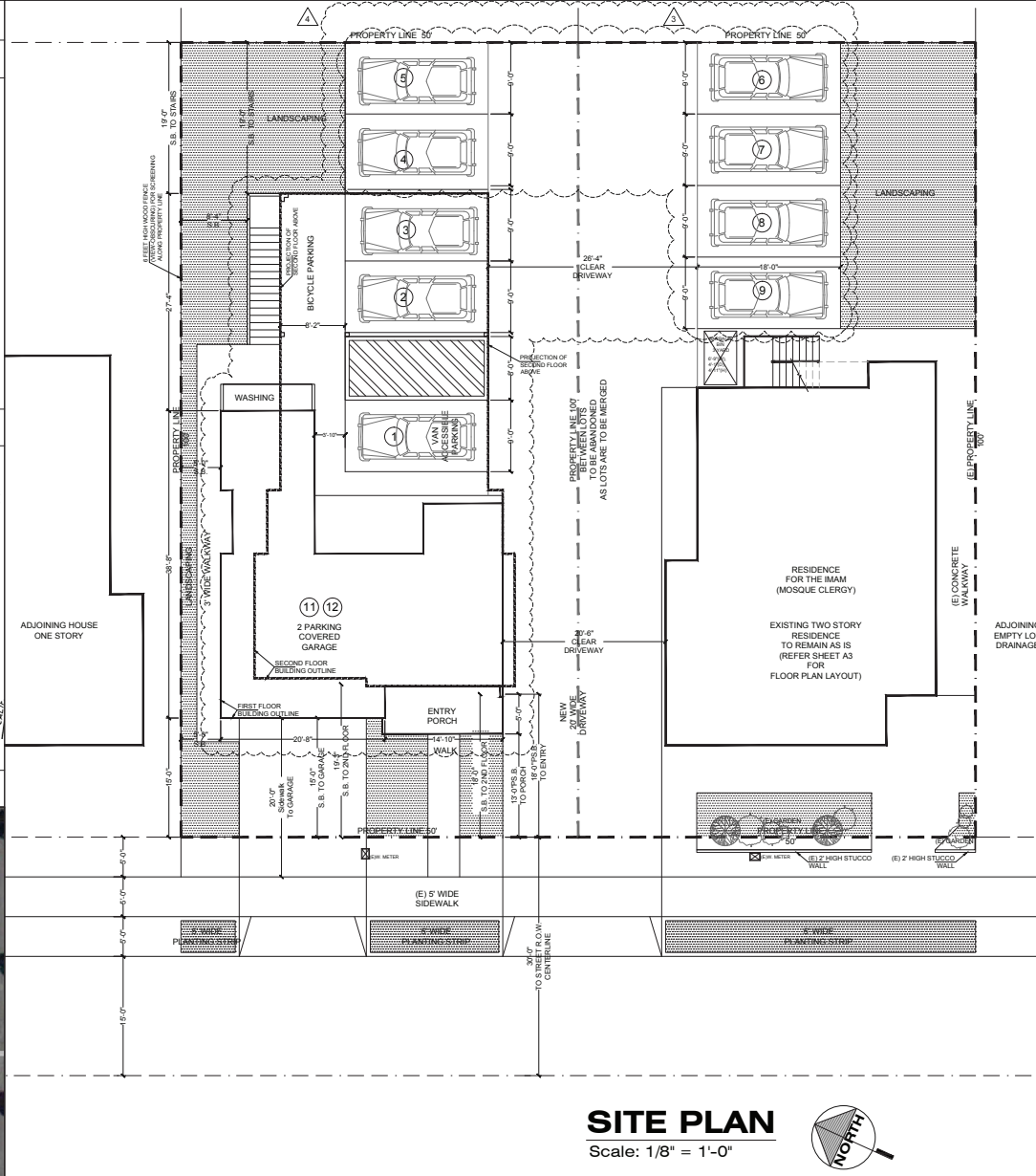
AREA SUMMARY FOR NEW MOSQUE BUILDING:

FIRST FLOOR AREA:
ACCESSORY USE (Mosque) = 418.27 Sq.Ft.
(ENTRY LOBBY, ELEVATOR, STAIRS, UTILITY, MEN'S RESTROOM, KITCHEN/ PANTRY)
COVERED 2 CAR PARKING ATTACHED GARAGE (RESIDENCE FOR MOSQUE CLERGY) = 427.11 Sq.Ft.

SECOND FLOOR AREA (MOSQUE USE):
Applicable towards Required Parking Calculation
PRAYER AREA (MEN'S) = 678.00 Sq.Ft.
PRAYER AREA (WOMEN'S) = 120.00 Sq.Ft.
CONFERENCE ROOM/ LIBRARY = 247.00 Sq.Ft.

ACCESSORY USE AREAS (Not applicable to Parking Requirement Calculations)

DECK (COVERED SEMI-OPEN) = 361.00 Sq.Ft.
WOMEN'S RESTROOM = 162.83 Sq.Ft.
REQUIRED PARKING:
MOSQUE (ASSEMBLY USE) @ 1/100 SQ.FT. FLOOR AREA = (678 + 120)/100 = 8 (7.98)
MOSQUE (OFFICE/ LIBRARY USE) @ 1/250 SQ.FT. FLOOR AREA = 247/250 = 1 (0.99)
CLERGY RESIDENCE = 2
TOTAL NUMBER OF REQUIRED PARKING= 11
PROPOSED PARKING: TOTAL 11 PARKING PROPOSED WHICH INCLUDE: MOSQUE USE- 9 OFF-STREET PARKING (INCLUDING 1-VAN ACCESSIBLE) & CLERGY RESIDENCE- 2 COVERED PARKING ATTACHED GARAGE.



SITE PLAN

Scale: 1/8" = 1'-0"

J C
ENGINEERING

848 BURNS CT.
PACIFICA, CA 94044
(650) 355 0615
FAX (650) 355 8965

CIVIL AND STRUCTURAL ENGINEERS

REMARKS:

AL MADINA ACADEMY
710 & 714 4TH AVENUE,
SAN BRUNO, CA 94066
APN 020-168-160 &
020-168-160

Sheet:
COVER SHEET & SITE PLAN

DATE	ISSUED FOR
10/10/10	PLANNING
09/04/11	PLANNING
12/21/11	PLANNING (Rev.)
07/25/12	PLANNING (Rev.)
03/05/13	PLANNING (Rev.)
03/27/15	PLANNING (Rev.)
09/17/15	PLANNING (Rev.)

