

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 and SAN MATEO COUNTY AIRPORT LAND USE COMMISSION MEETING NOTICE

Meeting No. 301

- DATE:** Thursday, September 14, 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 on the Measure M 5-Year Performance Report
 - 4.2 Receive a presentation on highlights of Countywide Water Pollution Prevention Program activities during Fiscal Year 2016-17
- 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. 300 dated July 13, 2017. ACTION p. 1
- 5.2 Review and approval of Resolution 17-38 for technical changes to the One Bay Area Grant 2 (OBAG 2) program. ACTION p. 6
- 5.3 Review and approval of Resolution 17-40 authorizing the C/CAG Chair to execute Amendment No. 3 with the San Mateo County Office of Education for the San Mateo County Safe Routes to School Program for an additional amount of up to \$120,000. ACTION p. 10
- 5.4 Agreements for San Mateo County Smart Corridor Expansion Projects:
 - 5.4.1 Receive a copy of the executed agreement with Kimley-Horn for development of the Project Study Report - Project Development Support for the San Mateo County Smart Corridor Expansion – Brisbane/Daly City/I-280 Project in an amount not to exceed \$49,982 as executed by the C/CAG Chair consistent with the C/CAG Procurement Policy. ACTION p. 20
 - 5.4.2 Review and approval of Resolution 17-47 authorizing the C/CAG Chair to execute a Cooperative Agreement with Caltrans to complete the Project Initiation Document (PID) Phase of the San Mateo County Smart Corridor – Brisbane/Daly City/I-280 Project for an amount of up to \$150,000. ACTION p. 31
- 5.5 Review and approval of Resolution 17-42 determining that the City of South San Francisco Community Civic Campus Project, including amendments to the El Camino Real/Chestnut Specific Plan Area, South San Francisco General Plan and Zoning Ordinance is consistent with the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport. ACTION p. 34
- 5.6 Review and approval of amendments to three on-call consultant service agreements for airport/land use consistency review to add an aggregate total amount of \$40,000 to be shared amongst three firms and to extend contract term to September 30, 2019:
 - 5.6.1 Review and approval of Resolution 17-43 authorizing the C/CAG Executive Director to issue task orders in full compliance with the terms and conditions of on-call airport/land use consistency review service agreements. ACTION p. 52
 - 5.6.2 Review and approval of Resolution 17-44 authorizing the C/CAG Chair to execute the second amendment to the agreement with Ricondo & Associates for airport/land use consistency review on-call consultant services to add an aggregate total of \$40,000 to a new total of \$140,000, to be shared amongst three consulting firms and to extend the contract term to September 30, 2019. ACTION p. 55
 - 5.6.3 Review and approval of Resolution 17-45 authorizing the C/CAG Chair to execute the second amendment to the agreement with Coffman Associates for airport/land use consistency review on-call consultant services to add an aggregate total of \$40,000 to a new total of \$140,000, to be shared among three consulting firms and to extend the contract term to September 30, 2019. ACTION p. 62

- 5.6.4 Review and approval of Resolution 17-46 authorizing the C/CAG Chair to execute the second amendment to the agreement with ESA Airports for airport/land use consistency review on-call consultant services to add an aggregate total of \$40,000 to a new total of \$140,000, to be shared among three consulting firms and to extend the contract term to September 30, 2019. ACTION p. 68
- 5.7 Review and approval of Resolution 17-48 in support of International Walk to School Day. ACTION p. 75
- 5.8 Review and approve the appointment of Khee Lim, Director of Public Works, to represent the City of Millbrae on C/CAG's Congestion Management Technical Advisory Committee and the Stormwater Committee. ACTION p. 85
- 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. 90
- 6.2 Review the list of projects proposed for the Draft 2018 State Transportation Improvement Program (STIP) for San Mateo County. ACTION p. 99
- 6.3 Receive an update on the San Mateo Countywide Transportation Plan 2040 Follow-up Working Group. INFORMATION p. 103
- 6.4 Review and approval of Resolution 17-49 adopting the C/CAG Investment Policy Update. ACTION p. 105
- 6.5 Review and approval of the Finance Committee's recommendation on investment portfolio and accept the Quarterly Investment Report as of June 30, 2017. ACTION p. 122
- 6.6 Review and approval of Resolution 17-39 authorizing the C/CAG Chair to execute an Agreement between C/CAG and selected consultant to perform Stakeholder Engagement and Meeting Facilitation Support Services for the San Mateo Countywide Transportation Plan 2040 Follow-Up. ACTION p. 128
- 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 Frazier, Chair, Assembly Transportation Committee, dated 7/10/17. RE: SUPPORT IN CONCEPT for SB 595 (Beall) p. 138
- 9.2 Letter from Sandy Wong, Executive Director, City/County Association of Governments, to Mr. Steve Heminger, Metropolitan Transportation Commission, dated 8/9/17. RE: Request for additional repurposed earmark for the US 101 Managed Lane Project p. 139
- 9.3 Letter from Sandy Wong, Executive Director, City/County Association of Governments, to Mr. Bijan Sartipi, District Director, Caltrans District 4, dated 8/28/17. RE: Request for Streamlined PID Process – District 4 Office of Planning and Project Management p. 140
- 9.4 Letter from Alicia Aguirre, Chair, City/County Association of Governments, to The Honorable Edmund G. Brown Jr., Governor of California, dated 9/5/17. RE: SIGNATURE REQUESTED FOR SB 231 (Hertzberg) p. 141

10.0 ADJOURNMENT

Next scheduled meeting October 12, 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

- September 14, 2017 C/CAG Board – SamTrans, 2nd Flr Auditorium – 6:30 p.m.
- September 14, 2017 Legislative Committee - SamTrans 2nd Floor Auditorium – 5:30 p.m.
- September 20, 2017 RMCP Committee – 155 Bovet Rd, 1st Flr Conference Rm, San Mateo – 2 p.m – 4 p.m.
- September 20, 2017 SMCWCC – San Mateo City Hall – Conference Rm C – 7:30 a.m. – 9:00 a.m.
- September 21, 2017 CMP Technical Advisory Committee – SamTrans, 2nd Floor Auditorium – 1:15 p.m. – 3 p.m.
- September 21, 2017 Stormwater Committee – SamTrans, 2nd Flr Auditorium – 2:30 p.m.
- September 25, 2017 Administrators’ Advisory Committee – 555 County Center, 5th Flr, Redwood City – 12 p.m.
- September 25, 2017 CMEQ Committee – San Mateo City Hall – Conference Rm C – 3 p.m. – 5 p.m.
- September 28, 2017 Airport Land Use Committee – 501 Primrose Road, Burlingame, CA – Council Chambers 4p.m.
- September 28, 2017 BPAC Committee - San Mateo City Hall – Conference Room – 7:00 p.m.

C/CAG

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BOARD MEETING MINUTES

Meeting No. 300

July 13, 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.

Atherton	– Elizabeth Lewis
Belmont	– Davina Hurt
Brisbane	– Cliff Lentz (depart 6:40 p.m.)
Burlingame	– Ricardo Ortiz (arrive 6:36 p.m.)
Colma	– Diana Colvin
Daly City	– Judith Christensen
East Palo Alto	– Lisa Gauthier
Half Moon Bay	– Debbie Ruddock (arrive 6:32 p.m.)
Menlo Park	– Catherine Carlton (depart 7:35 p.m.)
Millbrae	– Gina Papan (arrive 6:32 p.m.)
Pacifica	– Sue Vaterlaus
Portola Valley	– Maryann Moise Derwin
Redwood City	– Alicia Aguirre
San Carlos	– Mark Olbert
San Mateo	– Diane Papan (arrive 6:38 p.m.)
San Mateo County	– David Canepa
Woodside	– Deborah Gordon

Absent:

Foster City
Hillsborough
San Bruno
South San Francisco

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
 - Sara Muse – C/CAG Staff
 - Susy Kalkin – C/CAG Staff
 - Kim Springer – San Mateo County Office of Sustainability
 - Hilary Papendick – San Mateo County Office of Sustainability
 - Jasneet Sharma – San Mateo County Office of Sustainability
 - Remy Goldsmith – Silicon Valley Community Foundation
 - Brian Brennan – Silicon Valley Leadership Group
 - Adrienne Etherton – Sustainable San Mateo County
 - John Ford – Commute.org
 - Adina Levin – Friends of Caltrain
 - Diane Bailey – Menlo Spark
 - Alan Sarver – SUHSD
 - David Weisman – Scoop
 - Brianna Fischer – Waze
 - Josh Fried – Waze
 - Deborah Gill – South San Francisco
- Other members of the public attended.

3.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

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

None.

4.0 PRESENTATIONS/ ANNOUNCEMENTS

4.1 Receive a presentation from Remy Goldsmith, Senior Community Leadership Officer of Silicon Valley Community Foundation and Brian Brennan, Senior Vice President of the Silicon Valley Leadership Group, on the Silicon Valley Competitiveness and Innovation Project.

4.2 Receive a presentation from Hilary Papendick, Climate Change & Adaptation Program Manager of the San Mateo County Office of Sustainability, on the San Mateo County Sea Level Rise Initiative and Vulnerability Assessment.

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 Carlton MOVED approval of Items 5.1, 5.2.1, 5.2.2, 5.2.3, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8, 5.9, 5.10 and 5.11. Board Member Gauthier SECONDED. **MOTION CARRIED 16-0-0** Board Member Carlton Abstains on Item 5.1.

5.1 Approval of the minutes of regular business meeting No. 299 dated June 8, 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 amended Task Order URD-01, issued to Urban Rain Design for technical support to the Countywide Water Pollution Prevention Program, extending the term through December 31, 2017 at no additional cost, as executed by the Executive Director consistent with the C/CAG Procurement Policy. APPROVED
- 5.2.2 Receive a copy of amended Task Order EOA-04, issued to EOA, Inc. for technical support to the Countywide Water Pollution Prevention Program, extending the term through December 31, 2017 at no additional cost, as executed by the Executive Director consistent with the C/CAG Procurement Policy. APPROVED
- 5.2.3 Receive a copy of Amendment No. 1 to the agreement with Gray Bowen Scott for on-call consultant services for Federal Aid related project coordination services extending the term through December 31, 2017 at no additional cost, as executed by the Executive Director consistent with the C/CAG Procurement Policy. APPROVED
- 5.3 Review and approval of Resolution 17-31 authorizing the Safe Routes to School and Green Streets Infrastructure Pilot Program, its funding guidelines, and Call for Projects. APPROVED
- 5.4 Review and approval of Resolution 17-32, authorizing the C/CAG Chair to execute a three-year agreement with Gray Bowen Scott for on-call consultant services for Federal and State funded project coordination and grant administration, and further authorizing the C/CAG Executive Director to negotiate and issue task orders under said agreement in an amount not to exceed \$400,000 for fiscal years 2017-18 through 2019-20. APPROVED
- 5.5 Review and authorize the C/CAG Chair to execute the updated final 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, per C/CAG Resolution 17-13. APPROVED
- 5.6 Review and approval of Resolution 17-33 authorize the C/CAG Chair to execute the updated final 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 6/30/2023, and further authorizing the C/CAG Executive Director to execute future Supplements. APPROVED
- 5.7 Review and approval of Resolution 17-34 authorizing the C/CAG Executive Director to execute Amendment No. 1 to the Model Use Agreements between C/CAG and six consulting firms for use of the C/CAG-VTA San Mateo Countywide Transportation Model for a three-year time extension with no additional cost. APPROVED
- 5.8 Review and approval of Resolution 17-35 authorizing the C/CAG Chair to execute Amendment No. 1 to the Program Manager Funding Agreement with the Bay Area Air Quality Management District (BAAQMD) for the Fiscal Year 2016/17 Transportation Fund for Clean Air (TFCA) (40%) Program for San Mateo County. APPROVED
- 5.9 Review and approve the appointment of Councilmember Emily Beach (City of Burlingame) to the Bicycle and Pedestrian Advisory Committee (BPAC) to fill one vacant elected official seat. APPROVED

5.10 Review and approval of Resolution 17-37 authorizing the C/CAG Chair to execute a two-year funding agreement with Joint Venture Silicon Valley to support the Index of Silicon Valley and for Joint Venture Silicon Valley to provide support to San Mateo County and Cities in meeting their sustainability goals and mobility improvement, for an amount not to exceed \$75,000 for fiscal years 2017/18 and 2018/19. APPROVED

5.11 Review and endorse the Regional Measure 3 San Mateo County candidate project list. APPROVED

6.0 REGULAR AGENDA

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

Jean Higaki, C/CAG staff, provided an update of SB 595 (Beall) for Regional Measure 3 and AB 1613 (Mullin). The C/CAG Legislative Committee recommended that the C/CAG Board send a letter in support of AB 1613 allowing SamTrans to adopt a sales tax not to exceed the 2% limit by more than 0.5% for transportation purposes. Chair Aguirre stressed the importance of the framing the purposes for each of the different tax measures.

Board Member Gordon MOVED approval to support AB 1613. Board Member D. Papan (San Mateo) SECONDED. **MOTION CARRIED 15-0-0.**

6.2 Review and approval of Resolution 17-36 authorizing the C/CAG Countywide Carpooling Incentives Pilot Program for up to \$1,000,000, and execution of individual agreements with Scoop and Google. APPROVED

John Hoang, C/CAG staff, provided a presentation on the recommendation of a C/CAG Countywide Carpooling Incentive Pilot Program.

Board Member G. Papan (Millbrae) MOVED to approve item 6.2. Board Member Lewis SECONDED. **MOTION CARRIED 15-0-0.**

6.3 Receive an update and provide input on follow-up activities for the formation of a Working Group for the implementation phase of the San Mateo Countywide Transportation Plan 2040. NO ACTION

Public comments were received from the members of the public on Item 6.3:

Diane Bailey – Menlo Spark
Adina Levin – Friends of CalTrain
Alan Sarver – SUHSD

The following board members expressed interest in serving on this Working Group:

Cliff Lentz (Brisbane)
Doug Kim (Belmont) [*expressed interest via previous email to the Chair and Executive Director*]
Alicia Aguirre (Redwood City) [*C/CAG Chair*]
Gina Papan (Millbrae)

No action was taken.

7.0 COMMITTEE REPORTS

7.1 Committee Reports (oral reports)

7.2 Chairperson's Report

Alicia Aguirre, C/CAG Chair, announced that the League of California Cities Annual Conference in Sacramento is on September 14, 2017. Upon surveying C/CAG Board members availability, Chair Aguirre announced the C/CAG Board will remain in session on September 14, 2017.

7.3 Board Members Report/ Communication

8.0 EXECUTIVE DIRECTOR'S REPORT

Sandy Wong, C/CAG Executive Director, introduced two new C/CAG staff, Susy Kalkin and Sara Muse. She also announced the upcoming departure of Eliza Yu and thanked her for her services to C/CAG.

9.0 COMMUNICATIONS - Information Only

10.0 ADJOURNMENT – 7:55 p.m.

Next scheduled meeting September 14, 2017

C/CAG AGENDA REPORT

Date: September 14, 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 17-38 for technical changes to the One Bay Area Grant 2 (OBAG 2) program.

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

RECOMMENDATION

That the C/CAG Board review and approve of Resolution 17-38 for technical changes to the One Bay Area Grant 2 (OBAG 2) program.

FISCAL IMPACT

No Direct fiscal impact to C/CAG other than staff time. Upon C/CAG and Metropolitan Transportation Commission (MTC) approval, OBAG 2 funds will be allocated to project sponsors directly.

SOURCE OF FUNDS

Federal funds are allocated by MTC via OBAG 2 include Congestion Mitigation and Air Quality (CMAQ) funds and Surface Transportation Program (STP) funds.

BACKGROUND

On November 18, 2015, MTC and ABAG adopted Resolution 4202 outlining and approving the OBAG 2 Grant Program. OBAG 2 is composed of two fund sources, Surface Transportation Program (STP) and Congestion Mitigation and Air Quality (CMAQ) and covers (five years) FY 2017/18 through FY 2021/22. On August 11, 2016 the C/CAG Board adopted the funding Framework for the One Bay Area Grant 2 (OBAG 2) in San Mateo County.

On March 9, 2017 the C/CAG Board approved Resolutions 17-09 and 17-10 adopting the OBAG 2 Transportation for Livable Communities (TLC) and Bicycle and Pedestrian Improvement Program (BPIP) list of projects. On May 11, 2017 the C/CAG Board approved Resolution 17-16 adopting the OBAG 2 Local Street and Roads Rehabilitation Program and Federal-Aid Secondary (FAS) list of projects.

On August 31, 2017, all project sponsors were required to submit project information into MTC's Fund Management System (FMS) as part of the MTC programming process. During the process of submitting projects, City staff requested the following types of minor technical changes/corrections to several projects:

- Modification of project titles for clarity
- Increase in local matching funds
- Changes to the program year of project phases
- Corrections to project scope

The FAS project list is being modified because the proposed scope was determined to be ineligible by Caltrans. In response the County of San Mateo has removed their Countywide Bridge Deck Maintenance Project and has instead added a location their Road Resurfacing Project. All changes are shown or described in Attachment 1.

These technical changes do not affect the overall County Program or city allocations. Following the approval from the C/CAG Board, the projects will be adopted by MTC in fall 2017 and OBAG 2 funds will be obligated by project sponsors directly.

ATTACHMENTS

1. San Mateo County OBAG 2 List of Technical Changes to Projects
2. Resolution 17-38 Technical Changes to the One Bay Area Grant 2 (OBAG 2) Program.

Attachment 1: San Mateo County OBAG 2 List of Technical Changes to Projects

City	Program	Project Title	Technical Change
Burlingame	TLC	Broadway PDA Lighting Improvements	Increase in local matching funds
San Carlos	TLC	Ped Enhancements Arroyo/Cedar and Hemlock/Orange	Increase in local matching funds
South San Francisco	TLC	SSF Grand Boulevard (Phase III)	Modification of project titles for clarity
Belmont	Bike/Ped	Ralston Avenue Corridor Segment 3	Changes to the program year of project phases, Modification of project titles for clarity
Burlingame	Bike/Ped	Hoover School Area Sidewalk Impvts (Summit Dr.)	Modification of project titles for clarity
Redwood City	Bike/Ped	US 101/Woodside Road Class 1 Bikeway	Modification of project titles for clarity
San Bruno	Bike/Ped	Huntington Transit Corridor Bike/Ped Improvements	Modification of project titles for clarity
Atherton	LSR	Middlefield Road Class II Bike Lanes	Modification of project titles for clarity
Burlingame	LSR	2018 Street Resurfacing Project OBAG LSR	Corrections to project scope
Daly City	LSR	2018/2019 Daly City Pavement Street Resurfacing and Slurry	Modification of project titles for clarity
Foster City	LSR	Pavement Rehabilitation Project - FY 19/20	Modification of project titles for clarity
Menlo Park	LSR	2018-19 Sta. Cruz and Middle Aves. Rehab Project	Modification of project titles for clarity
Portola Valley	LSR	2017/2018 Street resurfacing project	Corrections to project scope
San Mateo	LSR	2020 Street Rehabilitation Project	Corrections to project scope
Woodside	LSR	2019 Road Rehabilitation Project	Modification of project titles for clarity

County	Program	Project Title	Project Description
County of San Mateo	FAS	Countywide Bridge Deck Maintenance Project	Project consists of overlay, pavement striping and markings, repair railing, and other misc work
County of San Mateo	FAS	Canada Road and <u>Edgewood Road Resurfacing Project</u>	In unincorporated San Mateo County, <u>resurface Edgewood Rd between 0.17 mi west of Crestview Dr to Cervantes Rd</u> and Canada Rd between the NB and SB 280 off- and on- ramps. The project work will include pavement repairs, pavement markings and striping, and other misc activities.

