

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*

C/CAG BOARD MEETING NOTICE

Meeting No. 299

- DATE:** Thursday, June 8, 2017
- TIME:** **6:30 P.M.**
- PLACE:** San Mateo County Transit District Office
1250 San Carlos Avenue, Second Floor Auditorium
San Carlos, CA
- PARKING:** Available adjacent to and behind building.
Please note the underground parking garage is no longer open.
- PUBLIC TRANSIT:** SamTrans
Caltrain: San Carlos Station.
Trip Planner: <http://transit.511.org>

- 1.0 CALL TO ORDER/ ROLL CALL
- 2.0 **PLEDGE OF ALLEGIANCE**
- 3.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA
Note: Public comment is limited to two minutes per speaker.
- 4.0 PRESENTATIONS/ ANNOUNCEMENTS
- 4.1 Receive a presentation and update from Commute.Org.
- 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. 298 dated May 9, 2017. ACTION p. 1

- 5.2 Review and approve Resolution 17-17 authorizing the C/CAG Chair to execute Amendment Number 3 to the funding agreement with the Bay Area Water Supply and Conservation Agency, extending the term through June 30, 2018 for no additional cost and adding the City of San Mateo as a participating agency for rain barrel rebates in San Mateo County. ACTION p. 6
- 5.3 Review and approval of Resolution 17-18 authorizing the C/CAG Chair to execute an agreement between the C/CAG and Commute.org in the amount of \$510,000 from the Congestion Relief Plan to provide the Countywide Voluntary Trip Reduction Program for Fiscal Year 2017/2018. ACTION p. 12
- 5.4 Fiscal Year 2017/18 Transportation Fund for Clean Air (TFCA)(40%) Program for San Mateo County.
- 5.4.1 Review and approval of Resolution 17-19 authorizing the C/CAG Chair to execute the Program Manager Funding Agreement with the Bay Area Air Quality Management District (BAAQMD) for the Fiscal Year 2017/18 Transportation Fund for Clean Air (TFCA) (40%) Program for San Mateo County for an amount up to \$1,543,654. ACTION p. 15
- 5.4.2 Review and approval of Resolution 17-20 authorizing the C/CAG Chair to execute a Funding Agreement between C/CAG and the San Mateo County Transit District (SamTrans) in the amount of \$110,000 under the Fiscal Year 2017/18 Transportation Fund for Clean Air (TFCA) Program for the BART Shuttle Program. ACTION p. 18
- 5.4.3 Review and approval of Resolution 17-21 authorizing the C/CAG Chair to execute a Funding Agreement between C/CAG and the San Mateo County Transit District (SamTrans) in the amount of \$79,000 under the Fiscal Year 2017/18 Transportation Fund for Clean Air (TFCA) Program for the Traffic Signal Prioritization for Buses on El Camino Real Project. ACTION p. 21
- 5.4.4 Review and approval of Resolution 17-22 authorizing the C/CAG Chair to execute a Funding Agreement between C/CAG and Commute.org in the amount of \$600,000 under the Fiscal Year 2017/18 Transportation Fund for Clean Air (TFCA) Program to provide the Countywide Voluntary Trip Reduction Program. ACTION p. 24
- 5.5 Agreements between C/CAG and the Metropolitan Transportation Commission (MTC) for Planning, Programming, Transportation, Transit, Land Use or Other Projects.
- 5.5.1 Review and approval of Resolution 17-13 authorizing the C/CAG Chair to execute the Master Funding Agreement between C/CAG and MTC for Planning, Programming, Transportation, Transit, Land Use or Other Projects for Fiscal Year 2017/18 through Fiscal Year 2027/28. ACTION p. 27
- 5.5.2 Review and approval of Resolution 17-23 authorizing the C/CAG Chair to execute Supplement No. 1 to Master Funding Agreement between C/CAG and MTC for Planning, Programming, Transportation, Transit, Land Use or Other Projects for \$3,822,000 from 7/1/2017 to 6/30/2022, and further authorizing the C/CAG Executive Director to execute future Supplement(s) to said Master Funding Agreement. ACTION p. 30

- 5.6 Review and accept the City/County Association of Governments of San Mateo County, Proposition 1B Audit Final Report. ACTION p. 48
- 5.7 Review and approval of Resolution 17-25 authorizing the C/CAG Chair to execute Amendment No. 5 to the agreement between C/CAG and the City of San Carlos to provide financial services to C/CAG for an amount not to exceed \$85,000 for Fiscal Year 2017/18. ACTION p. 68
- 5.8 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 March 31, 2017. ACTION p. 73
- 5.9 Review and approval of Resolution 17-26 authorizing the prefunding of other post-employment benefits (OPEB) through the California Employers' Retiree Benefit Trust Program (CERBT) of CalPERS in an amount of \$25,000 for Fiscal Year 2016/17. ACTION p. 79
- 5.10 Review and approval of Resolution 17-27 authorizing the filing of an application for funding assigned to the Metropolitan Transportation Commission and committing any necessary matching funds and stating the assurance to complete the San Mateo County Safe Routes to School Project for the One Bay Area Grant Program 2 (OBAG2). ACTION p. 83
- 5.11 Review and approval of Resolution 17-28 authorizing the C/CAG Chair to execute Amendment No. 2 to the Agreement with the San Mateo County Superintendent of Schools for a time extension only, at no additional cost, to manage the San Mateo County Safe Routes to School Program through December 31, 2017. ACTION p. 89
- 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. 93
- 6.2 Review and approve Resolution 17-29 authorizing the C/CAG Executive Director to negotiate final scopes of work and execute Task Orders with Eisenberg, Olivieri, and Associates, Inc., Larry Walker & Associates, and S. Groner Associates in amounts not to exceed \$1,685,861, \$557,500, and \$325,000, respectively, for technical support services to the Countywide Water Pollution Program for Fiscal Year 2017/18. ACTION p. 98
- 6.3 Review and approval of Resolution 17-24 authorizing the C/CAG Chair to execute a Cooperative Agreement between C/CAG and County of San Mateo Department of Housing for Joint Workplan for Housing-Related Activities for Fiscal Year 2017/18 in an amount not to exceed \$87,500, and receive a presentation on program performance. ACTION p. 104
- 6.4 Review and approval of Resolution 17-30 adopting the C/CAG Fiscal Year 2017/18 Program Budget and Member Fees (*Special Voting Procedures Apply*). ACTION p. 109
- 7.0 COMMITTEE REPORTS
- 7.1 Committee Reports (oral reports)

- 7.2 Chairperson’s Report
- 7.3 Board Members Report/ Communication
- 8.0 EXECUTIVE DIRECTOR’S REPORT
- 9.0 COMMUNICATIONS - Information Only
- 9.1 Letter from Alicia Aguirre, Chair, City/County Association of Governments, to The Honorable Jim Beall, Chair, Senate Transportation and Housing Committee, dated 5/24/17. RE: Passage of SB 1 – Transportation Funding Bill p. 116
- 9.2 Letter from Alicia Aguirre, Chair, City/County Association of Governments, to Assembly Member Marc Berman, dated 5/24/17. RE: Passage of SB 1 – Transportation Funding Bill p. 117
- 9.3 Letter from Alicia Aguirre, Chair, City/County Association of Governments, to The Honorable Jerry Brown, Governor, State of California, dated 5/24/17. RE: Passage of SB 1 – Transportation Funding Bill p. 118
- 9.4 Letter from Alicia Aguirre, Chair, City/County Association of Governments, to The Honorable Jim Frazier, Chair, Assembly Transportation Committee, dated 5/24/17. RE: Passage of SB 1 – Transportation Funding Bill p. 119
- 9.5 Letter from Alicia Aguirre, Chair, City/County Association of Governments, to Senator Jerry Hill, dated 5/24/17. RE: Passage of SB 1 – Transportation Funding Bill p. 120
- 9.6 Letter from Alicia Aguirre, Chair, City/County Association of Governments, to Mr. Brian Kelly, dated 5/24/17. RE: Passage of SB 1 – Transportation Funding Bill p. 121
- 9.7 Letter from Alicia Aguirre, Chair, City/County Association of Governments, to The Honorable Kevin Mullin, Speaker Pro Tempore, California State Assembly, dated 5/24/17. RE: Passage of SB 1 – Transportation Funding Bill p. 122
- 9.8 Letter from Alicia Aguirre, Chair, City/County Association of Governments, to Senator Josh Newman, dated 5/24/17. RE: Passage of SB 1 – Transportation Funding Bill p. 123
- 9.9 Letter from Alicia Aguirre, Chair, City/County Association of Governments, to Assembly Member Phil Ting, dated 5/24/17. RE: Passage of SB 1 – Transportation Funding Bill p. 124
- 9.10 Letter from Alicia Aguirre, Chair, City/County Association of Governments, to Senator Scott Wiener, dated 5/24/17. RE: Passage of SB 1 – Transportation Funding Bill p. 125
- 10.0 ADJOURNMENT

Next scheduled meeting July 13, 2017

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

June 8, 2017	C/CAG Board – SamTrans, 2nd Flr Auditorium – 6:30 p.m.
June 8, 2017	Legislative Committee - SamTrans 2nd Floor Auditorium – 5:30 p.m.
June 15, 2017	CMP Technical Advisory Committee – SamTrans, 2nd Floor Auditorium – 1:15 p.m. – 3 p.m.
June 15, 2016	Stormwater Committee – SamTrans, 2nd Flr Auditorium – 2:30 p.m.
June 22, 2017	Airport Land Use Committee – 501 Primrose Road, Burlingame, CA – Council Chambers 4p.m.
June 22, 2017	BPAC Committee - San Mateo City Hall – Conference Room – 7:00 p.m.
June 26, 2017	Administrators’ Advisory Committee – 555 County Center, 5th Flr, Redwood City – 12 p.m.
June 26, 2017	CMEQ Committee – San Mateo City Hall – Conference Rm C – 3 p.m. – 5 p.m.
June 28, 2017	RMCP Committee – 155 Bovet Rd, 1st Flr Conference Rm, San Mateo – 2 p.m – 4 p.m.

C/CAG

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BOARD MEETING MINUTES

Meeting No. 298

May 11, 2017

1.0 CALL TO ORDER/ROLL CALL

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

Cliff Lentz	– Brisbane (arrive 6:35 p.m.)
Ricardo Ortiz	– Burlingame
Diana Colvin	– Colma
Judith Christensen	– Daly City
Lisa Gauthier	– East Palo Alto (arrive 6:35 p.m.)
Herb Perez	– Foster City (arrive 7:00 p.m.)
Marie Chuang	– Hillsborough
Catherine Carlton	– Menlo Park
Gina Papan	– Millbrae (depart 8:12 p.m.)
Mike O’Neill	– Pacifica
Maryann Moise Derwin	– Portola Valley
Alicia Aguirre	– Redwood City
Irene O’Connell	– San Bruno
Mark Olbert	– San Carlos
David Canepa	– San Mateo County
Karyl Matsumoto	– South San Francisco, SamTrans & TA

Absent:

Atherton
Belmont
Half Moon Bay
San Mateo
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

- Reid Bogert – C/CAG Staff
- Matt Robinson – Shaw/Yoder/Antwih
- Josh Abram – Baird + Driskell
- Kim Springer – San Mateo County OOS
- Sue Vaterlaus – Pacifica
- Shelly Masur – Redwood City
- Peter Ratto – SamTrans
- Stephanie Owens – Menlo Atherton High School
- Veronica Heintz – Carlmont High School
- Menlo Atherton High School Students – Public
- Carlmont High School Students – Public

3.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

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

4.0 PRESENTATIONS/ ANNOUNCEMENTS

4.1 A presentation was provided by Kim Springer on San Mateo County Energy Watch-funded “Check it Out” Energy and Water Conservation Kits distributed to public libraries in San Mateo County for Earth Day 2017.

4.2 Presentations were given from 1st and 2nd Place High School Green Infrastructure Contest Winners from Menlo-Atherton High School (Atherton) and Carlmont High School (Belmont).

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 Chuang MOVED approval of Items 5.1, 5.2.1, 5.2.2, 5.3, 5.4, 5.5, 5.6 and 5.8. Board Member Gauthier SECONDED. **MOTION CARRIED 15-0-0**

5.1 Approval of the minutes of regular business meeting No. 297 dated March 9, 2017. APPROVED

5.2 Receive copy of agreement(s) executed by the C/CAG Chair or Executive Director consistent with C/CAG Procurement Policy:

5.2.1 Receive a copy of Amendment No. 1 to the agreement with Michael Baker International (formerly PMC) for time extension on website services for the San Mateo County Energy Watch Program, executed by the Executive Director in accordance with procurement policy. APPROVED

5.2.2 Receive a copy of agreement with AM Conservation for the procurement of energy and water saving equipment for the San Mateo County Energy Watch program in an amount not to exceed \$25,000 through December 31, 2018, executed by Executive Director in accordance with procurement policy. APPROVED

5.3 Review and approval of Resolution 17-11 authorizing the C/CAG Chair to execute an agreement between C/CAG and the County of San Mateo Office of Sustainability for an amount not to exceed

\$40,000 for staff services for the Resource Management and Climate Protection Committee and the Local Task Force for fiscal year 2017-18. APPROVED

5.4 Review and Approval of the Transportation Development Act (TDA) Article 3 Pedestrian and Bicycle Program Call for Projects for the FY 2017/2018 Cycle. APPROVED

5.5 Review and approval of Resolution 17-12 approving the population data to be used by C/CAG. APPROVED

5.6 Review and approval of Resolution 17-14 authorizing the adoption of the Fiscal Year 2017/18 Expenditure Plan for the Transportation Fund for Clean Air (TFCA) County Program Manager Fund for San Mateo County. APPROVED

5.8 Review and approval of the appointments of Shelly Masur (Redwood City), Peter Ratto (SamTrans), and Dave Pine (JPB) to the Congestion Management & Environmental Quality (CMEQ) Committee. APPROVED

Item 5.7 was removed from the Consent Calendar.

5.7 Review and approval of Resolution 17-15 authorizing the C/CAG Chair to execute an agreement with Aegis ITS to provide Smart Corridor System Maintenance Services in an amount not to exceed \$584,000 over three years. APPROVED

Board Member Olbert inquired on the usage of Smart Corridor equipment.

Board Member O'Connell MOVED to approve item 5.7. Board Member Gauthier SECONDED. **MOTION CARRIED 14-1-0.** Board Member Olbert OPPOSED.

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).

Legislative Committee made a recommendation to the Board to support AB 733 on April 13, 2017. Board Member Moise Derwin MOVED to support AB 733 (Berman). Board Member Lentz SECONDED. **MOTION CARRIED 16-0-0**

Legislative Committee made a recommendation to the Board to support SCA 6 on April 13, 2017. Board Member G. Papan (Millbrae) MOVED to support SCA 6 (Weiner). Board Member Lentz SECONDED. **MOTION CARRIED 14-2-0.** Board Members Ortiz and Carlton OPPOSED

Legislative Committee made a recommendation to the Board to support ACA 5 on May 11, 2017. Board Member Carlton MOVED to support ACA 5 (Frazier and Newman). Board Member Chuang SECONDED. **MOTION CARRIED 16-0-0**

Legislative Committee did not make a recommendation to the Board on SB 595. Board Member G. Papan MOVED to table SB 595 (Beall) until June 2017. Board Member Ortiz SECONDED. **MOTION CARRIED 12-4-0.** Board Members O'Connell, Olbert, Aguirre and Moise Derwin OPPOSED.

6.2 Review and approval of an appointment to the Legislative Committee.

APPROVED

C/CAG staff Jean Higaki provided the background of one vacant seat on the Legislative committee, and letters of interest were received from Councilmember Shelly Masur of Redwood City and Councilmember Sue Vaterlaus of Pacifica. Both candidates provided a brief presentation to the C/CAG Board.

Board Members conducted two rounds of balloted votes. Both time resulted in a tie, announced at the meeting as follows:

<u>Sue Vaterlaus – City of Pacifica (8 Votes)</u>		<u>Shelly Masur – Redwood City (8 Votes)</u>	
Herb Perez	– Foster City	Cliff Lentz	– Brisbane
Catherine Carlton	– Menlo Park	Ricardo Ortiz	– Burlingame
Gina Papan	– Millbrae	Diana Colvin	– Colma
Michael O’Neill	– Pacifica	Judith Christensen	– Daly City
Maryann Moise Derwin	– Portola Valley	Lisa Gauthier	– East Palo Alto
Irene O’Connell	– San Bruno	Marie Chuang	– Hillsborough
Dave Canepa	– San Mateo County	Mark Olbert	– San Carlos
Karyl Matsumoto	– South San Francisco	Alicia Aguirre	– Redwood City

Absent: Atherton, Belmont, Half Moon Bay, San Mateo and Woodside

Chair Aguirre stated it is acceptable to appoint both candidates to the committee if that is the C/CAG Board pleasure.

Board Member Canepa MOVED to appoint both Sue Vaterlaus and Shelly Masur to the Legislative committee. Board Member Gauthier SECONDED. **MOTION CARRIED 16-0-0.**

6.3 Review and approval of Resolution 17-16 for the One Bay Area Grant 2 (OBAG 2) Local Street and Roads Rehabilitation Program and Federal-Aid Secondary (FAS) list of projects and augmentation of planning funds for submission to Metropolitan Transportation Commission (MTC). APPROVED

Board Member O’Connell MOVED to approve item 6.3. Board Member G. Papan (Millbrae) SECONDED. **MOTION CARRIED 16-0-0.**

6.4 Review and approval of the updated San Mateo County Priority Development Area (PDA) Investment & Growth Strategy. APPROVED

A presentation on the update of the San Mateo County Priority Development Area (PDA) Investment and Growth Strategy was provided by Josh Abram of Baird + Driskell.

Board Member Canepa MOVED to approve item 6.4. Board Member Chuang SECONDED. **MOTION CARRIED 16-0-0**

6.5 Review and comment on the candidate project list for Regional Measure 3 (RM3). APPROVED

Board Member Gauthier MOVED to approve item 6.5. Board Member Ortiz SECONDED. **MOTION CARRIED 15-0-0**

6.6 Initial draft, assumptions, and input on the C/CAG 2017-18 Program Budget and Member Fees.
APPROVED

Sandy Wong, Executive Director of C/CAG, provided a presentation on the Draft 2017/18 Budget.

Board Member O’Connell MOVED to approve item 6.6. Board Member Gauthier SECONDED.
MOTION CARRIED 15-0-0

7.0 COMMITTEE REPORTS

7.1 Committee Reports (oral reports)

7.2 Chairperson’s Report

7.3 Board Members Report/ Communication

8.0 EXECUTIVE DIRECTOR’S REPORT

9.0 COMMUNICATIONS - Information Only

9.1 Letter from Alicia Aguirre, Chair, City/County Association of Governments, to Bijan Sartipi, District Director, Caltrans District 4, dated 3/16/17. RE: Thank you – District 4 Office of Planning and Project Management.

9.2 Letter from Sandy Wong, Executive Director, City/County Association of Governments, to all San Mateo County City Managers/County Manager and Public Works Directors, dated 4/14/17. RE: Funding Allocation for Local Share under Measure M (\$10 Vehicle Registration Fee) – Fiscal Year 2016/17 (1st half).

10.0 ADJOURNMENT – 8:30 p.m.

Next scheduled meeting June 8, 2017

C/CAG AGENDA REPORT

Date: June 8, 2017

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approve Resolution 17-17 authorizing the C/CAG Chair to execute Amendment Number 3 to the funding agreement with the Bay Area Water Supply and Conservation Agency, extending the term through June 30, 2018 for no additional cost and adding the City of San Mateo as a participating agency for rain barrel rebates in San Mateo County.

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

RECOMMENDATION

Review and approve Resolution 17-17 authorizing the C/CAG Chair to execute Amendment Number 3 to the funding agreement with the Bay Area Water Supply and Conservation Agency (BAWSCA), extending the term through June 30, 2018 for no additional cost and adding the City of San Mateo as a participating agency for rain barrel rebates in San Mateo County.

FISCAL IMPACT

No additional cost for Fiscal Year 2017-18.

SOURCE OF FUNDS

NA.

BACKGROUND

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

C/CAG has provided \$25,000 to BAWSCA each fiscal year since the pilot program began in Fiscal Year 2014-15, for a total of \$75,000 to date. C/CAG provides rebates of \$50 per installed barrel, with a maximum of two barrels per residential property and four for commercial, industrial, or institutional properties. In areas of the county where BAWSCA member agencies participate in the program, rebates

are matched by the water agency for a combined total of up to \$100 per barrel. The following San Mateo County water agencies (representing approximately 25% of the County's population) have participated in the pilot program:

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

For Fiscal Year 2017-18, the City of San Mateo requested to participate in the rain barrel rebate program as a partner agency. The City of San Mateo is not a BAWSCA member agency since it is not a water purveyor (water service in the City is provided by California Water Service). C/CAG's existing agreement with BAWSCA indicates "BAWSCA member agencies" that participate in the program can match C/CAG's rebate amount. As such, staff recommends amending the agreement to indicate the City of San Mateo may also participate in the rebate program and provide rebates for barrels installed within the City's limits.

The rain barrel rebate program launched in October of 2014. Through the end of the current fiscal year, staff estimates approximately 900 barrels will be installed in the County under the rebate program. In general, almost twice as many rain barrels have been installed in locations where participating water agencies match C/CAG's rebates, indicating that larger rebates and local outreach likely increase program participation. C/CAG's Countywide Water Pollution Prevention Program's (Countywide Program) promotes the rebate program each year, in conjunction with BAWSCA and participating water agencies. Program expenditures in 2014-15 and 2015-16 were approximately \$21,700 and \$17,500, respectively. Expenditures for Fiscal Year 2016-17 are projected to be about \$6,000, leaving approximately \$29,800 of unspent funds from the \$75,000 provided by C/CAG to-date, which is sufficient to fund this program in Fiscal Year 2017-18 with no additional funding from C/CAG. Staff is uncertain as to the cause of reduced numbers of rebates for the current fiscal year; significant rainfall after years of drought may have reduced interest in the program from a conservation standpoint.

Given the relative success of the program, alignment with green infrastructure planning efforts by C/CAG and its member agencies, and the Countywide Program's plan for enhanced outreach on the rebate program in Fiscal Year 2017-18 (including social media advertisements, outreach, and an opt-in map for residents to show their rain barrel locations on an interactive map), C/CAG staff recommends continuing the rain barrel rebate program in 2017-18 at no additional cost. BAWSCA staff is supportive of continuing the program and has agreed that the remaining funds from prior fiscal years (approximately \$29,800) will be sufficient to fund the program in Fiscal Year 2017-18. BAWSCA expects, at a minimum, all currently participating water agencies to renew their participation for 2017-18 along with the City of San Mateo. Program terms would remain the same. Funds will only be expended for rebate applications received and approved, so any unused funds will remain in C/CAG's stormwater program budget.

Resolution 17-17 authorizes the C/CAG Chair to execute Amendment Number 3 to the funding agreement with BAWSCA, extending the term through June 30, 2018 for no additional cost and adding

the City of San Mateo as eligible to participate in the rain barrel rebate program. The proposed amendment is subject to approval as to form by C/CAG's legal counsel prior to execution by the C/CAG Chair.

ATTACHMENTS

1. Resolution 17-17
2. Amendment No. 3 to the Funding Agreement with the Bay Area Water Supply and Conservation Agency

RESOLUTION 17-17

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE AMENDMENT NUMBER 3 TO THE FUNDING AGREEMENT WITH THE BAY AREA WATER SUPPLY AND CONSERVATION AGENCY, EXTENDING THE TERM THROUGH JUNE 30, 2018 FOR NO ADDITIONAL COST FOR RAIN BARREL REBATES IN SAN MATEO COUNTY, AND ADDING THE CITY OF SAN MATEO AS A PARTICIPATING AGENCY

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

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

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

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

WHEREAS, C/CAG approved Resolution 15-17, authorizing the C/CAG Chair to execute Amendment Number 1 to the agreement with BAWSCA, extending the term of the Pilot Rain Barrel Rebate Program through June 30, 2016 at an additional cost not to exceed \$25,000, and

WHEREAS, C/CAG approved Resolution 16-15, authorizing the C/CAG Chair to execute Amendment Number 2 to the agreement with BAWSCA, extending the term of the Pilot Rain Barrel Rebate Program through June 30, 2017 at an additional cost not to exceed \$25,000, and

WHEREAS, sufficient unspent funds remain to allow for another year of the rebate program without any additional funding from C/CAG, and,

WHEREAS, C/CAG and BAWSCA jointly agree to continue the Program in 2017-18 under the same terms and conditions.