Drawn by: JC
Checked by: JC
project no: 2100425 sheet no: A-0

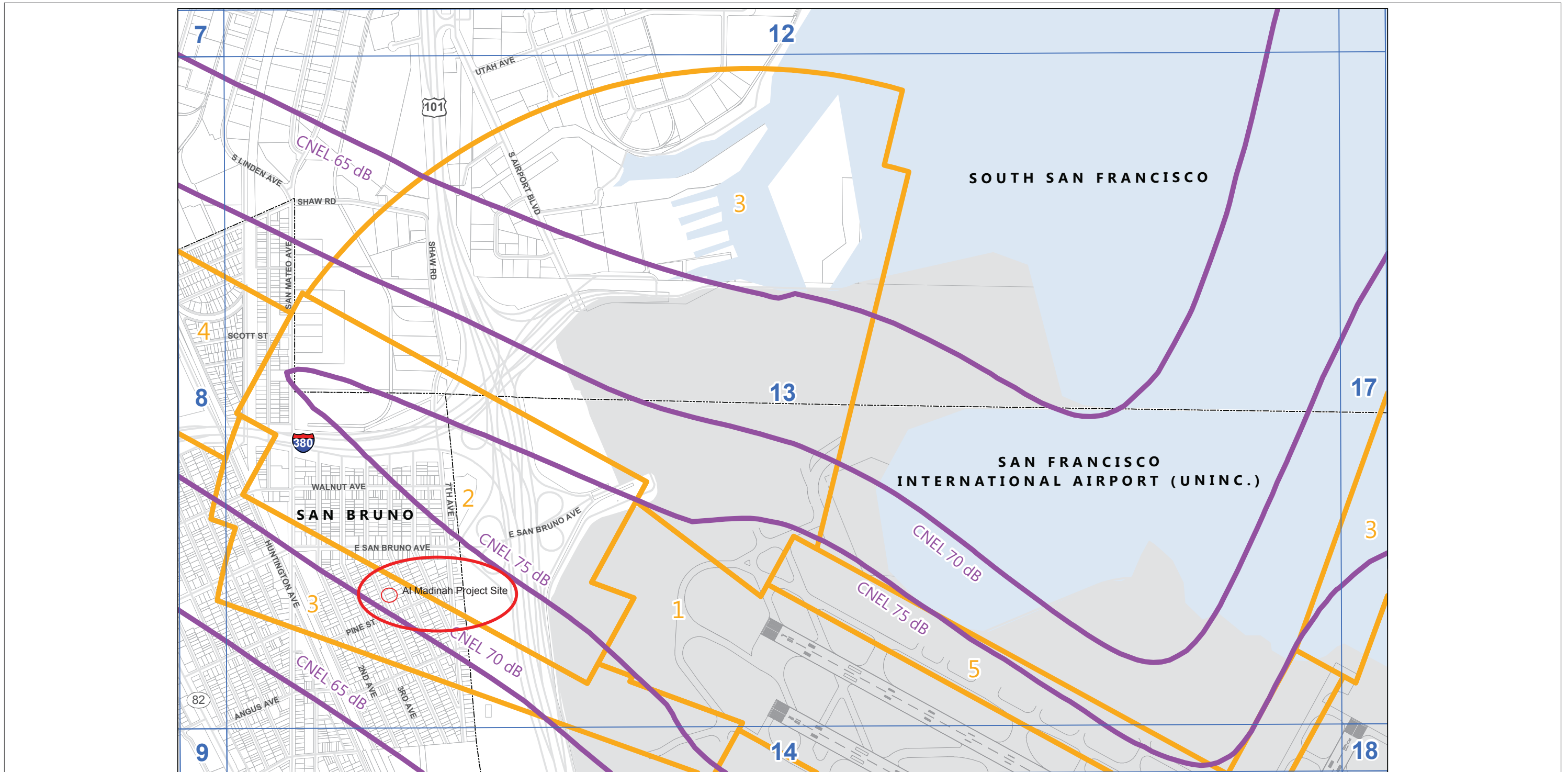
EXHIBIT 1



Z:\SFO\Graphics\SFO ALUCP AI Madinah Exhibits\SFO ALUCP AI Madinah Exhibits.indd

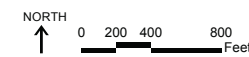
Attachment 2

[Preliminary Draft for Discussion Purposes Only]



Comprehensive Airport Land Use Plan for the Environs of San Francisco International Airport

COMPATIBILITY ZONE BOUNDARIES ADOPTED: NOVEMBER 8, 2012 - EXHIBIT 13 OF 24



C/CAG City/County Association of Governments of San Mateo County, California

SOURCE: Comprehensive Airport Land Use Plan for the Environs of San Francisco International Airport, November 2012. PREPARED BY: Ricondo & Associates, Inc., August 2016.

EXHIBIT 2



Site Location Relative to SFO ALUCP Compatibility Factor Boundaries

Z:\SFO\Graphics\SFO ALUCP AI Madinah Exhibits\SFO ALUCP AI Madinah Exhibits.indd

Attachment 3

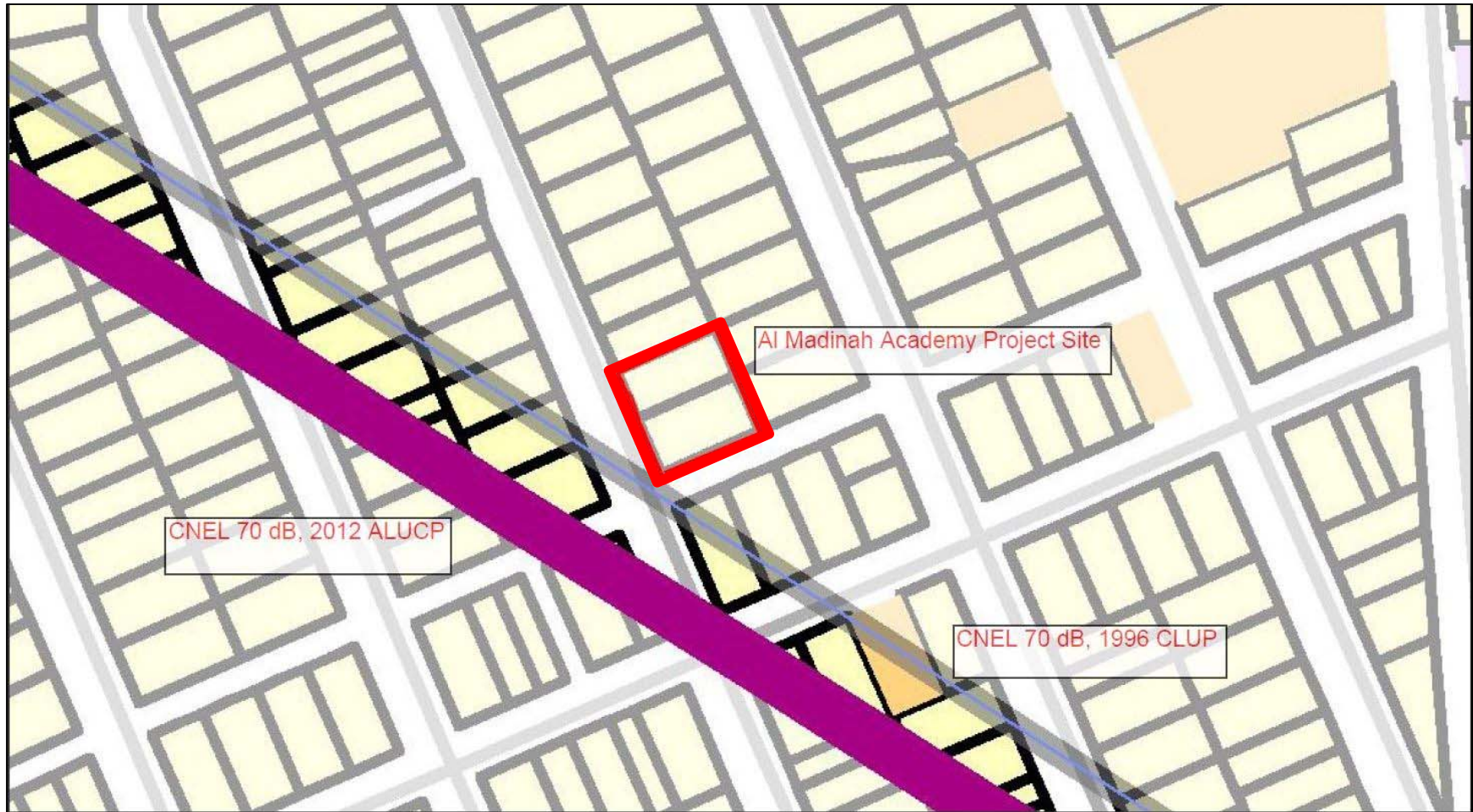
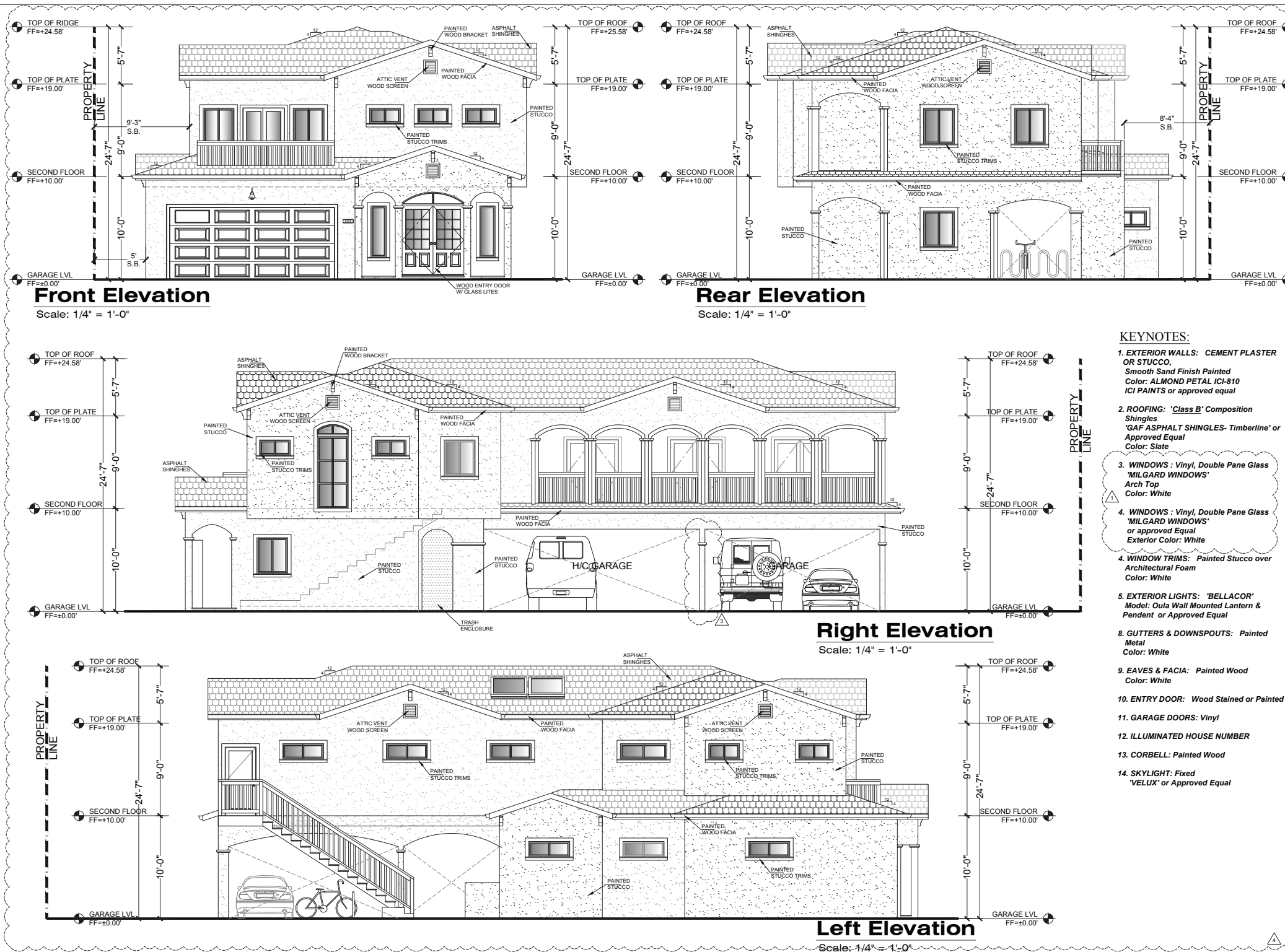