RESOLUTION 17-38

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY TO ADOPT THE TECHNICAL CHANGES TO THE ONE BAY AREA GRANT 2 (OBAG 2) PROGRAM

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) adopted Resolution No. 4202 outlining the One Bay Area 2 Grant (OBAG 2) Program's policies and procedures to be used in the selection of projects to be funded with Surface Transportation Planning (STP) and Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds; and

WHEREAS, local responsibility for project selection for the OBAG 2 County Programs (Planning and Outreach, Safe Routes to School, Federal Aid Secondary(FAS) Improvements, Transportation for Livable Communities (TLC) Program, Local Streets and Roads Rehabilitation Preservation (LS&R), and Bicycle and Pedestrian Improvement Program (BPIP)) has been assigned to Congestion Management Agencies (CMAs); and

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

WHEREAS, on May 12, 2016 the C/CAG Board adopted the funding framework for the OBAG 2 County Programs in San Mateo County and further adopted a revised funding framework on August 11, 2016; and

WHEREAS, the C/CAG Board of Directors approved the OBAG 2 TLC and BPIP list of projects at the March 9, 2017 C/CAG Board meeting; and

WHEREAS, the C/CAG Board of Directors approved the OBAG 2 LS&R and FAS list of projects at the May 11, 2017 C/CAG Board meeting; and

WHEREAS, C/CAG is submitting the technical changes to the San Mateo County TLC, BPIP, LS&R, and FAS list of projects to MTC for funding from the OBAG 2 Program, as shown in the Attached Table.

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the City/County Association of Governments of San Mateo County to adopt the Technical changes to the One Bay Area Grant 2 (OBAG 2) Local Street Roads Rehabilitation Program (LS&R), Federal-Aid Secondary (FAS), Transportation for Livable Communities (TLC), and Bicycle and Pedestrian Improvement Program (BPIP) list of projects for submission to Metropolitan Transportation Commission (MTC).

PASSED, APPROVED, AND ADOPTED, THIS 14TH DAY OF SEPTEMBER 2017.

Alicia C. Aguirre, Chair

C/CAG AGENDA REPORT

Date: September 14, 2017

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

From: Sandy Wong, C/CAG Executive Director

Subject: Review and approval of Resolution 17-40 authorizing the C/CAG Chair to execute Amendment No. 3 with the San Mateo County Office of Education for the San Mateo County Safe Routes to School Program for an additional amount of up to \$120,000.

(For further information or questions, contact Sara Muse at 650-599-1460)

RECOMMENDATION

That the C/CAG Board review and approve Resolution 17-40 authorizing the C/CAG Chair to execute Amendment No. 3 with the San Mateo County Office of Education for the San Mateo County Safe Routes to School Program for an additional amount of up to \$120,000.

FISCAL IMPACT

\$120,000

SOURCE OF FUNDS

Measure M (\$10 Vehicle Registration Fee).

BACKGROUND

Safe Routes to School Program

The overall goal of the San Mateo County Safe Routes to School Program (SRTS Program) is to enable and encourage children to walk or bicycle to schools by implementing projects and activities to improve health and safety, and also reduce traffic congestion due to school-related travels. The Program, initiated in June 2011, is funded by a combination of federal funds received from the Metropolitan Transportation Commission's (MTC's) Regional Safe Routes to School Program and local match Measure M (\$10 Vehicle Registration Fee). In addition to providing student safety education, outreach, encouragement, and evaluation activities, the Program includes performing walk and bike audits to document factors that impacts safe walking and bicycling as well as traffic congestion attributed to school-related travels.

Agreement with San Mateo County Office of Education (SMCOE)

On June 9, 2016, the C/CAG Board approved an Agreement with the San Mateo County Superintendent of Schools, also referred to as SMCOE, to administer and manage the SRTS Program for FY 2016-17 in an amount not to exceed \$564,711, with a completion date of June 30, 2017.

On November 10, 2016, the C/CAG Board approved Amendment No. 1 to the Agreement allocating \$135,000 of unspent federal funding from previous cycles to continue implementing the SRTS Program, increasing the new total amount to \$699,711.

In a typical funding cycle, C/CAG would enter into a new agreement with SMCOE for the FY 2017-18, however, with the new One Bay Area Grant 2 (OBAG 2) Program, new federal funds obligations to cover the next five year period (FY 2017-18 through FY 2021-22) will not be available until the new federal fiscal year begins on October 1, 2017, at the earliest. In addition, pending programming processes indicates that the funds may become available as late as January 1, 2018.

On June 8, 2017, the C/CAG Board approved Amendment No. 2 to the Agreement with SMCOE for a time extension only, at no additional cost, through December 31, 2017, with the anticipation that there would be left over funds from FY 2016-17 to sustain the program until federal OBAG 2 funds are obligated and accessible by January 1, 2018 and the new C/CAG-SMCOE agreement take effect. At the close of FY 2016-17, however, most of the funds were exhausted with approximately \$5,000 remaining.

To maintain funding for staff, SMCOE utilized their own funds to pay for the SRTS Program Coordinator and SRTS Program Assistance, from July 1, 2017 through August 31, 2017. For program continuity, SMCOE and C/CAG staff considered that, at a minimum, the Coordinator and Assistance functions are needed and important for program continuity until the new federal funds is available; therefore, it was concluded that C/CAG would contribute local Measure M funding to help bridge the federal funding gap until December 31, 2017.

Staff recommends amending the Agreement with SMCOE in order to continue implementing the SRTS program through the end of 2017. Amendment No. 3 will add \$120,000 of Measure M funds to support SMCOE staff time for a new contract total of \$819,711. The Amendment does not include any funding for school site grants or other Safe Routes to School programs, which are paid for by federal funds. The Amendment will be effective September 1, 2017 through December 31, 2017.

ATTACHMENTS

1. Resolution 17-40
2. Amendment No. 3 to Agreement with C/CAG and San Mateo County Office of Education

RESOLUTION 17-40

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE AMENDMENT NO. 3 WITH THE SAN MATEO COUNTY OFFICE OF EDUCATION FOR THE SAN MATEO COUNTY SAFE ROUTES TO SCHOOL PROGRAM FOR AN ADDITIONAL AMOUNT OF UP TO \$120,000

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

WHEREAS, C/CAG is the designated Congestion Management Agency (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 Office of Education (SMCOE) executed an agreement for the Countywide Safe Routes to School (SRTS) Program for \$564,711 for Fiscal Year 2016-17; and

WHEREAS, C/CAG executed Amendment No. 1 to the FY 2016-17 agreement with SMCOE, allocating \$135,000 unspent federal funding from previous cycles; and

WHEREAS, C/CAG executed Amendment No. 2 for a time extension only, at no additional cost, through December 31, 2017; and

WHEREAS, C/CAG and SMCOE have determined that additional funds in the amount of \$120,000 is needed to fund SMCOE staff time to continue implementing the SRTS program, effective September 1, 2017 through December 31, 2017.

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the City/County Association of Governments of San Mateo County that the Chair is authorized to execute Amendment No. 3 with the San Mateo County Office of Education for the San Mateo County Safe Routes to School Program for an additional amount of up to \$120,000.

PASSED, APPROVED, AND ADOPTED, THIS 14 DAY OF SEPTEMBER 2017.

Alicia C. Aguirre, Chair

**AMENDMENT NO. 3 TO THE FUNDING AGREEMENT
BETWEEN
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
AND
SAN MATEO COUNTY OFFICE OF EDUCATION FOR
SAFE ROUTES TO SCHOOL PROGRAM**

WHEREAS, the City/County Association of Governments for San Mateo County (hereinafter referred to as "C/CAG") and San Mateo County Office of Education (hereinafter referred to as "SMCOE") 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, the Agreement was amended on June 8, 2017 for a time extension only, at no additional cost, through December 31, 2017 (Amendment No. 2); and

WHEREAS, the total amount of Amendment No. 3 is \$120,000, for SMCOE staff time only, for a total contract amount of \$819,711; and

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

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

1. The Agreement is amended to provide staff time effective September 1, 2017 through December 31, 2017, described in Exhibit A1 attached hereto and incorporated by reference.
2. Except as expressly amended herein, all other provisions of the Agreement shall remain in full force and effect.
2. This amendment shall take effect on September 1, 2017.

City/County Association of Governments
(C/CAG)

San Mateo County Office of Education
(SMCOE)

Alicia Aguirre, Chair

By

Title: _____

Date: _____

Date: _____

Approved as to form:

Legal Counsel for C/CAG

EXHIBIT A1

SCOPE OF WORK (September 1, 2017 – December 31, 2017)

Purpose of the Partnership

The San Mateo County Office of Education (SMCOE), also referred to as the San Mateo County Superintendent of Schools, will serve as the Lead Educational Agency (LEA) for the implementation of a Safe Routes to Schools (SRTS) Program in San Mateo County.

The City/County Association of Governments (C/CAG) of San Mateo will provide the funding for the project and will hold the San Mateo County Office of Education accountable for carrying out the activities described in this Scope of Work.

C/CAG and SMCOE have a joint interest in ensuring that schools and community agencies effectively implement projects that enable them to use the Federal Surface Transportation Program and Congestion Mitigation & Air Quality Improvement (STP/CMAQ) Program funds productively on behalf of students and the community.

Long Term Goal

The overall goal of the project will be to make San Mateo County a healthier, safer, more sustainable, environmentally sound community with better air quality, less traffic congestion, more physically fit students and adults who are well-served by schools and other agencies working collaboratively.

Short Term Goal (September 1, 2017 – December 31, 2017)

During this interim period prior to the obligation of federal funds in fall 2017, the short-term goal of the project is to maintain services and provide technical assistance to schools in the program.

Guiding Principles

In carrying out its responsibilities during this interim period, SMCOE will adhere to the following guiding principles:

- SMCOE will work collaboratively with C/CAG, schools, cities and all partner agencies.
- The project will recognize the important role of volunteers (such as PTA members and others) in SRTS and will support and promote their involvement.
- The project will build upon existing successful models and programs and provide schools with a range of low cost alternatives they can implement, based on their needs and interests.
- Schools will be provided with technical assistance to implement site-based programs successfully.
- SMCOE will maintain on-going communication and outreach, to ensure that interested parties have the opportunity to be involved and to have their voices heard during implementation.

Outcomes

The specific measurable outcomes of the project will include but are not limited to:

- Favorable attitudes toward walking, biking, carpooling and the use of public transit to school, on the part of students, parents and volunteers.
- Maintain numbers of students walking, biking, carpooling and utilizing transit as means of travelling to and from school.
- Maintain levels of student, parent and volunteer participation in education and encouragement activities related to healthy and environmentally sound lifestyles.
- Decrease in traffic and congestion around schools, especially on walk and roll to school days

Project Management Approach

SMCOE's approach to project management is to combine three elements: centralized leadership and technical assistance; networks of collaboration and support; and services delivered to school sites in support of program activities that meet local needs and priorities.

Centralized Leadership and Technical Assistance

SMCOE will provide overall direction, timelines and technical assistance; be responsible for fiscal management and monitoring; and conduct the project evaluation. It will use its existing relationships with school district personnel and its established administrative systems to maintain the SRTS projects for seventeen grantees. The SMCOE SRTS Coordinator will conduct site visits with individual district/school coordinators three times per year. The first set of individual meetings began in August 2017 and will conclude in September 2017. In addition, it will use its regional and statewide contacts with agencies in other counties to share resources and best practices related to county SRTS projects, transportation initiatives, and health.

Networks of Collaboration and Support

Networks of collaboration will be maintained at county and local levels. At the County level, a collaborative network will be fostered among agencies such as city governments, the County Health System, and community organizations through the Community Advisory Committee.

At the local level, collaboration will be facilitated through two networks, which include the SRTS Coordinator Committee and existing district level task forces. The SRTS Coordinator Committee will include district and site level SRTS Coordinators who shall share best practices and engage in collaborative problem solving and planning conversations. The first meeting of SRTS Coordinators will take place on October 10, 2017. District task forces shall operate at the school district level and may include, but are not limited to parents and representatives from local schools, the city, the district, and public health.

Networks of collaboration will be further developed at the school level. Each school participating in the project will have a Site Team that plans and carries out the implementation activities. These Site Teams would include representatives from the school community and other agencies. Volunteers from organizations such as Site Councils and PTAs may have large roles in site activities.

Local Services

Local school sites, through engagement with staff, Site Councils, PTAs and similar groups, will design, schedule and implement the specific activities that meet the needs of their students and families and help to achieve the overall goals of the project. Site support services will be delivered either by SRTS project staff

or by school staff.

Governance

SMCOE will be accountable to C/CAG for achieving the goals and outcomes of the project, developing detailed annual action plans and line item budgets, meeting timelines and operating within the budget.

SMCOE will hire staff to manage the project and its budget, be responsible for implementation and submit timely reports.

SMCOE will provide technical assistance to schools in the program to help them maintain program involvement during this interim period.

SMCOE will convene two Advisory Committees (Community and Coordinators) to help ensure that the SMCOE receives guidance, input and feedback from a cross-section of the entire community on whose behalf the initiative is being implemented.

The Community Advisory Committee will advise C/CAG and SMCOE on the direction of the project and on related infrastructure grants and strategic issues, thus helping to create a community-wide, holistic approach to a healthier, safer, more sustainable San Mateo County. Members of the Community Advisory Committee will include elected officials; community members; city public works; traffic engineers; people who have leadership positions with various partner agencies, who may include, but is not limited to: C/CAG; the San Mateo Health System; the Metropolitan Transportation Commission; municipal government; law enforcement; other community leaders; etc.

The SRTS Coordinators will provide a means of internal communication among service providers and the clients served at their school sites. It will also offer input and feedback on program activities.

Staffing

During the interim period, SMCOE will staff the project with a County SRTS Project Coordinator, a part-time administrative assistant and consultants as needed and as permitted by the interim budget.

Project Management Strategies

Outlined below are the project management strategies that SMCOE will continue to use during the interim period to support project development pursuant to this Agreement.

- Foster relationships with school and agencies that have existing Safe Routes or similar programs to gather ongoing input regarding best practices.
- Conduct public information activities that involve media releases and updating the Safe Routes web page on the County Office's Web site.
- Foster collaborative networks.
- Complete and submit quarterly activity reports to C/CAG.
- Conduct 2017 annual evaluation and submit report to C/CAG.
- Plan and deliver project training, based upon the needs and interests of participants and key stakeholders.
- Make project modifications, as needed.

- Pursue additional sources of funding to expand the project scope and reach.

Budget

Estimated Income

The funding model is based on an estimated budget of \$120,000 of Measure M funds (\$10 Vehicle Registration Fee) provided by C/CAG.

Timeframe

The development and implementation of the San Mateo SRTS Program during this interim period is planned for an approximate 4-month period (9/1/2017 – 12/31/2017).

Interim Period Expenditures

The expenditure estimates cover a 4-month interim period (September 1, 2017 – December 31, 2017) for this project and are summarized in the attached budget. SMCOE contributed to this project by covering all staffing costs (salary and benefits) for July 1, 2017 – August 31, 2017. Once this interim agreement is signed, the San Mateo County Office of Education will develop an itemized line item budget for approval by C/CAG.

EXHIBIT A2

DETAILED SPENDING PLAN

		Budget 9/1/17 - 12/31/17
Administration		
Personnel	0.6 Coordinator (Salary & Benefits)	\$ 36,222.60
	0.75 Administrative Assistant II (Salary & Benefits)	\$ 21,248.00
	Personnel Total	\$ 57,470.60
Materials	Mileage (based on fall 2016 mileage)	\$ 1,160.00
	Professional Development (National Walking Sum	\$ 700.00
	Materials Total	\$ 1,860.00
Administration Total		\$ 59,330.60
Program Support		
Personnel	0.4 Coordinator (Salary & Benefits)	\$ 24,148.40
	Program Support	\$ 11,000.00
	Personnel Total	\$ 35,148.40
Materials	Event Materials (Encouragement for IWTSD, Walk/Bike to School days for all schools in	\$ 10,000.00
	Materials Total	\$ 10,000.00
Contractual Services		
	Printing	\$ 250.00
	Contractual Services Total	\$ 250.00
Program Support Total		\$ 45,398.40
Indirect Cost	CDE LEA Approved Rate of 14.58% for FY 17/18	\$ 15,269.48
TOTAL		\$ 119,998.48

C/CAG AGENDA REPORT

Date: September 14, 2017

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

From: Sandy Wong, Executive Director

Subject: Receive a copy of the executed agreement with Kimley-Horn for development of the Supplemental Project Study Report for the San Mateo County Smart Corridor Expansion – Brisbane/Daly City/I-280 Project in an amount not to exceed \$49,982 as executed by the C/CAG Chair consistent with the C/CAG Procurement Policy.

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

RECOMMENDATION

That the C/CAG Board receive a copy of the executed agreement with Kimley-Horn for development of the Supplemental Project Study Report for the San Mateo County Smart Corridor Expansion - Brisbane/Daly City/I-280 Project in an amount not to exceed \$49,982 as executed by the C/CAG Chair consistent with the C/CAG Procurement Policy.

FISCAL IMPACT

The cost to develop the Supplemental Project Study Report is not exceed \$49,492.00.

SOURCE OF FUNDS

Funding for the preparation of the Project Study Report comes from Measure M.

BACKGROUND

The C/CAG sponsored San Mateo County Smart Corridor (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.