NOW THEREFORE BE IT RESOLVED, the C/CAG Chair is authorized to execute Amendment No. 3 to the funding agreement with the Bay Area Water Supply and Conservation Agency, extending the term through June 30, 2018 at no additional cost for rain barrel rebates in San Mateo County, and to add the City of San Mateo as a participating agency in the Rain Barrel Rebate Program. Be it further

resolved that the C/CAG Executive Director is authorized to negotiate the final terms of said agreement prior to its execution by the C/CAG Chair, subject to approval as to form by C/CAG Legal Counsel.

PASSED, APPROVED, AND ADOPTED, THIS 8TH DAY OF JUNE, 2017.

Alicia C. Aguirre, Chair

AMENDMENT (No. 3) TO THE AGREEMENT BETWEEN THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AND THE BAY AREA WATER SUPPLY AND CONSERVATION AGENCY (BAWSCA).

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

WHEREAS, BAWSCA and C/CAG wish to extend the Existing Agreement through June 30, 2018 for no additional cost and to include the City of San Mateo as a participating partner agency;

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

1. The Existing Agreement is amended to provide that its term is extended to June 30, 2018, at no additional cost.
2. Payment for services in Fiscal Year 2017-18 are limited to available unspent funds from prior fiscal years, and total payment under this agreement shall not exceed \$75,000, which is the total provided under the original agreement and subsequent amendments.
3. The Existing Agreement is amended to include the City of San Mateo as partner agency.
4. All other provisions of the Existing Agreement shall remain in full force and effect.
5. The terms hereof amending the Existing Agreement shall take effect upon signature by both parties.
6. In the event of a conflict between the terms of this Amendment and the terms of the Existing Agreement, the terms of this Amendment shall prevail.

For C/CAG:

For BAWSCA:

Alicia C. Aguirre, Chair

Signature

Date: _____

By: _____

Approved as to form:

Nirit S. Eriksson, Legal Counsel

C/CAG AGENDA REPORT

Date: June 8, 2017

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 17-18 authorizing the C/CAG Chair to execute an agreement between C/CAG and the Peninsula Traffic Congestion Relief Alliance (Commute.org) in the amount of \$510,000 from the Congestion Relief Plan to provide the Countywide Voluntary Trip Reduction Program for Fiscal Year 2017/2018.

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

RECOMMENDATION

That the C/CAG Board review and approve Resolution 17-18 authorizing the C/CAG Chair to execute an agreement between C/CAG and the Peninsula Traffic Congestion Relief Alliance (Commute.org) in the amount of \$510,000 from the Congestion Relief Plan to provide the Countywide Voluntary Trip Reduction Program for Fiscal Year 2017/2018.

FISCAL IMPACT

\$510,000

SOURCE OF FUNDS

The funds under the Congestion Relief Plan are derived from C/CAG Member Agency assessments.

BACKGROUND

The Peninsula Traffic Congestion Relief Alliance, also known as Commute.org, operates the Countywide Volunteer Trip Reduction Program to assist private and public sectors with Transportation Demand Management (TDM) by connecting their employees and customers with transportation systems that provide an alternative to driving single occupancy vehicles. This program is jointly funded with revenues from C/CAG under the Countywide Congestion Relief Plan, Transportation Fund for Clean Air Program (TFCA) and the San Mateo County share of the Regional Ridesharing and Bicycling Program (RRBP).

Staff recommends approving Resolution 17-18, authorizing an agreement between C/CAG and Commute.org in the amount of \$510,000 to provide the Countywide Voluntary Trip Reduction Program for FY 2017/18.

ATTACHMENTS

1. Resolution 17-18
2. Funding Agreement between C/CAG and Peninsula Traffic Congestion Relief Alliance (Commute.org) for the Countywide Voluntary Trip Reduction Program and Scope of Work (available for review and download at www.ccag.ca.gov/ccag.html)

RESOLUTION 17-18

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE AN AGREEMENT BETWEEN C/CAG AND THE PENINSULA TRAFFIC CONGESTION RELIEF ALLIANCE (COMMUTE.ORG) IN THE AMOUNT OF \$510,000 FROM THE CONGESTION RELIEF PLAN TO PROVIDE THE COUNTYWIDE VOLUNTARY TRIP REDUCTION PROGRAM FOR FISCAL YEAR 2017/2018

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

WHEREAS, the Board of Directors of the City/County Association of Governments approved providing funds for the Countywide Transportation Demand Management (TDM) program under the Congestion Relief Plan (July 1, 2015 to June 30, 2019), and

WHEREAS, the Countywide Voluntary Trip Reduction Program is sponsored by the Peninsula Traffic Congestion Relief Alliance (Commute.org), and

WHEREAS, it is necessary for C/CAG to enter into a funding agreement with the Peninsula Traffic Congestion Relief Alliance (Commute.org) for Congestion Relief Plan funding, setting forth the responsibilities of each party.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the City/County Association of Governments of San Mateo County that on behalf of C/CAG the Chair is authorized to enter into a funding agreement with the Peninsula Traffic Congestion Relief Alliance (Commute.org) in the amount of \$510,000 from the Congestion Relief Plan. This agreement shall be in a form approved by C/CAG legal counsel.

PASSED, APPROVED, AND ADOPTED THIS 8TH DAY OF JUNE 2017.

Alicia C. Aguirre, Chair

C/CAG AGENDA REPORT

Date: June 8, 2017

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 17-19 authorizing the C/CAG Chair to execute the Program Manager Funding Agreement with the Bay Area Air Quality Management District (BAAQMD) for the Fiscal Year 2017/18 Transportation Fund for Clean Air (TFCA) (40%) Program for San Mateo County for an amount up to \$1,543,654

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

RECOMMENDATION

That the C/CAG Board review and approve Resolution 17-19 authorizing the C/CAG Chair to execute the Program Manager Funding Agreement with the Bay Area Air Quality Management District (BAAQMD) for the Fiscal Year 2017/18 Transportation Fund for Clean Air (TFCA) (40%) Program for San Mateo County for an amount up to \$1,543,654.

FISCAL IMPACT

This agreement provides up to \$1,543,654 in TFCA funding for FY 2017/18. Included in this amount is \$54,654 for administrative costs of the program.

SOURCE OF FUNDS

TFCA funds are derived from a Vehicle Registration Fee surcharge provided to C/CAG by the BAAQMD.

BACKGROUND

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

C/CAG, as the Program Manager for the TFCA Program in San Mateo County, distributes funds to qualifying projects that reduce air pollution, greenhouse gas emissions, and traffic congestion by improving transportation options. On May 11, 2017, the C/CAG Board approved the projects to be funded as part of the FY 2017/18 TFCA Program as follows:

<u>Agency</u>	<u>TFCA Funds</u>
C/CAG Administration	\$54,654
SamTrans BART Shuttle	\$110,000
SamTrans Signal Prioritization for Buses on El Camino Real	\$79,000
Commute.org Voluntary Trip Reduction Program	\$600,000
C/CAG Countywide Carpooling Incentives Program for San Mateo County Commuters	\$700,000
Total	<u>\$1,543,654</u>

Specific funding agreements with project sponsors, SamTrans and Commute.org, are presented to the C/CAG Board for approval under separate Agenda Items 5.4.2, 5.4.3, and 5.4.4. Since the Countywide Carpooling Incentives Program for \$700,000 is a C/CAG sponsored project, there is no funding agreement required at this time; however, staff will present that project to the C/CAG Board for approval at the July 2017 meeting.

The funding agreement between C/CAG and the BAAQMD is for the receipt of the FY 2017/18 TFCA County Program Manager funds.

ATTACHMENTS

1. Resolution 17-19
2. Funding Agreement between C/CAG and BAAQMD for FY 2017/18 (*Available for review and download at www.ccag.ca.gov/ccag.html*)

RESOLUTION 17-19

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE THE PROGRAM MANAGER FUNDING AGREEMENT WITH THE BAY AREA AIR QUALITY MANAGEMENT DISTRICT (BAAQMD) FOR THE FISCAL YEAR 2017/18 TRANSPORTATION FUND FOR CLEAN AIR (TFCA) (40%) PROGRAM FOR SAN MATEO COUNTY FOR AN AMOUNT UP TO \$1,543,654

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

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

WHEREAS, the Board of Directors of the City/County Association of Governments at its May 11, 2017 meeting approved certain projects and programs for funding through San Mateo County's 40 percent local share of Transportation Fund for Clean Air (TFCA) revenues; and

WHEREAS, C/CAG will act as the Program Manager for \$1,543,654 of TFCA funded projects; and

WHEREAS, it is necessary for C/CAG to enter into a Program Manager Agreement with the Bay Area Air Quality Management District (BAAQMD) setting forth the responsibilities of each party.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County that on behalf of C/CAG the Chair is authorized to enter into an agreement with the Bay Area Air Quality Management District for the Fiscal Year 2017/18 Transportation Fund for Clean Air (TFCA) Program for San Mateo County for an amount up to \$1,543,654. This agreement shall be in a form approved by C/CAG legal counsel.

PASSED, APPROVED, AND ADOPTED THIS 8TH DAY OF JUNE 2017.

Alicia C. Aguirre, Chair

C/CAG AGENDA REPORT

Date: June 8, 2017

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 17-20 authorizing the C/CAG Chair to execute a Funding Agreement between C/CAG and the San Mateo County Transit District (SamTrans) in the amount of \$110,000 under the Fiscal Year 2017/18 Transportation Fund for Clean Air (TFCA) Program for the BART Shuttle Program.

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

RECOMMENDATION

That the C/CAG Board review and approve Resolution 17-20 authorizing the C/CAG Chair to execute a Funding Agreement between C/CAG and the San Mateo County Transit District (SamTrans) in the amount of \$110,000 under the Fiscal Year 2017/18 Transportation Fund for Clean Air (TFCA) Program for the BART Shuttle Program.

FISCAL IMPACT

Under the FY 17/18 TFCA Program there is a total allocation of \$1,543,654 of which \$110,000 is designated for the SamTrans Shuttle Bus Program.

SOURCE OF FUNDS

TFCA funds are derived from a Vehicle Registration Fee surcharge provided to C/CAG by the Bay Area Air Quality Management District (BAAQMD).

BACKGROUND

C/CAG acts as the Program Manager for the TFCA Program in San Mateo County. This program distributes fund to projects whose primary objective is to reduce air pollution, greenhouse gas emissions, and traffic congestion by improving transportation options. On May 11, 2017, the C/CAG Board approved the Expenditure Plan for projects to be funded as part of the FY 2017/18 TFCA Program, which includes the SamTrans BART Shuttle Bus Program. This program is a peak commute period shuttle bus service for five (5) employer based shuttle routes connecting major employment centers in South San Francisco, Brisbane, and Foster City.

SamTrans is the project sponsor and is responsible to meet the TFCA cost-effectiveness criteria and all funding requirements. The total project cost is \$1,235,000, of which TFCA fund is \$110,000.

ATTACHMENTS

- Resolution 17-20
- Funding Agreement between C/CAG and SamTrans for the FY 2017/18 TFCA Program
(Available for review and download at www.ccag.ca.gov/html)

RESOLUTION 17-20

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE A FUNDING AGREEMENT BETWEEN C/CAG AND THE SAN MATEO COUNTY TRANSIT DISTRICT (SAMTRANS) IN THE AMOUNT OF \$110,000 UNDER THE FISCAL YEAR 2017/18 TRANSPORTATION FUND FOR CLEAN AIR (TFCA) PROGRAM FOR THE BART SHUTTLE PROGRAM

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

WHEREAS, the Board of Directors of the City/County Association of Governments at its May 11, 2017 meeting approved certain projects and programs for funding through San Mateo County's local share of Transportation Fund for Clean Air (TFCA) revenues; and

WHEREAS, the agencies implementing these projects, the scope of the work and the specified amount of TFCA funding, have been identified and approved by the Board of Directors; and

WHEREAS, the San Mateo County Transit District (SamTrans) is designated to receive TFCA funds for the SamTrans Shuttle Bus Program; and

WHEREAS, it is necessary for C/CAG to enter into Project Sponsor agreements with the individual agencies receiving TFCA project funding, setting forth the responsibilities of each party.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County that the Chair is authorized to enter into an agreement with the San Mateo County Transit District for \$110,000 under the Transportation Fund for Clean Air (TFCA) Program. This agreement shall be in a form approved by C/CAG legal counsel.

PASSED, APPROVED, AND ADOPTED THIS 8TH DAY OF JUNE 2017.

Alicia C. Aguirre, Chair

C/CAG AGENDA REPORT

Date: June 8, 2017

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 17-21 authorizing the C/CAG Chair to execute a Funding Agreement between C/CAG and the San Mateo County Transit District (SamTrans) in the amount of \$79,000 under the Fiscal Year 2017/18 Transportation Fund for Clean Air (TFCA) Program for the Traffic Signal Prioritization for Buses on El Camino Real Project

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

RECOMMENDATION

That the C/CAG Board review and approve Resolution 17-21 authorizing the C/CAG Chair to execute a Funding Agreement between C/CAG and the San Mateo County Transit District (SamTrans) in the amount of \$79,000 under the Fiscal Year 2017/18 Transportation Fund for Clean Air (TFCA) Program for the Traffic Signal Prioritization for Buses on El Camino Real Project.

FISCAL IMPACT

Under the FY 17/18 TFCA Program there is a total allocation of \$1,543,654 of which \$79,000 is designated for the SamTrans Shuttle Bus Program.

SOURCE OF FUNDS

TFCA funds are derived from a Vehicle Registration Fee surcharge provided to C/CAG by the Bay Area Air Quality Management District (BAAQMD).

BACKGROUND

C/CAG acts as the Program Manager for the TFCA Program in San Mateo County. This program distributes fund to projects whose primary objective is to reduce air pollution, greenhouse gas emissions, and traffic congestion by improving transportation options. On May 11, 2017, the C/CAG Board approved the Expenditure Plan for projects to be funded as part of the FY 2017/18 TFCA Program, which includes SamTrans' Traffic Signal Prioritization for Buses on El Camino Real Project. This project will implement Traffic Signal Prioritization (TSP) technology for SamTrans buses traveling on El Camino Real in San Mateo County, which will improve transit speed along the corridor by either giving buses early green lights or extending green lights at intersections.

SamTrans is the project sponsor and is responsible to meet the TFCA cost-effectiveness criteria and all funding requirements. The total project cost is \$3,907,000, of which TFCA fund is \$79,000.

ATTACHMENTS

1. Resolution 17-21
2. Funding Agreement between C/CAG and SamTrans for the FY 2017/18 TFCA Program
(Available for review and download at www.ccag.ca.gov/html)

RESOLUTION 17-21

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE A FUNDING AGREEMENT BETWEEN C/CAG AND THE SAN MATEO COUNTY TRANSIT DISTRICT (SAMTRANS) IN THE AMOUNT OF \$79,000 UNDER THE FISCAL YEAR 2017/18 TRANSPORTATION FUND FOR CLEAN AIR (TFCA) PROGRAM FOR THE TRAFFIC SIGNAL PRIORITIZATION FOR BUSES ON EL CAMINO REAL PROJECT

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

WHEREAS, the Board of Directors of the City/County Association of Governments at its May 11, 2017 meeting approved certain projects and programs for funding through San Mateo County's local share of Transportation Fund for Clean Air (TFCA) revenues; and

WHEREAS, the agencies implementing these projects, the scope of the work and the specified amount of TFCA funding, have been identified and approved by the Board of Directors; and

WHEREAS, the San Mateo County Transit District (SamTrans) is designated to receive TFCA funds for the SamTrans' Traffic Signal Prioritization for Buses on El Camino Real Project; and

WHEREAS, it is necessary for C/CAG to enter into Project Sponsor agreements with the individual agencies receiving TFCA project funding, setting forth the responsibilities of each party.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County that the Chair is authorized to enter into an agreement with the San Mateo County Transit District for \$79,000 under the Transportation Fund for Clean Air (TFCA) Program. This agreement shall be in a form approved by C/CAG legal counsel.

PASSED, APPROVED, AND ADOPTED THIS 8TH DAY OF JUNE 2017.

Alicia C. Aguirre, Chair

C/CAG AGENDA REPORT

Date: June 8, 2017

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 17-22 authorizing the C/CAG Chair to execute a Funding Agreement between C/CAG and Commute.org in the amount of \$600,000 under the Fiscal Year 2017/18 Transportation Fund for Clean Air (TFCA) Program to provide the Countywide Voluntary Trip Reduction Program

(For further information please contact John Hoang at 650-363-4105)

RECOMMENDATION

That the C/CAG Board review and approve Resolution 17-22 authorizing the C/CAG Chair to execute a Funding Agreement between C/CAG and Commute.org in the amount of \$600,000 under the Fiscal Year 2017/18 Transportation Fund for Clean Air (TFCA) Program to provide the Countywide Voluntary Trip Reduction Program.

FISCAL IMPACT

Under the FY 2017/18 TFCA Program there is a total allocation of \$1,543,654 of which \$600,000 is designated for the Commute.org Countywide Voluntary Trip Reduction Program.

SOURCE OF FUNDS

TFCA funds are derived from a Vehicle Registration Fee surcharge provided to C/CAG by the Bay Area Air Quality Management District (BAAQMD).

BACKGROUND

C/CAG acts as the Program Manager for the TFCA Program in San Mateo County. This program distributes TFCA fund to projects whose primary objective is to reduce air pollution, greenhouse gas emissions, and traffic congestion by improving transportation options. On May 11, 2017, the C/CAG Board approved the Expenditure Plan for projects to be funded as part of the FY 2017/18 TFCA Program, which includes the Countywide Voluntary Trip Reduction Program, managed by Commute.org (also known as Peninsula Traffic Congestion Relief Alliance). This Program assists private and public sectors to connect their employees and customers with transportation systems that provide an alternative to driving single occupant vehicles.

The Countywide Voluntary Trip Reduction Program is funded by various sources through C/CAG, including the Countywide Congestion Relief Plan as well as the San Mateo County share of the Regional Ridesharing and Bicycling Program funds made available through the Metropolitan Transportation Commission (MTC).

Commute.org is the project sponsor and is responsible to meet the TFCA cost-effectiveness criteria and all funding requirements. The total project cost is \$1,638,500, of which TFCA fund is \$600,000.

ATTACHMENTS

- Resolution 17-22
- Funding Agreement between C/CAG and Commute.org for the FY 2017/18 TFCA Program
(Available for review and download at www.ccag.ca.gov/ccag.html)

RESOLUTION 17-22

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE THE FUNDING AGREEMENT BETWEEN C/CAG AND COMMUTE.ORG IN THE AMOUNT OF \$600,000 UNDER THE FISCAL YEAR 2017/18 TRANSPORTATION FUND FOR CLEAN AIR (TFCA) PROGRAM TO PROVIDE THE COUNTYWIDE VOLUNTARY TRIP REDUCTION PROGRAM

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

WHEREAS, the Board of Directors of the City/County Association of Governments at its May 11, 2017 meeting approved certain projects and programs for funding through San Mateo County's local share of Transportation Fund for Clean Air (TFCA) revenues; and,000

WHEREAS, the agencies implementing these projects, the scope of the work and the specified amount of TFCA funding, have been identified and approved by the Board of Directors; and

WHEREAS, Commute.org is designated to receive TFCA funds for the Countywide Voluntary Trip Reduction Program which assists private and public sectors to connect their employees and customers with transportation systems that provide an alternative to driving single occupant vehicles; and

WHEREAS, it is necessary for C/CAG to enter into Project Sponsor agreements with the individual agencies receiving TFCA project funding, setting forth the responsibilities of each party.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County that the Chair is authorized to enter into an agreement with Commute.org for \$600,000 under the Transportation Fund for Clean Air (TFCA) Program. This agreement shall be in a form approved by C/CAG legal counsel.

PASSED, APPROVED, AND ADOPTED THIS 8TH DAY OF JUNE 2017.

Alicia C. Aguirre, Chair

C/CAG AGENDA REPORT

Date: June 8, 2017

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 17-13 authorizing the C/CAG Chair to execute the Master Funding Agreement between C/CAG and MTC for Planning, Programming, Transportation, Transit, Land Use or Other Projects for Fiscal Year 2017/18 through Fiscal Year 2027/28.

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

RECOMMENDATION

That the C/CAG Board of Directors review and approve Resolution 17-13 authorizing the C/CAG Chair to execute the Master Funding Agreement between C/CAG and MTC for Planning, Programming, Transportation, Transit, Land Use or Other Projects for FY 2017/18 through FY 2027/28.

FISCAL IMPACT

Execution of the Master Funding Agreement has no fiscal impact. The Master Funding Agreement enables C/CAG to execute Supplement to Master Funding Agreement in the future. MTC is expected to provide funds to C/CAG, from time to time, to be used for planning, programming, transportation, transit, land use, or other projects relevant to MTC. Such funds will be documented by Supplement to the Master Funding Agreement, to be executed separately when funds become available.

SOURCE OF FUNDS

Funding source for planning, programming, transportation, transit, land use, or other projects comes from Surface Transportation Program (STP) or Congestion Management Air Quality (CMAQ) Federal funds.

BACKGROUND

The Metropolitan Transportation Commission (MTC) is a regional transportation planning agency established pursuant to California Government Code 66500. MTC is the designated Metropolitan Transportation Organization (MPO) for the San Francisco Bay Region. MTC provides funding to Congestion Management Agencies (CMA) such as C/CAG to assist in planning, programming, transportation, transit, land use, or other projects relevant to MTC or its statutory purposes.

MTC had decided to establish Master Funding Agreement with each CMA in the Bay Area to set forth the terms and conditions under which MTC may from time to time provide funding to CMA for

the period from July 1, 2017 to June 30, 2028. The Master Funding Agreement has no force and effect until a Supplement is fully executed by MTC and C/CAG. Before MTC will make funds available to C/CAG, the two agencies will enter into a Supplement to the Master Funding Agreement to establish the terms and conditions applicable to the funds, including such as scope of work, budget, schedule, and any other relevant restrictions and requirements.

The first Supplement (Supplement No. 1) to the Master Funding Agreement, for C/CAG to received \$3,822,000 from MTC, will be presented to the C/CAG Board for approval under a separate agenda item.

ATTACHMENTS

1. Resolution 17-13
2. Master Funding Agreement between MTC and C/CAG for Planning, Programming, Transportation, Transit, Land Use, or Other Projects for FY 2017/18 through FY 2027/28. (Available on-line: <http://ccag.ca.gov/committees/board-of-directors/>)

RESOLUTION 17-13

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE THE MASTER FUNDING AGREEMENT BETWEEN C/CAG AND MTC FOR PLANNING, PROGRAMMING, TRANSPORTATION, TRANSIT, LAND USE OR OTHER PROJECTS FOR FY 2017/18 THROUGH 2027/28.

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

WHEREAS, the Metropolitan Transportation Commission (MTC) has been designated as the Metropolitan Planning Organization (MPO - federal) and the Regional Transportation Planning Agency (RTPA – state) for the San Francisco Bay Region, and

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

WHEREAS, MTC from time to time expects to provide funds available to it as MPO, RTPA or otherwise to C/CAG, and

WHEREAS, it is expected that these funds will be used for planning, programming, transportation, transit, land use or other projects relevant to MTC or its statutory purposes (the “Project” or “Projects”), and

WHEREAS, MTC and C/CAG wish to set forth the terms and conditions under which MTC may from time to time provide funding to AGENCY for the period from July 1, 2017 to June 30, 2028, and

WHEREAS, before MTC will make funds available hereunder, MTC and C/CAG will enter into at least one Supplement to this Master Funding Agreement, which must be in substantially the form attached hereto as Exhibit A (each, a “Supplement”) to establish the terms and conditions applicable to C/CAG when receiving funds for the Project.