Exhibit 3 – Site Location
Relative to CNEL 70 dB Contours, 1996 CLUP and 2012 ALUCP

Attachment 4

[Preliminary Draft for Discussion Purposes Only]



- KEYNOTES:**
1. EXTERIOR WALLS: CEMENT PLASTER OR STUCCO, Smooth Sand Finish Painted Color: ALMOND PETAL ICI-810 ICI PAINTS or approved equal
 2. ROOFING: 'Class B' Composition Shingles GAF ASPHALT SHINGLES- Timberline' or Approved Equal Color: Slate
 3. WINDOWS: Vinyl, Double Pane Glass 'MILGARD WINDOWS' Arch Top Color: White
 4. WINDOWS: Vinyl, Double Pane Glass 'MILGARD WINDOWS' or approved Equal Exterior Color: White
 4. WINDOW TRIMS: Painted Stucco over Architectural Foam Color: White
 5. EXTERIOR LIGHTS: 'BELLACOR' Model: Oula Wall Mounted Lantern & Pendant or Approved Equal
 8. GUTTERS & DOWNSPOUTS: Painted Metal Color: White
 9. EAVES & FACIA: Painted Wood Color: White
 10. ENTRY DOOR: Wood Stained or Painted
 11. GARAGE DOORS: Vinyl
 12. ILLUMINATED HOUSE NUMBER
 13. CORBELL: Painted Wood
 14. SKYLIGHT: Fixed 'VELUX' or Approved Equal

J C ENGINEERING

848 BURNS CT.
PACIFICA, CA 94044
(650) 355 0615
FAX (650) 355 8965

CIVIL AND STRUCTURAL ENGINEERS

REMARKS:

AL MADINA ACADEMY
710 & 714 4TH AVENUE,
SAN BRUNO, CA 94066
APN 020-168-160 &
020-168-160

Sheet:
PROPOSED ELEVATIONS
(NEW MOSQUE BUILDING)

DATE	ISSUED FOR
10/10/10	PLANNING
09/04/11	PLANNING
12/21/11	PLANNING (Rev.)
07/25/12	PLANNING (Rev.)
03/05/13	PLANNING (Rev.)
03/27/15	PLANNING (Rev.)
09/17/15	PLANNING (Rev.)

Drawn by: JC
Checked by: JC
project no: 2100425
sheet no: A-6

SOURCE: JC Engineering, September 2015.
PREPARED BY: Ricondo & Associates, Inc., August 2016.



Z:\SFO\Graphics\SFO ALUCP Al Madinah Exhibits\SFO ALUCP Al Madinah Exhibits.indd

Table 2
iALP Airport Land Use Compatibility Tool Analysis Summary for Proposed Al Madinah Academy Project

SURFACE INTERSECTION ANALYSIS INFORMATION - AIRPORT CODE "SFO"								
Coordinate System:			Date: 08/17/16			Model: SFO_ALL_Surfaces_31JUL14		
Latitude	Longitude	Site El.(AMSL)	Struct Ht.(AGL)	Overall Ht.(AMSL)	Max Ht. (AMSL)	Exceeds By	Under By	Surface
37° 37' 46.3700"	122° 24' 27.8800"	11	24.58	35.58	95.67		60.09	SFO_RW28LR_OEI_Corridor_090309
37° 37' 46.3700"	122° 24' 27.8800"	11	24.58	35.58	129.64		94.06	SFO_RW10R_RNP_2Y_Missed_Approach_O
37° 37' 46.3700"	122° 24' 27.8800"	11	24.58	35.58	149.59		114.01	SFO_RW10R_VIZ_Straight_In
37° 37' 46.3700"	122° 24' 27.8800"	11	24.58	35.58	150.89		115.31	SFO_10R_P77_19_Inner_Appch
37° 37' 46.3700"	122° 24' 27.8800"	11	24.58	35.58	163.2		127.62	SFO_VFR77_Exist_Horizontal_Plane
37° 37' 46.3700"	122° 24' 27.8800"	11	24.58	35.58	177.64		142.06	SFO_RW28L_IFR_NonSTND_Departure
37° 37' 46.3700"	122° 24' 27.8800"	11	24.58	35.58	363.79		328.21	SFO_RW28R_ILS_CAT2_Missed_Approach_11
37° 37' 46.3700"	122° 24' 27.8800"	11	24.58	35.58	460		424.42	SFO_CIRCLING_CAT_A
37° 37' 46.3700"	122° 24' 27.8800"	11	24.58	35.58	596.82		561.24	SFO_RW28L_ILS_Cat1_Missed_Approach_22A
37° 37' 46.3700"	122° 24' 27.8800"	11	24.58	35.58	602.11		566.53	SFO_RW28R_LOC_Missed_Approach_11
37° 37' 46.3700"	122° 24' 27.8800"	11	24.58	35.58	602.15		566.57	SFO_RW28L_LOC_Missed_Approach_22A
37° 37' 46.3700"	122° 24' 27.8800"	11	24.58	35.58	606.99		571.41	SFO_RW28R_LPV_Missed_Approach_2B
37° 37' 46.3700"	122° 24' 27.8800"	11	24.58	35.58	640		604.42	SFO_CIRCLING_CAT_B
37° 37' 46.3700"	122° 24' 27.8800"	11	24.58	35.58	730		694.42	SFO_RW10R_LNAVx_Final_Approach_OB
37° 37' 46.3700"	122° 24' 27.8800"	11	24.58	35.58	740		704.42	SFO_CIRCLING_CAT_C
37° 37' 46.3700"	122° 24' 27.8800"	11	24.58	35.58	755.49		719.91	SFO_RW28R_RNP_Y_Missed_OB
37° 37' 46.3700"	122° 24' 27.8800"	11	24.58	35.58	860		824.42	SFO_CIRCLING_CAT_D
37° 37' 46.3700"	122° 24' 27.8800"	11	24.58	35.58	941.93		906.35	SFO_RW19R_IFR_NonSTND_Departure
37° 37' 46.3700"	122° 24' 27.8800"	11	24.58	35.58	1110.63		1075.05	SFO_RW28L_VNAV_Missed_Approach_OB
37° 37' 46.3700"	122° 24' 27.8800"	11	24.58	35.58	1232.26		1196.68	SFO_RW28R_VNAV_Missed_Approach_2B
37° 37' 46.3700"	122° 24' 27.8800"	11	24.58	35.58	1765.03		1729.45	SFO_RW28R_IFR_NonSTND_Departure_2000
37° 37' 46.3700"	122° 24' 27.8800"	11	24.58	35.58	1772.04		1736.46	SFO_RW01L_IFR_NonSTND_Departure
37° 37' 46.3700"	122° 24' 27.8800"	11	24.58	35.58	2000		1964.42	SFO_MVA_2008
Total penetrations above surfaces: 0								
Total penetrations below surfaces: 23								
Zone Analysis								
X	Y	Range	Safety Zones					
6009246.287	2057325.895	70-75 db	3					

Source: SFO Bureau of Planning and Environmental Affairs, iALP Airport Land Use Compatibility Tool, <http://ialp.airplanonline.com/StandardIALP/MainFrame.asp> (accessed August 2016).

Prepared by: Ricondo & Associates, Inc., August 2016 from output generated by iALP Airport Land Use Compatibility Tool.

Attachment 6



Federal Aviation Administration

<< OE/AAA

Notice Criteria Tool

[Notice Criteria Tool - Desk Reference Guide V_2014.2.0](#)

The requirements for filing with the Federal Aviation Administration for proposed structures vary based on a number of factors: height, proximity to an airport, location, and frequencies emitted from the structure, etc. For more details, please reference [CFR Title 14 Part 77.9](#).