As defined in the Concept of Operations (2008), the Smart Corridor project is divided into multiple phases along the freeways located in the county, as indicated below:

- Phase I – US 101 (I-380 to 3rd Ave.);
- Phase II – US 101 (3rd Ave. to Holly St.);
- Phase III – US 101 (Holly St. to S.C. County line);
- Phase IV – US 101 (S.F. County line to I-380), I-280 (Trousdale Dr. to SR 92), and SR 92 (I-

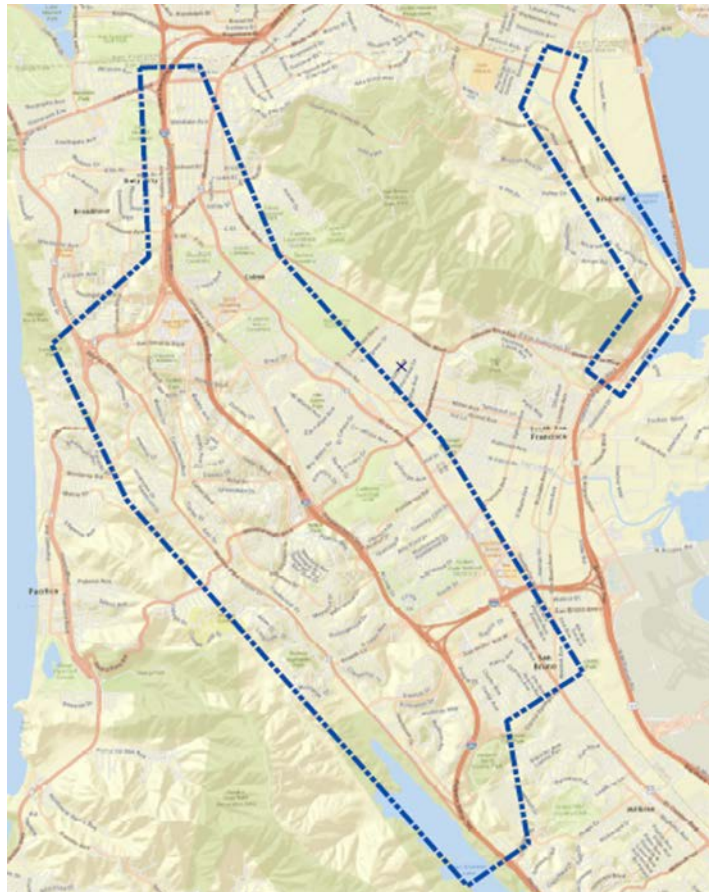
- 280 to El Camino Real);
- Phase V – I-280 (S.F. County line to Trousdale Dr.)

Construction of Phases I, II, and III is completed and equipment are deployed and online with the exception of the southernmost segment of Phase III (construction led by Caltrans) which will be completed by the end of the year. Development of the US 01 portion of Phase IV in the City of South San Francisco is under way and C/CAG desires to begin work on other portions of Phase IV and Phase V.

Brisbane/Daly City/I-280 Expansion Project

Portions of Phases IV and V of the Smart Corridor, refer to as the Brisbane/Daly City/I-280 Expansion, includes a combination of the following segments:

- Along US 101 from Oyster Point Blvd. to the San Francisco County Line (City of Brisbane)
- Along I-280 from the southern city limit to the San Francisco County line (City of Daly City)
- Along I-280 segment extending between I-380 to the Daly City limit - (Town of Colma, cities of South San Francisco and San Bruno)



The project will follow the project development process which includes generating the following sequential documents leading to the construction phase:

- Project Study Report (PSR)
- Project Approval and Environmental Document (PA&ED)

- Plans, Specifications, and Estimates (PS&E) and Right-of-Way (R/W)

To meet State Transportation Improvement Program (STIP) programming timelines and requirements, C/CAG is required to complete a Supplemental PSR (streamlined version of the initiating document) by November 1, 2017. With an expedited scheduled, C/CAG entered into contract with Kimley-Horn on August 11, 2017, to develop the Supplemental PSR for the Smart Corridor – Brisbane/Daly City/I-280 project. Once the Project is programmed in the STIP, C/CAG will proceed with the PA&ED phase.

Procurement Policy

Per the procurement policy, staff did not issue a formal RFP since we anticipated that the cost to perform the work would be less than \$50K. Staff contacted consultants that have performed similar work (developed other Smart Corridor PSRs for C/CAG in the past or have performed worked with the Smart Corridor project) and requested consultants to submit a proposal to develop the Brisbane/Daly City/I-280 PSR. One consultant, Kimley-Horn, submitted a proposal for \$49,982. Another consultant who did not submit a proposal indicated that their cost would be more than \$80,000.

Kimley-Horn, previously selected through a competitive process, completed the original Project Study Report for Phases I, II, and III in 2010 as well as the Alternative Routes for Traffic Incident Guide in 2008. Kimley-Horn has also developed the Smart Corridor Concept of Operation. Through a separate competitive process, Kimley-Horn was selected to develop Smart Corridor Incident Response Plan. Taking into consideration Kimley-Horn’s experience and knowledge of the Smart Corridor as well as positive performance from past C/CAG projects, staff determined that Kimley-Horn had the unique qualifications and experience to develop the Smart Corridor Expansion - Brisbane/Daly City/I-280 Project.

The executed agreement is in accordance with the C/CAG Procurement Policy (2010), Section 7, which states, in part:

“The Chair of the C/CAG Board shall be authorized to execute contracts \$49,999 and below without the prior approval of the Board. The Board shall be notified of such contracts executed at the next scheduled board meeting following such execution.”

ATTACHMENTS

1. Executed Agreement between C/CAG and Kimley-Horn

AGREEMENT BETWEEN
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
AND
KIMLEY-HORN AND ASSOCIATES, INC.

This Agreement entered this 11 day of AUGUST, 2017, by and between the City/County Association of Governments of San Mateo County, a joint powers agency, hereinafter called "C/CAG" and Kimley Horn, hereinafter called "Contractor."

WITNESSETH

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

WHEREAS, the San Mateo County Smart Corridor Project (Project) is an Intelligent Transportation System (ITS) project which extends 20 miles along El Camino Real and major local streets connecting to US-101 and provides countywide traffic management system infrastructure enabling local agencies and the California Department of Transportation (Caltrans) to proactively manage daily traffic and non-recurring local traffic impacts due to major incidents on the freeway; and

WHEREAS, C/CAG desires to expand the San Mateo County Smart Corridor Project limit to include the City of Brisbane along US-101 between Oyster Point Blvd and the San Francisco County line, as well as the cities of Daly City, South San Francisco, and San Bruno along I-280 between I-380 to the San Francisco County line; and

WHEREAS, Contractor was previously selected through a competitive process and performed work for various phases of the overall Project including developing the project study report for the first Project phase and developing the incident response plans; and

WHEREAS, Contractor is currently under contract with C/CAG for Smart Corridor Signal System Maintenance and Support; and

WHEREAS, based on Contractor's past performance, C/CAG is prepared to enter into agreement with Contractor to provide services to prepare the Project Study Report – Project Development Support (PSR-PDS) for above referenced segments of the San Mateo County Smart Corridor; and

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

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

1. Services to be provided by Contractor. In consideration of the payments hereinafter set forth, Contractor agrees to perform the services described in Exhibit A, attached hereto (the "Services"). All Services are to be performed and completed by November 1, 2017.
2. Payments. In consideration of Contractor providing the Services, C/CAG shall reimburse Contractor based on the project budget set forth in Exhibit B up to a maximum amount of forty nine thousand nine hundred eighty two dollars (\$49,982.00) for Services provided during the Contract Term as set forth below. The hours stated in Exhibit B are intended to be an estimate of the amount of time Contractor expects to spend on each task. Payments shall be made to Contractor monthly based on an invoice submitted by Contractor that identifies expenditures and describes services performed in accordance with the agreement. C/CAG shall have the right to receive, upon request, documentation substantiating charges billed to C/CAG.
3. Relationship of the Parties. It is understood that Contractor is an Independent Contractor and this Agreement is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of Independent Contractor.
4. Non-Assignability. Contractor shall not assign this Agreement or any portion thereof to a third party.
5. Contract Term. This Agreement shall be in effect as of August 11, 2017 and shall terminate on December 31, 2017; provided, however, C/CAG may terminate this Agreement at any time for any reason by providing 30 days' notice to Contractor. Termination shall be effective on the date specified in the notice. In the event of termination under this paragraph, Contractor shall be paid for all Services provided to the date of termination.
6. Hold Harmless/ Indemnity: Contractor shall indemnify and save harmless C/CAG, its agents, officers, and employees from all claims, suits or actions to the extent caused by the negligence, errors, acts or omissions of the Contractor, its agents, subcontractors, officers or employees related to or resulting from performance, or non-performance, under this Agreement.

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

7. Insurance: Contractor or any subcontractors performing the services on behalf of Contractor shall not commence work under this Agreement until all Insurance required under this section has been obtained and such insurance has been approved by the C/CAG Staff. Contractor shall furnish the C/CAG Staff with Certificates of Insurance evidencing the required coverage and there shall be a specific contractual liability endorsement extending the Contractor's coverage to include the contractual liability assumed by the Contractor pursuant to this Agreement. These Certificates shall specify or be endorsed to provide that thirty (30) days notice must be given, in writing, to C/CAG of any pending change in the limits of liability or of non-renewal, cancellation, or modification of the policy. Such Insurance shall include at a minimum the following:

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

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

Required insurance shall include:

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

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

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

8. Non-discrimination. The Contractor and any subcontractors performing the services on behalf of the Contractor shall not discriminate or permit discrimination against any person or group of persons on the basis of race, color, religion, national origin or ancestry, age, sex, sexual orientation, marital status, pregnancy, childbirth or related conditions, medical condition, mental or physical disability or veteran's status, or in any manner prohibited by federal, state or local laws.
9. Compliance with All Laws. Contractor shall at all times comply with all applicable laws and regulations, including without limitation those regarding services to disabled persons, including any requirements of Section 504 of the Rehabilitation Act of 1973.
10. Substitutions: If particular people are identified in this Agreement are providing services under this Agreement, the Contractor will not assign others to work in their place without

written permission from C/CAG. Any substitution shall be with a person of commensurate experience and knowledge.

11. Sole Property of C/CAG. Work products of Contractor which are delivered under this Agreement or which are developed, produced and paid for under this Agreement, shall be and become the property of C/CAG. Contractor shall not be liable for C/CAG's use, modification or re-use of products without Contractor's participation or for purpose other than those specifically intended pursuant to this Agreement.
12. Access to Records. C/CAG, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Contractor which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcriptions.

The Contractor shall maintain all required records for three years after C/CAG makes final payments and all other pending matters are closed.

13. Merger Clause. This Agreement, including Exhibits A and B attached hereto and incorporated herein by reference, constitutes the sole agreement of the parties hereto with regard to the matters covered in this Agreement, and correctly states the rights, duties and obligations of each party as of the document's date. Any prior agreement, promises, negotiations or representations between the parties not expressly stated in this document are not binding. Any subsequent modifications must be in writing and signed by the parties. In the event of a conflict between the terms, conditions or specifications set forth herein and those in Exhibit A attached hereto, the terms, conditions or specifications set forth herein shall prevail.
14. Governing Law. This Agreement shall be governed by the laws of the State of California, without regard to its choice of law rules, and any suit or action initiated by either party shall be brought in the County of San Mateo, California.

15. Notices. All notices hereby required under this agreement shall be in writing and delivered in person or sent by certified mail, postage prepaid and addressed as follows:

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

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

Kimley-Horn and Associates, Inc.
1300 Clay Street, Suite 325
Oakland, CA 94612
Attention: Randy Durrenberger

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

Kimley-Horn and Associates, Inc. (Contractor)

By  _____
Sr. Vice President

8/11/17
Date

City/County Association of Governments (C/CAG)

By  _____
Alicia C. Aguirre, C/CAG Chair

8-11-17
Date

C/CAG Legal Counsel

By  _____

EXHIBIT A

SCOPE OF WORK

Development of Project Study Report – Project Development Support (PSR-PDS)

Introduction

The San Mateo County Smart Corridor project is an Intelligent Transportation System (ITS) project. The Smart Corridor project provides a countywide traffic management system infrastructure that enables local agencies and Caltrans to proactively manage day to day traffic on local streets and also facilitate local traffic impacts due to major incidents on the freeway.

The Smart Corridor Project deploys new signal system software that integrates Caltrans and city-owned signals along El Camino Real and major local arterials. The Project also involves the installation of a fiber-optic communication system, deployment of trailblazer and arterial dynamic message signs, and integration of Traffic Operation Systems (TOS) items such as vehicle detection systems, and closed-circuit television cameras (CCTV). Integration of the Smart Corridor equipment enables local cities and Caltrans to cooperatively monitor traffic operations, obtain traffic data, and implement traffic management strategies remotely.

Construction is mostly completed on the first phases of the countywide project, extending approximately 20 miles along El Camino Real (State Route 82) from the Santa Clara County line (City of East Palo Alto) to I-380 (City of San Bruno) and includes major local streets connecting to US-101.

Project Description

C/CAG, in partnership with the California Department of Transportation (Caltrans) District 4 is initiating an effort to expand the San Mateo County Smart Corridor into the cities of Brisbane, Daly City, South San Francisco, and San Bruno, utilizing alternative routes previously identified by the Alternative Route for Traffic Incident (ARTI) Guide. The project would implement ITS strategies in the City of Brisbane along US 101 from Oyster Point Blvd and the San Francisco County line, and in the cities of Daly City, South San Francisco, and San Bruno along I-280 between I-380 to the San Francisco County line.

C/CAG desires to develop a Project Study Report – Project Development Support (PSR-PDS) Project Initiation Document to gain approval for the project studies to move into the Project Approval and Environmental Document (PA&ED) phase. The PSR-PDS will be used to estimate and program the capital outlay support cost necessary to complete the studies and work needed during the PA&ED.

SCOPE OF SERVICES

The following scope of services is for the San Mateo Smart Corridor project for US 101 from Oyster Point to the San Francisco County Line and I-280 from I-380 to the San Francisco County Line. This scope follows the approach of previous phases and assumes that Caltrans will approve of the same approach and content as previous phases.

Task 1 – Project Management and Administration

Kimley-Horn will provide project management and administration during development and approval of the PSR-PDS document. This will include regular meetings with C/CAG and Caltrans to discuss concepts, content, and input to the PSR-PDS document. This task also includes effort for monthly billing and general administrative support. The effort under this task assumes a project duration of two and one half months (mid August 2017 through October 31, 2017).

Deliverables: Key meeting notes will be incorporated into PSR-PDS; Monthly Invoices

Task 2 – Prepare Environmental Review and Documentation

Kimley-Horn will conduct a hazardous waste review through EnviroStor Projects, an initial cultural assessment, and review of water systems listed on EPA 303(d). Findings from these reviews will be documented in the PSR-PDS, with the assumption that further evaluation of these and other areas will be conducted as part of the PAED process.

Kimley-Horn will also prepare a Draft Storm Water Data Report (Short Form) to be included as an attachment to the Draft PSR-PDS.

Since detailed analysis will be conducted during the PAED phase, this effort assumes that Kimley-Horn will not conduct a Traffic Engineering Performance Assessment or other documents that will require detailed analysis during the PAED phase.

Deliverables: To be included in the Draft PSR-PDS

Task 3 – Prepare Draft PSR-PDS

Kimley-Horn will prepare the Draft PSR-PDS per Caltrans PDPM guidelines and submit to Caltrans for review. This effort will include capturing the background, purpose, and need; preliminary traffic observations; deficiencies; corridor and system coordination; definition and discussion of alternatives; right-of-way observations; staffing and stakeholder involvement; cost estimate and funding strategy; delivery schedule; risks; and FHWA coordination.

Deliverables: Draft PSR-PDS with Attachments

Task 4 – Prepare Final PSR-PDS

Kimley-Horn will meet with Caltrans to discuss review comments and initial resolution to agree on required revisions. We will revise the PSR-PDS and submit to Caltrans for approval.

Deliverables: Final PSR-PDS with Attachments for signature

SCHEDULE

Kimley-Horn will submit Draft PSR-PDS by September 15, 2017. Assuming a 3-week Caltrans review period, Final PSR-PDS will be submitted October 20, 2017. Signed PSR-PDS is required by October 31, 2017.

EXHIBIT B

BUDGET

PROFESSIONAL FEE

Kimley-Horn will provide the base services outlined in the Scope of Services for a Time and Materials fee not to exceed **\$49,982**. These fees include labor cost, indirect expenses, and direct expenses incurred in performing these services.

Table 1. Cost Proposal

PSR-PDS								
Task	Durrenberger (PIC)	Dole (PM)	Redd (Mid)	Carley (Mid)	Pittman (Analyst)	Johnson (Admin)	Total	KHA Labor per Task
Task 1 – Project Management and Administration	16	20				8	44	\$9,616
Task 2 – Prepare Draft Environmental Documents	1	8	20	8			37	\$8,114
Task 3 – Prepare Draft PSR-PDS	10	24		20	22		76	\$14,192
Task 4 – Prepare Final PSR-PDS and Environmental Documents	10	24		36	24		94	\$17,460
Total Hours	37	76	20	64	46	8	251	
Billing Rate	\$306	\$188	\$240	\$188	\$130	\$120		
Labor	\$11,322	\$14,288	\$4,800	\$12,032	\$5,980	\$960	\$49,382	
						Direct Expenses	\$600	
						Total	\$49,982	

C/CAG AGENDA REPORT

Date: September 14, 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 17-47 authorizing the C/CAG Chair to execute a Cooperative Agreement with Caltrans to complete the Project Initiation Document (PID) Phase of the San Mateo County Smart Corridor – Brisbane/Daly City/I-280 Project for an amount of up to \$150,000.

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

RECOMMENDATION

That the C/CAG Board review and approve Resolution 17-47 authorizing the C/CAG Chair to execute a Cooperative Agreement with Caltrans to complete the Project Initiation Document (PID) Phase of the San Mateo County Smart Corridor - Brisbane/Daly City/I-280 Project.

FISCAL IMPACT

This Cooperative Agreement provides up to \$150,000 to Caltrans.

SOURCE OF FUNDS

Measure M (\$10 Vehicle Registration Fee).

BACKGROUND

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 spill-over traffic due to major incidents on the freeway.

As defined in the Concept of Operations (2008), the Smart Corridor project is divided into multiple phases along the freeways located in the county, as indicated below:

- Phase I –US 101 (I-380 to 3rd Ave.);
- Phase II – US 101 (3rd Ave. to Holly St.);
- Phase III – US 101 (Holly St. to S.C. County line);
- Phase IV – US 101 (S.F. County line to I-380), I-280 (Trousdale Dr. to SR 92), and SR 92 (I-280 to El Camino Real);

- Phase V – I-280 (S.F. County line to Trousdale Dr.)