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the City/County Association of Governments of San Mateo County that the C/CAG Chair is authorized to execute the Master Funding Agreement between C/CAG and MTC for Planning, Programming, Transportation, Transit, Land Use or Other Projects for FY 2017/18 through FY 2027/28.

PASSED, APPROVED, AND ADOPTED, THIS 8TH DAY OF JUNE 2017.

Alicia C. Aguirre, Chair

C/CAG AGENDA REPORT

Date: June 8, 2017

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 17-23 authorizing the C/CAG Chair to execute Supplement No. 1 to Master Funding Agreement between C/CAG and MTC for Planning, Programming, Transportation, Transit, Land Use or Other Projects for \$3,822,000 from 7/1/2017 to 6/30/2022, and further authorizing the C/CAG Executive Director to execute future Supplement(s) to said Master Funding Agreement.

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

RECOMMENDATION

That the C/CAG Board of Directors review and approve Resolution 17-23 authorizing the C/CAG Chair to execute Supplement No. 1 to Master Funding Agreement between C/CAG and MTC for Planning, Programming, Transportation, Transit, Land Use or Other Projects for \$3,822,000 from 7/1/2017 to 6/30/2022, and further authorizing the C/CAG Executive Director to execute future Supplement(s) to said Master Funding Agreement.

FISCAL IMPACT

Execution of Supplement No. 1 to the Master Funding Agreement between C/CAG and MTC will allow C/CAG to be reimbursed for up to \$3,822,000 for Planning, Programming, Transportation, Transit, Land Use or Other Projects for the period from July 1, 2017 through June 30, 2022.

Approval of Resolution 17-23 will further authorize the C/CAG Executive Director to execute future Supplement(s) to said Master Funding Agreement between C/CAG and MTC, allowing C/CAG for additional reimbursements, provided additional funding is approved by MTC during this five-year period.

SOURCE OF FUNDS

Funding source for planning, programming, transportation, transit, land use, or other projects comes from Surface Transportation Program (STP) or Congestion Management Air Quality (CMAQ) Federal funds.

BACKGROUND

The Metropolitan Transportation Commission (MTC) is a regional transportation planning agency established pursuant to California Government Code 66500. MTC is the designated Metropolitan Transportation Organization (MPO) for the San Francisco Bay Region. MTC provides funding to Congestion Management Agencies (CMA) such as C/CAG to assist MTC in meeting the

requirements of federal legislation and related State and regional planning, programming, transportation, transit, land use, or other projects relevant to MTC or its statutory purposes.

A Master Funding Agreement between MTC and C/CAG is being approved by the C/CAG Board as a separate agenda item (Item 5.5.1 of the June 8, 2017 meeting). That Master Funding Agreement sets forth the general terms and conditions under which MTC may from time to time provide funding to C/CAG for the period from July 1, 2017 to June 30, 2028. The Master Funding Agreement has no force and effect until a Supplement is fully executed by MTC and C/CAG.

As part of this Supplement No. 1, MTC agrees to pass through \$3,822,000 in federal Surface Transportation Program (STP) funds in FY 2017-18 through FY 2021-22 to C/CAG, subject to annual Notice to Proceed. As additional funds become available during this five-year period, MTC will make those funds available to C/CAG via the execution of future Supplement(s). Staff recommends to C/CAG Board authorize the Executive Director to execute such future Supplement(s).

These federal funds are provided to C/CAG for working cooperatively with MTC and other regional agencies to implement work programs such as:

- To implement the One Bay Area Grant (OBAG) programs 1 and 2 as per MTC Resolution 4035 and 4202 within the county;
- To promote successful program and project delivery and monitoring within the county for all transportation funds;
- To establish a land use and travel forecasting process and set of procedures that is consistent with those of the Association of Bay Area Governments (ABAG) and MTC, or develop appropriate alternative analytical approaches in cooperation with MTC;
- To support other regional planning and programming efforts, including the Community-Based Transportation Planning (CBTP), Lifeline Transportation Program (LTP) and the Regional PDA Planning Program;
- To assist in the development of the Transportation Improvement Program/State Transportation Improvement Program (TIP/STIP) and the Regional Transportation Plan (RTP)/ Sustainable Communities Strategy (SCS) through countywide planning efforts;
- To support the implementation of the Bay Area Coordinated Public Transit-Human Services Plan (Coordinated Plan);
- To develop and update a PDA Investment and Growth Strategy facilitating a transportation project priority setting process for OBAG 2 funding that supports and encourages development in the region's PDAs as detailed in MTC Resolution 4202 and Attachments;
- To engage in public participation as detailed in the MTC Public Participation Plan and MTC Resolution 4202, and Attachments;
- County level Congestion Management Programs (CMPs), Countywide Transportation Plans, and affiliated Capital Improvement Programs (CIPs);
- Corridor Management Plans, corridor studies and related planning activities ;
- Project delivery and monitoring, program implementation;
- Coordinated land use and travel forecasting;
- Completing/updating CBTPs, tracking status of CBTP-identified projects and programs; and programming and reporting on the CBTP and LTP;
- Assistance for the Regional Transportation Plan through development of detailed information about project proposals, as needed for regional analysis and requirements, and other data requests related to land use and transportation forecasting.

ATTACHMENTS

1. Resolution 17-23
2. Supplement No. 1 to Master Funding Agreement between MTC and C/CAG for Planning, Programming, Transportation, Transit, Land Use, or Other Projects for July 1, 2017 through June 30, 2022.

RESOLUTION 17-23

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE SUPPLEMENT NO. 1 TO MASTER FUNDING AGREEMENT BETWEEN C/CAG AND MTC FOR PLANNING, PROGRAMMING, TRANSPORTATION, TRANSIT, LAND USE OR OTHER PROJECTS FOR \$3,822,000 FROM 7/1/2017 TO 6/30/2022, AND FURTHER AUTHORIZING THE C/CAG EXECUTIVE DIRECTOR TO EXECUTE FUTURE SUPPLEMENT(S) TO SAID MASTER FUNDING AGREEMENT

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

WHEREAS, the Metropolitan Transportation Commission (MTC) has been designated as the Metropolitan Planning Organization (MPO - federal) and the Regional Transportation Planning Agency (RTPA – state) for the San Francisco Bay Region, and

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

WHEREAS, MTC from time to time expects to provide funds available to it as MPO, RTPA or otherwise to C/CAG, and

WHEREAS, it is expected that these funds will be used for planning, programming, transportation, transit, land use or other projects relevant to MTC or its statutory purposes (the “Project” or “Projects”), and

WHEREAS, MTC and C/CAG have entered into a Master Funding Agreement setting forth the terms and conditions under which MTC may from time to time provide funding to AGENCY for the period from July 1, 2017 to June 30, 2028, and

WHEREAS, MTC agrees to provide \$3,822,000 in federal Surface Transportation Program (STP) funds to C/CAG for planning and programming activities for the period between July 1, 2017 and June 30, 2022, by entering into Supplement No. 1 to said Master Funding Agreement, establishing the terms and conditions applicable to C/CAG when receiving funds, and

WHEREAS, it is anticipated MTC will provide additional funds to C/CAG for planning and programming activities during the above five-year period necessitating the execution of future Supplement(s) to the Master Funding Agreement.

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the City/County Association of Governments of San Mateo County that the C/CAG Chair is authorized to execute Supplement No. 1 to the Master Funding Agreement between C/CAG and MTC for Planning, Programming, Transportation, Transit, Land Use or Other Projects for \$3,822,000 from 7/1/2017 to 6/30/2022, and further authorizing the C/CAG Executive Director to execute future Supplement(s) to said Master Funding Agreement.

PASSED, APPROVED, AND ADOPTED, THIS 8TH DAY OF JUNE 2017.

Alicia C. Aguirre, Chair

EXHIBIT A
FORM OF SUPPLEMENT

SUPPLEMENT 1 TO MASTER FUNDING AGREEMENT

This Supplement No. 1 to Master Funding Agreement (“Supplement or “Agreement”) is entered into this 1st day of July, 2017, by and between the Metropolitan Transportation Commission (hereafter “MTC”) and the City/County Association of Governments of San Mateo County (hereafter “AGENCY”) and supplements the Master Funding Agreement, dated July 1, 2017, by and between MTC and AGENCY.

Pursuant to this Supplement, MTC agrees to provide an amount not to exceed three million eight hundred twenty two thousand dollars (\$3,822,000) in federal Surface Transportation Program (STP) funds to AGENCY to fund Planning and Programming Activities (as more fully described in Annex I hereto, the “Supplement Project”). The estimated budget and payment provisions for the Supplement Project scope of work is attached as Annex II hereto.

MTC will reimburse AGENCY for its actual eligible costs incurred for completed Supplement Project milestones, deliverables, or provisions described in Annex II hereto.

The Supplement Project work will commence July 1, 2017, and be completed no later than June 30, 2022.

The clauses selected below and attached as exhibits to the Master Funding Agreement shall apply to AGENCY’s performance of the applicable Supplement Project scope of work hereunder:

- X Exhibit B-1, Additional Terms and Conditions (General), Paragraph A
- X Exhibit B-1, Additional Terms and Conditions (General), Paragraph B
- X Exhibit B-2, Additional Terms and Conditions (Federally Required Clauses)
- X Exhibit B-3, Additional Terms and Conditions (State Required Clauses)
- Exhibit B-4, Additional Terms and Conditions (Prevailing Wage Rates, Apprenticeships, and Payroll Records, Non-Federally-Funded Agreements)
- Exhibit B-5, Additional Terms and Conditions (Prevailing Wage Rates, Apprenticeships, and Payroll Records, Federally-Funded Agreements)
- Exhibit B-6, Additional Terms and Conditions (Regional Toll Funds including RM1, RM2, and AB1171)
- X Exhibit B-7, Additional Terms and Conditions (Regional Discretionary Federal Funds including STP and CMAQ)

The MTC Project Manager for the Supplement Project is Kenneth Kao, (415) 778-6768, kkao@mtc.ca.gov. The AGENCY Project Manager for the Supplement Project is Sandy Wong, (650) 599-1409, slwong@smcgov.org.

This Supplement is supplemental to the Master Funding Agreement; all terms and conditions of the Master Funding Agreement, as may be amended, remain unchanged hereby.

Capitalized terms used but not defined herein shall have the respective meanings assigned to them in the Master Funding Agreement.

**METROPOLITAN TRANSPORTATION
COMMISSION**

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

Steve Heminger, Executive Director

Sandy Wong, Executive Director

ANNEX I: SCOPE OF WORK

MTC/CMA PLANNING AND PROGRAMMING AGREEMENT

CONGESTION MANAGEMENT AGENCY / SUBSTITUTE AGENCY PLANNING AND PROGRAMMING DETAILED SCOPE FOR TASKS AND PRODUCTS

Project Title

Planning and Programming Activities

Project Manager(s)

Name	Agency
Sandy Wong	AGENCY
Kenneth Kao	MTC

Overview & Description

The AGENCY shall conduct specific planning and programming activities to assist MTC in meeting the requirements of federal legislation and related State and regional planning and programming policies and guidelines.

Fiscal Management

Pursuant to this Supplement and subject to annual federal appropriations and/or obligation of funding, MTC agrees to pass through an amount not to exceed three million eight hundred twenty two thousand dollars (\$3,822,000) in federal Surface Transportation Program (STP) funds in FY 2017-18 through FY 2021-22 to AGENCY to fund the project. The AGENCY shall not incur expenses of federal STP funds until after the effective date of the Notice to Proceed (NTP) by MTC. A NTP will be issued for each fiscal year, issuance of which is subject to MTC's receipt of federal funding.

Objectives

Funding is conditioned on the AGENCY working cooperatively with MTC and the other regional agencies to implement our respective work programs. Key objectives are:

- To implement the One Bay Area Grant (OBAG) programs 1 and 2 as per MTC Resolution 4035 and 4202 within the county;
- To promote successful program and project delivery and monitoring within the county for all transportation funds;
- To establish a land use and travel forecasting process and set of procedures that is consistent with those of the Association of Bay Area Governments (ABAG) and MTC, or develop appropriate alternative analytical approaches in cooperation with MTC;
- To support other regional planning and programming efforts, including the Community-Based Transportation Planning (CBTP), Lifeline Transportation Program (LTP) and the Regional PDA Planning Program;

- To assist in the development of the Transportation Improvement Program/State Transportation Improvement Program (TIP/STIP) and the Regional Transportation Plan (RTP)/ Sustainable Communities Strategy (SCS) through countywide planning efforts;
- To support the implementation of the Bay Area Coordinated Public Transit-Human Services Plan (Coordinated Plan);
- To develop and update a PDA Investment and Growth Strategy facilitating a transportation project priority setting process for OBAG 2 funding that supports and encourages development in the region's PDAs as detailed in MTC Resolution 4202 and Attachments; and
- To engage in public participation as detailed in the MTC Public Participation Plan and MTC Resolution 4202, and Attachments.

Previous and Ongoing Work

Project shall be consistent with previous and ongoing work, including:

- County level Congestion Management Programs (CMPs), Countywide Transportation Plans, and affiliated Capital Improvement Programs (CIPs)
- Corridor Management Plans, corridor studies and related planning activities
- Project delivery and monitoring, program implementation
- Coordinated land use and travel forecasting
- Completing/updating CBTPs (additional guidelines to be provided by MTC in late 2017), tracking status of CBTP-identified projects and programs; and programming and reporting on the CBTP and LTP
- Assistance for the Regional Transportation Plan through development of detailed information about project proposals, as needed for regional analysis and requirements, and other data requests related to land use and transportation forecasting.

Key Tasks and Related Ongoing Products

Consistent with the region's long-term goals and objectives as established in the Regional Transportation Plan (RTP) / Sustainable Community Strategy (SCS) and requirements of SB 375 and AB 32, and policies adopted by MTC to implement that Plan, and based on a public involvement process that includes the cities, transit operators and users, bicycle, pedestrian and community organizations, AGENCY shall conduct the following tasks.

Task 1. Implement the One Bay Area Grant (OBAG) Program in the county

Carry out OBAG responsibilities as established in MTC Resolution 4202, and detailed in Appendix A to Attachment A in this agreement.

Task 2. Project Monitoring and Delivery

- Implement project monitoring and delivery oversight for the OBAG programs, MTC discretionary programs and other MTC funding programs within the county.
- Work with Caltrans Local Assistance, MTC and local jurisdictions in the monitoring and delivery of all federal-aid local projects within the county using funds administered by the Federal Highway Administration (FHWA). Establish and maintain county-wide processes and procedures ensuring State Transportation Improvement Program (STIP), Active Transportation Program (ATP), Surface Transportation Block Grant Program

(STP), Congestion Mitigation and Air Quality Improvement (CMAQ), Highway Safety Improvement Program (HSIP), Local Highway Bridge Program (LHBP) funds and other FHWA-administered funds for all local projects within the county, are used within federal state and regional timely use of funds deadlines.

- Assist local project sponsors to deliver effective projects and meet important project delivery deadlines, including FHWA, CTC and MTC deadlines and to program projects in the federal TIP, consistent with MTC Resolution No. 3606, Revised.
- For projects selected by AGENCY for the STP/CMAQ/OBAG programs, monitor and report on project sponsors completion of program requirements including, submittal of Highway Performance Monitoring System (HPMS) data, submittal of annual housing reports, and projects/programs identified in CBTPs.
- For local project sponsors with continued challenges in delivering federal-aid projects and meeting established funding deadlines, facilitate agency consultation meetings and prepare and maintain project delivery status reports of the agency's active projects using FHWA-administered funds, tracking estimated and actual critical delivery milestone dates, including but not limited to the following: TIP approval, Caltrans field review, environmental clearance, Request For Authorization (RFA) for each phase, CTC allocation (as applicable), FHWA obligation/authorization (E-76), advertise, award, project completion (open for use), and project close out.
- Assist in development of the Annual Obligation Plan by submitting projects selected by AGENCY for the STIP/STP/CMAQ/OBAG programs that are ready for delivery, ensuring projects can meet the required deadlines by confirming milestone dates such as completion of field review and environmental clearance status. Prepare regular project monitoring status reports, and provide to MTC and the Partnership Working Group(s) at least quarterly (monthly two months prior and two months following the regional obligation deadline).

Task 3. Travel Forecast Model Requirements

Establish a land use and travel forecasting process and set of procedures that are consistent with that of ABAG / MTC. Complete the CMP Modeling Consistency Checklist in cooperation with MTC and in a timely manner, pursuant to the CMP Guidance and MTC staff direction. Monitor or estimate agreement funds spent in the previous fiscal year on activities directly supporting analytical planning activities, including travel/land use model staff and consultant fees, travel/land use model development (including data collection efforts intended to support model development), and travel/land use model application (including hardware and software costs).

- If AGENCY does not engage in land use and travel forecasting/modeling, confer with MTC modeling staff to develop an appropriate process for evaluating plans and projects.
- If AGENCY does engage in land use and travel forecasting/modeling, AGENCY shall share travel model inputs with MTC staff on a biennial basis. Travel model inputs include highway and transit network attributes.

Task 4. Support Other Regional Planning and Programming Efforts

- Serve as lead agency, oversee project management and provide planning support for the Lifeline Transportation Program and Community-Based Transportation Planning (CBTP) within the county. Ensure that CBTPs are updated every five years. Maintain and track

projects and programs identified by CBTPs, and include updates in the Countywide Transportation Plans.

- Support the implementation of regional customer service projects, including Clipper®, 511® Traveler Information and the Regional Rideshare Program, and assist in coordinating these projects and programs within the county. In the absence of a county mobility manager, coordinate with transit operators to ensure that paratransit and other mobility services for seniors, people with disabilities and low-income populations is integrated into the 511 system.
- Support the implementation of mobility management in the county, a key priority identified by the Coordinated Plan.
- Engage in other planning such as corridor studies or local PDA planning efforts funded through the Regional PDA Planning Program, as needed, consistent with the region's long-term goals and objectives.

Task 5. Develop Short and Long-Range Countywide Transportation Priorities to Support Regional Planning and Programming Efforts

- Update Countywide Plan, CMP and/or CIP with a list of fiscally-constrained transportation projects to assist regional agencies with development of the TIP/RTIP/STIP and the RTP/SCS and other long-range regional transportation planning processes.
- For county priorities, provide and update project information such as project limits, capacity impacts, cost, funding, and schedule at least every 24 months and in advance of the RTP/SCS.
- Participate in the regional technical assistance committees as needed for development of air quality improvement and emissions reduction strategies and analysis.

Task 6. General Tasks

- Serve as a facilitator and liaison for county, city, and transit interests, and as a conduit for MTC and ABAG for work with local jurisdictions, addressing federal and State requirements, assisting in corridor studies, disseminate information to local agencies on funding sources and requirements, regional programs, collecting data for MTC purposes, etc.
- Participate in the Bay Area Partnership Board, committees, and working groups.
- Assist MTC in evaluating, implementing and disseminating technical planning tools.

Task 7. Public Involvement and Outreach

- Lead a public outreach process for the administration of OBAG, as detailed in MTC Resolution 4202, Attachment A, Appendix A-7: One Bay Area Grant County Program Outreach to select OBAG projects for funding, as attached herein as Appendix A to Attachment A.
- Develop and implement appropriate public outreach processes for other planning and programming activities to satisfy Federal and State requirements, as necessary.
- Ensure the public involvement process provides underserved communities access to the planning and project submittal process, in compliance with Title VI of the Civil Rights Act of 1964.

Products/Deliverables/Tasks	Delivery Date(s) *
Submit PDA Investment & Growth Strategy	June 2016 – May 2017; June 2020 – May 2021
Monitor Implementation of local Complete Streets Policies and Strategies	Ongoing
PDA Investment & Growth Strategy Presentations	Summer/Fall 2017; 2021
Ensure the public involvement process provides underserved communities access to the project submittal process	Annually
Amended PDA Investment & Growth Strategy to incorporate follow-up to local housing production and policies	May 2018, May 2022
Annual progress report on PDA Investment & Growth Strategy, including status of jurisdictions’ progress on development/adoption of housing elements and complete streets policies	May 2018, Ongoing
CMP Modeling Consistency Checklist, pursuant to the CMP Guidance and MTC staff direction	Ongoing
Submit status reports for projects and programs identified in CBTPs (including those fully or partially funded through the Lifeline Transportation Program)	Bi-Annually
Complete and adopt CBTPs for each COC identified in 2016 in the county. Update CBTPs that are no longer current (were not adopted or updated in the last 5 years).	Ongoing
Submit status report on CBTP Plans and projects/programs identified in the CBTPs (“completed”, “adopted”, “under development”, or “to be updated”).	Bi-Annually
Oversight/assistance for program/project delivery	Ongoing
Biennial data share of travel model inputs.	Ongoing
Detailed information about projects and programs as specified by MTC for the regional planning process	Ongoing
Support for regional programs and customer service projects	Ongoing
Develop countywide transportation priorities consistent with regional long range vision and requirements	As needed
Submit FHWA federal-aid local projects selected by AGENCY for inclusion in annual obligation plan	Annually
Prepare and submit regular project delivery/monitoring status reports for FHWA federal-aid local projects within county.	Monthly/Quarterly
Additional support for planning, programming, and monitoring activities	Ongoing as needed

* Dates may be changed by mutual agreement of MTC and the CMA/substitute agency

Reporting Requirements

Describe any additional covenants, conditions, restrictions or reporting requirements that apply to the project scope of work or funding source MTC is providing to AGENCY.

AGENCY must provide summary of work accomplished with each invoice submitted, and how activities achieve the tasks outlined in this Annex. Additional invoicing requirements are listed in Annex II.

Additional Terms and Conditions

Describe/attach any MTC or AGENCY resolutions, authorizations or approvals, or any other key documents, relevant to the applicable Project scope of work or funding source MTC is providing to AGENCY.

This agreement is only for activities as described above and in support of the RTP and regional programming. Any non-planning work related to the implementation of a specific project leading to construction is not reimbursable under this agreement.

Refer to MTC Resolution No. 3606, Revised, for the most current Regional Project Delivery Policies and Procedures.

Refer to MTC Resolution No. 4202, Revised, for the most current programming approvals for these funds. Refer to Caltrans documentation regarding eligible reimbursable activities and guidelines, including the Local Assistance Procedures Manual

(<http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm>) and Local Assistance Program Guidelines (<http://www.dot.ca.gov/hq/LocalPrograms/lam/lapg.htm>).

APPENDIX A TO ATTACHMENT A

One Bay Area Grant County Program Outreach as per MTC Resolution 4202 Appendix A-7

The Metropolitan Transportation Commission (MTC) delegates authority for the county program project selection to the nine Bay Area Congestion Management Agencies (CMAs). The existing relationships the CMAs have with local jurisdictions, elected officials, transit agencies, community organizations and stakeholders, and members of the public within their respective counties make them best suited for this role. As one of the requirements for distributing federal transportation funding, MTC expects the CMAs to plan and execute an effective public outreach and local engagement process during development of the PDA Investment and Growth Strategy and the solicitation and project selection for the OBAG 2 program. CMAs also serve as the main point of contact for local sponsoring agencies and members of the public submitting projects for consideration for inclusion in the Transportation Improvement Program (TIP).

To comply with federal regulations, the CMAs must conduct a transparent process for the Call for Projects, and include the following activities:

1. Public Involvement and Outreach

Conduct countywide outreach to stakeholders and the public to solicit project ideas. CMAs are expected to implement their public outreach efforts in a manner consistent with MTC's Public Participation Plan (MTC Resolution No. 4174), which can be found at <http://mtc.ca.gov/about-mtc/public-participation/public-participation-plan> . CMAs are expected at a minimum to:

- Execute effective and meaningful local engagement efforts during the call for projects by working closely with local jurisdictions, elected officials, transit agencies, community-based organizations, and the public through the project solicitation process;
- Explain the local call for projects process, informing stakeholders and the public about the opportunities for public comments on project ideas and when decisions are to be made on the list of projects to be submitted to MTC;
- Hold public meetings and/or workshops at times that are conducive to public participation to solicit public input on project ideas to submit;
- Post notices of public meetings and hearing(s) on their agency website; include information on how to request language translation for individuals with limited English proficiency. If agency protocol has not been established, please refer to MTC's Plan for Assisting Limited English Proficient Populations at <http://mtc.ca.gov/about-mtc/public-participation/get-language-assistance>;
- Offer language translations and accommodations for people with disabilities, if requested at least three days in advance of the meeting; and
- Hold public meetings in central locations that are accessible for people with disabilities and by public transit.