You must file with the FAA at least 45 days prior to construction if:

- your structure will exceed 200ft above ground level
- your structure will be in proximity to an airport and will exceed the slope ratio
- your structure involves construction of a traverseway (i.e. highway, railroad, waterway etc...) and once adjusted upward with the appropriate vertical distance would exceed a standard of 77.9(a) or (b)
- your structure will emit frequencies, and does not meet the conditions of the [FAA Co-location Policy](#)
- your structure will be in an instrument approach area and might exceed part 77 Subpart C
- your proposed structure will be in proximity to a navigation facility and may impact the assurance of navigation signal reception
- your structure will be on an airport or heliport
- filing has been requested by the FAA

If you require additional information regarding the filing requirements for your structure, please identify and contact the appropriate FAA representative using the [Air Traffic Areas of Responsibility map](#) for Off Airport construction, or contact the [FAA Airports Region / District Office](#) for On Airport construction.

The tool below will assist in applying Part 77 Notice Criteria.

Latitude:	<input type="text" value="37"/> Deg <input type="text" value="37"/> M <input type="text" value="46.37"/> S <input type="text" value="N"/>
Longitude:	<input type="text" value="122"/> Deg <input type="text" value="24"/> M <input type="text" value="27.88"/> S <input type="text" value="W"/>
Horizontal Datum:	<input type="text" value="NAD83"/>
Site Elevation (SE):	<input type="text" value="11"/> (nearest foot)
Structure Height :	<input type="text" value="25"/> (nearest foot)
Traverseway:	<input type="text" value="No Traverseway"/> <small>(Additional height is added to certain structures under 77.9(c) User can increase the default height adjustment for Traverseway, Private Roadway and Waterway</small>
Is structure on airport:	<input checked="" type="radio"/> No <input type="radio"/> Yes

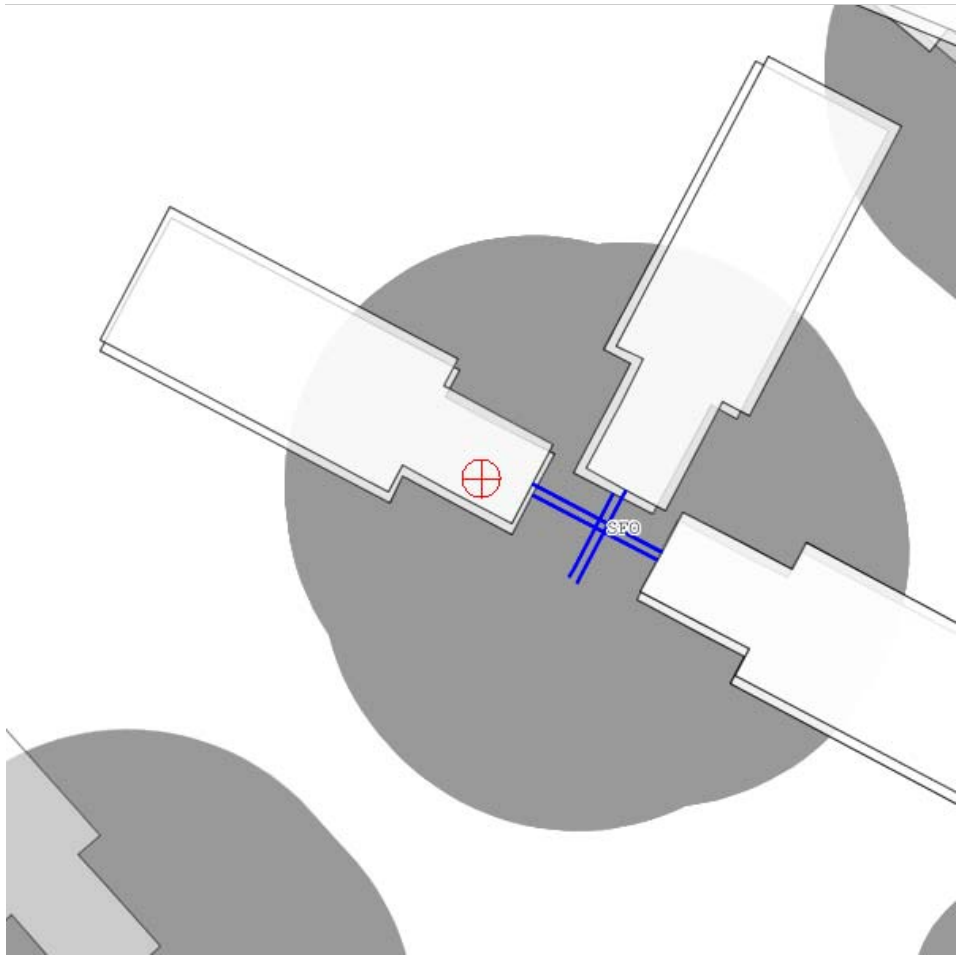
Results

You exceed the following Notice Criteria:

Your proposed structure exceeds an instrument approach area by 31 feet and aeronautical study is needed to determine if it will exceed a standard of subpart C of 14CFR Part 77. The FAA, in accordance with 77.9, requests that you file.

Your proposed structure is in proximity to a navigation facility and may impact the assurance of navigation signal reception. The FAA, in accordance with 77.9, requests that you file.

The FAA requests that you file



C/CAG AGENDA REPORT

Date: October 13, 2016
To: City/County Association of Governments Board of Directors
From: Sandy Wong, Executive Director
Subject: Review and accept the Transportation Fund for Clean Air (TFCA) Program Manager Fund Projects Financial Audit for Project Period Ended June 30, 2015

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

RECOMMENDATION

Review and accept the Transportation Fund for Clean Air (TFCA) Program Manager Fund Projects Financial Audit for Project Period Ended June 30, 2015.

FISCAL IMPACT

None

SOURCE OF FUNDS

Transportation Fund for Clean Air (TFCA)

BACKGROUND

A separate independent audit was performed by the Bay Area Air Quality Management District on the TFCA Program Manager Fund Projects for the project period ended June 30, 2015, encompassing Fiscal Years 2013/14 and 2014/15. No issues were identified that required correction.

ATTACHMENTS

1. Independent Auditor's Reports and Schedule of Expenditures of TFCA Program Manager Fund Projects Period Ended June 30, 2015.

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

**INDEPENDENT AUDITOR'S
REPORTS AND SCHEDULE OF
EXPENDITURES OF TRANSPORTATION
FUND FOR CLEAN AIR PROGRAM
MANAGER FUND PROJECTS**

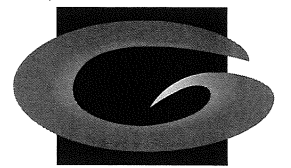
PROJECT PERIOD ENDED JUNE 30, 2015

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

TRANSPORTATION FUND FOR CLEAN AIR PROGRAM MANAGER FUND

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OTHER INDEPENDENT AUDITOR'S REPORT	
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Gilbert Associates, Inc.
CPAs and Advisors

Relax. We got this.

INDEPENDENT AUDITOR'S REPORT

Board of Directors

**City/County Association of Governments of San Mateo County
Redwood City, California**

Board of Directors

**Bay Area Air Quality Management District
San Francisco, California**

Report on the Schedule

We have audited the accompanying Schedule of Expenditures of Projects (Schedule) of the City/County Association of Governments of San Mateo County's (C/CAG) Transportation Fund for Clean Air (TFCA) Program Manager Fund Projects for the project period ended June 30, 2015, and the related notes to the Schedule.

Management's Responsibility for the Schedule

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

Auditor's Responsibility

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

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

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

Opinion

In our opinion, the Schedule referred to above presents fairly, in all material respects, the expenditures of the projects of C/CAG's TFCA Program for the project period ended June 30, 2015, in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1, the accompanying Schedule of Expenditures of the C/CAG's TFCA funding is intended to present the expenditures attributable to the transactions of the C/CAG's TFCA funding. The Schedule does not purport to, and does not present fairly the changes in financial position of the C/CAG for the year ended June 30, 2015, in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated September 6, 2016, on our consideration of the C/CAG's internal control over financial reporting pertaining to the C/CAG's TFCA Program and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the C/CAG's internal control over financial reporting and compliance.