Construction of Phases I, II, and III is completed and equipment are deployed and online with the exception of the southernmost segment of Phase III (construction led by Caltrans) which will be completed before the end of the year.

Moving forward, work to begin development of portions of Phase IV is underway with the first segment being the expansion into the City of South San Francisco. The Supplemental Project Study Report (PSR) was completed in March 2017 and work on the Project Approval and Environmental Document (PA&ED) is underway.

In addition, efforts have begun to also expand the Smart Corridor to include segments of Phase IV located in Brisbane (along US 101) and portions of Phase V located in Daly City, SSF, San Bruno (along I-280 from the SF County line to I-380). The following discussion pertains to this segment of the Smart Corridor.

Brisbane/Daly City/I-280 Expansion

This Smart Corridor Expansion Project, refer to as the Brisbane/Daly City/I-280 Expansion, includes the cities of Brisbane (along US 101 from Oyster Point Blvd. to the San Francisco County Line) and Daly City (along I-280 from the southern city limit to the San Francisco County line), as well along the remaining I-280 segment extending between I-380 to the Daly City limit covering portions of the Town of Colma, and cities of South San Francisco and San Bruno.

The project will follow the project development process which includes generating the following sequential documents leading to the construction phase:

- Project Study Report (PSR)
- Project Approval and Environmental Document (PA&ED)
- Plans, Specifications, and Estimates (PS&E) and Right-of-Way (R/W)

A Supplemental PSR (streamlined version of the initiating document required for projects programmed in the State Transportation Improvement Program (STIP)), is being developed for the Brisbane/Daly City /I-280 Project and is expected to be completed by November 1, 2017. The PSR is also referred to as the Project Initiation Document (PID) in this context. Subsequently, development of the PA&ED will follow as well as the PS&E and R/W phases.

This Cooperative Agreement will enable C/CAG and Caltrans to partner together to complete the PID phase only for the Smart Corridor – Brisbane/Daly City/I-280 Expansion project. Caltrans will provide independent quality assurance oversight work on this project. Since a portion of the work is on the State highway system (SR 82 – El Camino Real, SR 35 – Skyline Blvd), review and approval by Caltrans is required. It is anticipated that additional cooperative agreements will be required as the project move on to the PA&ED, and PS&E and R/W phases.

ATTACHMENTS

1. Resolution 17-47
2. Cooperative Agreement between C/CAG and Caltrans (The documents are available for download at the C/CAG website at: <http://ccag.ca.gov/committees/board-of-directors/>)

RESOLUTION 17-47

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 COOPERATIVE AGREEMENT WITH CALTRANS TO COMPLETE THE PROJECT INITIATION DOCUMENT (PID) PHASE OF THE SAN MATEO COUNTY SMART CORRIDOR – BRISBANE/DALY CITY/I-280 PROJECT FOR AN AMOUNT OF UP TO \$150,000

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

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

WHEREAS, C/CAG sponsors the San Mateo County Smart Corridor Project (Smart Corridor) to implement traffic management strategies with the deployment of Intelligent Transportation Systems (ITS); and

WHEREAS, construction of the initial phase of the Smart Corridor along US 101 and El Camino Real from the Santa Clara County line to I-380 is nearly completed; and

WHEREAS, C/CAG is extending the Smart Corridor to the cities of Brisbane along US 101 and along I-280 from I-380 to City of Daly City and has started work on the Project Study Report(PSR), also referred to as the Project Initiation Document (PID) for program State Transportation Improvement Program (STIP) funds; and

WHEREAS, C/CAG and the California Department of Transportation (Caltrans) are partners in the development of the PID, and

WHEREAS, C/CAG will be the project implementation agency and Caltrans will provide project oversight, and

WHEREAS, the Cooperative Agreement term is set to expire at the completion of PID phase of 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 Chair is authorized to execute a Cooperative Agreement between C/CAG and Caltrans for the Project Initiation Document (PID) Phase of the San Mateo County Smart Corridor – Brisbane/Daly City/I-280 Project for an amount of up to \$150,000, subject to approval by the C/CAG Legal Counsel.

PASSED, APPROVED, AND ADOPTED, THIS 14TH DAY OF SEPTEMBER 2017.

Alicia C. Aguirre, Chair

C/CAG AGENDA REPORT

Date: September 14, 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 17-42 determining that the City of South San Francisco Community Civic Campus Project, including amendments to the El Camino Real/Chestnut Specific Plan Area, South San Francisco General Plan and Zoning Ordinance is consistent with the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport.

(For further information or questions, contact Susy Kalkin at 650-599-1467)

RECOMMENDATION

That the C/CAG Board of Directors, acting as the Airport Land Use Commission, review and approve Resolution 17-42 determining that the City of South San Francisco Community Civic Campus Project (CCC Project), including amendments to the El Camino Real/Chestnut Specific Plan Area, South San Francisco General Plan and Zoning Ordinance is consistent with the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport (SFO ALUCP).

BACKGROUND

California Government Code Section 65302.3 states that a local agency General Plan and/or any affected specific plan must be consistent with the applicable airport/land use criteria in the relevant adopted Airport Land Use Compatibility Plan (ALUCP). The City of South San Francisco has referred the subject amendments to C/CAG, acting as the San Mateo County Airport Land Use Commission, for a determination of consistency with the SFO ALUCP.

South San Francisco adopted the El Camino Real/Chestnut (ECR/C) Specific Plan and related General Plan and Zoning Ordinance amendments in 2011. Prior to City adoption, the policy documents were submitted for Airport Land Use Committee and C/CAG Airport Land Use Commission compatibility review. While the current SFO ALUCP was not yet adopted at that time, the Plan was evaluated and determined to be consistent with both the 1996 Comprehensive Airport Land Use Plan and the criteria in the draft SFO ALUCP plan.

In general, the Specific Plan calls for transit-oriented development, including high-density residential, commercial, and civic uses in the 98-acre area located south of the South San Francisco BART Station, and includes specific goals, policies, and implementation measures to help achieve its vision. The City is currently considering minor modifications to the Specific Plan, along with related amendments to its General Plan and Zoning Ordinance, to address adjustments needed to accommodate development of a new Community Civic Campus near the intersection of El Camino Real and Chestnut Avenue, prompting this airport land use compatibility review.

The Airport Land Use Committee (ALUC) recommended that the C/CAG Board of Directors, acting as the Airport Land Use Commission, approve the staff recommendation for this item at their August 24, 2017 meeting.

DISCUSSION

As shown on Attachment 2, the proposed SSF Community Civic Campus site is comprised of eight parcels located along the east and west side of El Camino Real, north of Chestnut/Westborough Blvd. The parcels on the east side are primarily vacant and are designated in the Specific Plan for high intensity mixed use (“El Camino Real Mixed Use North, High Intensity”). The property on the west side is currently developed with the City’s Municipal Services Building, and the Specific Plan designates the site for public use (“Public”). The proposed project would involve construction of a new fire station on the westerly property, requiring partial or complete demolition of the existing Municipal Services Building, and construction of a police station and joint library and recreation facility on the eastern properties. In order to facilitate development of the Community Civic Campus, the City proposes to change the land use designation and zoning on the westerly site from “Public” to “El Camino Real Mixed Use North, High Intensity”. Other minor adjustments are also proposed, but none that impact allowable uses or heights.

ALUCP Consistency Evaluation

Three sets of airport/land use compatibility policies in the SFO ALUCP relate to the SSF Community Civic Campus Project Amendments (CCC Project): (a) noise compatibility policies and criteria, (b) safety policies and criteria, and (c) airspace protection policies. The following sections address each issue.

(a) Noise Policy Consistency Analysis

The Community Noise Equivalent Level (CNEL) 65 dB aircraft noise contour defines the threshold for aircraft noise impacts established in the SFO ALUCP, as depicted on Attachment 3. The ECR/C Specific Plan Area is located outside of the 65dB CNEL noise contour and therefore the CCC Project would be consistent with the noise compatibility policies of the SFO ALUCP.

(b) Safety Policy Consistency Analysis

The SFO ALUCP includes five sets of safety zones and related land use compatibility policies and criteria. However, as shown on Attachment 4, the ECR/C Specific Plan Area is located well outside of the safety zones established in the SFO ALUCP. Therefore, the CCC Project would be consistent with the safety zone policies of the SFO ALUCP.

(c) Airspace Protection Policy Consistency Analysis

The SFO ALUCP incorporates the provisions in Title 14 of the Code of Federal Regulations Part 77 (14 CFR Part 77), “Objects Affecting Navigable Airspace,” as amended, to establish height restrictions and federal notification requirements related to proposed development within the 14 CFR Part 77 airspace boundaries for San Francisco International Airport. The regulations contain three key elements: (1) standards for determining obstructions in the navigable airspace and designation of imaginary surfaces for airspace protection, (2) requirements for project sponsors to provide notice to

the Federal Aviation Administration (FAA) of certain proposed construction or alteration of structures that may affect the navigable airspace, and (3) the initiation of aeronautical studies, by the FAA, to determine the potential effect(s), if any, of the proposed construction or alteration of structures on the subject airspace.

The ECR/C Specific Plan does not lie below the current FAR Part 77 Imaginary Surfaces for San Francisco International Airport (see Attachment 5), but it does lie below the airspace protection surfaces defined for Terminal Instrument Procedures (TERPS) surfaces and One-Engine Inoperative (OEI) departure procedures surfaces (see Attachment 6 – Critical Aeronautical Surfaces).

Critical Aeronautical Surface heights in the ECR/C Specific Plan area are 150 feet or more above ground level, while maximum building heights included in the Specific Plan area are 120 feet, and should therefore be below the Critical Aeronautical Surface heights. Furthermore, text in the adopted Plan indicates “...the building heights will be required to adhere to the limits indicated in the most recently adopted CLUP.” This requirement is further reinforced by South San Francisco General Plan Policy 2-I-22, which requires that “all development conform to the most recently adopted version of the San Mateo County Comprehensive Airport Land Use Plan.”

Therefore, the CCC Project, including proposed amendments to the ECR/C Specific Plan Area, South San Francisco General Plan and Zoning Ordinance, which do not affect allowable heights, would be consistent with the SFO ALUCP airspace protection policies.

It should be noted that some of the proposed building heights in the ECR/C Specific Plan area may meet the FAA’s notification criteria as depicted in ALUCP Exhibit IV-10. Should individual projects within the ECR/C Specific Plan area meet the FAA’s notification criteria, then they would be required to comply with all notification requirements described in 14 CFR Part 77¹ (Attachment 7).

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

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

ATTACHMENTS

1. Resolution 17-42
2. Letter from SSF Planning Division requesting ALUCP review, together with project description and exhibits.
3. SFO CNEL Noise Contours
4. Safety Zones
5. 14 CFR Part 77 Airport Imaginary Surfaces
6. Critical Aeronautical Surfaces
7. FAA Notification Exhibit

RESOLUTION 17-42

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY, ACTING AS THE SAN MATEO COUNTY AIRPORT LAND USE COMMISSION, DETERMINING THAT THE CITY OF SOUTH SAN FRANCISCO COMMUNITY CIVIC CAMPUS PROJECT, INCLUDING AMENDMENTS TO THE EL CAMINO REAL/CHESTNUT SPECIFIC PLAN AREA, SOUTH SAN FRANCISCO GENERAL PLAN AND ZONING ORDINANCE IS CONSISTENT WITH THE COMPREHENSIVE AIRPORT LAND USE COMPATIBILITY PLAN FOR THE ENVIRONS OF SAN FRANCISCO INTERNATIONAL AIRPORT

RESOLVED, by the Board of Directors of the City/County Association of Governments of San Mateo County (C/CAG), acting as the San Mateo County Airport Land Use Commission; that,

WHEREAS, California Government Code Section 65302.3 states that a local agency General Plan and/or any affected specific plan must be consistent with the applicable airport/land use criteria in the relevant adopted Airport Land Use Compatibility Plan (ALUCP); and,

WHEREAS, the City of South San Francisco adopted the El Camino Real/Chestnut (ECR/C) Specific Plan and related General Plan and Zoning Ordinance amendments in 2011, and prior to City adoption, the policy documents were submitted for Airport Land Use Committee and C/CAG Airport Land Use Commission compatibility review and were found to be consistent with both the 1996 Comprehensive Airport Land Use Plan and the criteria in the draft ALUCP for the environs of San Francisco International Airport (SFO ALUCP); and,

WHEREAS, the City of South San Francisco is considering minor modifications to the ECR/C Specific Plan, along with related amendments to its General Plan and Zoning Ordinance, to address adjustments needed to accommodate development of a new Community Civic Campus near the intersection of El Camino Real and Chestnut Avenue, and has referred the subject amendments to C/CAG, acting as the San Mateo County Airport Land Use Commission, for a determination of consistency with the SFO ALUCP; and,

WHEREAS, three sets of airport/land use compatibility policies in the SFO ALUCP relate to the SSF Community Civic Campus Project Amendments (CCC Project): (a) noise compatibility policies and criteria, (b) safety policies and criteria, and (c) airspace protection policies, as discussed below:

- (a) Noise Policy Consistency Analysis - The Community Noise Equivalent Level (CNEL) 65 dB aircraft noise contour defines the threshold for aircraft noise impacts established in the SFO ALUCP. The ECR/C Specific Plan area is located outside of the 65dB CNEL noise contour and therefore the CCC Project would be consistent with the noise compatibility policies of the SFO ALUCP.
- (b) Safety Policy Consistency Analysis - The SFO ALUCP includes five sets of safety zones and related land use compatibility policies and criteria. The ECR/C Specific Plan area is located well outside of the safety zones established in the SFO ALUCP and, therefore, the CCC Project would be consistent with the safety zone policies of the SFO ALUCP.

- (c) Airspace Protection Policy Consistency Analysis - The SFO ALUCP incorporates the provisions in Title 14 of the Code of Federal Regulations Part 77 (14 CFR Part 77), “Objects Affecting Navigable Airspace,” as amended, to establish height restrictions and federal notification requirements related to proposed development within the 14 CFR Part 77 airspace boundaries for San Francisco International Airport.

The ECR/Chestnut Specific Plan area does not lie below the FAR Part 77 Imaginary Surfaces for San Francisco International Airport, but it does lie below the airspace protection surfaces defined for Terminal Instrument Procedures (TERPS) surfaces and One-Engine Inoperative (OEI) departure procedures surfaces.

Critical Aeronautical Surface heights in the ECR/C Specific Plan area are 150 feet or more above ground level, while maximum building heights included in the ECR/C Specific Plan area are 120 feet, and should therefore be below the Critical Aeronautical Surface heights. Furthermore, text in the adopted Plan indicates “...the building heights will be required to adhere to the limits indicated in the most recently adopted CLUP.” This requirement is further reinforced by South San Francisco General Plan Policy 2-I-22, which requires that “all development conform to the most recently adopted version of the San Mateo County Comprehensive Airport Land Use Plan.”

Therefore, the CCC Project, including proposed amendments to the El Camino Real/Chestnut Specific Plan Area, South San Francisco General Plan and Zoning Ordinance, which do not affect allowable heights, would be consistent with the SFO ALUCP airspace protection policies.

WHEREAS, at their August 24, 2017 meeting, and based on the factors listed above, the Airport Land Use Committee (ALUC) recommended that the C/CAG Board of Directors, acting as the Airport Land Use Commission, determine the South San Francisco Community Civic Campus amendments consistent with the applicable provisions of the SFO ALUCP; and

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County, acting as the San Mateo County Airport Land Use Commission, that the City of South San Francisco Community Civic Campus Project, including amendments to the El Camino Real/Chestnut Specific Plan Area, South San Francisco General Plan and Zoning Ordinance, is determined to be consistent with the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport.

PASSED, APPROVED, AND ADOPTED, THIS 14TH DAY OF SEPTEMBER, 2017.

Alicia C. Aguirre, Chair



DEPARTMENT OF ECONOMIC
AND COMMUNITY DEVELOPMENT
(650) 829-6620
FAX (650) 829-6657
E-MAIL WEB-ECD@SSF.NET

CITY COUNCIL 2017

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MIKE FUTRELL, CITY MANAGER

July 18, 2017

Susy Kalkin, Transportation Program Specialist
C/CAG - City/County Association of Governments of San Mateo County
555 County Center, 4th Floor
Redwood City, California 94063
--SENT VIA EMAIL--

Susy,

Per our conversation, please consider this letter the City of South San Francisco's formal request for Airport Land Use Commission consistency review of revisions to the 2011 adopted El Camino Real/Chestnut Avenue Area Plan (ECR/C Area Plan).

The City is embarking on a Project that would construct a new Community Civic Campus comprised of a Library and Recreation Facility, a new South San Francisco Police Department headquarters, other City offices, and associated parking structure on the parcels generally bound by El Camino Real and Chestnut Avenue. A new fire station would be constructed on the western project site bordered by Arroyo Drive, Camaritas Avenue and El Camino Real, while the existing Municipal Services Building would be demolished (partially or completely).

To accommodate the Project, the City will update the following:

ECR/C Area Plan, as follows:

1. Change the Public land use designation to El Camino Real Mixed Use North for the Municipal Services Building at 33 Arroyo Drive (Attachment 1 – Map with associated images)

General Plan, as follows:

2. Land Use Diagrams in Chapter 2 and 3 to reflect the new land use designation for the Municipal Services Building

Zoning Ordinance, as follows:

3. Update Chapter 20.270 for project specific needs to alter sub-district descriptions, revise active uses definition, allow site constraint exemptions, and clarify TDM measures for residential projects.

Specific details of these changes are included in Attachment 2 – Summary of Changes.

The City does not anticipate that any of these changes will result in a Project that exceeds the development standards already set forth in the adopted ECR/C Area Plan. Height and land use restrictions will remain the same and therefore the impact to the SFO Airport and its environs should be unchanged.

Please reach out to me with any questions and I am happy to attend any special meetings or hearings, as they are scheduled. We do not anticipate taking action on the Project until November, 2017 but review prior to that time would be great appreciated.