Document the outreach effort undertaken for the local call for projects. CMAs are to provide MTC with a:

- Description of how the public was involved in the process for nominating and/or commenting on projects selected for OBAG 2 funding.

2. Agency Coordination

- ***Work closely with local jurisdictions, transit agencies, MTC, Caltrans, federally recognized tribal governments, and stakeholders to identify projects for consideration in the OBAG 2 Program.*** CMAs will assist with agency coordination by:
 - Communicating this call for projects guidance to local jurisdictions, transit agencies, federally recognized tribal governments, and other stakeholders.
 - Documenting the steps taken to engage the above-listed organizations.

3. Title VI Responsibilities

- ***Ensure the public involvement process provides underserved communities access to the project submittal process in compliance with Title VI of the Civil Rights Act of 1964.***
 - Assist community-based organizations, communities of concern, and any other underserved community interested in having projects submitted for funding.
 - Remove barriers for persons with limited-English proficiency to have access to the project submittal process.
 - Document the steps taken to engage underserved communities.
 - For Title VI outreach strategies, please refer to MTC's Public Participation Plan found at: <http://mtc.ca.gov/about-mtc/public-participation/public-participation-plan>.
 - Additional resources are available at:
 - i. <http://www.fhwa.dot.gov/civilrights/programs/tvi.htm>
 - ii. http://www.dot.ca.gov/hq/LocalPrograms/DBE_CRLC.html#TitleVI
 - iii. http://www.mtc.ca.gov/get_involved/rights/index.htm

Appendix B to Attachment A: PDA Investment & Growth Strategy - One Bay Area Grant PDA Investment and Growth Strategy as per MTC Resolution 4202 Appendix A-8

The purpose of a PDA Investment & Growth Strategy is to ensure that CMAs have a transportation project priority-setting process for OBAG 2 funding that supports and encourages development in the region's PDAs, recognizing that the diversity of PDAs will require a range of different strategies. Some of the planning activities noted below may be appropriate for CMAs to consider for jurisdictions or areas not currently designated as PDAs if those areas are still considering future housing and job growth. Regional agencies will provide support, as needed, for the PDA Investment & Growth Strategies. From time to time, MTC shall consult with the CMAs to evaluate progress on the PDA Investment and Growth Strategy. This consultation may result in specific work elements shifting among MTC, ABAG and the CMAs. Significant modifications to the scope of activities may be formalized through future revisions to this resolution. The following are activities CMAs need to undertake in order to develop a project priority-setting process:

(1) Engaging Regional/Local Agencies

- Develop or continue a process to regularly engage local planners and public works staff. Understand the needs of both groups and share information with MTC and ABAG.
- Encourage community participation throughout the development of the Investment and Growth Strategy, consistent with the OBAG 2 Call for Projects Guidance (Appendix A-7).
- The CMA governing boards must adopt the final Investment & Growth Strategy.
- Participate as a TAC member in local jurisdiction planning processes funded through the regional PDA Planning Program or as requested by jurisdictions. Partner with MTC and ABAG staff to ensure that regional policies are addressed in PDA plans. Look for opportunities to support planning processes with technical or financial assistance.

(2) Planning Objectives – to Inform Project Priorities

- Keep apprised of ongoing transportation and land-use planning efforts throughout the county
- Encourage local agencies to quantify transportation infrastructure needs and costs as part of their planning processes
- Encourage and support local jurisdictions in meeting their housing objectives established through their adopted Housing Elements and RHNA.

The second round of PDA Investment & Growth Strategies will assess local jurisdiction success approving sufficient housing at all income levels. They will also, where appropriate, assist local jurisdictions in implementing local policy changes to facilitate achieving these goals¹. The locally crafted policies should be targeted to the specific circumstances of each PDA. For example, if the PDA currently has few moderate- or low-income households, any recommend policy

¹ Such as inclusionary housing requirements, city-sponsored land-banking for affordable housing production, “just cause eviction” policies, policies or investments that preserve existing deed-restricted or “naturally” affordable housing, condo conversion ordinances that support stability and preserve affordable housing, etc.

changes should be aimed at promoting affordable housing. If the PDA currently is mostly low-income housing, any needed policy changes should be aimed at community stabilization.

MTC and ABAG staff will distribute a technical memo to guide this task by October 1, 2016, including data to identify jurisdictions' challenges (e.g. RHNA performance and current affordability) and a listing of the Bay Area's best housing policies that are intended to address a range of housing challenges. This section should identify planning costs needed to address policy changes and other barriers to creating or maintaining affordability.

(3) Establishing Local Funding Priorities

Develop funding guidelines for evaluating OBAG projects that support multi-modal transportation priorities based on connections to housing, services, jobs and commercial activity. Emphasis should be placed on the following factors when developing project evaluation criteria:

- **Projects located in high impact project areas.** Favorably consider projects in high impact areas, defined as:
 - a. PDAs taking on significant housing growth in the SCS (total number of units), including RHNA allocations, as well as housing production, especially those PDAs that are delivering large numbers of very low, low and moderate income housing units,
 - b. Dense job centers in proximity to transit and housing (both current levels and those included in the SCS) especially those which are supported by reduced parking requirements and TDM programs,
 - c. Improved transportation choices for all income levels (reduces VMT), proximity to quality transit access, with an emphasis on connectivity (including safety, lighting, etc.)
- **Projects located in Communities of Concern (COC)** – favorably consider projects located in a COC as defined by MTC or as defined by CMAs or Community Based Transportation Plans.
- **PDAs with affordable housing preservation, creation strategies** and community stabilization policies – favorably consider projects in jurisdictions with affordable housing preservation, creation strategies and community stabilization policies.
- **Projects that protect public health during construction and operation** – Favorably consider projects that implement the Best Practices in the Air District's Planning Healthy Places, or projects located in jurisdictions that have demonstrated a commitment to adopt, as policies and/or enforceable ordinances, best practices to reduce emissions of and exposure to local air pollution.²
- **PDAs that overlap or are co-located with: 1) populations exposed to outdoor toxic air contaminants as identified in the Air District's Community Air Risk Evaluation (CARE) Program and/or 2) freight transport infrastructure** – Favorably consider projects in these areas where local jurisdictions employ best management practices to mitigate PM and toxic air contaminants exposure.

² Guidance and maps have been developed in partnership with BAAQMD, CMAs, ABAG, and city staff, please see: <http://www.baaqmd.gov/plans-and-climate/planning-healthy-places>.

Process/Timeline

CMAAs will develop a new PDA Investment & Growth Strategy every four years, consistent with the update of the Regional Transportation Plan/Sustainable Communities Strategy. The Investment & Growth Strategy must be adopted by the CMA Board (new for OBAG 2). CMAAs will provide a status report update every two years.

**ANNEX II:
BUDGET**

Estimated Cost by Funding Source:

Fund Source	Amount		
MTC STP	\$ 3,822,000	MTC STP	88.53%
Local	\$ 495,181	CMA	11.47%
Total	\$ 4,317,181		

AGENCY shall not incur expenses of federal STP funds until after the effective date of the Notice to Proceed (NTP) by MTC. A NTP will be issued for each fiscal year, issuance of which is subject to MTC's receipt of federal funding.

AGENCY agrees to invoice MTC every quarter for eligible reimbursable expenditures.

AGENCY shall furnish any necessary supporting documentation to justify the invoice as requested by MTC.

C/CAG AGENDA REPORT

Date: June 8, 2017

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and accept the City/County Association of Governments of San Mateo County, Proposition 1B Audit Final Report

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

RECOMMENDATION

That the C/CAG Board review and accept the City/County Association of Governments of San Mateo County, Proposition 1B Audit Final Report.

FISCAL IMPACT

\$17.5 million in Traffic Light Synchronization Program (TLSP) was awarded to fund portions of the Smart Corridor Project.

SOURCE OF FUNDS

Proposition 1B – Traffic Light Synchronization Program (TLSP)

BACKGROUND

Smart Corridor Project

The C/CAG sponsored San Mateo County Smart Corridor project implements Intelligent Transportation System (ITS) equipment such as an interconnected traffic signal system, close circuit television (CCTV) cameras, trailblazer/arterial dynamic message signs, and vehicle detection system on predefined designated local streets and state routes to provide local cities and Caltrans day to day traffic management capabilities in addressing recurrent traffic congestion as well as provide Caltrans capabilities for managing the system during non-recurring traffic congestion cause by diverted traffic due to major incidents on the freeway. The project limits extends from I-380 in San Bruno to the Santa Clara County Line along El Camino Real and major local streets connecting to US-101.

The Smart Corridor Project comprised of seven (7) individual projects, funded by various funding sources including TLSP, STIP, CMAQ, and Local funds, and sponsored and implemented by C/CAG as well as partner agencies Caltrans and the City of San Mateo. As shown in the summary table below, while C/CAG is the overall project sponsor, the project implementation was separated into the phases and construction management and administration of each phase was contracted to different partner agencies.

No.	Description	Limits	Implementing Agency	Total	Funding Sources
1	Demonstration	Portion of City of San Mateo	City of San Mateo	\$1.5M	\$1M – TLSP ; other; \$500,000 – Local
2	State - North	Whipple to I-380	Caltrans	\$10.84M	\$5.545M – TLSP ; \$4.23M – STIP; \$700K – Local; \$367K - CMAQ
3	State - South	S.C. County line to Whipple	Caltrans	\$7.5M	\$7.5M – TLSP
4	Local – North	Whipple to I-380	C/CAG*	\$9.05M	\$6.77M – STIP; \$2.82M - Local
5	Local – South	S.C. County line to Whipple	C/CAG*	\$3.65M	\$3.455 – TLSP ; \$200K – Local
6	Signal System	All	C/CAG	\$1.6M	\$1.6M – Local
7	System Integration	All	C/CAG	\$1.2M	\$1.2M - STIP
TOTAL				\$35.34M	

*C/CAG contracted with County of San Mateo for the construction phase.

The construction Projects 1, 2, 4, and 5 of the Smart Corridor have been completed. Construction of the last State segment South of Whipple Ave. (Project 3) is expected to be complete in summer 2017. Projects 6 and 7 are completed. The Smart Corridor System is currently on-line and in operation except for the southern state portion.

Out of approximately \$35M, \$17.5M was provided by Prop 1B TLSP funds. The staff report and audit pertains to the \$17.5M TLSP funds only.

TLSP Audit

The California Department of Finance, Office of State Audits and Evaluations, completed its audit of the C/CAG Proposition 1B funded Smart Corridor Project. The Audit Report reflects that the Proposition 1B expenditures were incurred and reimbursed in compliance with the executed project agreements, state and federal regulations, contract provisions, and Caltrans/CTC (California Transportation Commission) guidelines, with the exception of two findings in which C/CAG have responded with corrective actions to address the deficiencies, as described below.

Finding 1: Questioned Arbitration and Equipment Expenditures

- Arbitration expense in the amount of \$47,684 was not eligible for TLSP reimbursement.
 - Response: C/CAG plan to correct the overbill in the final invoice to Caltrans.

- A Closed Circuit Television Camera (CCTV) was not installed on the project but was claimed for and reimbursed.
 - Response: The CCTV Camera is currently in possession of Caltrans and will be delivered to the C/CAG maintenance contractor for and used as spare equipment for its intended purpose.

Finding 2: Project Deliverables not completed timely or accurately

- Incorrect information was reported in the project quarterly reports and Final Delivery Reports were not submitted in a timely manner.
 - Response: C/CAG has developed procedures to ensure accurate information and has updated expenditures information and percentage completion in the subsequent quarterly reports since the audit. C/CAG plan to submit the complete Final Delivery Reports after completion of the final State project (Project 3), and will include all segments.

The complete Final Audit Report including C/CAG's response letter is included in the attachment.

ATTACHMENTS

1. Final Report – City/County Association of Governments of San Mateo County, Proposition 1B Audit



Transmitted via e-mail

May 22, 2017

Ms. Alice M. Lee, Chief
External Audits-Contracts, Audits and Investigations
California Department of Transportation
1304 O Street
Sacramento, CA 95814

Dear Ms. Lee:

**Final Report—City/County Association of Governments of San Mateo County,
Proposition 1B Audit**

The California Department of Finance, Office of State Audits and Evaluations, has completed its audit of the City/County Association of Governments of San Mateo County (C/CAG) Proposition 1B funded projects listed below:

<u>EA Number</u>	<u>P Number</u>	<u>Project Name</u>
4A921	P2530-0046	SMART Corridor Projects – Demonstration
4A923	P2530-0047	SMART Corridor Projects – North Portion
4A925	P2530-0048	SMART Corridor Projects – South Portion
4A926	P2530-0039	SMART Corridor Projects – South Segment

The enclosed report is for your information and use. C/CAG's response to the report findings are incorporated into this final report. C/CAG agreed with our findings and we appreciate its willingness to implement corrective actions. This report will be placed on our website.

We appreciate the assistance and cooperation of C/CAG. If you have any questions regarding this report, please contact Jon Chapple, Manager, or Rick Cervantes, Manager, at (916) 322-2985.

Sincerely,

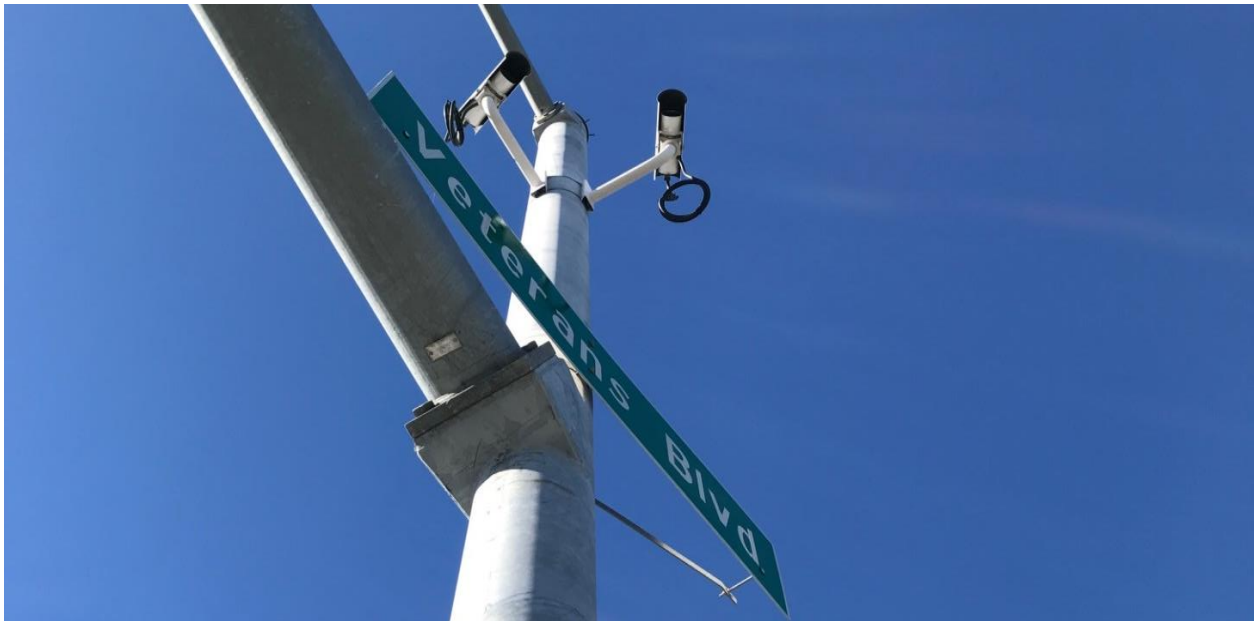
Jennifer Whitaker, Chief
Office of State Audits and Evaluations

Enclosure

cc: On following page

cc: Ms. Luisa Ruvalcaba, Audit Manager, External Audits–Contracts, Audits and Investigations,
California Department of Transportation
Ms. Sandy Wong, Executive Director, City/County Association of Governments of San Mateo
County
Mr. John Hoang, Project Manager, City/County Association of Governments of San Mateo
County
Mr. Nidal Tuqan, District Division Chief-Principal Transportation Engineer, Program/Project
Management, West Region, Caltrans District 4
Mr. Jim Porter, Director of Public Works, County of San Mateo
Mr. Brad Underwood, Director of Public Works, City of San Mateo

City/County Association of Governments
of San Mateo County
Proposition 1B Bond Program
EA Numbers 4A921, 4A923,
4A925, and 4A926



Smart Corridors Project

Prepared By:
Office of State Audits and Evaluations
California Department of Finance

MEMBERS OF THE TEAM

Jon G. Chapple, CPA
Rick Cervantes, CPA
Managers

Staff

Garrett Fujitani
Moses Ofurio

Final reports are available on our website at <http://www.dof.ca.gov>

You can contact our office at:

California Department of Finance
Office of State Audits and Evaluations
915 L Street, 6th Floor
Sacramento, CA 95814
(916) 322-2985

BACKGROUND, SCOPE AND METHODOLOGY

BACKGROUND

California voters approved the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 (Proposition 1B) for \$19.925 billion. These bond proceeds finance a variety of transportation programs. Although the bond funds are made available to the California Transportation Commission (CTC) upon appropriation by the Legislature, CTC allocates these funds to the California Department of Transportation (Caltrans) to implement various programs.¹

CTC awarded \$17.5 million of Proposition 1B Traffic Light Synchronization Program (TLSP) funds for the San Mateo SMART Corridor Project (Project). The Project was originally planned as a single project with C/CAG as the implementing agency, but was split into four segmented projects. C/CAG remained as the implementing agency with assistance from other agencies as follows: \$1 million for the Demonstration phase (4A921) administered by the City of San Mateo, \$5.5 million for the North Portion (4A923) and \$7.5 million for the South Portion (4A925), both administered by Caltrans District 4, and \$3.5 million for the South Segment (4A926) administered by C/CAG. Construction is complete for projects 4A921, 4A923, and 4A926. Construction is still in progress for project 4A925.

PROGRAM DESCRIPTION¹

TLSP: \$250 million of bond proceeds made available to the TLSP to finance traffic light synchronization projects or other technology-based improvements to improve safety, operations and the effective capacity of local streets and roads. Project funding is limited to the costs of construction and acquisition and installation of equipment.

The Project is located within the corridor bounded by US Route 101 (US 101) and State Route (SR) 82, from the Santa Clara County line in the south to I-380 in the north. The Project scope consists of deploying various intelligent transportation system elements along SR 82 within the state right of way and on local streets that connect to US 101 and SR 82. Once completed, these improvements are expected to reduce both recurring and non-recurring traffic congestion within the project limits.²

SCOPE

As requested by Caltrans, the California Department of Finance, Office of State Audits and Evaluations (Finance), audited the projects described in the Background section of this report. The audit period for each project is identified in Appendix A.

The audit objectives were to determine whether:

- Proposition 1B expenditures were incurred and reimbursed in compliance with the executed project agreements, state and federal regulations, contract provisions, and Caltrans/CTC's program guidelines.

¹ Excerpts were obtained from the bond accountability website <https://bondaccountability.dot.ca.gov/>

² Source: Caltrans Memorandum number 2.1c.(6b) from CTC meeting May 23, 2012.

- Deliverables/outputs were consistent with the project scopes and schedules.
- Benefits/outcomes as described in the executed project agreements, approved amendments, or Baseline Agreements were achieved, and adequately reported in the Final Delivery Reports.

At the time of our site visit in November 2016, construction on project 4A925 was not complete, and Final Delivery Reports had not been submitted for projects 4A921, 4A923, and 4A926. In addition, C/CAG is not required to report actual project benefit/outcomes for each segmented project until completion of the entire Project. Accordingly, we did not evaluate whether project benefits/outcomes were achieved or adequately reported. Instead, we evaluated whether there was a system in place to report actual project benefits/outcomes.

We did not assess the efficiency or effectiveness of program operations.

C/CAG's, Caltrans', and the City of San Mateo's management are responsible for ensuring accurate financial reporting; compliance with contract provisions, state and federal regulations, and applicable program guidelines; and the adequacy of their respective job cost systems to accumulate and segregate reasonable, allocable, and allowable expenditures. CTC and Caltrans are responsible for the state-level administration of the program.

METHODOLOGY

To achieve the audit objectives, we performed the following procedures:

For All Projects:

- Examined the project files, master agreements, program supplements, program guidelines, and applicable policies and procedures.
- Reviewed procurement records to ensure compliance with applicable local, state, and federal procurement requirements.
- Reviewed accounting records and progress payments.
- Selected a sample of expenditures to determine if they were project-related, properly incurred, authorized, and supported by accounting records.
- Reviewed a sample of contract change orders to ensure they were within the scope of the projects, properly approved, and supported.
- Evaluated whether other revenue sources were used to reimburse expenditures already reimbursed with bond funds.
- Evaluated whether project deliverables/outputs were completed on schedule by reviewing project files, project agreements or amendments, and Baseline Agreements.
- Evaluated whether there is a system in place to report actual project benefits/outcomes by reviewing a sample of supporting documentation and interviewing C/CAG, Caltrans, and the City of San Mateo staff.

For Projects 4A921, 4A923, and 4A926:

- Evaluated whether project deliverables/outputs were met by reviewing a sample of supporting documentation and conducting site visits to verify project existence.

For Project 4A925:

- Reviewed a sample of project deliverables/outputs by conducting a site visit to ensure consistency with the project scope.

In conducting our audit, we obtained an understanding of internal controls, including any information systems controls that we considered significant within the context of our audit objectives. We assessed whether those controls were properly designed, implemented, and operating effectively. Any deficiencies in internal control that were identified during our audit and determined to be significant within the context of our audit objectives are included in this report.

Except as discussed in the following paragraph, we conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Finance and Caltrans are both part of the State of California's Executive Branch. As required by various statutes within the California Government Code, Finance performs certain management and accounting functions. Under generally accepted government auditing standards, performance of these activities creates an organizational impairment with respect to independence. However, Finance has developed and implemented sufficient safeguards to mitigate the organizational impairment so reliance can be placed on the work performed.

Except as noted below in Finding 1, Proposition 1B expenditures were incurred and reimbursed in compliance with the executed project agreements, state and federal regulations, contract provisions, and Caltrans/CTC program guidelines. In addition, except as noted in Finding 2, the project deliverables/outputs were consistent with the project scopes and schedules. Although all projects were behind schedule, C/CAG appropriately informed Caltrans and CTC of the delays. Also, there was a system in place to report actual project benefits/outcomes. The *Summary of Projects Reviewed* is presented in Appendix A.

Finding 1: Questioned Arbitration and Equipment Expenditures

C/CAG claimed and was reimbursed for ineligible arbitration and equipment expenditures for project 4A926. Specifically:

- Arbitration expenditures totaling \$95,368 were claimed in reimbursement invoice nine submitted to Caltrans. C/CAG subsequently determined that only \$47,684 of the claimed amount was eligible for reimbursement, while the remaining \$47,684 was not Proposition 1B related. C/CAG planned to correct the overbilling in a future invoice to Caltrans; however, the overbilling is still outstanding as of December 2016.
- A closed circuit television camera was not being used for its intended purpose. C/CAG claimed and was reimbursed \$22,000 for the installation of four cameras at the intersection of Whipple Avenue and Industrial Road. However, one of the cameras was not installed due to problems connecting cables through existing conduits at the intersection. C/CAG was notified of this issue during our audit, and subsequently returned the unused camera to Caltrans in December 2016.

Master Agreement No. 00330S, Article IV, section 7, states that payments to the administering agency can only be released by the State as reimbursements of actual allowable project costs and section 20 states that any overpayments to the Administering Agency shall be returned to State.

Recommendations:

- A. Remit \$47,684 to Caltrans for the questioned arbitration expenditures. Since the camera was returned to Caltrans, no remittance is necessary for the questioned equipment expenditures.
- B. Develop and maintain an adequate review process to ensure claimed expenditures are allowable prior to submitting reimbursement invoices to Caltrans.
- C. Ensure that equipment is used for its intended purpose.