GILBERT ASSOCIATES, INC.
Sacramento, California

September 6, 2016

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

TRANSPORTATION FUND FOR CLEAN AIR PROGRAM MANAGER FUND

**SCHEDULE OF EXPENDITURES OF PROJECTS
FOR THE PROJECT PERIOD ENDED JUNE 30, 2015**

<u>Project Description</u>	<u>TFCA Project Number</u>	<u>Original TFCA Project Allocation</u>	<u>Final TFCA Project Allocation</u>	<u>Final Project Expenditures through 6/30/15</u>
City/County Association of Governments of San Mateo County				
Program Administration	12SM00	\$ 47,781	\$ 51,578	\$ 28,636
Program Administration	14SM00	52,526	53,091	37,822
Peninsula Traffic Congestion Relief Alliance				
Countywide Voluntary Trip Reduction Program	12SM01	435,600	435,600	435,600
Countywide Voluntary Trip Reduction Program	14SM01	445,000	445,000	443,604
San Mateo County Transit District				
SamTrans Shuttle Bus Program	12SM02	554,400	554,400	554,400
SamTrans Shuttle Bus Program	14SM02	<u>566,000</u>	<u>566,000</u>	<u>566,000</u>
Total		<u>\$ 2,101,307</u>	<u>\$ 2,105,669</u>	<u>\$ 2,066,062</u>

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

TRANSPORTATION FUND FOR CLEAN AIR PROGRAM MANAGER FUND

**NOTES TO THE SCHEDULE OF EXPENDITURES OF PROJECTS
FOR THE PROJECT PERIOD ENDED JUNE 30, 2015**

1. PROGRAM DESCRIPTION

Health and Safety Code Sections 44223 and 44225 authorize a surcharge on the motor vehicle registration fee (surcharge) to be used by the Bay Area Air Quality Management District (Air District) and local governments specifically for programs to reduce air pollution from motor vehicles. The Department of Motor Vehicles collects the surcharge and allocates the amounts to the Air District. The Air District administers these funds through the Transportation Fund for Clean Air (TFCA) Program. Under the TFCA Program, money is allocated to two funds: (1) 60% is placed in the Regional Fund and allocated to agencies on a competitive basis by the Air District and (2) 40% is placed in the Program Manager Fund and allocated to designated agencies. Allowable projects under Health and Safety Code Section 44241 include the following:

- Ridesharing program
- Purchase or lease of clean fuel school and transit buses
- Feeder or shuttle bus service to rail and ferry stations and airports
- Arterial traffic management
- Demonstrations in congestion pricing of highways, bridges, and public transit
- Rail bus integration and regional transit information systems
- Low emission vehicle projects
- Bicycle facility improvement projects
- Physical improvements that support "Smart Growth" projects

Relationship to the City/County Association of Governments of San Mateo County's Basic Financial Statements

The City/County Association of Governments of San Mateo County (C/CAG) is the designated Program Manager for the County of San Mateo, and accounts for TFCA Program activities within a special revenue fund. The accompanying Schedule of Expenditures of Projects (Schedule) represents only the TFCA Program Manager Funds allocated to C/CAG for certain projects and is not intended to present fairly the financial position and changes in financial position of the C/CAG in conformity with accounting principles generally accepted in the United States of America.

2. PROGRAM MANAGER PROJECTS

The Schedule reports on certain TFCA projects selected by the Air District for audit. The projects in the Schedule represent projects funded through the Program Manager Fund and completed between July 1, 2013, and June 30, 2015. Projects may have started several years earlier.

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

TRANSPORTATION FUND FOR CLEAN AIR PROGRAM MANAGER FUND

**NOTES TO THE SCHEDULE OF EXPENDITURES OF PROJECTS
FOR THE PROJECT PERIOD ENDED JUNE 30, 2015**

3. BASIS OF ACCOUNTING

The TFCA Program funds are accounted for on a spending or current financial resources measurement focus and the modified accrual basis of accounting. Under this basis of accounting, expenditures are recorded in the accounting period in which the liability is incurred. Expenditures as noted in the Schedule represent only the amount funded by the Air District. Expenditures of matching and other funding sources are not included on the Schedule.

4. INVESTMENT POOL

C/CAG's Investment Policy allows it to invest in the state's Local Agency Investment Fund (LAIF) and the San Mateo County Investment Fund (SMCIF). LAIF is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. SMCIF is regulated by California Government Code Section 5600 under the oversight of the Treasurer of the County of San Mateo. The relative shares in each pool are guided through the process outlined in the C/CAG Investment Policy. Day to day management of C/CAG's portfolio is conducted by the C/CAG Fiscal Agent Administrative Services Director and Finance Officer. The C/CAG Fiscal Agent has an investment committee that meets as necessary to discuss changes to the investment strategy. Any interest earned on TFCA cash deposits in the pools is used for TFCA Program Manager Fund projects.

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF THE SCHEDULE OF EXPENDITURES OF PROJECTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*
AND REQUIREMENTS OF SECTION 44241 OF THE
CALIFORNIA HEALTH AND SAFETY CODE**

Independent Auditor's Report

**Board of Directors
City/County Association of Governments of San Mateo County
Redwood City, California**

**Board of Directors
Bay Area Air Quality Management District
San Francisco, California**

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the accompanying Schedule of Expenditures of Projects (Schedule) of the City/County Association of Governments of San Mateo County (C/CAG) Transportation Fund for Clean Air (TFCA) Program Manager Fund Projects for the project period ended June 30, 2015, and the related notes to the Schedule, and have issued our report thereon dated September 6, 2016.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the C/CAG's Schedule is free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, including Section 44241 of the California Health and Safety Code, noncompliance with which could have a direct and material effect on the determination of Schedule amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit of the Schedule, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

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



GILBERT ASSOCIATES, INC.
Sacramento, California

September 6, 2016

C/CAG AGENDA REPORT

Date: October 13, 2016

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Receive an update on the US 101 Managed-lane project between Santa Clara County and I-380

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

RECOMENDATION

That the C/CA Board of Directors receive an update on the US 101 managed-lane project between Santa Clara County and I-380.

FISCAL IMPACT

The SMCTA approved \$8.5 million for the environmental phase of the project. The project also received \$3 million in private partnership funds. In addition, staff is working with the Federal Highway Administration via the California Department of Transportation and to secure \$9.7 million in Earmark Repurpose funding.

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.

In May 2012, C/CAG submitted an application to sponsor and develop a Project Initiation Document (PID) to extend High-Occupancy Vehicle lanes (HOV) from Whipple to the I-380 interchange. On October 4, 2012 SMCTA programmed \$2,000,000 for this effort.

On May 4, 2015, the California State Department of Transportation (Caltrans) approved a Project Initiation Document (PID) for a project that proposes to extend existing High Occupancy Vehicle (HOV) lanes on the Highway 101 Corridor in San Mateo County 14.5 miles from Whipple Road to the I-380 interchange.

On May 8, 2015, the SMCTA issued another Measure A Highway Program call for project. C/CAG submitted an application to sponsor the next phase - Project Approval/Environmental Document (PA/ED) phase of this project. On October 1, 2015, TA Board authorized the allocation of \$8.5 million of Measure A funding for the PA/ED phase.

Current Project Scope:

Resulting from input of project stakeholders, both public agencies and private employers, the study limits expanded from what was developed in the PID. The project limits have been extended eight miles south to a total length of 22.5 miles, to better coordinate with the work that Santa Clara County is proposing on the Highway 101 Corridor.

In addition, the project has been changed from a Carpool-lane project to a Managed-lane project to include express lane alternatives. Express lanes allow the tolling of non-HOV vehicles through congestion-pricing in an effort to improve operations on the corridor.

Extended limits and expanded alternative options require the preparation of a Supplemental PID to capture and document these changes. The Supplemental PID has been approved by Caltrans in June 2016. The environmental phase has been started.

Project Purpose and Need:

- Reduce congestion in the corridor;
- Encourage carpooling and transit use;
- Provide managed lanes for travel time reliability;
- Minimize operational degradation of general purpose lanes;
- Increase person throughput; and
- Apply technology and/or design features to help manage traffic.

Agency and Public Involvements:

A multi-jurisdictional partnership has been engaged to develop a thorough Project Approval Report and Environmental Document. A “Public Education and Community Outreach Plan” is being prepared and will be forth-coming. The purpose of the Outreach Plan is to educate the community on what can be accomplished in the corridor under various scenarios and to understand the key issues and concerns that the local communities may have about the project alternatives.

To increase efficiency and communication, the technical work will be performed by an Integrated Project Development Team (IPDT) consists of Caltrans staff as well as consultants retained by SMCTA.

A three-party Project Charter has been executed by Caltrans, SMCTA, and C/CAG defining the roles and responsibilities and the project purpose. An inter-agency MOU between C/CAG and SMCTA is also underway.

Formal environmental scoping meeting has scheduled for October 27, 2016, at 6:00 PM at the San Mateo City Hall. Alternatives being proposed by the project will be discussed at the scoping meeting to solicit public input.

ATTACHMENT

None.

C/CAG AGENDA REPORT

Date: October 14, 2016

To: City/County Association of Governments 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 response to questions, contact Jean Higaki at 599-1462)

RECOMMENDATION

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

FISCAL IMPACT

Unknown.

SOURCE OF FUNDS

N/A

BACKGROUND

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

The last day of formal session is August 31, 2016. The Governor has till end of September to sign any bill from the last day of session. Special session continues until the end of November 2016.