Thanks,

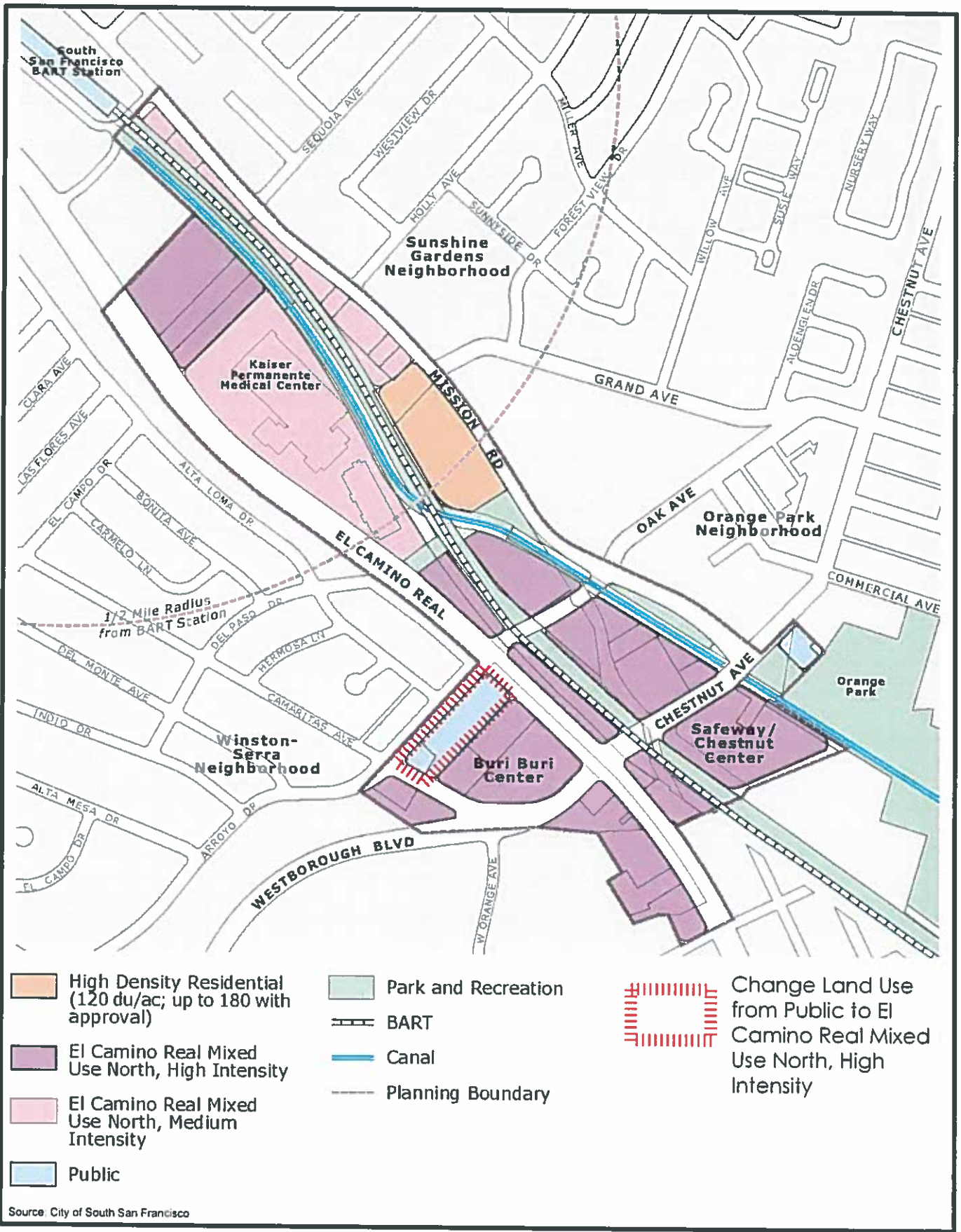


Tony Rozzi, AICP
Senior Planner
650-877-8535
Tony.rozzi@ssf.net

Attachments

Attachment 1 – Map with associated images

Attachment 2 – Summary of Changes

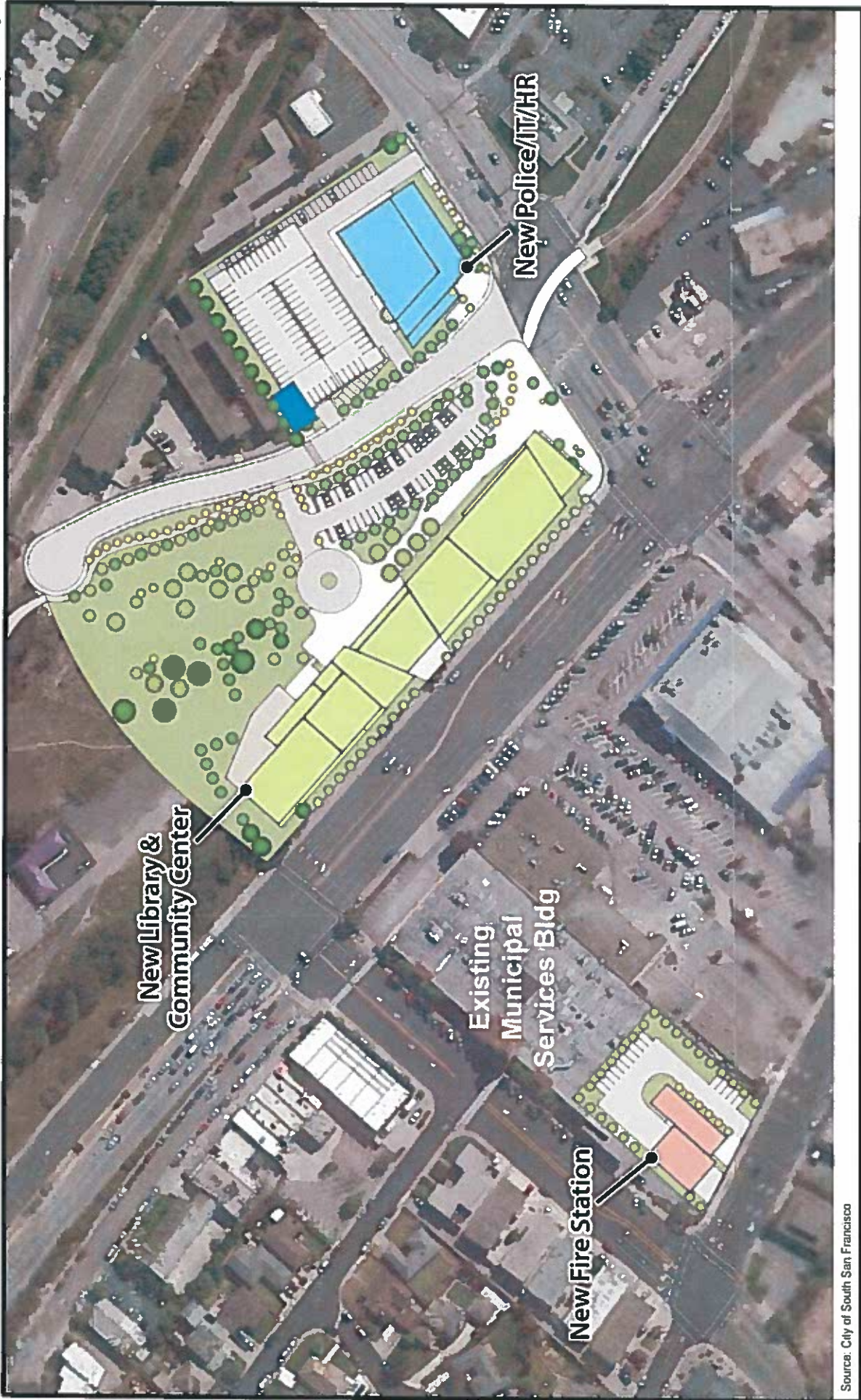


Not To Scale

FIGURE 4
Proposed Land Use Changes



Figure 2.0-2
Project Location



Source: City of South San Francisco

FIGURE 3
Proposed Project

Michael Baker
INTERNATIONAL

Not To Scale

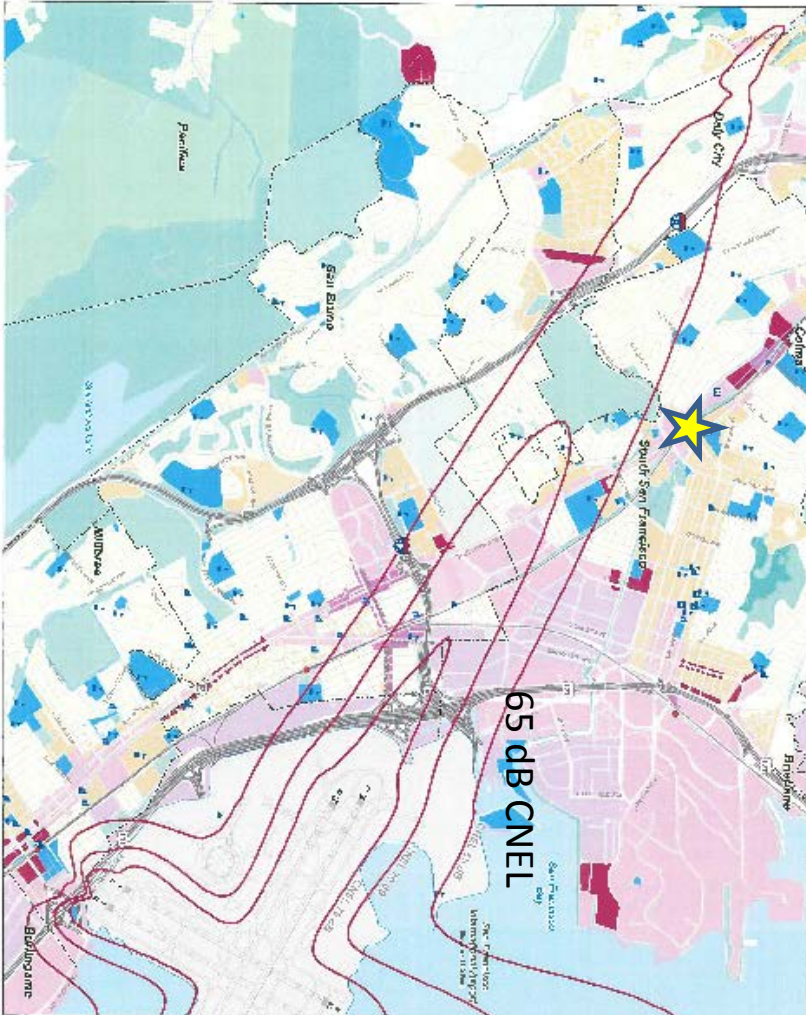
The Project with a Parking Structure will be evaluated as the Preferred Option for purposes of CEQA. Other parking alignments (surface or underground parking) will be evaluated as alternative scenarios.

Summary of Changes to incorporate the Community Civic Campus Project – Updated 7/11/17

Table/Figure	Location	Changes
ECR Chestnut Area Plan		
Figure 2-1: Land Use Diagram	P.46	Changed property south of ECR and east of Oak Ave from Public to Mixed Use High Intensity
Table 2-2: Development Potential Summary	P.50	Combined “Projected within Focus Area” and “Projected Outside Focus Area” to one column “Projected”
Block A-J Massing Diagrams	PP.54-57	Rounded to the nearest five and added approximate symbols to unit, DU and FAR projections
Table 2-1: Standards for Density and Development Intensity	P.49	Added to Note 1 with addition text (underlined) to read “A minimum 0.3 FAR of the required 0.6 FAR shall be active uses. The requirement for a minimum 0.3 FAR of active uses does not apply to projects where 30% of the units are restricted and affordable to low- or low-moderate-income households <u>or where site constraints limit ground-floor development.</u> ”
Table 2-3: Illustrative Concept of Focus Area Development by Block	P.58	Rounded to the nearest five unit, DU and FAR projections and adjusted sum totals accordingly
Figure 3-3: Active Frontages	P.66	Changed active frontages along the Greenway in the southern 2 blocks, and along ECR between Oak Ave and Chestnut Ave from “Active Frontage-Retail and/or Eating and drinking required” and “Active Frontage-Retail required respectively to “Active Frontage”. Also added “Active Frontage-Retail and/or Eating and drinking required along Oak Ave south of ECR.
General Plan Chapter 2		
Figure 2-1 Land Use Diagram	P.2-6	Changed property south of ECR and east of Oak Ave from Public to Mixed Use High Intensity
General Plan Chapter 3		
El Camino Real Sub-Area Land Use Diagram	P.3-26	Changed property south of ECR and east of Oak Ave from Public to Mixed Use High Intensity
Zoning Code		
20.270.002: Sub Districts	P. 1 Word	Updated sub-district descriptions and clarified active uses category and site constraint exemption discretion by Chief Planner
Table 20.270.004-1:	P. 5	Minimum FAR active uses exemption for site

Development Standards	Word	constraints discretion by Chief Planner
20.270.004.A: Additional Development Standards	P. 9 Word	TDM measures for residential projects clarification to allow Chief Planner discretion
Figure 20.270.005(B) Required Active Frontage	P.13 Word	Altered to updated active uses definition

Noise Compatibility



Legend

- Outer Noise Contour
- Inner Noise Contour
- Outer Noise Contour
- Inner Noise Contour
- Outer Noise Contour
- Inner Noise Contour
- Outer Noise Contour
- Inner Noise Contour
- Outer Noise Contour
- Inner Noise Contour
- Outer Noise Contour
- Inner Noise Contour

Map Symbols

- Outer Noise Contour
- Inner Noise Contour
- Outer Noise Contour
- Inner Noise Contour
- Outer Noise Contour
- Inner Noise Contour
- Outer Noise Contour
- Inner Noise Contour
- Outer Noise Contour
- Inner Noise Contour
- Outer Noise Contour
- Inner Noise Contour

Map Labels

- San Bruno
- San Francisco
- San Rafael
- San Francisco
- San Francisco
- San Francisco
- San Francisco
- San Francisco
- San Francisco
- San Francisco
- San Francisco
- San Francisco

65 dB CNEL

Scale

1" = 1/25 Miles

North Arrow

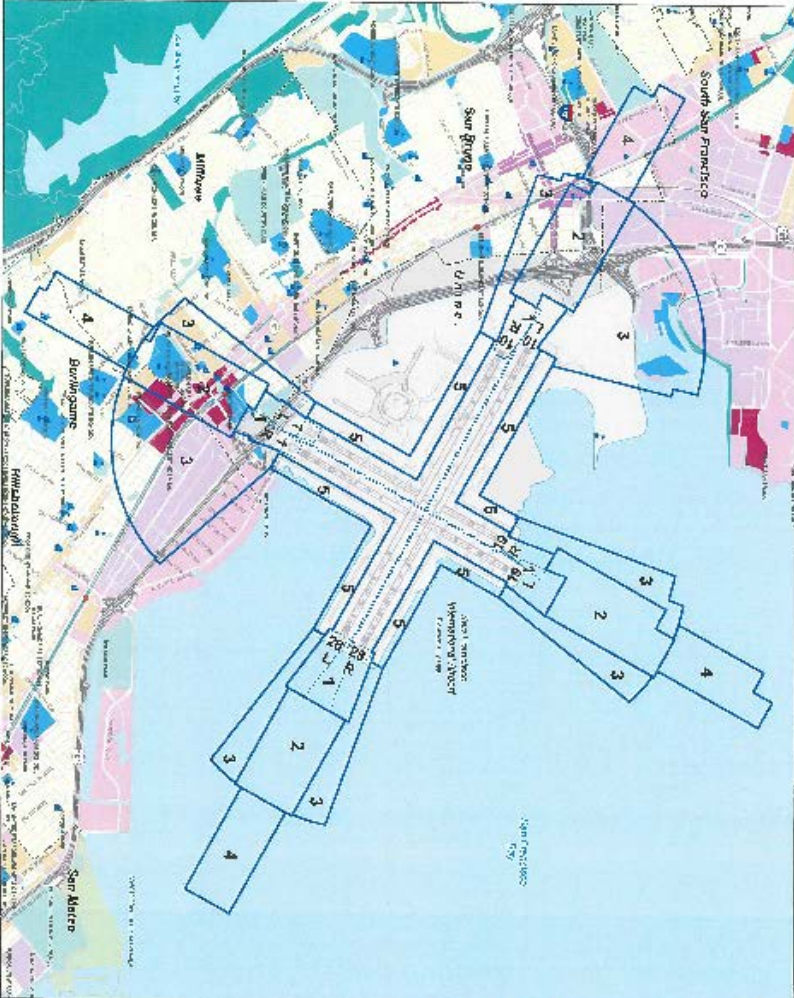
Map Information

Map Date: 11/15/2011
Map Scale: 1:62,500
Map Projection: NAD 83 / UTM Zone 18N
Map Datum: NAD 83
Map Units: Feet
Map Contour Interval: 5 Feet

 - Project Site

Safety Compatibility

- Project Location (approx)
(off-map)



LEGEND

PROJECT LOCATION

- Project Location
- Project Location (Approximate)

SAFETY COMPATIBILITY ZONES

- Zone 1
- Zone 2
- Zone 3
- Zone 4
- Zone 5

Other Features

- San Francisco Bay
- San Francisco
- San Bruno
- San Mateo
- Highway 101
- Highway 92