Finding 2: Project Deliverables Not Completed Timely or Accurately

C/CAG reported incorrect information in the project quarterly reports and did not submit the Final Delivery Reports timely. Specifically:

- The Fiscal Year 2015-16 Third Quarter Report (for the period ending June 2016) listed \$17,500,000 in Proposition 1B expenditures for all four projects, even though Proposition 1B expenditures totaled \$14,958,773 as of October 2016. In addition, C/CAG reported construction completion at 100 percent for one segment (4A925) that is not expected to be complete until April 2017. The Caltrans Traffic Light Synchronization Program Local Assistance-Online Data Information System Users Guide sections 3.6 and 3.7 requires the implementing agency to report accurate expenditures and percentage of completion for the entire project, not just specific phases, as it stands on the last day of the quarter being reported.
- The required Final Delivery Reports for completed project segments 4A921, 4A923, and 4A926 were not submitted to CTC within six months of the projects becoming operable. C/CAG believed submitting the Final Delivery Reports was not required until completion of the entire Project, instead of each project segment. The Traffic Light Synchronization Program Guidelines section 16 requires a Final Delivery Report be submitted to CTC within six months of projects becoming operable. This section states that projects become operable at the end of the construction phase when the construction contract is accepted. In addition, the Caltrans Proposition 1B Project Close-out Process Update 2016 provides clarification for projects that are delivered in segments and requires a Final Delivery Report for each segment when the segment is complete.

Inaccurate reporting in the quarterly progress reports and late submission of the Final Delivery Reports decreases transparency of the status of projects and prevents CTC from reviewing project scope, final costs, duration of the project, and performance outcomes in an accurate and timely manner.

Recommendations:

- A. Develop procedures to ensure that accurate information, including expenditures and percent of project completion, is reported in the quarterly progress reports.
- B. Submit the Final Delivery Reports for the completed segments to CTC and ensure the Final Delivery Report for project segment 4A925 is submitted within six months of the segment becoming operable (construction contract acceptance date).

APPENDIX A

The following acronyms are used throughout Appendix A.

- City/County Association of Governments of San Mateo County: C/CAG
- California Transportation Commission: CTC
- Traffic Light Synchronization Program: TLSP

Summary of Projects Reviewed

EA Number	Expenditures Incurred/ Reimbursed	Project Segment Status	Expenditures In Compliance	Deliverables/ Outputs Consistent	Benefits/ Outcomes Achieved ¹	Benefits/ Outcomes Adequately Reported ¹	Page
4A921	\$1,000,000	C	Y	Y	N/A	N/A	A-1
4A923	\$5,243,649	C	Y	Y	N/A	N/A	A-2
4A925	\$5,730,216	I	Y	Y	N/A	N/A	A-3
4A926	\$2,984,908	C	P	Y	N/A	N/A	A-4

Legend

C = Complete
 I = Interim
 Y = Yes
 N = No
 P = Partial
 N/A = Not Applicable

¹ C/CAG is not required to report actual project benefits/outcomes for each segmented project until completion of the entire Project. Accordingly, although construction was complete for project segments 4A921, 4A923, and 4A926, benefits/outcomes will not be reported until completion of the final project segment 4A925.

EA Number: 4A921

Project Name: SMART Corridor Projects – Demonstration

Program Name: TLSP

Project Description: Deployment of various intelligent transportation systems elements along SR 82 and on local streets that connect US 101 and SR 82 within the City of San Mateo.

Audit Period: October 28, 2008 through April 30, 2013²

Project Status: Construction is complete

Schedule of Proposition 1B Expenditures

Proposition 1B Expenditures	Reimbursed
Construction	\$1,000,000
Total Proposition 1B Expenditures	\$1,000,000

Audit Results:

Compliance–Proposition 1B Expenditures

Proposition 1B expenditures were incurred and reimbursed in compliance with the executed project agreements, state and federal regulations, contract provisions, and Caltrans/CTC program guidelines.

Deliverables/Outputs

The construction phase of the project segment was completed in April 2013. At the time of our site visit in November 2016, deliverables/outputs were consistent with the project scope. However, this segment was behind schedule and was completed 27 months late. C/CAG updated Caltrans and CTC of the delay. In addition, the Final Delivery Report was not submitted timely.

Benefits/Outcomes

Actual benefits/outcomes will not be reported for segment 4A921 until segment 4A925 is completed. However, there is a system in place to report actual project benefits/outcomes.

² The audit period end date reflects the billing period end date of the last reimbursement claim submitted to Caltrans.

EA Number: 4A923

Project Name: SMART Corridor Projects – North Portion

Program Name: TLSP

Project Description: Deployment of various intelligent transportation systems elements along SR 82 and on local streets that connect US 101 and SR 82 from Whipple Avenue to I-380.

Audit Period: October 28, 2008 through April 24, 2016³

Project Status: Construction is complete

Schedule of Proposition 1B Expenditures

Proposition 1B Expenditures	Incurred
Construction	\$4,422,798
Construction Support	820,851
Total Proposition 1B Expenditures	\$5,243,649

Audit Results:

Compliance–Proposition 1B Expenditures

Proposition 1B expenditures were incurred in compliance with the executed project agreements, state regulations, contract provisions, and Caltrans/CTC program guidelines.

Deliverables/Outputs

The construction phase of the project segment was completed in July 2014. At the time of our site visit in November 2016, deliverables/outputs were consistent with the project scope. However, this segment was behind schedule and completed 30 months late. C/CAG updated Caltrans and CTC of the delay. In addition, the Final Delivery Report was not submitted timely.

Benefits/Outcomes

Actual benefits/outcomes will not be reported for segment 4A923 until segment 4A925 is completed. However, there is a system in place to report actual benefits/outcomes.

³ Ibid.

EA Number: 4A925

Project Name: SMART Corridor Projects – South Portion

Program Name: TLSP

Project Description: Deployment of various intelligent transportation systems elements along SR 82 and on local streets that connect US 101 and SR 82 from Santa Clara County to Whipple Avenue.

Audit Period: October 28, 2008 through October 18, 2016⁴

Project Status: Interim

Schedule of Proposition 1B Expenditures

Proposition 1B Expenditures	Incurred
Construction	\$5,207,867
Construction Support	522,349
Total Proposition 1B Expenditures	\$5,730,216

Audit Results:

Compliance–Proposition 1B Expenditures

Proposition 1B expenditures were incurred in compliance with the executed project agreements, state regulations, contract provisions, and Caltrans/CTC program guidelines.

Deliverables/Outputs

Target completion date for this segment was June 2013. At the time of our site visit in November 2016, deliverables/outputs were consistent with the project scope. However, the project segment was behind schedule, and not complete as of our site visit. C/CAG updated Caltrans and CTC of the delay.

Benefits/Outcomes

Actual benefits/outcomes were not reported because this segment has not been completed. However, there is a system in place to report actual project benefits/outcomes.

⁴ Ibid.

EA Number: 4A926

Project Name: SMART Corridor Projects – South Segment

Program Name: TLSP

Project Description: Deployment of various intelligent transportation systems elements along SR 82 and on local streets that connect US 101 and SR 82 from Santa Clara County to Whipple Avenue.

Audit Period: October 28, 2008 through June 30, 2016⁵

Project Status: Construction is complete

Schedule of Proposition 1B Expenditures

Proposition 1B Expenditures	Reimbursed	Questioned Cost
Construction	\$2,454,635	\$ 0
Construction Engineering	530,273	47,684
Total Proposition 1B Expenditures	\$2,984,908	\$47,684

Audit Results:

Compliance–Proposition 1B Expenditures

Proposition 1B expenditures were incurred and reimbursed in compliance with the executed project agreements, state and federal regulations, contract provisions, and Caltrans/CTC program guidelines, except for \$47,684 in arbitration expenditures.

Deliverables/Outputs

The construction phase of the project segment was completed in May 2016. At the time of our site visit in November 2016, deliverables/outputs were consistent with the project scope. A closed circuit camera was reimbursed with Proposition 1B funds and not used for its intended purpose; however, C/CAG returned the unused camera to Caltrans in December 2016.

The project segment was also behind schedule and completed 31 months late. However, C/CAG updated Caltrans and CTC of the delay. In addition, the Final Delivery Report was not submitted timely.

Benefits/Outcomes

Actual benefits/outcomes will not be reported for segment 4A926 until segment 4A925 has been completed. However, there is a system in place to report actual project benefits/outcomes.

⁵ Ibid.

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

April 27, 2017

Jennifer Whitaker, Chief
Office of State Audits and Evaluations
California Department of Finance
915 L Street
Sacramento, CA 95814-3706

**RE: Response to Draft Report of the City/County of Governments of San Mateo County
Proposition 1B Audit**

Dear Ms. Whitaker,

This letter is in response to your April 14, 2017 letter and the March 2017 Office of State Audits and Evaluations, California Department of Finance Draft Audit Report of C/CAG Proposition 1B Bond Program EA Numbers 4A921, 4A923, 4A925, and 4A926.

We are pleased that the Audit Report reflects that the Proposition 1B expenditures were incurred and reimbursed in compliance with the executed project agreements, state and federal regulations, contract provisions, and Caltrans/CTC program guidelines, with the exception of Finding 1 and Finding 2.

Below are our responses to Finding 1 and Finding 2:

We accept Finding 1 and Finding 2 in the Audit Report and will address the noted deficiencies as recommended. Consistent with the recommendations listed in the Audit Report:

- Response to Recommendations and Finding 1: Questioned Arbitration and Equipment Expenditures
 - o As stated to the auditors and indicated in the finding, C/CAG was aware of the overbilling and plans to make the correction in a future invoice to Caltrans. During the audit, C/CAG staff proposed to remit the \$47,684 to Caltrans via deducting that amount from the final reimbursement invoice to be submitted to Caltrans. That proposal was verbally accepted by the auditor during the audit. C/CAG will remit the \$47,684 to Caltrans as part of the final reimbursement invoice as soon as the final expenditures are confirmed and approved.
 - o Since the audit, C/CAG has developed and will continue to maintain an adequate review process prior to submitting reimbursement invoice to Caltrans.
 - o A closed circuit television camera was not being used for its intended purpose. As stated in the Draft Audit Report, C/CAG has already returned the unused camera to Caltrans in December 2016. The situation has already been remedied.
 - o C/CAG will coordinate with Caltrans to ensure that equipment is used for its intended purpose.

- Response to Recommendation and Finding 2: Project Deliveries Not Completed Timely or Accurately
 - o Since the audit, C/CAG has developed procedures to ensure accurate information, including expenditures and percent of project completion, is reported in the quarterly reports.
 - o As stated to the auditors, in the case of EA Numbers 4A921, 4A923, and 4A926, completion of construction activities (construction contract acceptance date) for any one segment does not necessarily indicate that the segment is operable, rather the project is consider operable only after construction for all segments, including EA Number 4A925, are completed. C/CAG will submit the Final Delivery Reports for the completed segments to CTC and ensure the Final Delivery Report for project segment 4A925 is submitted within six months of the segment becoming operable (construction contract acceptance date).

We appreciate the Department of Finance and the audit team of Mr. Rick Cervantes – Audit and Evaluation Manager, Mr. Moses Ofurio – Financial and Performance Evaluator, and Mr. Garrett Fujitani – Financial and Performance Evaluator, for their professionalism in conducting a thorough review. Please do not hesitate to contact me at 650-599-1409 or John Hoang, Project Manager at 650-363-4105 if you have any questions.

Sincerely,



Sandy Wong
Executive Director

Cc: Ms. Alice M. Lee, Chief, External Audits–Contracts, Audits and Investigations, Caltrans
Ms. Luisa Ruvalcaba, Audit Manager, External Audits–Contracts, Audits and Investigations, Caltrans
Mr. Nidal Tuqan, District Division Chief-Principal Transportation Engineer, Program/Project Management, West Region, Caltrans District 4
Mr. Jim Porter, Director of Public Works, County of San Mateo
Mr. Brad Underwood, Director of Public Works, City of San Mateo

C/CAG AGENDA REPORT

Date: June 8, 2017

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 17-25 authorizing the C/CAG Chair to execute Amendment No. 5 to the agreement between C/CAG and the City of San Carlos to provide financial services to C/CAG for an amount not to exceed \$85,000 for Fiscal Year 2017/18.

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

RECOMMENDATION

That the C/CAG Board of Directors review and approve Resolution 17-25 authorizing the C/CAG Chair to execute Amendment No. 5 to the agreement between C/CAG and the City of San Carlos to provide financial services to C/CAG for an amount not to exceed \$85,000 for FY 2017-18.

FISCAL IMPACT

A total of \$85,000 for FY 2017-18. It is included in the proposed C/CAG budget for FY 2017-18.

SOURCE OF FUNDS

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

BACKGROUND

The City of San Carlos is the Financial Agent for C/CAG. C/CAG annually negotiates a fee for these services. On June 14, 2012, C/CAG Board approved Resolution 12-42 authorizing the Chair to execute the agreement between C/CAG and City of San Carlos to provide financial services to C/CAG in an amount of \$73,600 for fiscal year 2012-13. On June 13, 2013, C/CAG Board approved Resolution 13-16 authorizing the Chair to execute Amendment No. 1 to said agreement in an amount of \$75,366 for fiscal year 2013-14. Amendment No. 1 also included additional language regarding background check for Management personnel. On May 8, 2014, C/CAG Board approved Resolution 14-10 authorizing Amendment No. 2 in an amount of \$77,700 for fiscal year 2014-15. On May 14, 2015, C/CAG Board approved Resolution 15-18 authorizing Amendment No. 3 in an amount of \$80,430 for fiscal year 2015-16. That amendment included the additional effort to implement Government Accounting Standards Board (GASB) Statement No. 68, *Accounting and Financial Reporting for Pensions*. On May 12, 2016, CCAG Board approved Resolution 16-06 authorizing Amendment No. 4 in an amount of \$82,440 for fiscal year 2016-17.

Financial services include activities such as maintaining bank and investment accounts, implementing internal financial controls, paying vendors and project sponsors, managing receivables, investing surplus cash, reporting, managing audit processes, etc. A high level of service has been achieved by the City of San Carlos. All reports were provided on a timely basis. Additionally, the City of San Carlos staff has been very responsive to requests from C/CAG staff.

City of San Carlos has recently updated the study on cost of services to ensure full recovery of costs for services. Based on the fee of \$82,440 for fiscal year 2016-17, it is proposed, as part of Amendment No. 5, to increase the fee for regular financial services for fiscal year 2017-18 to \$85,000, or approximately 3.1% increase. In addition, City will be reimbursed by C/CAG for other services and special projects, as requested by C/CAG, at the fully burdened hourly rate of \$167 per hour.

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

ATTACHMENTS

1. Resolution 17-25
2. Amendment No. 5 to the agreement between C/CAG and the City of San Carlos to provide financial services.

RESOLUTION 17-25

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE AMENDMENT NO. 5 TO THE AGREEMENT BETWEEN C/CAG AND THE CITY OF SAN CARLOS TO PROVIDE FINANCIAL SERVICES TO C/CAG FOR A TOTAL OF \$85,000 FOR FY 2017-18

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

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

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

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

WHEREAS, C/CAG has executed the following amendments to said agreement for City of San Carlos to provide financial services to C/CAG; and

Amendment No. 1, \$75,366 for FY 13-14, approved by Resolution 13-16 (June 13, 2013); and
Amendment No. 2, \$77,700 for FY 14-15, approved by Resolution 14-10 (May 8, 2014); and
Amendment No. 3, \$80,430 for FY 15-16, approved by Resolution 15-18 (May 14, 2015); and
Amendment No. 5, \$82,440 for FY 16-17, approved by Resolution 16-06 (May 12, 2016); and

WHEREAS, the City of San Carlos has proposed a fee of \$85,000 for the financial services for fiscal year 2017-18; and,

WHEREAS, C/CAG and the City of San Carlos wish to set forth the terms and conditions, funding, and scope of work for the financial services as provided in Amendment No. 5.

THEREFORE BE IT RESOLVED NOW, by the Board of Directors of the City/County Association of Governments of San Mateo County authorizing the Chair to execute Amendment No. 5 to the Financial Service Agreement for fiscal year 2017-18 between the City of San Carlos and C/CAG in an amount not to exceed \$85,000.

PASSED, APPROVED, AND ADOPTED, THIS 8TH DAY OF JUNE 2017.

Alicia C. Aguirre, Chair

AMENDMENT No. 5

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

This Fifth Amendment to the Agreement for Professional Services is made and entered into as of July 1, 2017, by and between the City of San Carlos, hereinafter referred to as “CITY” and the City County Association of Governments, hereinafter referred to as “C/CAG”.

WITNESSETH:

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

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

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

WHEREAS, on July 1, 2015, the City and C/CAG executed Amendment Three to the Agreement which adjusted the compensation; and

WHEREAS, on July 1, 2016, the City and C/CAG executed Amendment Four to the Agreement which adjusted the compensation; and

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

WHEREAS, pursuant to Section B.6 set forth in Exhibit A of the original agreement, the City will bill an hourly rate excluding expenses for other services and special projects, and this rate should be adjusted annually based on the fully burdened hourly rate set for the fiscal year; and

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

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

1. C/CAG agrees to reimburse CITY for Financial Services. The fixed annual fee for FY 2018 (July 1, 2017 to June 30, 2018) will be adjusted from \$82,440 to \$85,000.
2. C/CAG agrees to reimburse CITY for other services and special projects. The fully burdened hourly rate for FY 2018 (July 1, 2017 to June 30, 2018) will be adjusted to \$167 per hour. Expenses are excluded from this rate and will be billed separately.
3. All other terms of the Original Agreement and Amendment One remain in full force and effect.

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

CITY OF SAN CARLOS

DATE: _____

Jeff Maltbie, City Manager

C/CAG

DATE: _____

Alicia C. Aguirre, Chair

APPROVED AS TO FORM

DATE: _____

Gregory J Rubens, City Attorney

APPROVED AS TO FORM

DATE: _____

C/CAG Legal Counsel

C/CAG AGENDA REPORT

Date: June 8, 2017

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: 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 March 31, 2017.

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

RECOMMENDATION

That the C/CAG Board review and approve the Finance Committee’s recommendation of no change to the C/CAG investment portfolio and accept the Quarterly Investment Report as of March 31, 2017.

FISCAL IMPACT

Potential for higher or lower yields and risk associated with C/CAG investments.

SOURCE OF FUNDS

The Investment Policy applies to all C/CAG funds held by the C/CAG Financial Agent (City of San Carlos).

BACKGROUND

According to the C/CAG Investment Policy adopted on September 8, 2016:

“The portfolio should be analyzed not less than quarterly by the C/CAG Finance Committee, and modified as appropriate periodically as recommended by the Finance Committee and approved by the C/CAG Board, to respond to changing circumstances in order to achieve the Safety of Principal.”

The Finance Committee will seek to provide a balance between the various investments and maturities in order to give C/CAG the optimum combination of Safety of Principal, necessary liquidity, and optimal yield based on cash flow projections.

A summary of the January, February, and March 2017 earning rates are as follows:

	Local Agency Investment Fund (LAIF)	San Mateo County Investment Pool (COPOOL)
January	0.751%	0.945%
February	0.777%	0.995%
March	0.821%	1.024%

On November 14, 2013 the C/CAG Board approved the C/CAG investment portfolio as follows:

Local Agency Investment Fund (LAIF) 50% to 70%
San Mateo County Investment Pool (COPOOL) 30% to 50%

At the November 20, 2015 CCAG Finance Committee meeting, the Committee set a goal to keep the investment with the County at 40%-42% of the total pooled investment to earn higher interest.

On March 9, 2017 the C/CAG Board approved of no change to the investment portfolio.

On May 24, 2017 the Finance Committee reviewed the investment portfolio and recommended no change to the investment portfolio at this time.

The investment portfolio as of March 31, 2017 is as follows:

	12/31/2016		3/31/2017	
	Amount	Percent	Amount	Percent
LAIF	\$14,186,530	60%	\$13,010,532	58%
COPOOL	\$9,591,037	40%	\$9,313,634	42%
Total	\$23,777,567	100%	\$22,324,166	100%

ATTACHMENTS

1. Quarterly Investment Report as of March 31, 2017 from San Carlos

C/CAG
CITY/COUNTY ASSOCIATION OF GOVERNMENTS
of San Mateo County

Board of Directors Agenda Report

To: Sandy Wong, Executive Director
From: Carrie Tam, Financial Services Manager
Date: May 24, 2017

SUBJECT: Quarterly Investment Report as of March 31, 2017

RECOMMENDATION:

It is recommended that the C/CAG Board review and accept the Quarterly Investment Report.

ANALYSIS:

The attached investment report indicates that on March 31, 2017, funds in the amount of \$22,324,166 were invested producing a weighted average yield of 0.87%. Of the total investment portfolio, 58.3% of funds were invested in the Local Agency Investment Fund (LAIF) and 41.7% in the San Mateo County Investment Pool (COPOOL). These percentages are within the range specified by the CCAG Board. Accrued interest earnings for this quarter totaled \$47,576. At the CCAG Finance Committee meeting in November 2015, the Committee set a goal to keep the investment with the County at 40%-42% of the total pooled investment to earn higher interest. The portfolio mix reflects the recommended percentage invested in the County Investment Pool.

Below is a summary of the changes from the prior quarter:

	Qtr Ended 3/31/17	Qtr Ended 12/31/16	Increase (Decrease)
Total Portfolio	\$ 22,324,166	\$ 23,777,567	\$ (1,453,401)
Weighted Average Yield	0.87%	0.78%	0.09%
Accrued Interest Earnings	\$ 47,576	\$ 46,600	\$ 976

There was a decrease of \$1.5M in the portfolio balance in this quarter compared to the previous quarter mainly due to larger cash draws in the third quarter, which was mostly for Measure M. A more detailed list of the payments made in the third quarter can be found in the monthly “Major Cash Inflows and Outflows” report. However, the slightly higher weighted average yield resulted in higher interest earnings for this quarter.

Historical cash flow trends are compared to current cash flow requirements on an ongoing basis to ensure that C/CAG’s investment portfolio will remain sufficiently liquid to meet all reasonably anticipated operating requirements. As of March 31, 2017, the portfolio contains sufficient liquidity to meet the next six months of expected expenditures by C/CAG. All investments are in compliance with the Investment Policy. Attachment 2 shows a historical comparison of the portfolio for the past nine quarters.

The primary objective of the investment policy of the CCAG remains to be the SAFETY OF PRINCIPAL. The permitted investments section of the investment policy also states:

Local Agency Investment Fund (LAIF) which is a State of California managed investment pool, and San Mateo County Investment pool, may be used up to the maximum permitted by California State Law. A review of the pool/fund is required when they are part of the list of authorized investments.

The Investment Advisory Committee has reviewed and approved the attached Investment Report.