ATTACHMENTS

1. October 2016 Legislative update from Shaw/ Yoder/ Antwih, Inc.
2. Full Legislative information is available for specific bills at <http://leginfo.legislature.ca.gov/>



DATE: October 4, 2016
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 – October 2016

Legislative Update

Since the Legislature adjourned the 2015-16 session early in the morning on September 1, the Governor has been reviewing and taking final action on hundreds of bills sent to him late in the year. While the regular session has adjourned, the Special Session on Transportation is still active, but must adjourn by November 30. The general election is scheduled for November 8 and there is a slight chance the legislature may come back after the election in a “lame-duck” session to tackle transportation funding. In any case, the new class of legislators will return for one day in December, to organize for their 2017-18 Legislative Session. In this report we discuss local sales tax measures, the latest on transportation funding, and, we highlight the most relevant bills—bills on which the Board has adopted a position – introduced in the second half of the 2015-16 Regular Session; please see ***Bills of Interest***, below.

Local Sales Tax Measures

On November 8, 14 counties across California are asking voters to extend, add to, or for the first time, enact, a local sales tax to fund transportation. Six existing counties and eight new counties are attempting to secure the two-thirds vote threshold required to approve sales taxes. The existing self-help counties are as follows: Contra Costa; Los Angeles; Sacramento; San Francisco; San Diego; and, Santa Clara. The eight new counties hoping to join the ranks are: Humboldt; Merced; Monterey; Placer; San Luis Obispo; Santa Cruz (which has an existing tax, but dedicated only to the county’s transit district); Stanislaus; and, Ventura.

Joint Transportation Funding Proposal

As we reported last month, on August 24, Senator Jim Beall and Assembly Member Jim Frazier unveiled a joint transportation funding proposal designed to repair and maintain state highways and local roads, improve trade corridors, and support public transit & active transportation. Currently, the \$7.4 billion a year transportation funding proposal includes a combination of new revenues, additional investments of Cap and Trade auction proceeds, accelerated loan repayments, Caltrans efficiencies & streamlined project delivery, accountability measures, and constitutional protections.

More specifically, the proposal would:

- Eliminate the Board of Equalization’s annual adjustment of the gas excise tax, increase the gas excise tax by 17 cents and index it to the Consumer Price Index (generating \$3.6 billion annually)
- Increase the diesel excise tax by 30 cents and index it to the Consumer Price Index (generating \$900 million annually)
- Increase the incremental diesel sales tax to 5.25% and index the increment to the Consumer Price Index (generating \$216 million annually)

- Increase the vehicle registration fee by \$38 and index it to the Consumer Price Index (generating \$1.3 billion annually)
- Introduce an annual zero-emission vehicle fee of \$165 per vehicle and index it to the Consumer Price Index (generating \$16 million annually)
- Redirect vehicle weight fees that are currently allocated to transportation debt service to transportation purposes (repurposing \$1 billion over five years)
- Allocate additional Cap and Trade auction proceeds as follows:
 - +10% to the Transit and Intercity Rail Capital Program (netting \$200 million annually)
 - +5% to the Low Carbon Transit Operations Program (netting \$100 million annually)
- Identify miscellaneous transportation revenues (netting \$149 million annually)
- Require repayment of outstanding transportation loans over two years (freeing \$746 million in one-time revenue)

The new revenues would be spent according to these categories:

- **State** – \$2.9 billion annually for maintenance and rehabilitation of the state highway system.
- **Locals** – \$2.5 billion annually for maintenance and rehabilitation of local streets and roads.
- **Regions** – \$534 million annually to help restore the cuts to the State Transportation Improvement Program (STIP).
- **Transit** – \$516 million annually for transit capital projects and operations.
- **Freight** – \$900 million annually for goods movement.
- **Active Transportation** – \$80 million annually, with up to \$150 million possible through Caltrans efficiencies, for bicycle and pedestrian projects.

The proposal would set aside \$200 million of annual revenues to counties that adopt local sales tax measures.

The authors have tried to balance the expenditures based roughly on a 50-50 split between state and local agencies for transportation maintenance and rehabilitation needs.

The authors are also proposing a Constitutional Amendment to help locals increasing funding at home by lowering the voter threshold for transportation tax measures to 55 percent.

Finally, the proposal would: put into place constitutional protections that would prohibit the Legislature from borrowing or redirecting new revenues for purposes other than those specifically outlined in Article 19 of the State Constitution; create the Office of the Inspector General; and, put into place efficiency measures, such as CEQA streamlining and advanced mitigation, designed to expedite project delivery and reduce overall project costs.

As the Special Session on transportation continues, we will report to the Board any progress in moving this funding plan forward.

Special Session Bills

ABX1 1 (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.**

SBX1 1 (Beall) and ABX1 26 (Frazier) Transportation Funding

As discussed in detail above, these bills would increase several taxes and fees to address issues of deferred maintenance on state highways and local streets and roads, as well as provide new funding for public transit. Specifically, this bill would increase both the gasoline and diesel excise taxes by 17 and 30

cents, respectively; increase the vehicle registration fee by \$38; create a new \$165 vehicle registration fee applicable to zero-emission motor vehicles; increase Cap and Trade funding for transit; increase the sales tax on diesel by 3.5% for the State Transit Assistance Program, limit the borrowing of weight-fee revenues, and repay outstanding transportation loans. As a result, transportation funding would increase by approximately \$7.4 billion per year. **The Board is in SUPPORT of these bills.**

ABX1 7 (Nezarian) and SBX1 8 (Hill) Cap and Trade Increase for Rail and Transit

This bill would increase the amount of funding continuously appropriated to two Cap and Trade programs dedicated to transit - 20% of the annual proceeds to the Transit and Intercity Rail Capital Program and 10% of the annual proceeds to the Low Carbon Transit Operations Program. **The Board is in SUPPORT of these bills.**

Regular Session Bills of Interest

ACA 4 (Frazier) Lower-Voter Threshold for Transportation Taxes – THIS BILL WAS HELD

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. **The Board is in SUPPORT of this bill.**

AB 516 (Mullin) Temporary License Plates – SIGNED BY THE GOVERNOR ON JULY 25

This bill would, beginning January 1, 2017, require the Department of Motor Vehicles (DMV) to develop a temporary license plate to be displayed on vehicles sold in California and creates new fees and penalties associated with the processing and display of the temporary tag. **The Board is in SUPPORT of this bill.**

AB 2126 (Mullin) Alternative Project Delivery – SIGNED BY THE GOVERNOR ON SEPTEMBER 28

This bill would increase the number of projects for which Caltrans has the authority to use the construction manager/general contractor (CM/GC) method of procurement from six to 12. **The Board is in SUPPORT of this bill.**

SB 885 (Wolk) Construction Contract Indemnity – THIS BILL WAS HELD

This bill would specify that for construction contracts entered into on or after January 1, 2017, that a design professional only has the duty to defend against claims or lawsuits pertaining to negligence, recklessness, or willful misconduct of the design professional. Under the bill, a design professional would not have a duty to defend claims or lawsuits against any other person or entity arising from a construction project, except that person's or entity's reasonable defense costs arising out of the design professional's degree of fault. **The Board STRONGLY OPPOSES this bill.**

SB 1128 (Glazer) Bay Area Commute Benefit Policy - SIGNED BY THE GOVERNOR ON SEPTEMBER 22

Current law authorizes, until January 1, 2017, the Metropolitan Transportation Commission and the Bay Area Quality Management District to jointly adopt and enforce an ordinance requiring employers to take a more active role in providing commute benefits to their employees, with the goal of attracting new riders to public transit; and, delivering air quality benefits, traffic congestion relief and additional fare revenue to help sustain and grow quality public transit service. Under this ordinance, impacted employers were required to offer their employees one of a series of commute benefits. This bill would indefinitely extend the statutory authorization for the Bay Area commute benefit ordinance. **The Board is in SUPPORT of this bill.**

SB 1170 (Wieckowski) Stormwater Pollution Prevention Plans – THIS BILL WAS HELD

This bill prohibits a public entity, charter city, or charter county from delegating to a contractor the development of a plan used to prevent or reduce water pollution or runoff on a public works contract and prohibits from requiring a contractor on a public works contract that includes compliance with a plan to assume responsibility for the completeness and accuracy of a plan developed by that entity. **The Board STRONGLY OPPOSES this bill.**

SB 1298 (Hertzberg) Stormwater Funding – THIS BILL WAS HELD

This bill makes changes to the Proposition 218 Omnibus Implementation Act by adding a definition for "sewer" to mean "services and systems provided by all real estate, fixtures, and personal property owned, controlled, operated, or managed in connection with or to facilitate sewage collection, treatment, or disposition for sanitary or drainage purposes, including lateral and connecting sewers, interceptors, trunk and outfall lines, sanitary sewage treatment or disposal plants or works, drains, conduits, outlets for surface water or **storm waters**, and any and all other works, property, or structures necessary or convenient for the collection or disposal of sewage, industrial waste, or surface water or **storm waters**." **The Board is in STRONG SUPPORT of this bill.**

C/CAG AGENDA REPORT

Date: October 13, 2016

To: City/County Association of Governments Board of Directors

From: Sandy Wong, Executive Director

Subject: Receive a presentation on and review and approval of Resolution 16-39 in support of the San Mateo County Home for All Initiative

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

RECOMMENDATION

That the C/CAG Board of Directors review and approve Resolution 16-39 in support of the San Mateo County Home for All Initiative.