Scale

1 Mile

North Arrow

North

Map Information

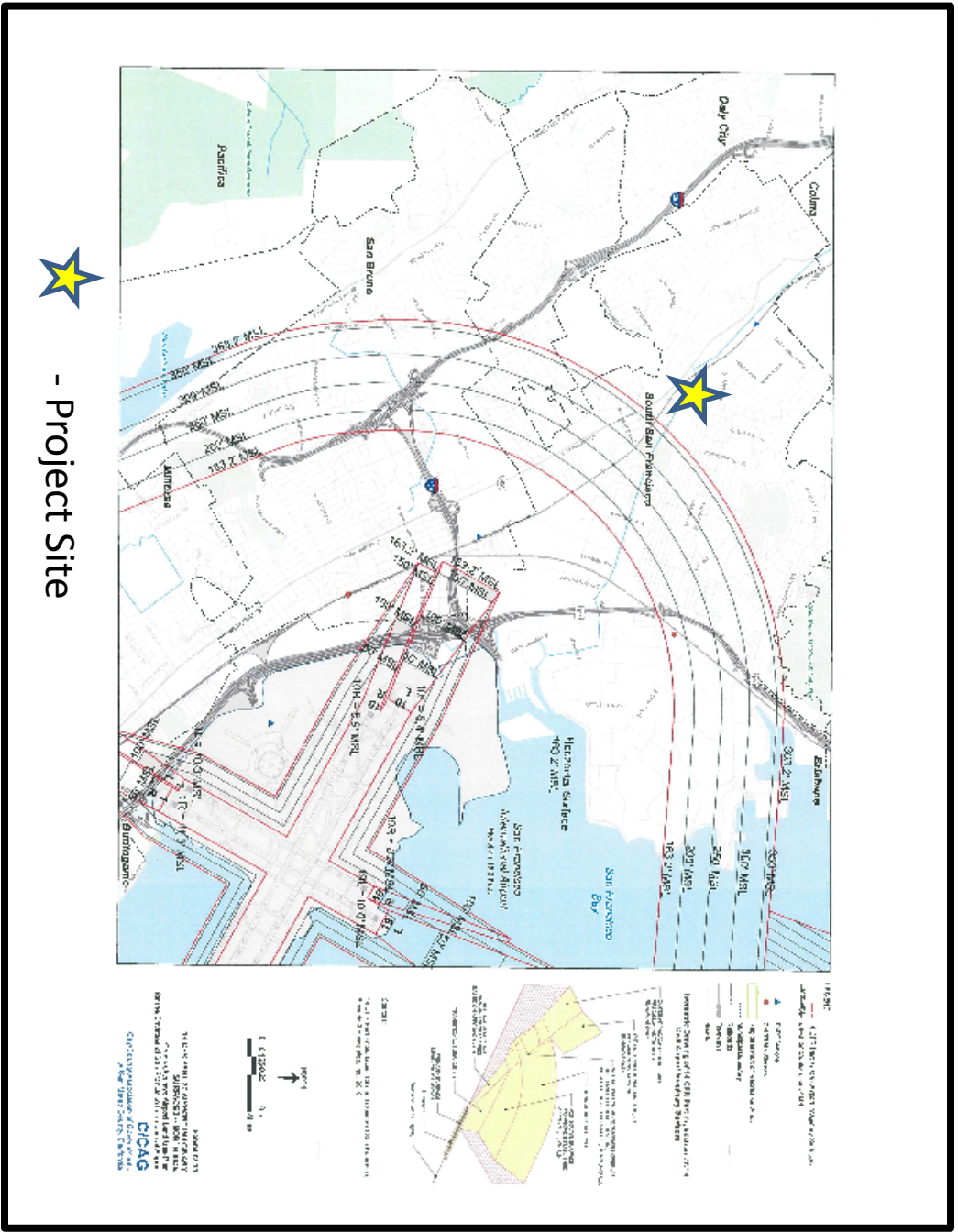
Map Date: 10/15/2010

Map Scale: 1:50,000

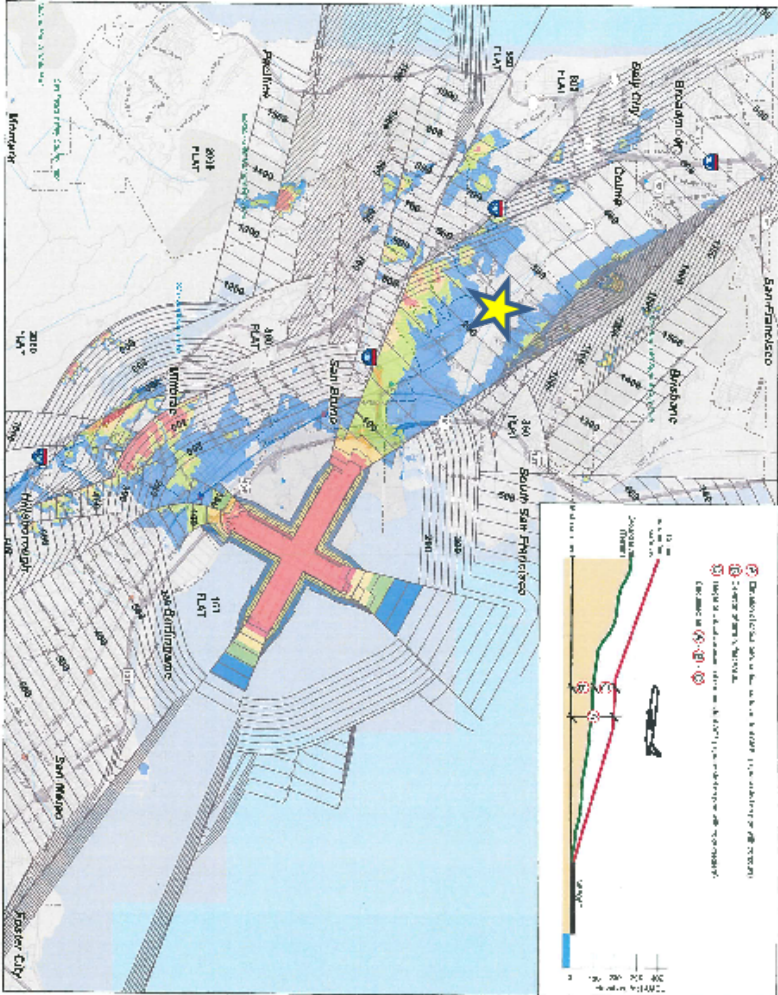
Map Projection: NAD 83

Map Source: Esri, DeLorme, GeoEye, USGS, etc.

PART 77 Imaginary Surfaces



Critical Surfaces



Legend:

- 100-year Flood Zone
- 500-year Flood Zone
- 1% Chance of Exceedance
- Other Critical Surfaces

Notes:

1. This map is a representation of the critical surfaces identified in the project area. It is not a guarantee of the accuracy of the information shown on this map. The user should consult the project documents for more information.



Scale: 1" = 100'

North Arrow: ↑

Legend:

- 100-year Flood Zone
- 500-year Flood Zone
- 1% Chance of Exceedance
- Other Critical Surfaces

Notes:

1. This map is a representation of the critical surfaces identified in the project area. It is not a guarantee of the accuracy of the information shown on this map. The user should consult the project documents for more information.



C/CAG AGENDA REPORT

Date: September 14, 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 17-43 authorizing the C/CAG Executive Director to issue task orders in full compliance with the terms and conditions of on-call airport/land use consistency review service agreements

(For further information or questions, contact Susy Kalkin at 650-599-1467)

RECOMMENDATION

That the Board review and approve Resolution 17-43 authorizing the C/CAG Executive Director to issue task orders in full compliance with the terms and conditions of on-call airport/land use consistency review service agreements.

FISCAL IMPACT

Actual expenditures will be determined based on specific tasks orders to be approved by the Executive Director. Authorization to proceed will be given to consultant only after execution of a specific task order.

SOURCE OF FUNDS

The source of funds is the C/CAG general fund.

BACKGROUND

C/CAG is the designated Airport Land Use Commission for San Mateo County. In this role C/CAG staff works to implement the policies in the adopted Airport Land Use Compatibility Plans (ALUCP) for the environs of three airports in San Mateo County, including San Francisco International Airport, Half Moon Bay Airport, and San Carlos Airport.

Cities that fall within the Airport Influence Area (AIA) for each airport are required to submit land use policies, such as General Plans, Specific Plans and Zoning Ordinances, and certain development actions, to C/CAG for a consistency determination with respect to the adopted Airport Land Use Compatibility Plans (ALUCP). Cities are also required to update their General Plans and other policy documents to be consistent with the applicable ALUCP within 180 days of adoption by the Airport Land Use Commission. The purpose of this policy is to ensure that the new land uses around the airports are consistent with policies designed to provide safety for the people on the ground and in the air, as well as to protect the ability of the airports to operate.

In accordance with State law, the Airport Land Use Commission (C/CAG Board) must respond to a

local agency's request for a consistency determination within 60 days of the receipt of the referral by C/CAG staff. This 60-day period also includes a review by the Airport Land Use Committee. If the C/CAG Board/Airport Land Use Commission does not act within the 60-day review period, the proposed action is deemed consistent with the ALUCP. Coordination/management of this two-step process is critical to completing the review within the mandated timeframe. To aid in this effort, staff recommends that C/CAG contract with airport land use consultants to assist staff and to level out the workload, as needed.

In 2014, the C/CAG Board approved on-call airport/land use consistency review service agreements with three consulting firms, and authorized an initial aggregate budget of \$60,000. In September 2015, the C/CAG Board approved an extension of those agreements to September 30, 2017, and allocated an additional \$40,000 to the budget. Through FY 2016/2017, a total of \$39,866 has been expended.

DISCUSSION

Staff is recommending that the existing on-call service agreements for consistency reviews be amended to add an aggregate total of \$40,000 to be shared among three consulting firms and to extend the contract term to September 30, 2019.

At the September 14, 2017 meeting, the C/CAG Board is also considering the approval of C/CAG Resolutions 17-44, 17-45, and 17-46, authorizing amendments to the on-call service agreements with Ricondo & Associates, Coffman Associates, and ESA Airports, respectively, to provide consistency review services in an aggregate amount not to exceed \$140,000. If approved by the C/CAG Board, Resolution 17-43 will authorize the Executive Director to execute specific task orders, in compliance with said service agreements, on an as-needed basis.

ATTACHMENT

1. Resolution 17-43

RESOLUTION 17-43

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) AUTHORIZING THE C/CAG EXECUTIVE DIRECTOR TO ISSUE TASK ORDERS IN FULL COMPLIANCE WITH THE TERMS AND CONDITIONS OF ON-CALL AIRPORT LAND USE CONSISTENCY REVIEW SERVICE AGREEMENTS

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 Airport Land Use Commission for San Mateo County, and

WHEREAS, as the Airport Land Use Commission C/CAG is required to perform consistency determinations for land use policies and development actions of local land use agencies with respect to the applicable adopted Airport Land Use Compatibility Plans (ALUCP), and

WHEREAS, C/CAG has determined that outside consulting services are required on an as-needed basis for airport/land use consistency determination work, and

WHEREAS, C/CAG has selected Ricondo & Associates, Coffman Associates and ESA Airports to provide airport/land use consistency determination services, and

WHEREAS, C/CAG Executive Director will negotiate and execute individual task orders for specific services with the three firms on an as-needed basis.

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the City/County Association of Governments of San Mateo County authorizing the Executive Director to issue task orders in full compliance with the terms and conditions of on-call airport land use consistency review service agreements.

PASSED, APPROVED, AND ADOPTED, THIS 14TH DAY OF SEPTEMBER 2017.

Alicia C. Aguirre, Chair

C/CAG AGENDA REPORT

Date: September 14, 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 17-44 authorizing the C/CAG Chair to execute the second amendment to the agreement with Ricondo & Associates for airport/land use consistency review on-call consultant services to add an aggregate total of \$40,000 to a new total of \$140,000, to be shared among three consulting firms and to extend the contract term to September 30, 2019.

(For further information or questions, contact Susy Kalkin at 650-599-1467)

RECOMMENDATION

That the C/CAG Board review and approve Resolution 17-44 authorizing the C/CAG Chair to execute the second amendment to the agreement with Ricondo & Associates for airport/land use consistency review on-call consultant services to add an aggregate total of \$40,000 to a new total of \$140,000, to be shared among three consulting firms and to extend the contract term to September 30, 2017.

FISCAL IMPACT

Execution of this amendment will authorize an additional aggregate amount of \$40,000 to a new aggregate amount of \$140,000 to be shared among three consulting firms and to extend the contract term by two years. Actual expenditures will be determined based on specific tasks orders to be approved by the Executive Director, as authorized by Resolution 17-43. Authorization to proceed will be given to consultant only after execution of a specific task order.

SOURCE OF FUNDS

The source of funds is the C/CAG general fund.

BACKGROUND

C/CAG is the designated Airport Land Use Commission for San Mateo County. In this role C/CAG staff works to implement the policies in the adopted Airport Land Use Compatibility Plans (ALUCP) for the environs of three airports in San Mateo County, including San Francisco International Airport, Half Moon Bay Airport, and San Carlos Airport.

Cities that fall within the Airport Influence Area (AIA) for each airport are required to submit land use policies, such as General Plans, Specific Plans and Zoning Ordinances, and certain development actions, to C/CAG for a consistency determination with respect to the adopted Airport Land Use Compatibility Plans (ALUCP). Cities are also required to update their General Plans and other policy

documents to be consistent with the applicable ALUCP within 180 days of adoption by the Airport Land Use Commission. The purpose of this policy is to ensure that the new land uses around the airports are consistent with policies designed to provide safety for the people on the ground and in the air, as well as to protect the ability of the airports to operate.

In accordance with State law, the Airport Land Use Commission (C/CAG Board) must respond to a local agency's request for a consistency determination within 60 days of the receipt of the referral by C/CAG staff. This 60-day period also includes a review by the Airport Land Use Committee. If the C/CAG Board/Airport Land Use Commission does not act within the 60-day review period, the proposed action is deemed consistent with the ALUCP. Coordination/management of this two-step process is critical to completing the review within the mandated timeframe. To aid in this effort, staff has recommended that C/CAG contract with airport land use consultants to assist staff and to level out the workload, as needed.

At the September 11, 2014 C/CAG Board meeting, the Board approved on-call consultant service agreements for an aggregate total of \$60,000 to be shared among three airport/land use planning firms to provide assistance with consistency determination work with the Airport Land Use Compatibility Plans for the three airports in the county. On September 10, 2015, the C/CAG Board approved the first amendment to these agreements, augmenting the budget by an aggregate total of \$40,000, and extending the contract term to September 30, 2017.

The consistency determination work by the consultants has been requested by staff on an as-needed basis. To date there has been approximately \$40,000 of the \$100,000 authorized amount spent on this work. Staff recommends that the unused funds of \$60,000 from FY 16/17 be rolled over into FY 17/18 and FY 18/19. Staff also recommends that an additional aggregate total of \$40,000 be added to this sum to be shared among the three consulting firms and to extend the contract term by two years, to September 30, 2019. Staff also recommends that the Scope of Work be amended, as appended to Attachment 2, to reflect minor adjustments to the payment schedule.

This amendment shall be in a form approved by C/CAG legal counsel.

ATTACHMENT

1. Resolution 17-44
2. Second Amendment with Ricondo & Associates

RESOLUTION 17-44

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) AUTHORIZING THE C/CAG CHAIR TO EXECUTE THE SECOND AMENDMENT TO THE AGREEMENT WITH RICONDO & ASSOCIATES FOR AIRPORT/LAND USE CONSISTENCY REVIEW SERVICES TO ADD AN AGGREGATE TOTAL OF \$40,000 TO BE SHARED AMONG THREE CONSULTING FIRMS AND TO EXTEND THE CONTRACT TERM TO SEPTEMBER 30, 2019.

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 Airport Land Use Commission for San Mateo County; and

WHEREAS, as the Airport Land Use Commission, C/CAG is required to perform consistency determinations for land use policies and development actions of local land use agencies with respect to applicable adopted Airport Land Use Compatibility Plans; and

WHEREAS, C/CAG has determined that outside consulting services are required on an as-needed basis for airport/land use consistency determination work; and

WHEREAS, on September 11, 2014, C/CAG approved agreements with Ricondo & Associates, Coffman Associates and ESA Airports to provide airport/land use consistency determination services in an aggregate total amount of \$60,000 to be shared among the three firms; and

WHEREAS, on September 10, 2015, C/CAG approved the First Amendment to the agreements with Ricondo & Associates, Coffman Associates and ESA Airports, extending the term of the agreements to September 30, 2017, and augmenting the budget by \$40,000, for an aggregate total amount of \$100,000 to be shared among the three firms; and

WHEREAS, C/CAG has determined that a revised scope, additional time and additional funding are required to provide on-going airport/land use consistency determination services for the next two years; and

WHEREAS, the C/CAG Executive Director will negotiate and execute individual task orders for specific services on an as-needed basis with the three firms, not to exceed the approved aggregate total amount.

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 Second Amendment to the agreement with Ricondo & Associates for airport/land use consistency review services to add an aggregate total of \$40,000 and to extend the contract term to September 30, 2019. Be it further resolved that the C/CAG Executive Director is authorized to negotiate the final terms of said amendment prior to its execution by the C/CAG Chair, subject to approval as to form by C/CAG Legal Counsel.

PASSED, APPROVED, AND ADOPTED, THIS 14TH DAY OF SEPTEMBER 2017.

Alicia C. Aguirre, Chair

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF
SAN MATEO COUNTY
SECOND AMENDMENT TO AGREEMENT WITH
RICONDO AND ASSOCIATES**

WHEREAS, the City/County Association of Governments (hereinafter referred to as C/CAG), and Ricondo and Associates (hereinafter referred to as Ricondo) are parties to an Agreement dated September 11, 2014, regarding on-call consultant services related to airport land use consistency reviews (the “Original Agreement”); and

WHEREAS, on September 10, 2015, C/CAG approved, and the parties subsequently executed, the First Amendment to the Original Agreement (the “First Amendment”) to increase the dollar amount, to extend the term of the agreement for two additional years and to modify the scope to meet the on-going C/CAG need for consultant services related to airport/land use consistency determinations; and

WHEREAS, C/CAG has determined that there is a need to further extend the term and increase the dollar amount of the Original Agreement, as amended by the First Amendment, to meet C/CAG’s continuing need for consultant services related to airport/land use consistency determinations; and

WHEREAS, the parties now desire to enter into this second amendment revising certain terms of the Original Agreement, as amended by the First Amendment.

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

1. This second amendment shall be in effect as of September 14, 2017.
2. The not-to-exceed aggregate total amount of payment from C/CAG to Ricondo provided in section 2 of the Original Agreement, which was increased from sixty thousand dollars (\$60,000) to one hundred thousand dollars (\$100,000) pursuant to the First Amendment, is hereby increased from one hundred thousand dollars (\$100,000) to one hundred forty thousand dollars (\$140,000). The additional forty thousand dollars (\$40,000) in funds will be paid for services in the same manner as described in the Original Agreement.
3. “Revised Exhibit A” to the Original Agreement will be replaced in its entirety with “Exhibit A - 2017”, attached hereto.
4. The contract termination date provided in section 5 of the Original Agreement is hereby extended to September 30, 2019.
5. All other provisions of the Original Agreement shall remain in full force and effect.

For C/CAG:

Alicia C. Aguirre, Chair

Date:_____

Approved as to form:

C/CAG Legal Counsel

For Ricondo:

Date:_____

Exhibit A - 2017

Planning Services Related to Administration of the SFO ALUCP

Scope of Work

October 1, 2017

The City/County Association of Governments of San Mateo County (C/CAG) and Ricondo & Associates, Inc. (R&A) entered into an agreement on September 11, 2014 for the review of general plan housing elements for consistency with the Comprehensive Airport Land Use Compatibility Plan (ALUCP) for the Environs of San Francisco International Airport (SFO). C/CAG and R&A subsequently extended the original agreement through September 30, 2017.

C/CAG desires to extend the term of the contract again and has requested R&A to prepare this Scope of Work for additional services related to administration of the SFO ALUCP.

This Scope of Work involves a potentially wide range of on-call services, which may include:

- The review of general plans and amendments, specific plans and amendments, and zoning ordinances and amendments for consistency with the SFO ALUCP
- Research and consultation on matters related to the SFO ALUCP
- Training services related to ALUCP implementation and administration
- Other services as requested

R&A will prepare a specific scope of work and budget for any requested assignment and will undertake work only upon receipt of a written task authorization from C/CAG.