Attachments

- 1 – Investment Portfolio Summary for the Quarter Ended March 31, 2017
- 2 – Historical Summary of Investment Portfolio

CITY & COUNTY ASSOCIATION OF GOVERNMENTS

SUMMARY OF ALL INVESTMENTS

For Quarter Ending March 31, 2017

Category	Weighted Average Interest Rate	Historical Book Value	% of Portfolio	GASB 31 ADJ Market Value
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Liquid Investments:

Local Agency Investment Fund (LAIF)	0.78%	13,010,532	58.3%	12,999,811
San Mateo County Investment Pool (COPOOL)	0.99%	9,313,634	41.7%	9,313,634

Agency Securities

none

Total - Investments	0.87%	22,324,166	100%	22,313,445
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GRAND TOTAL OF PORTFOLIO	0.87%	\$ 22,324,166	100%	\$ 22,313,445
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Total Interest Earned This Quarter	47,576
Total Interest Earned (Loss) Fiscal Year-to-Date	131,703

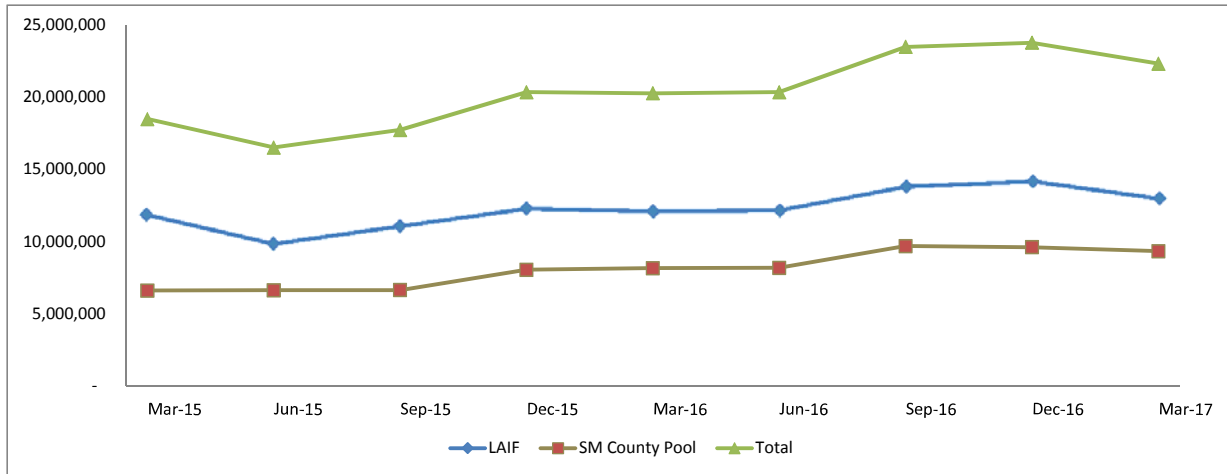
Note: CCAG Board approved the following investment portfolio mix at its November 14, 2013 meeting:

LAIF - 50% to 70%
COPOOL - 30% to 50%

At the CCAG Finance Committee meeting in November, the Committee set a goal to keep the investment with the County at 40%-42% of the total pooled investment to earn higher interest.

*Difference in value between Historical Value and Market Value may be due to timing of purchase. Investments in the investment pools may have been purchased when interest rates were lower or higher than the end date of this report. As interest rates increase or decrease, the value of the investment pools will decrease or increase accordingly. However, interest rate fluctuations does not have any impact to CCAG's balance in the investment pools. The market values are presented as a reference only.

City and County Association of Governments Historical Summary of Investment Portfolio March 31, 2017



Note: The chart type has been changed from Column to Line after receiving feedback from CCAG's Finance Committee

City/County Association of Governments Investment Portfolio

	Mar-15	Jun-15	Sep-15	Dec-15	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17
LAIF	11,900,778	9,908,457	11,116,115	12,324,374	12,136,268	12,200,510	13,817,524	14,186,530	13,010,532
SM County Pool	6,581,700	6,601,123	6,612,375	8,024,431	8,138,072	8,154,442	9,672,516	9,591,037	9,313,634
Total	18,482,478	16,509,580	17,728,490	20,348,805	20,274,340	20,354,953	23,490,040	23,777,567	22,324,166

At the CCAG Finance Committee meeting in November 2015, the Committee set a goal to keep the investment with the County at 40%-42% of the total pooled investment to earn higher interest. As a result, \$1.4 million was transferred to CCAG's County Investment Pool account in the second quarter of FY2015-16. An additional \$100,000 was transferred to the County Pool in third quarter to reach the recommended 40%. There were no additional transfers made in the fourth quarter.

C/CAG AGENDA REPORT

Date: June 8, 2017

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 17-26 authorizing the prefunding of other post-employment benefits (OPEB) through the California Employers' Retiree Benefit Trust Program (CERBT) of CalPERS in an amount of \$25,000 for Fiscal Year 2016/17.

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

RECOMMENDATION

That the C/CAG Board of Directors review and approve Resolution 17-26 authorizing the prefunding of other post-employment benefits (OPEB) through the California Employers' Retiree Benefit Trust Program (CERBT) of CalPERS in an amount of \$25,000 for fiscal year 2016-17.

FISCAL IMPACT

\$25,000 has been included in FY 2016-17 C/CAG Budget.

SOURCE OF FUNDS

Funding sources for C/CAG OPEB comes from various C/CAG funds similar to those funds for C/CAG employee salaries and benefits.

BACKGROUND

The Government Accounting Standards Board (GASB) adopted accounting and financial reporting standards, GASB Statement Number 45, providing requirements for the accounting and financial reporting by employers for post-employment benefits other than pensions (OPEB). C/CAG provides post-employment benefit in the form of health insurance for retirees. GASB 45 requires the recognition of the cost of post-employment benefits during the years of an employee's active years of service.

In 2016, C/CAG retained Bickmore & Associates to prepare the "*Actuarial Valuation of the Other Post-Employment Benefit Programs as of July 1, 2015*". The primary purposes of the report was to develop the value of future OPEB expected to be provided by C/CAG, and the current OPEB liability and the annual OPEB expense to be reported in C/CAG's financial statements for fiscal years ending June 30, 2016 and June 30, 2017. The report is required to be submitted to the California Employers' Retiree Benefit Trust (CERBT) to satisfy filing requirements for the trust.

That report estimated \$26,066 for FY 2015-16, and \$24,252 for FY 2016-17, as the C/CAG contribution to OPEB trust, if C/CAG is to prefund its OPEB liability. In June 2016, the C/CAG

Board approved Resolution 16-21 authorizing the prefunding of OPEB through CalPERS Trust in an amount of \$27,000 for FY 2015-16. At this time, staff recommends the prefunding of OPEB through CalPERS Trust in an amount of \$25,000 for FY 2016-17.

Additional historic background information:

In 2012, for the first time, C/CAG retained Bickmore & Associates, an actuarial firm to prepare an actuarial valuation of Other Post-Employment Benefit (OPEB) programs for fiscal years ending June 30, 2014 and June 30, 2015.

On June 11, 2015, the C/CAG Board approved Resolution 15-33 authorizing an agreement and election of C/CAG to prefund OPEB through CalPERS – California Employers’ Retiree Benefit Trust Program (CERBT). On June 11, 2015, the C/CAG Board also approved a funding policy in an amount of \$30,000 to cover the Annual Required Contribution (ARC) as initial investment into the CERBT trust and selected Asset Allocation Strategy 2.

Funds deposited into an irrevocable trust may only be used to pay retiree medical benefits. However, should C/CAG stop prefunding retiree medical benefits, it may withdraw funds from the trust, as needed, to pay retiree medical benefits. Also, if C/CAG were ever able to completely extinguish its retiree medical liability, any funds remaining in the trust would be returned to C/CAG.

ATTACHMENT

1. Resolution 17-26.
2. Table 1D of the C/CAG “*Actuarial Valuation of the Other Post-Employment Benefit Programs as of July 1, 2015*”.

RESOLUTION 17-26

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) AUTHORIZING THE PREFUNDING OF OTHER POST EMPLOYMENT BENEFITS (OPEB) THROUGH THE CALIFORNIA EMPLOYERS' RETIREE BENEFIT TRUST PROGRAM (CERBT) OF CALPERS FOR FISCAL YEAR 2016-17 IN AN AMOUNT OF \$25,000.

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

WHEREAS, CalPERS, C/CAG's retirement system, has a trust program to receive and invest contributions made to fund other post-employment benefits (OPEB); and

WHEREAS, C/CAG has established an OPEB trust via the California Employers' Retiree Benefit Trust Program (CERBT) of CalPERS for retiree medical benefits, approved by C/CAG Resolution 15-33 on June 11, 2015; and

WHEREAS, C/CAG has deposited \$30,000 in the CalPERS trust (CERBT) in June 2015; and

WHEREAS, C/CAG has deposited \$27,000 in the CalPERS trust (CERBT) in June 2016; and

WHEREAS, C/CAG is interested in prefunding the calculated Annual Required Contribution (ARC) for fiscal year 2016-17 in the amount of \$25,000 in the CalPERS trust.

NOW, THEREFORE, BE IT RESOLVED that the City/County Association of Governments of San Mateo County (C/CAG) Board of Directors authorize prefunding its Other Post Employment Benefits (OPEB) for fiscal year 2016-17 through CERBT of CalPERS in an amount of \$25,000.

PASSED, APPROVED, AND ADOPTED, THIS 8TH DAY OF JUNE 2017.

Alicia C. Aguirre, Chair

Table 1D
Expected OPEB Disclosures for FYE 2017

The following exhibit develops the annual OPEB expense, estimates the expected OPEB contributions and projects the net OPEB obligation as of June 30, 2017 reflecting the assumed prefunding policy.

Fiscal Year End	Prefunding Basis		
	6/30/2017	6/30/2017	6/30/2017
Subsidy	Explicit	Implicit	Total
1. Calculation of the Annual OPEB Expense			
a. ARC for current fiscal year	\$ 41,973	\$ 9,375	\$ 51,348
b. Interest on Net OPEB Obligation (Asset)	2,065	-	2,065
c. Adjustment to the ARC	(5,218)	-	(5,218)
d. Annual OPEB Expense (a. + b. + c.)	38,820	9,375	48,195
2. Calculation of Expected Contribution			
a. Estimated payments on behalf of retirees	17,714	-	17,714
b. Estimated current year's implicit subsidy	-	9,382	9,382
c. Estimated contribution to OPEB trust	24,259	(7)	24,252
d. Total Expected Employer Contribution	41,973	9,375	51,348
3. Change in Net OPEB Obligation (1.d. minus 2.d.)	(3,153)	-	(3,153)
Net OPEB Obligation (Asset), beginning of fiscal year	31,768	-	31,768
Net OPEB Obligation (Asset) at fiscal year end	28,615	-	28,615

In the table above, we assumed that C/CAG would contribute 100% of the total ARC of \$51,348.

- We assumed that C/CAG would take credit for the \$9,382 current year's implicit subsidy as an OPEB contribution by shifting recognition of this amount from an active healthcare expense to a retiree healthcare benefit expense. If so, this would reduce C/CAG's additional cash outlay to fund the full ARC to \$41,966.
- Funding 100% of the ARC may require adjusting the estimated \$24,252 contribution to the trust if actual retiree benefit payments are higher or lower than projected payments of \$17,714 shown above

Notes on calculations above:

- Interest on the net OPEB obligation (or asset), shown above in item 1.b. is equal to the applicable discount rate (6.5%) multiplied by the net OPEB obligation (or asset) at the beginning of the year.
- The Adjustment to the ARC, shown above in item 1.c., is always the opposite sign of the net OPEB obligation or asset and exists to avoid double-counting of the amounts previously expensed but imbedded in the current ARC. This adjustment is calculated as *the opposite of* the net OPEB obligation (or asset) at the beginning of the year, plus interest on that amount (item 1.b.) with the sum then divided by the same amortization factor used to determine the ARC for this year (see the prior page for these factors).

C/CAG AGENDA REPORT

Date: June 8, 2017

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 17-27 authorizing the filing of an application for funding assigned to the Metropolitan Transportation Commission and committing any necessary matching funds and stating the assurance to complete the San Mateo County Safe Routes to School Project for the One Bay Area Grant Program 2 (OBAG2).

(For further information or questions, please contact Eliza Yu at 650-599-1453)

RECOMMENDATION

That the C/CAG Board review and approve Resolution 17-27 authorizing the filing of an application for funding assigned to the Metropolitan Transportation Commission and committing any necessary matching funds and stating the assurance to complete the San Mateo County Safe Routes to School Project for the One Bay Area Grant Program 2 (OBAG2).

FISCAL IMPACT

\$2,617,000 in Surface Transportation Program (STP) and/or Congestion Mitigation and Air Quality (CMAQ) Federal Funds and \$339,060 in local funds for a total of \$2,956,060 in total program costs.

SOURCE OF FUNDS

Federal funding is derived from the Federal STP/CMAQ funds; Local funds are derived from Measure M (\$10 Vehicle Registration Fee).

BACKGROUND

On May 12, 2016, the C/CAG Board approved approximately \$2,394,000 to be directed towards the Safe Routes to School Program through One Bay Area 2 (OBAG2). On August 11, 2016, the C/CAG Board approved a revised framework that augmented the Safe Routes to School Program funding to \$2,617,000 for FY 2017/18 through FY 2021/22.

MTC Requirements

C/CAG, as the Congestion Management Agency (CMA), is the designated agency that receives the Safe Routes to School Program funds for San Mateo County. As part of programming the funds in the Transportation Improvement Program (TIP), the Metropolitan Transportation Commission (MTC) requires that C/CAG adopt a local resolution of local support indicating the understanding of the regional discretionary funding for regional safe routes to school, commitments to the required matching funds, and compliance with the procedures, delivery milestones and funding deadline specified in the Regional Project Funding Delivery Policy. MTC also requires C/CAG to submit a scope of work outlining the San Mateo County Safe Routes to School (SRTS) Program for OBAG2.

The San Mateo County SRTS Program, a collaboration between C/CAG and the San Mateo County Superintendent of Schools, also referred to as San Mateo County Office of Education (SMCOE), aims to encourage and enable school children to walk and bicycle to school by implementing projects and activities that improve the health, well-being, and safety of children and result in less traffic congestion and emissions caused by school-related travel. The San Mateo County SRTS program provides training, resources, and customized support at no cost to participating schools, while working together with district and school administration, wellness coordinators, parents, teachers, and local community based organizations to encourage students to be active, have a healthy start to the school day, reduce traffic congestion, and improve the environmental health of communities countywide. C/CAG established the San Mateo County SRTS Program in 2011. Since the inception of the SRTS Program, C/CAG has contracted with SMCOE to manage the day to day operations of the program.

Staff recommends that the C/CAG Board review and approve Resolution 17-27 authorizing the filing of an application for funding assigned to the Metropolitan Transportation Commission and committing any necessary matching funds and stating the assurance to complete the San Mateo County Safe Routes to School Project for the One Bay Area Grant Program 2 (OBAG2).

ATTACHMENTS

1. Resolution 17-27

RESOLUTION 17-27

RESOLUTION OF LOCAL SUPPORT AUTHORIZING THE FILING OF AN APPLICATION FOR FUNDING ASSIGNED TO MTC AND COMMITTING ANY NECESSARY MATCHING FUNDS AND STATING ASSURANCE TO COMPLETE THE SAN MATEO COUNTY SAFE ROUTES TO SCHOOL PROJECT

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

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

WHEREAS, City/County Association of Governments of San Mateo County (herein referred to as APPLICANT) is submitting an application to the Metropolitan Transportation Commission (MTC) for \$2,617,000 in funding assigned to MTC for programming discretion, which includes federal funding administered by the Federal Highway Administration (FHWA) and federal or state funding administered by the California Transportation Commission (CTC) such as Surface Transportation Block Grant Program (STP) funding, Congestion Mitigation and Air Quality Improvement Program (CMAQ) funding, Transportation Alternatives (TA) set-aside/Active Transportation Program (ATP) funding, and Regional Transportation Improvement Program (RTIP) funding (herein collectively referred to as REGIONAL DISCRETIONARY FUNDING) for the San Mateo County Safe Routes to School Project (herein referred to as PROJECT) for the Safe Routes to School Program (herein referred to as PROGRAM); and

WHEREAS, the United States Congress from time to time enacts and amends legislation to provide funding for various transportation needs and programs, (collectively, the FEDERAL TRANSPORTATION ACT) including, but not limited to the Surface Transportation Block Grant Program (STP) (23 U.S.C. § 133), the Congestion Mitigation and Air Quality Improvement Program (CMAQ) (23 U.S.C. § 149) and the Transportation Alternatives (TA) set-aside (23 U.S.C. § 133); and

WHEREAS, state statutes, including California Streets and Highways Code §182.6, §182.7, and §2381(a)(1), and California Government Code §14527, provide various funding programs for the programming discretion of the Metropolitan Planning Organization (MPO) and the Regional Transportation Planning Agency (RTPA); and

WHEREAS, pursuant to the FEDERAL TRANSPORTATION ACT, and any regulations promulgated thereunder, eligible project sponsors wishing to receive federal or state funds for a regionally-significant project shall submit an application first with the appropriate MPO, or RTPA, as applicable, for review and inclusion in the federal Transportation Improvement Program (TIP); and

WHEREAS, MTC is the MPO and RTPA for the nine counties of the San Francisco Bay region; and

WHEREAS, MTC has adopted a Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised) that sets out procedures governing the application and use of REGIONAL DISCRETIONARY FUNDING; and

WHEREAS, APPLICANT is an eligible sponsor for REGIONAL DISCRETIONARY FUNDING; and

WHEREAS, as part of the application for REGIONAL DISCRETIONARY FUNDING, MTC requires a resolution adopted by the responsible implementing agency stating the following:

- the commitment of any required matching funds; and
- that the sponsor understands that the REGIONAL DISCRETIONARY FUNDING is fixed at the programmed amount, and therefore any cost increase cannot be expected to be funded with additional REGIONAL DISCRETIONARY FUNDING; and
- that the PROJECT will comply with the procedures, delivery milestones and funding deadlines specified in the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised); and
- the assurance of the sponsor to complete the PROJECT as described in the application, subject to environmental clearance, and if approved, as included in MTC's federal Transportation Improvement Program (TIP); and
- that the PROJECT will have adequate staffing resources to deliver and complete the PROJECT within the schedule submitted with the project application; and
- that the PROJECT will comply with all project-specific requirements as set forth in the PROGRAM; and
- that APPLICANT has assigned, and will maintain a single point of contact for all FHWA- and CTC-funded transportation projects to coordinate within the agency and with the respective Congestion Management Agency (CMA), MTC, Caltrans, FHWA, and CTC on all communications, inquires or issues that may arise during the federal programming and delivery process for all FHWA- and CTC-funded transportation and transit projects implemented by APPLICANT; and
- in the case of an RTIP project, state law requires PROJECT be included in a local congestion management plan, or be consistent with the capital improvement program adopted pursuant to MTC's funding agreement with the countywide transportation agency; and

WHEREAS, that APPLICANT is authorized to submit an application for REGIONAL DISCRETIONARY FUNDING for the PROJECT; and

WHEREAS, there is no legal impediment to APPLICANT making applications for the funds; and

WHEREAS, there is no pending or threatened litigation that might in any way adversely affect the proposed PROJECT, or the ability of APPLICANT to deliver such PROJECT; and

WHEREAS, APPLICANT authorizes its Executive Director, General Manager, or designee to execute and file an application with MTC for REGIONAL DISCRETIONARY FUNDING for the PROJECT as referenced in this resolution; and

WHEREAS, MTC requires that a copy of this resolution be transmitted to the MTC in conjunction with the filing of the application.

NOW, THEREFORE, BE IT RESOLVED that the APPLICANT is authorized to execute and file an application for funding for the PROJECT for REGIONAL DISCRETIONARY FUNDING under the FEDERAL TRANSPORTATION ACT or continued funding; and be it further

RESOLVED that APPLICANT will provide any required matching funds; and be it further

RESOLVED that APPLICANT understands that the REGIONAL DISCRETIONARY FUNDING for the project is fixed at the MTC approved programmed amount, and that any cost increases must be funded by the APPLICANT from other funds, and that APPLICANT does not expect any cost increases to be funded with additional REGIONAL DISCRETIONARY FUNDING; and be it further

RESOLVED that APPLICANT understands the funding deadlines associated with these funds and will comply with the provisions and requirements of the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised) and APPLICANT has, and will retain the expertise, knowledge and resources necessary to deliver federally-funded transportation and transit projects, and has assigned, and will maintain a single point of contact for all FHWA- and CTC-funded transportation projects to coordinate within the agency and with the respective Congestion Management Agency (CMA), MTC, Caltrans, FHWA, and CTC on all communications, inquires or issues that may arise during the federal programming and delivery process for all FHWA- and CTC-funded transportation and transit projects implemented by APPLICANT; and be it further

RESOLVED that PROJECT will be implemented as described in the complete application and in this resolution, subject to environmental clearance, and, if approved, for the amount approved by MTC and programmed in the federal TIP; and be it further

RESOLVED that APPLICANT has reviewed the PROJECT and has adequate staffing resources to deliver and complete the PROJECT within the schedule submitted with the project application; and be it further

RESOLVED that PROJECT will comply with the requirements as set forth in MTC programming guidelines and project selection procedures for the PROGRAM; and be it further

RESOLVED that, in the case of an RTIP project, PROJECT is included in a local congestion management plan, or is consistent with the capital improvement program adopted pursuant to MTC's funding agreement with the countywide transportation agency; and be it further

RESOLVED that APPLICANT is an eligible sponsor of REGIONAL DISCRETIONARY FUNDING funded projects; and be it further

RESOLVED that APPLICANT is authorized to submit an application for REGIONAL DISCRETIONARY FUNDING for the PROJECT; and be it further

RESOLVED that there is no legal impediment to APPLICANT making applications for the funds; and be it further

RESOLVED that there is no pending or threatened litigation that might in any way adversely affect the proposed PROJECT, or the ability of APPLICANT to deliver such PROJECT; and be it further

RESOLVED that APPLICANT authorizes its Executive Director, General Manager, City Manager, or designee to execute and file an application with MTC for REGIONAL DISCRETIONARY FUNDING for the PROJECT as referenced in this resolution; and be it further

RESOLVED that a copy of this resolution will be transmitted to the MTC in conjunction with the filing of the application; and be it further

RESOLVED that the MTC is requested to support the application for the PROJECT described in the resolution, and if approved, to include the PROJECT in MTC's federal TIP upon submittal by the project sponsor for TIP programming.

PASSED, APPROVED, AND ADOPTED THIS 8TH DAY OF JUNE 2017.

Alicia C. Aguirre, Chair

C/CAG AGENDA REPORT

Date: June 8, 2017

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 17-28 authorizing the C/CAG Chair to execute Amendment No. 2 to the Agreement with the San Mateo County Superintendent of Schools for a time extension only, at no additional cost, to manage the San Mateo County Safe Routes to School Program through December 31, 2017.

(For further information or questions, please contact Eliza Yu at 650-599-1453)

RECOMMENDATION

That the C/CAG Board review and approve of Resolution 17-28 authorizing the C/CAG Chair to execute Amendment No. 2 to the Agreement with the San Mateo County Superintendent of Schools for a time extension only, at no additional cost, to manage the San Mateo County Safe Routes to School Program through December 31, 2017.

FISCAL IMPACT

Amendment No. 2 has no fiscal impact.

SOURCE OF FUNDS

Surface Transportation Program (STP) and Congestion Mitigation and Air Quality (CMAQ) Federal Funds; Local Matching funds from Measure M (\$10 Vehicle Registration Fee) and SMCOE Local Matching Funds.

BACKGROUND

In June 2016, C/CAG and the San Mateo County Superintendent of Schools, also known as the San Mateo County Office of Education (SMCOE), executed the FY 2016/17 agreement in the amount of \$564,711. In November 2016, C/CAG and SMCOE executed Amendment 1 to the FY 2016/17 agreement to allocate \$135,000 in unspent federal funding from previous cycles to continue implementing the San Mateo County Safe Routes to School program.

At the August 11, 2016 Board Meeting, C/CAG approved \$2,617,000 for the Safe Routes to School program covering FY 2017/18 through FY 2021/22, to be submitted to MTC for allocation approval. However, the Federal fiscal year starts on October 1, and MTC does not plan to adopt the OBAG2 Program recommendations for San Mateo County until fall 2017. Therefore, the first year of OBAG2 funding will not be available until after the adoption of OBAG2 San Mateo County programs. C/CAG's current agreement with SMCOE expires June 30, 2017. In order to ensure that there will not be a funding gap between the current agreement and the new agreement which includes OBAG2 funds, staff recommends extending the current agreement to December 31, 2017 to allow SMCOE to continue

to manage the Countywide SRTS Program until the new agreement can be executed. It is anticipated that there will be unexpended funds available for this extension period.

The FY 2016/17 agreement totaled \$699,711, as shown below:

	STP/CMAQ	Measure M	Total
FY 16/17 Agreement	\$252,000	\$312,711	\$564,711
Amendment 1	\$135,000	\$0	\$135,000
Grand Total	\$387,000	\$312,000	\$699,711

Unexpended funds remaining in the agreement at the end of FY 16/17 in addition to \$100,000 match from SMCOE will be available during the extension period.