FISCAL IMPACT

None.

BACKGROUND

C/CAG and local government jurisdictions within the County have long collaborated to address housing challenges. For example, C/CAG supported the sub-regional process for regional housing needs allocations for all 20 cities and towns, and the unincorporated County. C/CAG and the San Mateo County Department of Housing joint funded the 21-Elements project for many years.

In September 2015, the San Mateo County Board of Supervisors convened the “Closing the Jobs-Housing Gap Task Force” to identify housing issues, evaluate innovative tools and best practices, and create a menu of solutions to preserve and increase housing at all income levels. The Closing the Jobs-Housing Gap Task Force is co-chaired by Supervisors Don Horsley and Warren Slocum, and includes local community leaders with representatives from cities and towns, business organizations and large employers, educators, housing developers, community-based organizations providing housing services and labor and community advocates.

The efforts of the Closing the Jobs-Housing Gap Task Force have resulted in the creation of the Home for All San Mateo County Initiative to be launched in September 2016 with a housing policy resource center, a community engagement campaign, and a regional action plan to implement a variety of strategies to produce and preserve housing at all income levels.

The County of San Mateo is committed to continue working on housing issues by collaborating with jurisdictions and community members to implement the strategies put forth in the Home of All San Mateo County Initiative and support the initiative.

ATTACHMENTS:

1. Resolution 16-39
2. Strides Toward Closing the Gap – SMC Home For All action summary

RESOLUTION 16-39

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY IN SUPPORT OF SAN MATEO COUNTY'S HOME FOR ALL INITIATIVE

Whereas, San Mateo County is facing an historic housing crisis that has resulted in some of the highest housing costs in the country; and

Whereas, as of March 2016, the average price to purchase a single family home in San Mateo County is over one and a half million dollars and the average monthly rent for a two bedroom apartment is nearly two thousand nine hundred dollars; and

Whereas, between 2010 and 2014, San Mateo County added over 54,000 new jobs while only 2,148 new housing units were built in the County; and

Whereas, local government jurisdictions within the County have long collaborated to address, on a regional basis, housing challenges through, for example, a sub-regional process for regional housing needs allocations for all 20 cities and towns, and the unincorporated County; and

Whereas, building upon this regional approach to addressing housing issues, in September 2015, the San Mateo County Board of Supervisors convened the "Closing the Jobs-Housing Gap Task Force" with community leaders to identify housing issues, evaluate innovative tools and best practices, and create a menu of solutions to preserve and increase housing at all income levels; and

Whereas, this Closing the Jobs-Housing Gap Task Force is co-chaired by Supervisors Don Horsley and Warren Slocum, and includes representatives from cities and towns, business organizations and large employers, educators, housing developers, community-based organizations providing housing services and labor and community advocates; and

Whereas, the efforts of the Closing the Jobs-Housing Gap Task Force have resulted in the creation of the Home for All San Mateo County Initiative to be launched in September 2016 with a housing policy resource center, a community engagement campaign, and a regional action plan to implement a variety of strategies to produce and preserve housing at all income levels; and

Whereas, the County of San Mateo is committed to continue working on housing issues by collaborating with jurisdictions and community members to implement the strategies put forth in the Home of All San Mateo County Initiative and support the initiative.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County hereby commits to continue to work with the County of San Mateo and local jurisdictions to address the housing crisis on a countywide basis, including through ongoing support of the Home for All Initiative.

PASSED, APPROVED, AND ADOPTED THIS 13TH DAY OF OCTOBER 2016.

Alicia C. Aguirre, Chair

Strides Toward Closing the Gap

1 Building Partnerships and Community Support



- » 20 cities and the County adopt a “Home for All” resolution that commits them to continuing to work on housing and implementing the Task Force action plan.
- » Convene meetings for school districts and other public agencies, businesses, hospitals, funders and foundations, environmental and other advocates, congregations and other groups to educate them about the housing situation and provide tools to help them take action.
- » Engage executives on the business impacts of the jobs/housing gap with data, concise one-pagers and an action option menu.
- » Develop a “Home for All, San Mateo County” public relations campaign to educate county residents on the housing gap, the range of solutions and how they can help solve the problem.



2 Supporting All Types of Housing Development

- » Create a “Home for All” website for city and town staff and elected officials with access to experts, resources on all aspects of housing development, and information on concrete actions stakeholders and community members can take to get involved.
- » Establish an “Second Unit Center” within the Home for All website to provide technical assistance, design templates, referral to city second unit “liaisons” and low-interest loans. Analyze second unit capacity countywide. Develop a targeted second unit marketing campaign based on land potential analysis.
- » Pilot a facilitated community meeting process to facilitate a respectful and informed discussion with neighbors regarding a new development.

3 Funding Affordable Housing



- » Create a San Mateo County affordable housing endowment and land trust which could be a redesigned HEART, funded through significant contributions from the County and all 20 cities, businesses, foundations and city contributions which could include impact fees, boomerang funds and/or other sources.
- » Pursue a revenue measure to provide additional funding for affordable housing or housing and transportation combined.
- » Pursue legislation that allows San Mateo County cities, on a pilot basis, to get credit for units constructed with funds they contributed to the countywide land and housing trust.
- » Establish an Affordable Housing Preservation Fund, seed with \$10 million in County money and require local match to access funds.



4 Securing Land and Strengthening Community Infrastructure

- » Explore regional options to enhance public transportation within San Mateo County and to improve East Bay-Peninsula connectivity.
- » Encourage jurisdictions to ensure that future development incorporates water-efficient strategies and land use best practices and policies.
- » Review and analyze the development feasibility of available sites countywide, focusing on publicly-owned land in Priority Development Areas and transit corridors. Establish minimum affordability targets for housing development on public land.

C/CAG REPORT

Date: October 13, 2016

To: City/County Association of Governments Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of the formation of a *San Mateo Countywide Water Committee* as a C/CAG committee to improve countywide coordination, communication, and collaboration in connection with water related activities in San Mateo County.

Recommendation:

That the C/CAG Board of Directors review and approve the formation of a *San Mateo Countywide Water Committee* as a C/CAG committee to improve countywide coordination, communication, and collaboration in connection with water related activities in San Mateo County.

Fiscal Impact:

Implementation of the recommendation will require additional staff and/or consultant support. Funding will be sought from C/CAG and the County based on a budget to be determined.

Background:

Currently, there are many water related initiatives underway in San Mateo County, including:

- **Sea Change San Mateo County:** The goal of this initiative, staffed by San Mateo County's Office of Sustainability, is to assist local governments and agencies within the county in addressing sea level rise. Current or completed projects include: a comprehensive county-wide Sea Level Rise Vulnerability Assessment; the SFO/San Bruno/Colma Creek Resiliency Study, and Look Ahead – a climate visualization project. See: <http://seachangesmc.com/>
- **Stormwater Pollution Prevention Program:** This program was established to reduce the pollution carried by stormwater into local creeks, the San Francisco Bay, and the Pacific Ocean. The program is a partnership of the City/County Association of Governments (C/CAG), each incorporated city and town in the county, and the County of San Mateo, which share a common National Pollutant Discharge Elimination System (NPDES) permit.
- **Flood Control in San Mateo County's Areas of Responsibility:** San Mateo County's Department of Public Works has been allocated \$2 million per year for a period of three years to address flood risks in watersheds encompassing unincorporated county lands and adjoining cities, including: San Bruno Creek, Colma Creek, Bayfront Canal (North Fair Oaks), Belmont Creek (Harbor Industrial Area), Butano – Pescadero Creek, the Coyote Point area, and the Daly City Vista Grande Canal (Broadmoor).

- City Initiatives. Numerous cities in the county are planning or implementing flood control and/or stormwater projects including: Foster City (levee improvements); San Mateo (levee improvements); Atherton (Marsh Road drainage channel); Pacifica (coastal erosion protection); and Redwood City (Bay front canal).

Due to the interrelated nature of water related issues and the number of organizations involved, San Mateo County elected officials identified the need to increase coordination, communication, and collaboration with respect to water-related initiatives in order to improve efficiency and maximize funding opportunities, including seeking Federal and State grants.