Revised Exhibit B

Planning Services Related to Administration of the SFO ALUCP

Schedule of Rates October 1, 2017

R&A will charge labor based on employee job classification according to the rates noted in the following table. The rates are fully inclusive of overhead.

Classification	Hourly Rate
Officer	\$350.00
Director	\$300.00
Managing Consultant/Manager	\$250.00
Senior Consultant/Technical Specialist II	\$210.00
Consultant/Technical Specialist I	\$170.00
Technical Specialist/Administrative Support	\$140.00

C/CAG AGENDA REPORT

Date: September 14, 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 17-45 authorizing the C/CAG Chair to execute the second amendment to the agreement with Coffman Associates for airport/land use consistency review on-call consultant services to add an aggregate total of \$40,000 to a new total of \$140,000, to be shared among three consulting firms and to extend the contract term to September 30, 2019.

(For further information or questions, contact Susy Kalkin at 650-599-1467)

RECOMMENDATION

That the C/CAG Board review and approve Resolution 17-45 authorizing the C/CAG Chair to execute the second amendment to the agreement with Coffman Associates for airport/land use consistency review on-call consultant services to add an aggregate total of \$40,000 to a new total of \$140,000, to be shared among three consulting firms and to extend the contract term to September 30, 2017.

FISCAL IMPACT

Execution of this amendment will authorize an additional aggregate amount of \$40,000 to a new aggregate amount of \$140,000 to be shared among three consulting firms and to extend the contract term by two years. Actual expenditures will be determined based on specific tasks orders to be approved by the Executive Director, as authorized by Resolution 17-43. Authorization to proceed will be given to consultant only after execution of a specific task order.

SOURCE OF FUNDS

The source of funds is the C/CAG general fund.

BACKGROUND

C/CAG is the designated Airport Land Use Commission for San Mateo County. In this role C/CAG staff works to implement the policies in the adopted Airport Land Use Compatibility Plans (ALUCP) for the environs of three airports in San Mateo County, including San Francisco International Airport, Half Moon Bay Airport, and San Carlos Airport.

Cities that fall within the Airport Influence Area (AIA) for each airport are required to submit land use policies, such as General Plans, Specific Plans and Zoning Ordinances, and certain development actions, to C/CAG for a consistency determination with respect to the adopted Airport Land Use Compatibility Plans (ALUCP). Cities are also required to update their General Plans and other policy

documents to be consistent with the applicable ALUCP within 180 days of adoption by the Airport Land Use Commission. The purpose of this policy is to ensure that the new land uses around the airports are consistent with policies designed to provide safety for the people on the ground and in the air, as well as to protect the ability of the airports to operate.

In accordance with State law, the Airport Land Use Commission (C/CAG Board) must respond to a local agency's request for a consistency determination within 60 days of the receipt of the referral by C/CAG staff. This 60-day period also includes a review by the Airport Land Use Committee. If the C/CAG Board/Airport Land Use Commission does not act within the 60-day review period, the proposed action is deemed consistent with the ALUCP. Coordination/management of this two-step process is critical to completing the review within the mandated timeframe. To aid in this effort, staff has recommended that C/CAG contract with airport land use consultants to assist staff and to level out the workload, as needed.

At the September 11, 2014 C/CAG Board meeting, the Board approved on-call consultant service agreements for an aggregate total of \$60,000 to be shared among three airport/land use planning firms to provide assistance with consistency determination work with the Airport Land Use Compatibility Plans for the three airports in the county. On September 10, 2015, the C/CAG Board approved the first amendment to these agreements, augmenting the budget by an aggregate total of \$40,000, and extending the contract term to September 30, 2017.

The consistency determination work by the consultants has been requested by staff on an as-needed basis. To date there has been approximately \$40,000 of the \$100,000 authorized amount spent on this work. Staff recommends that the unused funds of \$60,000 from FY 16/17 be rolled over into FY 17/18 and FY 18/19. Staff also recommends that an additional aggregate total of \$40,000 be added to this sum to be shared among the three consulting firms and to extend the contract term by two years, to September 30, 2019. Staff also recommends that the Scope of Work be amended, as appended to Attachment 2, to reflect minor adjustments to the payment schedule.

This amendment shall be in a form approved by C/CAG legal counsel.

ATTACHMENT

1. Resolution 17-45
2. Second Amendment with Coffman Associates

RESOLUTION 17-45

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) AUTHORIZING THE C/CAG CHAIR TO EXECUTE THE SECOND AMENDMENT TO THE AGREEMENT WITH COFFMAN ASSOCIATES FOR AIRPORT/LAND USE CONSISTENCY REVIEW SERVICES TO ADD AN AGGREGATE TOTAL OF \$40,000 TO BE SHARED AMONG THREE CONSULTING FIRMS AND TO EXTEND THE CONTRACT TERM TO SEPTEMBER 30, 2019

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 Airport Land Use Commission for San Mateo County; and

WHEREAS, as the Airport Land Use Commission, C/CAG is required to perform consistency determinations for land use policies and development actions of local land use agencies with respect to applicable adopted Airport Land Use Compatibility Plans; and

WHEREAS, C/CAG has determined that outside consulting services are required on an as-needed basis for airport/land use consistency determination work; and

WHEREAS, on September 11, 2014, C/CAG approved agreements with Ricondo & Associates, Coffman Associates and ESA Airports to provide airport/land use consistency determination services in an aggregate total amount of \$60,000 to be shared among the three firms; and

WHEREAS, on September 10, 2015, C/CAG approved the First Amendment to the agreements with Ricondo & Associates, Coffman Associates and ESA Airports, extending the term of the agreements to September 30, 2017, and augmenting the budget by \$40,000, for an aggregate total amount of \$100,000 to be shared among the three firms; and

WHEREAS, C/CAG has determined that a revised scope, additional time and additional funding are required to provide on-going airport/land use consistency determination services for the next two years; and

WHEREAS, the C/CAG Executive Director will negotiate and execute individual task orders for specific services on an as-needed basis with the three firms, not to exceed the approved aggregate total amount.

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 Second Amendment to the agreement with Coffman Associates for airport/land use consistency review services to add an aggregate total of \$40,000 and to extend the contract term to September 30, 2019. Be it further resolved that the C/CAG Executive Director is authorized to negotiate the final terms of said amendment prior to its execution by the C/CAG Chair, subject to approval as to form by C/CAG Legal Counsel.

PASSED, APPROVED, AND ADOPTED, THIS 14TH DAY OF SEPTEMBER 2017.

Alicia C. Aguirre, Chair

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF
SAN MATEO COUNTY
SECOND AMENDMENT TO AGREEMENT WITH
COFFMAN ASSOCIATES**

WHEREAS, the City/County Association of Governments (hereinafter referred to as C/CAG), and Coffman Associates (hereinafter referred to as Coffman) are parties to an Agreement dated September 11, 2014, regarding on-call consultant services related to airport land use consistency reviews (the “Original Agreement”); and

WHEREAS, on September 10, 2015, C/CAG approved, and the parties subsequently executed, the First Amendment to the Original Agreement (the “First Amendment”) to increase the dollar amount, to extend the term of the agreement for two additional years and to modify the scope to meet the on-going C/CAG need for consultant services related to airport/land use consistency determinations; and

WHEREAS, C/CAG has determined that there is a need to further extend the term and increase the dollar amount of the Original Agreement, as amended by the First Amendment, to meet C/CAG’s continuing need for consultant services related to airport/land use consistency determinations; and

WHEREAS, the parties now desire to enter into this second amendment revising certain terms of the Original Agreement, as amended by the First Amendment.

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

1. This second amendment shall be in effect as of September 14, 2017.
2. The not-to-exceed aggregate total amount of payment from C/CAG to Coffman provided in section 2 of the Original Agreement, which was increased from sixty thousand dollars (\$60,000) to one hundred thousand dollars (\$100,000) pursuant to the First Amendment, is hereby increased from one hundred thousand dollars (\$100,000) to one hundred forty thousand dollars (\$140,000). The additional forty thousand dollars (\$40,000) in funds will be paid for services in the same manner as described in the Original Agreement.
3. “Revised Exhibit A” to the Original Agreement will be replaced in its entirety with “Exhibit A - 2017”, attached hereto.
4. The contract termination date provided in section 5 of the Original Agreement is hereby extended to September 30, 2019.
5. All other provisions of the Original Agreement shall remain in full force and effect.

For C/CAG:

Alicia C. Aguirre, Chair

Date:_____

Approved as to form:

C/CAG Legal Counsel

For Coffman:

Date:_____

Exhibit A - 2017

Scope of Work

San Mateo County Consistency Determination Analysis

Description: As directed by staff, assess the relationship of the San Mateo County Airport Land Use Compatibility Plans to: (1) planning and zoning documents and development proposals within the airport influence areas; and (2) identify any changes or actions required to achieve and maintain consistency among those plans and proposals.

Responsibilities:

Consultant: Primary responsibility for task.

Sponsor: Review and coordination.

Product: San Mateo County Airport Land Use Compatibility Plan consistency determination analysis for planning and zoning documents and development proposals within the airport influence areas.

Our Hourly Rates:

Principal	\$292
Senior Professional	\$245
Professional	\$190
Technical	\$126

C/CAG AGENDA REPORT

Date: September 14, 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 17-46 authorizing the C/CAG Chair to execute the second amendment to the agreement with ESA Airports for airport/land use consistency review on-call consultant services to add an aggregate total of \$40,000 to a new total of \$140,000, to be shared among three consulting firms and to extend the contract term to September 30, 2019.

(For further information or questions, contact Susy Kalkin at 650-599-1467)

RECOMMENDATION

That the C/CAG Board review and approve Resolution 17-46 authorizing the C/CAG Chair to execute the second amendment to the agreement with ESA Airports for airport/land use consistency review on-call consultant services to add an aggregate total of \$40,000 to a new total of \$140,000, to be shared among three consulting firms and to extend the contract term to September 30, 2017.

FISCAL IMPACT

Execution of this amendment will authorize an additional aggregate amount of \$40,000 to a new aggregate amount of \$140,000 to be shared among three consulting firms and to extend the contract term by two years. Actual expenditures will be determined based on specific tasks orders to be approved by the Executive Director, as authorized by Resolution 17-43. Authorization to proceed will be given to consultant only after execution of a specific task order.

SOURCE OF FUNDS

The source of funds is the C/CAG general fund.

BACKGROUND

C/CAG is the designated Airport Land Use Commission for San Mateo County. In this role C/CAG staff works to implement the policies in the adopted Airport Land Use Compatibility Plans (ALUCP) for the environs of three airports in San Mateo County, including San Francisco International Airport, Half Moon Bay Airport, and San Carlos Airport.

Cities that fall within the Airport Influence Area (AIA) for each airport are required to submit land use policies, such as General Plans, Specific Plans and Zoning Ordinances, and certain development actions, to C/CAG for a consistency determination with respect to the adopted Airport Land Use Compatibility Plans (ALUCP). Cities are also required to update their General Plans and other policy documents to be consistent with the applicable ALUCP within 180 days of adoption by the Airport

Land Use Commission. The purpose of this policy is to ensure that the new land uses around the airports are consistent with policies designed to provide safety for the people on the ground and in the air, as well as to protect the ability of the airports to operate.

In accordance with State law, the Airport Land Use Commission (C/CAG Board) must respond to a local agency's request for a consistency determination within 60 days of the receipt of the referral by C/CAG staff. This 60-day period also includes a review by the Airport Land Use Committee. If the C/CAG Board/Airport Land Use Commission does not act within the 60-day review period, the proposed action is deemed consistent with the ALUCP. Coordination/management of this two-step process is critical to completing the review within the mandated timeframe. To aid in this effort, staff has recommended that C/CAG contract with airport land use consultants to assist staff and to level out the workload, as needed.

At the September 11, 2014 C/CAG Board meeting, the Board approved on-call consultant service agreements for an aggregate total of \$60,000 to be shared among three airport/land use planning firms to provide assistance with consistency determination work with the Airport Land Use Compatibility Plans for the three airports in the county. On September 10, 2015, the C/CAG Board approved the first amendment to these agreements, augmenting the budget by an aggregate total of \$40,000, and extending the contract term to September 30, 2017.

The consistency determination work by the consultants has been requested by staff on an as-needed basis. To date there has been approximately \$40,000 of the \$100,000 authorized amount spent on this work. Staff recommends that the unused funds of \$60,000 from FY 16/17 be rolled over into FY 17/18 and FY 18/19. Staff also recommends that an additional aggregate total of \$40,000 be added to this sum to be shared among the three consulting firms and to extend the contract term by two years, to September 30, 2019. Staff also recommends that the Scope of Work be amended, as appended to Attachment 2, to reflect minor adjustments to the payment schedule.

This amendment shall be in a form approved by C/CAG legal counsel.

ATTACHMENT

1. Resolution 17-46
2. Second Amendment with ESA Airports

RESOLUTION 17-46

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) AUTHORIZING THE C/CAG CHAIR TO EXECUTE THE SECOND AMENDMENT TO THE AGREEMENT WITH ESA AIRPORTS FOR AIRPORT/LAND USE CONSISTENCY REVIEW SERVICES TO ADD AN AGGREGATE TOTAL OF \$40,000 TO BE SHARED AMONG THREE CONSULTING FIRMS AND TO EXTEND THE CONTRACT TERM TO SEPTEMBER 30, 2019.

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 Airport Land Use Commission for San Mateo County; and

WHEREAS, as the Airport Land Use Commission, C/CAG is required to perform consistency determinations for land use policies and development actions of local land use agencies with respect to applicable adopted Airport Land Use Compatibility Plans; and

WHEREAS, C/CAG has determined that outside consulting services are required on an as-needed basis for airport/land use consistency determination work; and

WHEREAS, on September 11, 2014, C/CAG approved agreements with Ricondo & Associates, Coffman Associates and ESA Airports to provide airport/land use consistency determination services in an aggregate total amount of \$60,000 to be shared among the three firms; and

WHEREAS, on September 10, 2015, C/CAG approved the First Amendment to the agreements with Ricondo & Associates, Coffman Associates and ESA Airports, extending the term of the agreements to September 30, 2017, and augmenting the budget by \$40,000, for an aggregate total amount of \$100,000 to be shared among the three firms; and

WHEREAS, C/CAG has determined that a revised scope, additional time and additional funding are required to provide on-going airport/land use consistency determination services for the next two years; and

WHEREAS, the C/CAG Executive Director will negotiate and execute individual task orders for specific services on an as-needed basis with the three firms, not to exceed the approved aggregate total amount.

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 Second Amendment to the agreement with ESA Airports for airport/land use consistency review services to add an aggregate total of \$40,000 and to extend the contract term to September 30, 2019. Be it further resolved that the C/CAG Executive Director is authorized to negotiate the final terms of said amendment prior to its execution by the C/CAG Chair, subject to approval as to form by C/CAG Legal Counsel.

PASSED, APPROVED, AND ADOPTED, THIS 14TH DAY OF SEPTEMBER 2017.

Alicia C. Aguirre, Chair

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF
SAN MATEO COUNTY
SECOND AMENDMENT TO AGREEMENT WITH
ESA AIRPORTS**

WHEREAS, the City/County Association of Governments (hereinafter referred to as C/CAG), and ESA Airports (hereinafter referred to as ESA) are parties to an Agreement dated September 11, 2014, regarding on-call consultant services related to airport land use consistency reviews (the “Original Agreement”); and

WHEREAS, on September 10, 2015, C/CAG approved, and the parties subsequently executed, the First Amendment to the Original Agreement (the “First Amendment”) to increase the dollar amount, to extend the term of the agreement for two additional years and to modify the scope to meet the on-going C/CAG need for consultant services related to airport/land use consistency determinations; and

WHEREAS, C/CAG has determined that there is a need to further extend the term and increase the dollar amount of the Original Agreement, as amended by the First Amendment, to meet C/CAG’s continuing need for consultant services related to airport/land use consistency determinations; and

WHEREAS, the parties now desire to enter into this second amendment revising certain terms of the Original Agreement, as amended by the First Amendment.

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

1. This second amendment shall be in effect as of September 14, 2017.
2. The not-to-exceed aggregate total amount of payment from C/CAG to ESA provided in section 2 of the Original Agreement, which was increased from sixty thousand dollars (\$60,000) to one hundred thousand dollars (\$100,000) pursuant to the First Amendment, is hereby increased from one hundred thousand dollars (\$100,000) to one hundred forty thousand dollars (\$140,000). The additional forty thousand dollars (\$40,000) in funds will be paid for services in the same manner as described in the Original Agreement.
3. “Revised Exhibit A” to the Original Agreement will be replaced in its entirety with “Exhibit A - 2017”, attached hereto.
4. The contract termination date provided in section 5 of the Original Agreement is hereby extended to September 30, 2019.
5. All other provisions of the Original Agreement shall remain in full force and effect.

For C/CAG:

Alicia C. Aguirre, Chair

Date: _____

Approved as to form:

C/CAG Legal Counsel

For ESA:

Date: _____

Exhibit A - 2017

September 6, 2017

Ms. Sandy Wong
Executive Director
City/County Association of Governments of San Mateo County (C/CAG)
555 County Center, 5th Floor
Redwood City, CA 94063

Subject: As-Needed Consulting Services – ALUCP Consistency Reviews

Dear Ms. Wong:

Environmental Science Associates (ESA) is pleased to submit this letter proposal to provide as-needed consulting services to C/CAG related to performing consistency reviews for projects and plans in the vicinity of San Carlos Airport (including Housing Elements for a subset of the 21 jurisdictions in San Mateo County) to determine if they are consistent with land use criteria and policies incorporated into the airport land use compatibility plan (ALUCP) for San Carlos Airport. Projects and plans within the following jurisdictions may be reviewed for consistency with the San Carlos Airport ALUCP: the City of Redwood City, the City of San Carlos, the City of Foster City, the City of Belmont, the City of San Mateo, and San Mateo County.

I would serve as the Project Director for the consistency review assignment(s) and would be responsible for on-time, on-budget delivery and overall quality assurance and quality control for project deliverables. I would also be C/CAG's primary point-of-contact for the duration of the as-needed services contract.

I would be assisted by two of ESA's top city planners: Project Manager Harriet Ross and Deputy Project Manager Matthew Pruter. Harriet and Matt each possess extensive city planning/community planning experience, expertise with General Plan Updates, and expertise with ALUCPs. Matt would serve as the lead planner/technical staff for the consistency review assignment(s). Harriet would provide technical oversight and would assist me with project management. Other ESA planning staff would be available to assist as required.

The consistency review services described herein would be provided on a time and materials basis for a not-to-exceed fee established in advance with C/CAG. The following hourly billing rates would be used to develop all task order budgets: Steve Alverson (\$285), Harriet Ross (\$230), Matthew Pruter (\$100). Any out-of-pocket expenses would be billed at cost.