ATTACHMENTS

1. Resolution 17-28
2. Amendment No. 2 to the Agreement with the San Mateo County Superintendent of Schools for a time extension only, at no additional cost, to manage the San Mateo County Safe Routes to School Program through the first six months of Fiscal Year 2017/18.

RESOLUTION 17-28

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE AMENDMENT NO. 2 TO THE AGREEMENT WITH SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS FOR A TIME EXTENSION ONLY, AT NO ADDITIONAL COST, TO MANAGE THE COUNTYWIDE SAFE ROUTES TO SCHOOL PROGRAM THROUGH DECEMBER 31, 2017

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

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

WHEREAS, on June 9, 2016, C/CAG and San Mateo County Superintendent of Schools executed an agreement for the Countywide Safe Routes to School Program for \$564,711 with a completion date of June 30, 2017; and

WHEREAS, Amendment No. 1, executed November 10, 2016, added \$135,000 for a total contract amount of \$699,711; and

WHEREAS, C/CAG and San Mateo County Superintendent of Schools agree to extend the agreement to December 31, 2017; and

WHEREAS, C/CAG and San Mateo County Superintendent of Schools have determine that there will be unspent funds remaining at the end of Fiscal Year 2016/17 to sufficiently fund activities up to December 31, 2017; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County that the Chair is authorized to execute Amendment No. 2 to the agreement with San Mateo County Superintendent of Schools for a time extension only, at no additional cost, to manage the Countywide Safe Routes to School Program through December 31, 2017.

PASSED, APPROVED, AND ADOPTED THIS 8TH DAY OF JUNE 2017.

Alicia C. Aguirre, Chair

**AMENDMENT NO. 2 TO THE AGREEMENT
BETWEEN
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
AND
SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS**

WHEREAS, the City/County Association of Governments for San Mateo County (hereinafter referred to as “C/CAG”) and San Mateo County Superintendent of Schools, (hereinafter referred to as “Superintendent”) are parties to an Agreement originally dated June 9, 2016 for the implementation and management of the Countywide Safe Routes to School Program (the “Agreement”); and

WHEREAS, Amendment No. 1, executed November 10, 2016, added \$135,000 for a total contract amount of \$699,711; and

WHEREAS, C/CAG and Superintendent have determined that additional time is needed to continue the work through Fiscal Year 2017/18, beginning July 1, 2017 through December 31, 2017; and

WHEREAS, C/CAG and Superintendent have determine that there will be unspent funds remaining at the end of Fiscal Year 2016/17 to sufficiently fund activities up to December 31, 2017; and

WHEREAS, C/CAG and Superintendent desire to amend the Agreement as set forth herein.

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

1. The Agreement shall terminate on December 31, 2017.
2. Except as expressly amended herein, all other provisions of the Agreement shall remain in full force and effect.
3. This amendment shall take effect July 1, 2017.

City/County Association of Governments
(C/CAG)

San Mateo County Superintendent of Schools

Alicia C. Aguirre, C/CAG Chair

Anne E. Campbell,
County Superintendent of Schools

Date: _____

Date: _____

Approved as to form:

Legal Counsel for C/CAG

C/CAG AGENDA REPORT

Date: June 8, 2017

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

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

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

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.

At the June 8, 2017 Legislative Committee meeting the following bill will be discussed. A verbal recommendation from the committee will be brought to the Board.

SB 595 (Beall) – Regional Measure 3 – This bill would authorize the Bay Area to vote on an increase in tolls on the Bay Area's state owned bridges to be used for transportation projects throughout the region. This is currently a spot bill.

ATTACHMENTS

1. June 2017 Legislative update from Shaw/ Yoder/ Antwih, Inc.
2. Letter of support in concept for SB 595 (Beall)
3. Full Legislative information is available for specific bills at <http://leginfo.legislature.ca.gov/>



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

DATE: May 30, 2017
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 – June 2017

Legislative Update

The Legislature has until June 2 to move bills out of their house of origin, for consideration in the other house. Additionally, the Legislature must send the Governor the 2017-18 Budget Bill by June 15. Over the next few weeks, the focus of the Legislature will be on passing the budget. We highlight bills of note affecting C/CAG under ***Bills of Interest***, below.

May Revise

On May 11, Governor Brown unveiled the “May Revise,” his Administration’s update to his proposed 2017-18 Budget, which was first released on January 10. The May Revise reflects a \$2.5 billion increase in forecasted tax revenue for the 2017-18 fiscal year relative to the estimate made in the January Budget. While an improvement to the state’s overall fiscal outlook, this forecast remains \$3.3 billion below estimates made in the adopted 2016-17 Budget from one year ago. As such, and in light of changing federal priorities, the Governor is continuing his call for fiscal restraint.

Importantly, the May Revise does not contain any major policy changes that would affect transportation; rather, it reflects the ongoing implementation and flow of funds from the new transportation funding measure, SB 1 (Beall and Frazier) [Chapter 5, Statutes of 2017]. The May Revise does not address proposed changes to the Cap and Trade program, nor does it provide new revenue estimates of the revenue that will be available in the Greenhouse Gas Reduction Fund.

Transportation Funding Repeal

On May 5, Assembly Member Travis Allen (R-Huntington Beach) filed an initiative to repeal SB 1. Before the initiative, entitled “Repeal the Gas Tax,” can be circulated for signature it must first be given a Title and Summary by the Attorney General. Once it has been issued a Title and Summary – sometime after June 5 – the initiative must receive approximately 360,000 valid signatures to qualify for the next General Election ballot, slated for November, 2018. Once cleared for signatures, the initiative proponents have a maximum of 180 days to secure the required number of valid signatures. We will update the Board as this initiative progresses.

RM3 Update

For the last several months, members of the Bay Area Caucus have been meeting to discuss the potential for legislation authorizing a toll increase on the Bay Area’s bridges. Commonly referred to as Regional Measure 3, the increased toll(s) could fund a number of Bay Area transportation improvements across all nine counties. Senator Beall has legislation moving through the process, but it lacks details. SB

595 does not specify the amount of the toll increase, nor does it speak to the distribution of funds. The members of the Bay Area Caucus continue to meet regularly to hone in on a path forward for RM3 and have held several briefings with the Metropolitan Transportation Commission, local agencies, and other stakeholder groups. We have been involved in the effort to craft an RM3 path forward, while not weighing in yet on details; we will continue to engage as the RM3 legislation takes shape.

Bills of Interest

SB 1 (Beall) – Transportation Funding Package (Signed by Governor on April 28)

This bill 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 (over three years) and diesel excise taxes by 12 and 20 cents, respectively; increase the vehicle registration fee by \$38; create a new \$100 vehicle registration fee applicable to zero-emission motor vehicles; increase Cap and Trade funding for transit; increase the rate of sales tax on diesel by another 4% for the State Transit Assistance Program and intercity rail, limit the borrowing of weight-fee revenues, and repay outstanding transportation loans. As a result, transportation funding would increase by approximately \$6 billion per year. ***The C/CAG Board SUPPORTS this bill.***

SB 231 (Hertzberg) – Stormwater

The California Constitution (Proposition 218) generally requires that assessments, fees, and charges be submitted to property owners for approval or rejection after the provision of written notice and the holding of a public hearing. The Proposition 218 Omnibus Implementation Act prescribes specific procedures and parameters for local jurisdictions to comply with the California Constitution and defines terms. This bill would define the term “sewer” for these purposes to include outlets for surface 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 or storm waters. ***The C/CAG Board SUPPORTS this bill.***

SB 595 (Beall) – Regional Measure 3

This bill is the Senate placeholder for Regional Measure 3 and would authorize the nine counties in the Bay Area to vote on an unspecified increase in tolls on the Bay Area’s bridges to be used for transportation projects throughout the region. Bay Area leaders in both houses are working on the legislation, which could take shape in the coming weeks. ***We recommend the C/CAG Board SUPPORT this measure IN CONCEPT.***

SCA 6 (Wiener) – Lower Vote Threshold for Local Transportation Taxes

The California Constitution subjects the imposition of a special tax by a city, county, or special district upon the approval of two-thirds of the voters. This measure would lower that threshold to 55 percent of voters for taxes for transportation purposes. ***The C/CAG Board SUPPORTS this bill.***

AB 28 (Frazier) – Caltrans NEPA Delegation (Signed by Governor on March 29)

This bill would grant Caltrans the authority to continue performing federal environmental responsibilities for highway projects under the National Environmental Policy Act (NEPA) and other federal laws until January 1, 2020. ***The C/CAG Board SUPPORTS this bill.***

AB 733 (Berman) – Enhanced Infrastructure Financing Districts

Existing law authorizes a city or a county to establish an enhanced infrastructure financing district (EIFD) to finance capital projects with property tax increment under certain conditions. This bill would allow the financing of projects that adapt to the impacts of climate change, including sea level rise. ***The C/CAG Board SUPPORTS this bill.***

AB 1613 (Mullin) – SamTrans Sales Tax Authority

Existing law authorizes the San Mateo County Transit District to adopt a sales tax ordinance in accordance with specified provisions of law, including a requirement that the combined rate of all such taxes imposed in the county may not exceed 2%. This bill would authorize the board to exceed that 2% limit to impose a sales tax of no more than 0.5%, if approved by the board before January 1, 2021.

ACA 5 (Frazier and Newman) – Protection of Transportation Revenues

This measure would prohibit the state from borrowing revenues from fees and taxes imposed on vehicles or their use, and from using those revenues other than as specifically permitted by Article XIX. This measure would prohibit vehicle revenues and fuel tax revenues from being pledged or used for the payment of principal and interest on general obligation bonds issued by the state, except for vehicle weight fee revenues used to pay bond approved prior to January 1, 2017. ***The C/CAG Board SUPPORTS this bill.***

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

May 12, 2017

The Honorable Ricardo Lara,
Chair, State Capitol Committee
Sacramento

Per new procedures, to be
modified and sent to appropriate
committees when needed

RE: SUPPORT IN CONCEPT for SB 595 (Beall)

Dear Chair Lara:

The City/County Association of Governments of San Mateo County (C/CAG) is pleased to **SUPPORT IN CONCEPT** SB 595 (Beall). This bill represents the effort to authorize the nine counties in the Bay Area to conduct an election to raise the tolls on the Bay Area's bridges to fund bridge maintenance & repair, as well as projects throughout the region that reduce congestion on the bridges. The program of projects that will ultimately be funded by the toll increase in SB 595 is commonly referred to as Regional Measure 3. While the bill is currently a spot bill, C/CAG does support an increase in bridge tolls that would benefit all Bay Area counties with a strong nexus to the region's bridges while improving mobility in the Bay Area.

Regional Measure 1 funded the San Mateo Bridge Widening in 2003. Regional Measure 3 is expected to generate an estimated \$130 to \$380 million annually depending on the toll increase authorized by the voters. San Mateo County has a number of projects that would benefit from these funds, such as the managed lanes on US 101, improvements within the Dumbarton Bridge corridor, improvements to the SR 92/ US101 interchange, additional work on the Caltrain corridor, and expanded ferry service.

C/CAG SUPPORTS IN CONCEPT the effort SB 595 represents and looks forward to working with you in developing this legislation. Please feel free to contact Sandy Wong, C/CAG's Executive Director, at 650-599-1409 or slwong@smcgov.org with any questions or concerns.

Sincerely,

Alicia Aguirre, Chair
City/County Association of Governments of San Mateo County

Cc: Assembly Member Kevin Mullin
Assembly Member Marc Berman
Assembly Member Phil Ting
Senator Jerry Hill
Senator Scott Wiener

C/CAG AGENDA REPORT

Date: June 8, 2017

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approve Resolution 17-29 authorizing the C/CAG Executive Director to negotiate final scopes of work and execute Task Orders with Eisenberg, Olivieri, and Associates, Inc., Larry Walker & Associates, and S. Groner Associates in amounts not to exceed \$1,685,861, \$557,500, and \$325,000, respectively, for technical support services to the Countywide Water Pollution Program for Fiscal Year 2017/18.

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

RECOMMENDATION

Review and approve Resolution 17-29 authorizing the C/CAG Executive Director to negotiate final scopes of work and execute Task Orders with Eisenberg, Olivieri, and Associates, Inc., Larry Walker & Associates, and S. Groner Associates in amounts not to exceed \$1,685,861, \$557,500, and \$325,000, respectively, for technical support services to the Countywide Water Pollution Program for Fiscal Year 2017-18.

FISCAL IMPACT

Up to \$2,376,401 in Fiscal Year 2017-18, as included in the proposed C/CAG budget. \$191,960 in 2018-19, subject to C/CAG Board approval as part of the 2018-19 annual budget.

SOURCE OF FUNDS

NPDES, Measure M, and AB1546 Stormwater funds

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, authorizing the Executive Director to issue task orders to those consultants, and further directing staff to report back to the C/CAG Board on task orders issued. 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. The on-call agreements are for a three-year duration, ending in August 2018.

As authorized by C/CAG Resolutions 16-04 and 16-16, the Executive Director executed five task orders in Fiscal Year 2015-16 and four in Fiscal Year 2016-17, as detailed in Table 1, for a total of \$4,024,885 million (Note: support services for 15-16 under the new on-call contracts was for approximately half of the fiscal year).

Staff is recommending the C/CAG Board authorize the Executive Director to negotiate final scopes of work and execute task orders for technical support during Fiscal Year 2017-18 with existing technical consultants Eisenberg, Olivieri, and Associates, Inc. (EOA), Larry Walker and Associates (LWA), and S. Groner Associates (SGA). The proposed task orders are detailed in Table 2. Sufficient funds are incorporated into the 2017-18 NPDES, Measure M, and AB1546 budgets to support the proposed task orders, with the exception of 2018-19 funds for a portion of the proposed EOA task order for water quality monitoring, as described below.

Staff is recommending a change this year with regard to support for water quality monitoring, which is performed on behalf of C/CAG's member agencies by EOA. The MRP requires countywide water quality monitoring on a Water Year basis (October 1 – September 30), with reporting in March of the following year. Therefore, task orders issued on a fiscal year basis have made it challenging to budget for and perform each Water Year's round of data collection, laboratory analyses, quality control, and reporting. Therefore, staff is proposing separate monitoring task orders each year to cover the upcoming Water Year monitoring activities.

This revised approach requires issuing task orders for work extending beyond C/CAG's annual approved budget year; as such, these task orders would include standard conditional language that work beyond the C/CAG budget year is subject to approval of sufficient funds in the subsequent C/CAG budget. The proposed monitoring task order for EOA (EOA-06) extends from July 1, 2017 through March 31, 2019, which also extends beyond the current on-call contract term. Therefore, the proposed task order includes additional conditions that work beyond Fiscal Year 2017-18 is subject to a new or extended contract with C/CAG. Staff plans to bring an item back to the Board in early 2018 to address the term of all of the on-call contracts, which expire at the end of August 2018.

It is important to note, increased compliance costs under the MRP have gradually reduced C/CAG's stormwater-related fund balances during the past several fiscal years, and staff expects the fund balance to be substantially depleted at the end of 2017-18. As such, there will likely be limited carryover of funding to 2018-19, which would necessitate cuts to the services C/CAG is able to provide its member agencies in regard to technical support through the Countywide Water Pollution Prevention Program (Countywide Program). As budget cuts become necessary, staff anticipates starting with Countywide Program activities that are not directly associated with Municipal Regional Permit compliance, such as support for the various stormwater subcommittees and annual training programs, but will work with C/CAG's Stormwater Committee and subcommittees to develop an approach that is supported by C/CAG's member agencies.

Due to the large number of pages, copies of each proposed task order and associated scopes of work and budgets are provided via the C/CAG website at <http://ccag.ca.gov/committees/board-of-directors/>.

ATTACHMENTS

1. Table 1: Technical support task orders issued to date
2. Table 2: Proposed task orders
3. Resolution 17-29

The below attachments are available on-line, as part of the June 8, 2017 Additional Meeting Materials, at: <http://ccag.ca.gov/committees/board-of-directors/>

1. Web Only: Task Order EOA-05 (General Support, Subcommittee Support, Training, Trash, and Mercury & PCBs)
2. Web Only: Task Order EOA-06 (Water Quality Monitoring)
3. Web Only: Task Order LWA-03 (Green Infrastructure and Mercury & PCBs)
4. Web Only: Task Order SGA-03 (Outreach)

Table 1: Countywide Program Technical Support – Task Orders Issued To Date

	Task Order	Date Issued	Consultant	Tasks	Amount
Fiscal Year 2015-16 (approx. half a year of support)	EOA-01	10/7/15	EOA, Inc.	Interim technical support during RFP process (15-16)	\$317,142
	EOA-02	1/4/16	EOA, Inc.	Water Quality Monitoring (15-16)	\$247,027
	EOA-03	3/10/16	EOA, Inc.	General Support, Subcommittee Support, Training, Trash, and portions of Mercury & PCBs (15-16)	\$464,480
	LWA-01	3/10/16	Larry, Walker & Associates	Portion of Subcommittee Support and Training, Green Infrastructure, Mercury & PCBs, and Stormwater Resource Planning (15-16)	\$326,209
	SGA-01	3/10/16	S. Groner Associates	Outreach (15-16)	\$250,000
	2015-16 Total:				
Fiscal Year 2016-17	EOA-04	7/1/16	EOA, Inc.	General Support, Subcommittee Support, Training, Water Quality Monitoring, Trash, and portions of Mercury & PCBs	\$1,376,257
	LWA-02	7/1/16	Larry, Walker & Associates	Green Infrastructure, portions of Mercury & PCBs, and Stormwater Resource Planning	\$632,025
	SGA-02	7/1/16	S. Groner Associates	Outreach	\$325,000
	URD-01	10/14/16	Urban Rain Design	Portions of Green Infrastructure	\$86,745
	2016-17 Total:				
Total to Date:					\$4,024,885

Table 2: 2017-18 Proposed Task Orders and Technical Support Budget

Task Order	Date Issued	Consultant	Tasks	Amount
EOA-05	Pending Board Approval	EOA, Inc.	General Support, Subcommittee Support, Water Quality Monitoring (2017 Water Year), Training, Trash, and portions of Mercury & PCBs	\$1,001,352
EOA-06	Pending Board Approval	EOA, Inc.	Water Quality Monitoring (2018 Water Year, portion of work would extend into 2018-19 and is not included in 2017-18 budget)	\$684,509 (\$191,960 for work in 2018-19, not included in 2017-18 total, below)
LWA-03	Pending Board Approval	LWA	Green Infrastructure and portions of Mercury & PCBs	\$557,500
SGA-03	Pending Board Approval	SGA	Outreach	\$325,000
Total (2017-18 and 2018-19)				\$2,568,361
Proposed 2017-18 Total				\$2,376,401

RESOLUTION 17-29

AUTHORIZING THE C/CAG EXECUTIVE DIRECTOR TO NEGOTIATE FINAL SCOPES OF WORK AND EXECUTE TASK ORDERS WITH EISENBERG, OLIVIERI, AND ASSOCIATES, INC., LARRY WALKER & ASSOCIATES, AND S. GRONER & ASSOCIATES IN AMOUNTS NOT TO EXCEED \$1,685,861, \$557,500, AND \$325,000, RESPECTIVELY, FOR TECHNICAL SUPPORT SERVICES TO THE COUNTYWIDE WATER POLLUTION PROGRAM FOR FISCAL YEAR 2017-18.

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 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, in August 2015, C/CAG approved Resolution 15-21, approving on-call contracts with qualified technical consultants for a three-year term; and

WHEREAS, in November 2015, C/CAG issued a master Request for Proposals to the qualified on-call technical consultants for scopes of work and budgets through Fiscal Year 2017-18; and,

WHEREAS, C/CAG, upon recommendation by its Stormwater Committee, selected Eisenberg, Olivieri, and Associates, Inc., Larry Walker and Associates, and S. Groner Associates to support the Countywide Water Pollution Prevention Program under the on-call contracts; and

WHEREAS, C/CAG staff negotiates final scopes of work with Eisenberg, Olivieri, and Associates, Inc., Larry Walker and Associates, and S. Groner Associates to support the Countywide Water Pollution Prevention Program in 2017-18;

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 negotiate final scopes of work and execute Task Orders with Eisenberg, Olivieri, and Associates, Inc., Larry Walker and Associates, and S. Groner Associates in amounts not to exceed \$1,685,861, \$557,500, and \$325,000, respectively, for technical support services to the Countywide Water Pollution Program for Fiscal Year 2017-18.

PASSED, APPROVED, AND ADOPTED, THIS 8TH DAY OF JUNE, 2017.

Alicia C. Aguirre, Chair

C/CAG AGENDA REPORT

Date: June 8, 2017

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 17-24 authorizing the C/CAG Chair to execute a Cooperative Agreement between C/CAG and County of San Mateo Department of Housing for Joint Workplan for Housing-Related Activities for Fiscal Year 2017/18 in an amount not to exceed \$87,500, and receive a presentation on program performance.

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

RECOMMENDATION

That the C/CAG Board review and approve Resolution 17-24 authorizing the C/CAG Chair to execute a Cooperative Agreement between C/CAG and County of San Mateo Department of Housing for Joint Workplan for Housing-Related Activities for FY 2017-18, in an amount not to exceed \$87,500, and receive a presentation on program performance.

FISCAL IMPACT

\$87,500 has been included in FY 2017-18 C/CAG Budget.

SOURCE OF FUNDS

The funding source for this program is C/CAG Congestion Relief Plan Funds – Linking Housing with Transportation.

BACKGROUND

Beginning in FY2005-06, C/CAG has programmed funds to various activities that address the linkage between housing and transportation. In 2005, C/CAG championed an amendment of State law related to Housing Elements to enable formation of county-level subregions to allocate planned housing growth. In 2006, C/CAG commissioned a Housing Needs Study. In 2007 C/CAG published the Housing Needs Study, which quantified the projection of housing shortfall, particularly for lower- and moderate-income households. C/CAG then sponsored the County Department of Housing to produce and distribute a booklet and slideshow that reached approximately 1,000 opinion leaders countywide. In 2008, the C/CAG Board sanctioned formation of the State's first Regional Housing Needs Allocation subregion, and also directed staff to propose ways C/CAG might address the housing shortfall.

In 2009, C/CAG Board reviewed and approved staff proposals for housing-related activities in four broad topical areas: policy leadership, promotion of housing in transit corridor, cost-effective responses to State regulatory mandates, and local funding to meeting housing goals. The intent of all

the proposed programs, taken together was stated as follows: C/CAG provides tools, technical support and financial incentives to help member jurisdictions plan and produce housing in the transit corridor, downtowns, station areas and El Camino Real of types and at densities that support frequent mass transit and reduce climate impact while strengthening local neighborhoods and the regional economy.

Some of these proposals were for major projects managed by C/CAG directly such as the Transit Oriented Development Housing Incentive Program and the Grand Boulevard Multimodal Transportation Corridor Plan. Other programs were to be managed by cooperating agencies with sponsorship by C/CAG, for example the Economic and Housing Opportunity Study (ECHO) by SamTrans, and the collection of activities proceeding under contract with San Mateo County Department of Housing (e.g., housing policy primer pamphlet series, RHNA Sub-region, 21 Elements housing element update project). In 2014, the 21 Elements project received the “*Best Practices Award*” from the American Planning Association, California Chapter, Northern Section. The San Mateo County Board of Supervisors also presented 21 Elements, C/CAG, and the Department of Housing with a proclamation recognizing the outstanding work of the 21 Elements Project.

The 21-Elements project is a cost-effective countywide work program that assists all jurisdictions to implement Housing Elements and develop effective on-going housing implementation policies and programs. In past years, C/CAG and the San Mateo County Department of Housing have been co-funding the 21-Element project, while DoH acts as the lead agency in managing the consultant contract. Staff recommends the continuation of this cooperative partnership with DoH in FY 2017/18 by contributing 50% cost-share at \$87,500 for C/CAG, same as that was provided in FY 2016-17, to support the 21 Elements Project.