In 2015, the C/CAG Water Committee was established to serve as a forum for countywide discussion regarding water related issues and to advise the C/CAG Board regarding countywide collaboration strategies related to water issues, including potential recommendations on the creation of a new agency, or modification of an existing agency to accomplish such collaboration, as well as potential funding options.

The C/CAG Water Committee started formal meetings in December 2015. Early in the process, the committee received presentations concerning a variety of water related organizations and programs, including:

- Bay Area Water Supply & Conservation Agency (BAWSCA)
- San Francisquito Creek JPA
- Sonoma County Water Agency
- Santa Clara Valley Water District
- Bay Area Integrated Regional Water Management Plan
- San Mateo County Flood Control Improvement Plan
- San Mateo County Stormwater Pollution Program
- Coastal Regional Sediment Management Plan for the San Francisco Littoral Cell
- Sea level rise planning efforts in the county.

The committee established the following consensus regarding any recommendation the committee might bring forward:

Principles	Financially feasible Effective use of resources that add value Fair, balanced regional representation Results and action oriented Long-term perspective
Areas of Focus	Stormwater Sea level rise (including coastal erosion) Flood control

The committee also reviewed numerous multi-jurisdictional organizational models from around the Bay Area and discussed a detailed matrix prepared by C/CAG staff describing these models.

At its August 17, 2016 meeting, the committee discussed the following organizational/governance options to improve coordination, communication, and collaboration of water-related functions in

San Mateo County:

A) Do nothing.

B) Create a coordinated network – A network where individual agencies come together, on a voluntary basis, to exchange information, pursue joint studies, and share stakeholder outreach where opportunities exist. Under this model, organizational leadership would be assigned on a rotating basis.

C) Pick a coordinating agency – Similar to a coordinated network but with stronger leadership, and committed resources to support the coordination effort. With this approach one agency would take the lead to convene and organize meetings, collect and share information, retain consultants, and facilitate the pursuit of joint funding opportunities.

D) Consolidate into one of the existing agencies – Formally transfer and consolidate water related functions into one existing agency to ensure coordination and improve efficiency.

E) Create a new organization – Create a new entity, such as a special district or joint powers authority, and transfer and consolidate all water related functions into that organization. This approach may require voter approval.

Upon deliberation, the committee decided that option C - Pick a coordinating agency – would be the best near term approach.

On September 29, 2016, the Water Committee unanimously made the following recommendation.

Framework for a *San Mateo Countywide Water Committee*:

The coordinating agency would be a new, ongoing *San Mateo Countywide Water Committee* established as formal committee of C/CAG. The *San Mateo Countywide Water Committee* would be a first step toward greater levels of countywide collaboration and decision making.

1) Core Scope and function:

Scope	Function
Stormwater	Coordination
Flood Control	Communication
Sea level rise (including coastal erosion)	Collaboration

The *San Mateo Countywide Water Committee* would promote and increase cross-jurisdiction communication, provide leadership, develop partnerships, and reduce redundancy between current and future efforts related to stormwater, flood control, and sea level rise. However, each of the cities and the county will continue to manage, and retain all decision making authority for their respective projects and initiatives. The overarching objective is to protect infrastructures, assets, and the environment; improve safety; secure broad public support for programs/projects; and meet regulatory mandates.

2) Roles and Responsibilities:

1. Provide a forum for members to share information and conduct joint outreach, education and stakeholder engagement efforts.
2. Compile and disseminate information on funding opportunities.
3. Advocate for/seek out, and help members to advocate for/seek out, federal, state, regional, and private funds.
4. Compile, share, and be a central repository for, information concerning stormwater, flood control, and sea level rise projects in the county. Make use of existing information resources as much as possible.
5. Assist member agencies to collaborate and/or conduct joint planning, studies, and projects.
6. Develop, and/or assist member agencies to develop, planning policies and guidelines related to stormwater, flood control, and sea level rise.
7. Conduct research and analysis to inform member agencies.

The *San Mateo Countywide Water Committee* would meet quarterly. Following each meeting a written report would be prepared and distributed to all C/CAG members, Mayors, the Board of Supervisors, City Managers, Directors of Public Works and key County staff. In addition, the Water Committee would make a presentation each year to the full C/CAG Board and the County Board of Supervisors.

3) Membership:

The membership of the *San Mateo Countywide Water Committee* would include five elected officials, one each from the north, central, south, and coastside of the county, and one from the Board of Supervisors.

4) Supporting structure:

It is anticipated that task forces or working groups will be convened as-needed to support the *San Mateo Countywide Water Committee*. Task force or working group memberships will be determined based on need, and may include representatives from the San Francisco Creek Joint Powers Authority, BAWSCA, Chambers of commerce, special districts, community based organizations, city managers, etc.

The *San Mateo Countywide Water Committee* would be initially staffed by the C/CAG, in partnership with the San Mateo County Public Works, and leverage C/CAG's Stormwater Committee. Support will also be solicited from city manager(s). Consultant support will also be required.

Attachment:

None.

C/CAG AGENDA REPORT

Date: October 13, 2016
To: City/County Association of Governments Board of Directors
From: Sandy Wong, Executive Director
Subject: Receive a presentation on 2015-16 C/CAG Program Highlights

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

RECOMMENDATION

That the C/CAG Board of Directors receive a presentation on 2015-16 C/CAG program highlights.

FISCAL IMPACT

None.

SOURCE OF FUNDS

N/A

BACKGROUND

A powerpoint presentation will be provided at this meeting.

ATTACHMENT

NONE.

C/CAG AGENDA REPORT

Date: October 13, 2016

To: City/County Association of Government Board of Directors

From: Sandy Wong, Executive Director

Subject: Receive information on the CPUC Guidance for Initial Energy Efficiency Rolling Portfolio Business Plan Filings and direct staff to submit comments as needed

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

RECOMMENDATION

That the C/CAG Board receive information on the CPUC Guidance for Initial Energy Efficiency Rolling Portfolio Business Plan Filings and direct staff to submit comments as needed.

FISCAL IMPACT

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

BACKGROUND/DISCUSSION

Over the past several years (back to July 2013), the CPUC and stakeholders have had discussions about the challenges to delivery of energy savings as a result of program cycle starts and stops. Since the SMCEW program was launch in 2009 (on the calendar year), the following program cycles have occurred: 2009, 2010-2012, 2013-2014, 2015, and the current cycle 2016-2018. Starting new program cycles includes new contracting, potential changes in how energy savings are attributed to projects, what types of energy efficiency installations are approved for incentives, the value of the incentives, and establishment of “legacy projects” from the previous program cycle to secure customer expectations of savings and incentives. It has been common for some program implementers to not begin achieving energy savings until three to six months into a new program cycle.

The establishment of a rolling portfolio cycle, which may help to avoid these issues, is part of a larger, three-phase rulemaking process by the CPUC, which includes other items subject to decision, such as: energy savings goals, how those savings are measured, how to ensure the cost-effectiveness of the overall program, what role the Investor Owned Utilities (IOUs) will have in administering programs, if the programs should be administered by a statewide entity, among others.

Part of the process to the rulemaking, was the establishment of the California Energy Efficiency Coordinating Committee (CEECC). CEECC was established by Decision 15-10-028 and is a collaborative of Program Administrators (PAs), including: IOUs, worker's unions, the Regional Energy Networks (RENs), the Local Government Strategic Energy Coalition (LGSEC), and Office of Ratepayer Advocates (ORA), and others. The history and timeline for this process can be found on the CEECC website: <http://www.caeccc.org/>

Currently, the main focus of the process is the development of "Business Plans". PAs are each developing different business plans for the following different sectors: residential, commercial, public, agricultural, industrial, and cross-cutting. Each sector has a set of co-chairs overseeing the process for that sector. Business plan development is divided into five stages, the first of which started in February. Stage 3 was just completed: Initial Business Plan Chapter Development, and the next, Stage 4, Full Business Plan Review and Completion, is currently underway. The final, Stage 5 will be Filing Business Plan Applications with the CPUC, to be completed by January 15, 2017.

It appears that some main concepts and three main groups are emerging as likely future PAs in the process. The CPUC seems to support the concept of moving upstream programs (incentives for manufacturers to produce energy efficiency products) and midstream programs (incentives for retailer and wholesalers to sell energy efficiency products) to a statewide model and single administrator. The CPUC is undecided about moving downstream programs, which includes Local Government Partnerships such as the SMCEW, to a statewide model. In terms of the three main potential PAs, staff believes that a close working relationship between the Local Government Commission (LGC) and the Local Government Strategic Energy Coalition (LGSEC) provides a likely statewide Program Administrator. The IOU's in the state will likely present a statewide consistent model for administration. Finally, the Bay Area Regional Energy Network (BayREN) will submit a proposal for residential programs in our region. For more specific information, please refer to the Attachments section below.

ATTACHMENT

Please see the additional document posted on the C/CAG website: <http://ccag.ca.gov/committees/board-of-directors/>, titled: ALJ Decision 16-08-019 081816