ATTACHMENTS

1. Resolution 17-24
2. Cooperation Agreement between C/CAG and San Mateo County Department of Housing.

RESOLUTION 17-24

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE THE COOPERATIVE AGREEMENT BETWEEN C/CAG AND COUNTY OF SAN MATEO DEPARTMENT OF HOUSING FOR JOINT WORKPLAN FOR HOUSING-RELATED ACTIVITIES FOR FY 2017/18 IN AN AMOUNT NOT EXCEED \$87,500.

Whereas, C/CAG has taken a leadership role in conducting or sponsoring countywide projects related to the housing/transportation/land-use; and

Whereas, C/CAG and the San Mateo County Department of Housing (DoH) have coordinated workplans on these and other housing-related activities, and DoH has served as project manager for the 21 Elements projects; and

Whereas, the 21 Elements project will enable C/CAG's member jurisdictions to meet State Housing Element annual reporting requirements in a more timely and cost-effective manner; and

Whereas, C/CAG has budgeted \$87,500 in funds to continue to sponsor the 21 Elements Project in FY2017-18 to assist all member jurisdictions to implement Housing Elements and develop effective on-going housing implementation policies and programs, and to continue collaboration with County of San Mateo Department of Housing on cost-saving countywide cooperative work program.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County authorizing the C/CAG Chair to execute the Cooperative Agreement between C/CAG and County of San Mateo Department of Housing for a Joint Workplan for Housing-Related Activities for FY 17-18 in an amount not to exceed \$87,500, and further authorize the Executive Director to negotiate final terms prior to execution by the Chair, subject to legal counsel approval as to form.

PASSED, APPROVED, AND ADOPTED THIS 8TH DAY OF JUNE 2017.

Alicia C. Aguirre, Chair

**COOPERATIVE AGREEMENT BETWEEN
CITY/COUNTY ASSOCIATION OF GOVERNMENTS
OF SAN MATEO COUNTY
AND SAN MATEO COUNTY (DEPARTMENT OF HOUSING)**

This Cooperative Agreement, effective as of July 1, 2017, is by and between the City/County Association of Governments of San Mateo County, a joint powers agency hereinafter called "C/CAG" and the County of San Mateo, by and through its Department of Housing, hereinafter called "DoH".

WITNESSETH

Whereas, for more than fifteen years C/CAG has taken a leadership role in conducting or sponsoring countywide projects related to the housing/transportation/land-use nexus, including the 21 Elements project through which all C/CAG member jurisdictions cooperated to meet State Housing Element update requirements in a more timely and cost-effective manner and share “best practices” around housing and transit-oriented development; and

Whereas, C/CAG and the San Mateo County Department of Housing (DoH) have coordinated workplans on, among others, the 21 Elements Project (the “21 Elements Project”); and

Whereas, DoH has already entered into two multi-year contracts with Baird + Driskell Community Planning to conduct the 21 Elements Project: the first, executed on November 1, 2012, was a three-year contract in the amount of \$400,000, which was amended on September 17, 2013 to increase to the not-to-exceed amount of \$499,870; and the second, executed on June 16, 2015, was a two-year contract for FY’s 2015-16 and 2016-17 for the not-to-exceed amount of \$400,000, of which DoH agreed to contribute \$87,500 in each of fiscal years 2015-16 and 2016-17; and

Whereas, C/CAG contributed \$125,000 per year in fiscal years 2012-13 and 2013-14, \$70,000 in fiscal year 2014-15, and \$87,500 per year in fiscal years 2015-16 and 2016-17 to sponsor the 21 Elements Project; and

Whereas, C/CAG wishes to continue to partner with DoH for the first year of DoH’s FY 2017-19 contract with Baird + Driskell for the purpose of supporting the 21 Elements Project; and

Whereas, C/CAG now desires to program \$87,500 of “Congestion Relief Plan—Linking Housing with Transportation” funds to continue to sponsor the 21 Elements Project in FY 2017-18.

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

1. Services and Activities.

A. DoH will coordinate and cooperate with C/CAG to conduct the 21 Elements Project. The services will be performed by Baird + Driskell Community Planning (BDCP) under contract with, and supervision of, DoH. The scope of the services to be provided by BDCP is described in its final scope of work dated June 29, 2017 and provided to DoH and C/CAG,

which scope is summarized in the attached "Summary of 21 Elements Scope of Work for FY 2017/2018 and 2018/2019".

2. **Payments.**

A. C/CAG will reimburse DoH for direct costs related to the Project. Such direct costs shall include (a) up to 50% of DoH's staff costs, including salary and benefits, and (b) the costs incurred by DoH as payments to consultants, including BDCP, provided C/CAG's Executive Director has given prior written approval of such consultant costs. Reimbursement to DoH by C/CAG pursuant to this agreement shall not exceed \$87,500 for fiscal year 2017-18.

B. DoH will submit quarterly invoices to C/CAG for reimbursement of Project costs.

3. **Relationship of the Parties.**

The parties will cooperate and undertake activities in their mutual interest, but it is understood and agreed that this is an Agreement by and between Independent Contractor(s) and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of Independent Contractors.

4. **Contract Term.** This Cooperative Agreement shall be in effect as of July 1, 2017 and shall terminate on June 30, 2018. The parties may extend, renew or amend the terms hereof, by mutual agreement in writing and signed by the parties.

IN WITNESS WHEREOF, the parties hereto have affixed their hands to this Cooperative Agreement, effective as of July 1, 2017.

SAN MATEO COUNTY, DEPARTMENT OF HOUSING

By: _____
Ken Cole Date
Director, San Mateo County - Department of Housing

CITY/COUNTY ASSOCIATION OF GOVERNMENTS (C/CAG)

By: _____
Alicia C. Aguirre Date
C/CAG Chairperson

C/CAG Legal Counsel (Approved as to Form)

By: _____
, C/CAG Counsel

C/CAG AGENDA REPORT

Date: June 8, 2017

TO: C/CAG Board of Directors

From: Sandy Wong, Executive Director of C/CAG

Subject: Review and approval of Resolution 17-30 adopting the C/CAG Fiscal Year 2017/18 Program Budget and Member Fees (Special Voting Procedures apply).

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

RECOMMENDATION:

That the C/CAG Board of Directors review and approve Resolution 17-30 adopting the C/CAG Fiscal Year 2017/18 Program Budget and Member Fees (Special Voting Procedures apply).

FISCAL IMPACT:

In accordance with the proposed C/CAG 2017-18 Program Budget.

REVENUE SOURCES:

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

BACKGROUND:

Each year, the C/CAG Board reviews the draft annual budget and member fees in the month of May and approves the final in June.

At the May 11, 2017 meeting, the C/CAG Board approved Resolution 17-12 approving the population data to be used by C/CAG. The FY 2017-18 member fees are based on the population data adopted by resolution 17-12.

On May 11, 2017, the C/CAG Board reviewed the initial draft and assumptions for the C/CAG fiscal year 2017-18 program budget and member fees. It was proposed that the total member fees be the same as last year. However, individual jurisdiction member's portion would vary due to the updated population data. In addition, on May 14, 2015, the C/CAG Board approved Resolution 15-14 authorizing the San Mateo County Congestion Relief Plan (CRP) for four years through June 30, 2019. Hence, the CRP assessment is the same as last year.

On May 24, 2017, the C/CAG Finance Committee reviewed the draft budget and recommended approval.

Changes made since the draft budget was presented to the C/CAG Board in May 2017 are as follows:

General Fund (C001):

- For ALUC, re-balanced the proposed spending between professional staff and consultant in anticipation of back-filing vacant staff position.
- Increased Consultant expense by \$40,000 for unanticipated work.
- Added \$25,000 for OPEB which was omitted from the draft.

Transportation Fund (C002):

- Deferred both the revenue and expense of \$70,000 Regional Ride Share from FY 2016-17 to FY 2017-18 to reflect the late start of project.
- Increased the budget for professional staff by \$100,000 in anticipation of vacancy backfill.

Energy Watch Fund (C006):

- Reduced the transfer from the Congestion Relief Fund to the Energy Watch Fund from \$200,000 to \$100,000 due to available Beginning Fund Balance in the Energy Watch Fund.
- Deferred approximately \$200,000 in both revenue and expenditure for PG&E Local Government Partnership funded activities from FY 2016-17 to FY 2017-18 to reflect some late-start tasks.

ATTACHMENTS

1. Resolution 17-30.
2. Final Budget Book is provided under separate cover, available on-line at:
<http://ccag.ca.gov/committees/board-of-directors/>
3. FY 2016-17 C/CAG Projected Statement of Revenues, Expenditures, and Changes in Fund Balance.
4. FY 2017-18 C/CAG Projected Statement of Revenues, Expenditures, and Changes in Fund Balance.
5. C/CAG Member Fee for Fiscal Year 2017-18.

RESOLUTION 17-30

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY ADOPTING THE C/CAG 2017-18 PROGRAM BUDGET AND MEMBER FEES

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

WHEREAS the C/CAG is authorized as a Joint Powers Agency to provide services for member agencies; and

WHEREAS the C/CAG is required to adopt a program budget and establish fees annually; and

WHEREAS on May 11, 2017, C/CAG has adopted Resolution 17-12 approving the population data to be used by C/CAG programs; and

WHEREAS an initial C/CAG 2017-18 Program Budget and member fees have been proposed at the May 11, 2017 C/CAG Board meeting.

WHEREAS on May 24, 2017, the C/CAG Finance Committee has recommended approval of the C/CAG Program Budget.

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the City/County Association of Governments of San Mateo County that the C/CAG Board adopts the 2017-18 Program Budget and Member Fees, subject to special voting procedures.

PASSED, APPROVED, AND ADOPTED, THIS 8TH DAY OF JUNE 2017.

Alicia C. Aguirre, Chair

Key Budget Definitions/ Acronyms

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

06/01/17	C/CAG PROJECTED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE										
						FY 2016-17					
	Administrative	Transportation	SMCRP	Smart	LGP Energy	TFCA	NPDES	AVA	DMV Fee	Measure M	Total
	Program	Programs	Program	Corridor	Watch				Program	(DMV Fee)	
	(General Fund)										
BEGINNING BALANCE	199,748	2,072,112	4,182,207	489,263	208,766	680,462	1,532,084	0	2,922,770	7,375,369	19,662,781
PROJECTED REVENUES											
Interest Earnings	2,064	18,409	44,981	0	650	6,616	12,915	0	21,208	71,208	178,051
Member Contribution	275,651	410,452	1,850,000	0	0	0	126,089	0	0	0	2,662,192
Cost Reimbursements-SFIA	0	0	0	0	0	0	0	0	0	0	0
MTC/ Federal Funding	0	794,446	0	0	0	0	0	0	0	635,000	1,429,446
Grants	0	0	0	0	415,313	0	0	0	0	0	415,313
DMV Fee	0	0	0	0	0	1,110,717	0	0	350	6,981,001	8,092,068
NPDES Fee	0	0	0	0	0	0	1,390,534	0	0	0	1,390,534
TA Cost Share	0	0	0	0	0	0	0	0	0	0	0
Miscellaneous/ SFIA	0	0	0	0	0	0	0	0	0	0	0
Street Repair Funding	0	0	0	0	0	0	0	0	0	0	0
PPM-STIP	0	414,014	0	31,006	0	0	0	0	0	0	445,020
Assessment	0	0	0	0	0	0	0	0	0	0	0
TLSP	0	0	0	470,092	0	0	0	0	0	0	470,092
	0	0	0	0	0	0	0	0	0	0	0
Total Revenues	277,715	1,637,321	1,894,981	501,098	415,963	1,117,333	1,529,538	0	21,558	7,687,209	15,082,716
TOTAL SOURCES OF FUNDS	477,463	3,709,433	6,077,188	990,361	624,729	1,797,795	3,061,622	0	2,944,328	15,062,578	34,745,497
PROJECTED EXPENDITURES	Administrative	Transportation	SMCRP	Smart	LGP Energy	TFCA	NPDES	AVA	DMV Fee	Measure M	Total
	Program	Programs	Program	Corridor	Watch				Program	(DMV Fee)	
	(General Fund)										
Administration Services	72,956	123,509	43,493	49,598	12,639	3,267	37,260	0	0	39,195	381,917
Professional Services	174,776	922,773	19,996	9,018	282,426	21,206	278,372	0	0	112,994	1,821,561
Consulting Services	23,344	356,843	137,500	1,322,860	203,972	0	1,590,449	0	175,000	1,517,155	5,327,123
Supplies	1,629	500	0	0	0	0	0	0	0	0	2,129
Prof. Dues & Memberships	0	0	0	0	0	0	40,928	0	0	0	40,928
Conferences & Meetings	9,315	2,000	0	0	3,930	0	5,500	0	0	60	20,805
Printing/ Postage	11,656	0	0	0	0	0	2,500	0	0	0	14,156
Publications	0	1,812	0	0	378	0	0	0	0	0	2,190
Distributions	0	0	1,010,000	0	0	680,000	7,000	0	1,803	4,715,976	6,414,779
OPEB Trust	25,000	0	0	0	0	0	0	0	0	0	25,000
Miscellaneous	500	0	0	0	0	0	1,000	0	0	0	1,500
Bank Fee	3,987	0	0	0	0	0	0	0	0	0	3,987
Audit Services	19,400	0	0	0	0	0	0	0	2,500	2,500	24,400
Project Management	0	0	0	0	0	0	0	0	0	0	0
Total Expenditures	342,563	1,407,437	1,210,989	1,381,476	503,345	704,473	1,963,009	0	179,303	6,387,880	14,080,475
TRANSFERS											
Transfers In	0	0	0	800,000	200,000	0	0	0	0	0	1,000,000
Transfers Out	0	0	200,000	0	0	0	0	0	0	800,000	1,000,000
Administrative Allocation	(191,621)	105,680	6,413	0	29,803	2,472	31,881	0	0	15,372	0
Total Transfers	(191,621)	105,680	206,413	(800,000)	(170,197)	2,472	31,881	0	0	815,372	0
NET CHANGE	126,772	124,204	477,579	(80,378)	82,815	410,388	(465,352)	0	(157,745)	483,957	1,002,240
TRANSFER TO RESERVES	3,346	218,137	20,000	0	0	0	-80,903	0	-50,000	-	110,580
TOTAL USE OF FUNDS	154,289	1,731,254	1,437,402	581,476	333,148	706,945	1,913,987	0	129,303	7,203,252	14,191,056
ENDING FUND BALANCE	323,174	1,978,179	4,639,786	408,885	291,581	1,090,850	1,147,635	0	2,815,025	7,859,326	20,554,441
RESERVE FUND											
Beginning Reserve Balance	40,000	400,000	120,000	0	0	0	120,000	0	0	120,000	800,000
Reserve Transfers In	0	0	0	0	0	0	0	0	0	0	0
Reserve Transfers Out	0	0	0	0	0	0	0	0	0	0	0
Ending Reserve Balance	40,000	400,000	120,000	0	0	0	120,000	0	0	120,000	800,000
Note: 1- Beginning/ Ending Reserve Fund Balance is not included in Beginning/ Ending Fund Balance											
2- See individual fund summaries and fiscal year comments for details on Miscellaneous expenses.											
3- SMCRP - San Mateo Congestion Relief Program; TFCA - Transportation Fund For Clean Air; NPDES - National Pollutant Discharge Elimination System; Abatement.											
AVA - Abandoned Vehicle Abatement; DMV - Department of Motor Vehicles.											

C/CAG Member Fees
Fiscal Year 2017-18

C/CAG Member FEE FY 2017-2018					CONGESTION RELIEF PROGRAM (CRP) ASSESSMENT FY 2017-2018			
Agency	% Population (as of 1/1/15)	General Fund Fee	Gas Tax Fee	Total Fee	Agency	Population	% of Trip Generation	Congestion Relief
Atherton	0.93%	\$2,573	\$3,831	\$6,404	Atherton	0.933%	0.89%	\$16,878
Belmont	3.63%	\$10,016	\$14,914	\$24,929	Belmont	3.633%	3.08%	\$62,115
Brisbane	0.61%	\$1,691	\$2,518	\$4,209	Brisbane	0.613%	0.77%	\$12,800
Burlingame	3.88%	\$10,696	\$15,926	\$26,622	Burlingame	3.880%	5.49%	\$86,683
Colma	0.20%	\$543	\$809	\$1,352	Colma	0.197%	0.83%	\$9,544
Daly City	14.25%	\$39,272	\$58,478	\$97,750	Daly City	14.247%	10.15%	\$225,665
East Palo Alto	3.99%	\$10,991	\$16,366	\$27,358	East Palo Alto	3.987%	2.16%	\$56,844
Foster City	4.33%	\$11,947	\$17,789	\$29,736	Foster City	4.334%	3.99%	\$77,008
Half Moon Bay	1.64%	\$4,508	\$6,713	\$11,221	Half Moon Bay	1.635%	1.77%	\$31,481
Hillsborough	1.53%	\$4,205	\$6,262	\$10,467	Hillsborough	1.526%	1.08%	\$24,129
Menlo Park	4.42%	\$12,185	\$18,144	\$30,329	Menlo Park	4.421%	5.43%	\$91,097
Millbrae	3.02%	\$8,325	\$12,396	\$20,722	Millbrae	3.020%	2.91%	\$54,849
Pacifica	4.94%	\$13,604	\$20,257	\$33,861	Pacifica	4.935%	4.07%	\$83,262
Portola Valley	0.62%	\$1,710	\$2,546	\$4,255	Portola Valley	0.620%	0.58%	\$11,144
Redwood City	11.23%	\$30,943	\$46,075	\$77,019	Redwood City	11.226%	12.62%	\$220,567
San Bruno	5.92%	\$16,322	\$24,304	\$40,627	San Bruno	5.921%	5.80%	\$108,462
San Carlos	3.79%	\$10,438	\$15,543	\$25,981	San Carlos	3.787%	4.19%	\$73,781
San Mateo	13.40%	\$36,941	\$55,006	\$91,946	San Mateo	13.401%	15.47%	\$267,069
South San Francisco	8.43%	\$23,240	\$34,605	\$57,845	South San Francisco	8.431%	8.72%	\$158,677
Woodside	0.74%	\$2,038	\$3,035	\$5,073	Woodside	0.739%	0.77%	\$13,959
San Mateo County	8.51%	\$23,462	\$34,935	\$58,397	San Mateo County	8.511%	9.22%	\$163,984
TOTAL	100	\$275,651	\$410,452	\$686,104	TOTAL	100.000%	100.0%	\$1,850,000
NOTES:					1- Total CRP (countywide total) is the same as prior years at \$1,850,000. However, individual agency fees have changed based on annual update of population data.			
1. C/CAG member fees are comprised of two portions: General Fund and Gas Tax.								
2. For FY 2017-18, C/CAG member fees for General Fund portion is proposed to stay the same as FY 16-17 (\$275,651). For FY 2017-18 C/CAG member fee For the Gas Tax portion is proposed to stay the same as FY 16-17 (\$410,452).					2- 50% based on trips generated from jurisdiction, 50% based on population.			
3. Individual jurisdiction's share is based on new population data from Department of Finance, 1/1/2016, as adopted by C/CAG Board.								

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

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May 24, 2017

The Honorable Jim Beall
Chair, Senate Transportation and Housing Committee
State Capitol, Room 2082
Sacramento, CA 95814

RE: Passage of SB 1 - Transportation Funding Bill

Dear Senator Beall:

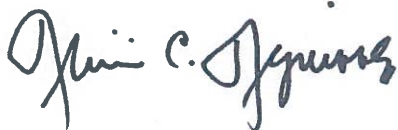
On behalf City/County Association of Governments of San Mateo County (C/CAG), I want to thank you for your leadership and commitment in getting the transportation funding bill passed – SB 1 (Beall and Frazier) - which will provide 50% of the Road Maintenance and Rehabilitation Account funds to local streets & roads, stabilize the State Transportation Improvement Program (STIP), help fund congested corridors, such as the US 101, and provide funding for goods movement.

The funds generated by SB 1 will provide critical support to the state, cities & counties and public transit agencies to be used on the maintenance of highways, streets & roads, bridges, and public transit systems. These investments will ensure that we can fund not only new capital purchases, but also our maintenance and rehabilitation needs. In addition, the Congested Corridors Program could provide substantial funding to help us address congestion in the US 101 corridor, improving mobility in one of the state's most economically productive regions.

We understand that the passage of SB 1 took many years and was not an easy undertaking. C/CAG is very appreciative of this work and has been a strong and constant supporter of this effort over several legislative sessions.

Again, thank you for your efforts and we look forward to continuing to work with you to improve transportation in San Mateo County.

Sincerely,



Alicia C. Aguirre, Chair
City/County Association of Governments of San Mateo County

C/CAG

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May 24, 2017

Assembly Member Marc Berman
State Capitol Room 6011
Sacramento, CA 94249

RE: Passage of SB 1 - Transportation Funding Bill

Dear Assembly Member Berman:

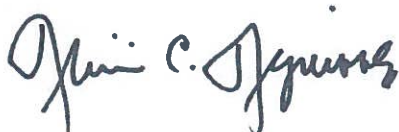
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Alicia C. Aguirre, Chair
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May 24, 2017

The Honorable Jerry Brown
Governor, State of California
State Capitol, Room 1173
Sacramento, CA 95814

RE: Passage of SB 1 - Transportation Funding Bill

Dear Governor Brown:

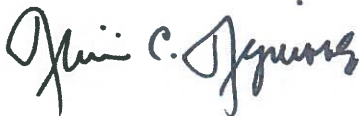
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Alicia C. Aguirre, Chair
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May 24, 2017

The Honorable Jim Frazier
Chair, Assembly Transportation Committee
State Capitol, Room 3091
Sacramento, CA 94249

RE: Passage of SB 1 - Transportation Funding Bill

Dear Assembly Member Frazier:

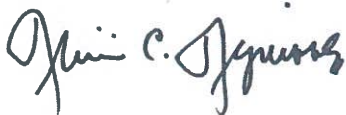
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We understand that the passage of SB 1 took many years and was not an easy undertaking. C/CAG is very appreciative of this work and has been a strong and constant supporter of this effort over several legislative sessions.

Again, thank you for your efforts and we look forward to continuing to work with you to improve transportation in San Mateo County.

Sincerely,



Alicia C. Aguirre, Chair
City/County Association of Governments of San Mateo County

C/CAG

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May 24, 2017

Senator Jerry Hill
State Capitol, Room 5035
Sacramento, CA 95814

RE: Passage of SB 1 - Transportation Funding Bill

Dear Senator Hill:

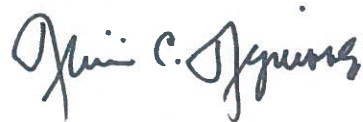
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May 24, 2017

Mr. Brian Kelly
915 Capitol Mall, Suite 350B
Sacramento, California 95814

RE: Passage of SB 1 - Transportation Funding Bill

Dear Brian Kelly:

On behalf City/County Association of Governments of San Mateo County (C/CAG), I want to thank you for your leadership and work on the transportation funding bill – SB 1 (Beall and Frazier) - which will provide 50% of the Road Maintenance and Rehabilitation Account funds to local streets & roads, stabilize the State Transportation Improvement Program (STIP), help fund congested corridors, such as the US 101, and provide funding for goods movement.

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May 24, 2017

The Honorable Kevin Mullin
Speaker Pro Tempore
California State Assembly
State Capitol, Room 3160
Sacramento, CA 94249

RE: Passage of SB 1 - Transportation Funding Bill

Dear Assembly Member Mullin:

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May 24, 2017

Senator Josh Newman
State Capitol, Room 4082
Sacramento, CA 94249

RE: Passage of SB 1 - Transportation Funding Bill

Dear Senator Newman:

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May 24, 2017

Assembly Member Phil Ting
State Capitol Room 6026
Sacramento, CA 94249

RE: Passage of SB 1 - Transportation Funding Bill

Dear Assembly Member Ting:

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May 24, 2017

Senator Scott Wiener
State Capitol Room 4066
Sacramento, CA 95814-4900

RE: Passage of SB 1 - Transportation Funding Bill

Dear Senator Wiener:

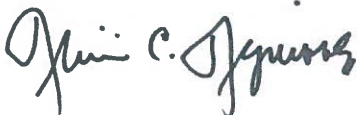
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