Ms. Sandy Wong
September 6, 2017
Page 2

We appreciate the opportunity to submit our proposal, and look forward to your response. If you have any questions or would like additional information, please contact me at 916.564.4500 or salverson@esassoc.com.

Sincerely,

A handwritten signature in blue ink, reading "Steven R. Alverson". The signature is fluid and cursive, with the first name "Steven" being the most prominent.

Steven R. Alverson
Senior Vice President, ESA Airports

cc: Susy Kalkin, C/CAG staff

C/CAG AGENDA REPORT

Date: September 14, 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 17-48 in support of International Walk to School Day.

(For further information or questions, contact Sara Muse at 650-599-1460)

RECOMMENDATION

That the C/CAG Board review and approve Resolution 17-48 in support of International Walk to School Day.

FISCAL IMPACT

No fiscal impact.

SOURCE OF FUNDS

Not applicable.

BACKGROUND

C/CAG staff is recommending Board review and approve Resolution 17-48 in support of International Walk to School Day. The purpose of the Resolution is to demonstrate C/CAG's support of the Safe Routes to School Initiative and International Walk to School Day on October 4, 2017.

Safe Routes to School Program

C/CAG is the designated fiscal agent that receives and distributes federal funds programmed for regional safe routes to school programs. C/CAG contracts with the San Mateo County Office of Education (COE) to provide day-to-day administration of the program.

The San Mateo County Safe Routes to School Program (Program) enables and encourages children to walk or bicycle to schools by implementing projects and activities to improve health and safety, and also reduce traffic congestion due to school-related travels. The Program, initiated in June 2011, is funded by a combination of federal funds received from the Metropolitan Transportation Commission's (MTC's) Regional Safe Routes to School Program and local Measure M (\$10 Vehicle Registration Fee). In addition to providing student safety education, outreach, encouragement, and evaluation activities, the Program includes performing walk and bike audits to document factors that impacts safe walking and bicycling as well as traffic congestion attributed to school-related travels.

COE has requested C/CAG's support in promoting the Safe Routes to School Initiative and International Walk to School Day.

International Walk to School Day

International Walk to School Day (IWTSD) is an annual event held by schools in October to encourage students, parents, and community members to use alternate modes of transportation to get to school. According to Walk Bike To School.org, the first national walk to school day was held in Chicago in 1997, which was sponsored by the Partnership for a Walkable America. The event became international in 2000 when Canada and the United Kingdom hosted their first events.

October is designated as International Walk to School Month which brings together more than 40 countries to educate communities on safe ways to walk to school. COE has designated the first Wednesday of each October, this year October 4, 2017, as IWTSD in San Mateo County.

ATTACHMENTS

1. Resolution 17-48
2. 2016 Walk to School Day Toolkit

RESOLUTION 17-48

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING C/CAG CHAIR TO APPROVE THE RESOLUTION IN SUPPORT OF INTERNATIONAL WALK TO SCHOOL DAY

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 the designated fiscal agent that receives and distributes federal funds programmed for regional safe routes to school programs; and

WHEREAS, C/CAG supports infrastructure projects that enable children to walk and bike to school safely; and

WHEREAS, C/CAG supports walking and biking to school to help enhance the health and overall physical activity of children, improve air quality and the environment, and reduce traffic congestion and speed in and around school zones; and

WHEREAS, C/CAG supports the idea that driving students to school by private vehicle contributes to traffic congestion and air pollution; and

WHEREAS, C/CAG supports the idea that Safe Routes to School teaches children pedestrian and bicyclist safety; and

WHEREAS, C/CAG supports the idea that everyone is a pedestrian and having safer routes to and from schools can decrease pedestrian and bicyclist related injuries, not just for students, but for the entire community; and

WHEREAS, children, parents and community leaders around the world are joining together to walk to school on International Walk to School Day, which has proven to be helpful in encouraging children that walking to school can be fun.

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 approve the Resolution in support of the International Walk to School Day.

PASSED, APPROVED, AND ADOPTED, THIS 14TH DAY OF SEPTEMBER 2017.

Alicia C. Aguirre, Chair

2016 International Walk & Roll to School Day Toolkit



Content:

- Event Description
- Materials You Will Receive
- Event Timeline
- Additional Resources

This toolkit can also be found by going to:

<http://tinyurl.com/hunxtog>



San Mateo County
SAFE ROUTES TO SCHOOL
Healthy Kids • Green Communities • Safe Journeys



International Walk & Roll to School Day/Week Wednesday October 5, 2016

Event Description

International Walk & Roll to School Day is an annual event held by schools across the world in early October to encourage students, parents, and the school community to walk, bicycle, or use another non-motorized way to get to school. It is a day to reduce air pollution, reduce traffic congestion, and make streets safer near schools. Children learn safe walking and biking behavior, and celebrate the school's community spirit. This special day can continue throughout the year by celebrating Walk & Roll to School Day once a month or every week!

The day is widely publicized and a greeting table with a mode chart is set up at the school's main entrance where students receive an incentive for indicating how they got to school.

Why Should We Celebrate and Encourage Walking and Rolling to School?

- In one generation, the number of kids walking and bicycling to school has dropped from 71% to 18%.
- Cars are responsible for 50% of the Bay Area's Greenhouse gas emissions.
- A child who lives about one mile to school could burn 5 lbs. of body fat a year just by walking to and from school every day.
- 75% of California students are not able to pass basic fitness standards.
- Travel to school accounts for approximately 15% of morning traffic (national average).

Draft of 2016 IWTSD Poster



Materials You Will Receive

All schools participating in International Walk & Roll will receive a resource bag which contains the following materials:

- Event posters and flyers
- Reusable vinyl Mode chart (one per school)
- Colored sticker dots (for students to place on mode chart on the day of the event)
- Giveaway pencils
- Walk and Roll to School Day banner (one per school)

Drafts of reusable vinyl travel mode chart and vinyl walk & roll banner (approx. 5'x3")



Event Timeline

2-3 Weeks Prior to Event - getting the word out and the school support:

- Schedule meeting with principal to ensure support for Walk and Roll to School Day (Ask for permission to send out information to parents and teachers)
- Present Walk or Roll to School Day at PTA/SSC September meeting (START RECRUITING VOLUNTEERS!)
- Get Walk and Roll to School Day announcement into school newsletter and /or website
- Schedule Safe Routes to Schools presentations if needed
- Arrange for crossing guards and/or adult monitors as needed
- Recruit greeter(s) for the welcome table
- Put up Walk and Roll posters around school
- Scope out route/staging area for Walking School Bus
- Invite city and school officials, celebrities, police and fire departments to participate
- Recruit Walking School Bus leaders and other volunteers

Note: If you plan to recruit Walking School Bus leaders be sure that you have all of the appropriate items: Walking School Bus sign-up sheets, maps, vests, stop signs, whistles and first aid kits (optional.) If you need help obtaining these items, contact Theresa – tvkelly@smcoe.org

1 Week Prior to Event

- PUBLICITY: backpack mail, newsletter announcements, parent emails, etc.
- Hang up posters and banners around school if you haven't already
- Organize location and volunteers for staging areas where people can walk together

Ways to Get the Word Out:

- Send flyers home
- Make banners with students
- Hang banner in highly visible location
- Put up posters
- Get blurb into School Newsletter
- Make signs with students to carry on day of event
- Post event on school marquee if available
- Ask PTA to phone parents or use school phone tree
- Loudspeaker announcements
- Notify teachers via staff meeting announcements
- Use school automated phone system
- Use school email list

1-2 Days Before Event

- Contact/communicate with volunteers that will be working at the welcome table and leading the Walking School Buses
- Make sure school will be opened early by custodian to secure a table and chair
- Print out stickers (if you are giving these away)
- Print out any safety flyers or banners that you will give away to parents

Day of Event

- Show up early to set up! You will need to arrive at least 45 minutes before school starts. Your greeting table with giveaways should be ready at least 25 minutes before the bell rings. Families show up early and want to be included in the festivities.
- Hang up Mode Chart poster for tracking modes of transportation
- Create a festive environment with music, decorate table, sidewalk chalk, etc.
- Take pictures – we will need these to post on our Facebook page and website!
- Have fun and celebrate your success!!

After the Event

Use your school's mode chart(s) and/or other counting methods on the morning of International Walk to School Day to tally student participants.

Report your final tally for each mode to Safe Routes to Schools by the end of the day Wednesday, October 5th.

Please use the google form that will be emailed to you the week of International Walk to School Day to report the final tally.

Note: Only students traveling with one or more members of a different household are considered a carpool. Many students will confuse traveling in a full car with their family (from the same household) a carpool; this would actually be labeled as traveling in a family-only car.

Additional Resources

Printing and Using Stickers for Walk and Roll to School Days

Handing out stickers on Walk and Roll to School Days is a fun way to:

1. Celebrate students' participation with active and low-pollution ways to get to school.
2. Generate conversation among kids about their transportation choices.
3. Keep an accurate count of the number of participants in the event, as well as mode share (whether kids walked, biked, bused, or carpooled).

You will need Avery Standard 5160 labels to print the following stickers, which are in this packet in English and Spanish **(See Appendix A):**

- I Walked to School Today
- I Rolloed to School Today
- I Bused to School Today
- I Carpooled to School Today
- Don't forget, Tomorrow is Walk and Roll to School Day

If you would like digital copies of these stickers, please email Safe Routes to School at tvkelly@smcoe.org

Additional Resources

Get the Word Out! Template Text for Your School Newsletter

A big part of having a successful Walk and Roll to School Day is promotion. Your students and parents need to know about the event in order to participate! Below is some template text for your school newsletter. It's best to get it into your newsletter a week in advance of the big day, and make subsequent announcements to students over the PA, and to parents via the auto-call, school marquee, and/or parent meetings. You can cut and paste this info for the newsletter, but first read through this template and edit it to reflect the activities happening at your school, note important safety info pertinent to your school, etc. *Please note the items that are italicized and highlighted - they need your editing before passing on to your newsletter editor.*

Join the fun on International Walk to School Day!
Wednesday, October 5, 2016

The students, parents, and teachers at *(name of school)* will celebrate International Walk to School Day on Wednesday, October 5th. This is a great opportunity to celebrate our health, the environment, and our school spirit. With the suggestions below, we're hoping every student will participate.

What's going on?

- Morning Commute Walking School Bus Groups
- Bike parking at the bike racks; helmets required, bring your own lock
- Music (optional)
- Giveaways for kids
- A school-wide mode chart to see how we get to school

If you live nearby:

Walk with one of the parent-led walking school bus groups. Groups will meet at *(time)* to allow plenty of time for walking and enjoying the morning festivities.

(List walking school bus meeting points here)

Or just walk or bike with your child on your own schedule.

If you live farther away:

- Bike with your child
- Take the bus with your child and walk from the bus stop.
- Carpool with another family. Spare the environment and some hassle for yourself: connect with other families who live in your neighborhood.
- Park and walk – join one of the walking school busses listed above.

¡Pasen la noticia! Texto para el boletín informativo de su escuela

La promoción es una parte importante para tener un Día de Caminar e Ir en Bici a la Escuela exitoso. ¡Tus estudiantes y padres de familia necesitan estar enterados del evento para poder participar! Abajo incluimos un texto que puedes usar para incluir en el boletín informativo de tu escuela. Es mejor incluir este texto en el boletín informativo al menos una semana antes del gran día, y hacer anuncios para los estudiantes mediante el sistema de anuncios de la escuela, y para los padres mediante el sistema de auto-llamadas o en reuniones. Este texto lo puede editar para que refleje las actividades que están planeando en su escuela, informar sobre temas importantes de seguridad relacionada a su escuela, etc. *Puedes cortar y pegar esta información para tu boletín informativo pero favor de notar que las palabras en cursiva o resaltadas necesitan ser editadas antes de ser publicadas en el boletín informativo.*

Únete a la diversión del Día de Caminar e Ir en Bici
Miércoles, Octubre 5, 2016

Los estudiantes, padres, y maestros de la escuela (nombre de la escuela) celebraran el Día Internacional de Caminar a la Escuela el miércoles 5 de octubre. Esta será una gran oportunidad de celebrar nuestra salud, el medioambiente, y nuestro espíritu escolar. Con las siguientes sugerencias esperamos que todos los estudiantes participen.

¿Qué está pasando?

- Grupos de Familia que Caminan a la Escuela por la mañana
- Estacionamiento para bicicletas en las portabicicletas; cascos obligatorios,
- traer tu propio candado
- Música (opcional)
- Regalos para niños
- Una tabla para ver cómo llegan los estudiantes a la escuela

Si vives cerca:

Camina con uno de los grupos de familia que caminan a la escuela dirigido por un padre. Los grupos se reunirán a las (hora) para dar suficiente tiempo para caminar a la escuela y disfrutar las festividades de la mañana.

(Incluir aquí los puntos de encuentro de los grupos de familia que caminan a la escuela) O simplemente camina o lleva en bicicleta a tu niño en tu propio horario.

Si vives lejos:

- Lleva a tu hijo en bicicleta
- Toma el autobús con tu hijo y camina desde la parada de autobús
- Comparte coche con otra familia. Ayuda al medioambiente y evítate contratiempos: conéctate con familias que viven en tu área.

Estaciónate y camina – únete a uno de los grupos que caminan mencionados arriba.

C/CAG AGENDA REPORT

Date: Sept 14, 2017

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

From: Sandy Wong, Executive Director

Subject: Review and approve the appointment of Khee Lim, Director of Public Works, to represent the City of Millbrae on C/CAG's Congestion Management Technical Advisory Committee and the Stormwater Committee

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

RECOMMENDATION

Review and approve the appointment of Khee Lim, Director of Public Works, to represent the City of Millbrae on C/CAG's Congestion Management Technical Advisory Committee and the Stormwater Committee.

FISCAL IMPACT

None.

SOURCE OF FUNDS

N/A

BACKGROUND

The City of Millbrae is recommending a new appointment to C/CAG's Congestion Management Program Technical Advisory Committee (CMP TAC) and Stormwater Committee due to staff turnover. The recommended appointee, as detailed in the attached letters, is Khee Lim, newly appointed Director of Public Works, who replaces the previous staff person in that position. Although the Stormwater Committee includes a designated seat for each member agency, the CMP TAC has a maximum number of seats (see attached rosters). Typically, when a seat becomes vacant on the TAC, C/CAG staff will solicit agencies not represented regarding interest in being added to the committee. In this case, however, Millbrae previously held a seat on the CMP TAC and the recommended appointment is to address staff turnover.

ATTACHMENTS

1. August 28, 2017 letters recommending appointments to the Congestion Management Program Technical Advisory and Stormwater Committees from City Manager Marcia Raines (Millbrae)
2. Current Stormwater Committee and CMP TAC rosters



City of Millbrae
621 Magnolia Avenue, Millbrae, CA 94030

REUBEN D. HOLOBER
Mayor

GINA PAPAN
Vice Mayor

ANN SCHNEIDER
Councilwoman

WAYNE J. LEE
Councilman

ANNE OLIVA
Councilwoman

August 28, 2017

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

**Subject: Notification of Duly Authorized Representative for the City of Millbrae
on the C/CAG Technical Advisory Committee (TAC)**

Dear Ms. Wong: *Sandy*

This is to document the person that I am authorizing to represent the City on the C/CAG Technical Advisory Committee (TAC).

Authorized Representative: Khee Lim, Director of Public Works

This notification will remain in effect until it is changed by me or my successor.

Very truly yours,

Marcia Raines
City Manager

cc: Khee Lim, Director of Public Works



City of Millbrae
621 Magnolia Avenue, Millbrae, CA 94030

REUBEN D. HOLOBER
Mayor

GINA PAPAN
Vice Mayor

ANN SCHNEIDER
Councilwoman

WAYNE J. LEE
Councilman

ANNE OLIVA
Councilwoman

August 28, 2017

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

**Subject: Notification of Duly Authorized Representative for the City of Millbrae
on the C/CAG Stormwater (NPDES) Committee**

Dear Ms. Wong: *Sandy*

This is to document the person that I am authorizing to represent the City on the C/CAG Stormwater (NPDES) Committee.

Authorized Representative: Khee Lim, Director of Public Works

This notification will remain in effect until it is changed by me or my successor.

Very truly yours,

Marcia Raines
City Manager

cc: Khee Lim, Director of Public Works
Matthew Fabry, C/CAG

Current CMP TAC Roster – 2017

No.	Member	Agency
1	Jim Porter (Co-Chair)	San Mateo County Engineering
2	Joseph Hurley (Co-Chair)	SMCTA / PCJPB / Caltrain
3	Afshin Oskoui	Belmont Engineering
4	Randy Breault	Brisbane Engineering
5	Syed Murtuza	Burlingame Engineering
6	Bill Meeker	Burlingame Planning
7	Sandy Wong	C/CAG
8	Brad Donohue	Colma Engineering
9	John Fuller	Daly City Engineering
10	Tatum Mothershead	Daly City Planning
11	Jeff Moneda	Foster City Engineering
12	Paul Willis	Hillsborough Engineering
13	Ray Razavi	Half Moon Bay
14	Justin Murphy	Menlo Park Engineering
15	Van Ocampo	Pacifica Engineering
16	Jessica Manzi	Redwood City Engineering
17	Jimmy Tan	San Bruno Engineering
18	Jay Walter	San Carlos Engineering
19	Brad Underwood	San Mateo Engineering
20	Eunejune Kim	South San Francisco Engineering
21	Billy Gross	South San Francisco Planning
22	Sean Rose	Woodside Engineering
23	vacant	MTC
24	vacant	Caltrans

Current Stormwater Committee Roster – 2017

Municipality/Agency	Representative
Atherton	Marty Hanneman
Belmont	Afshin Oskoui
Brisbane	Randy Breault (Chair)
Burlingame	Syed Murtuza
Colma	Brad Donohue
Daly City	John Fuller
East Palo Alto	Kamal Fallaha
Foster City	Jeff Moneda
Half Moon Bay	Denice Hutten
Hillsborough	Paul Willis
Menlo Park	Justin Murphy
Millbrae	Vacant
Pacifica	Van Ocampo
Portola Valley	Howard Young
Redwood City	Saber Sarwary
San Bruno	Jimmy Tan
San Carlos	Jay Walter (Vice-Chair)
San Mateo	Brad Underwood
South San Francisco	Eunejune Kim
Woodside	Sean Rose
San Mateo County	Jim Porter
Regional Water Quality Control Board	Dr. Tom Mumley

C/CAG AGENDA REPORT

Date: September 14, 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.

There is the following bill to discuss.

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.

On June 8, 2017 the C/CAG Board approved a "support in concept" position for SB 595, because the bill was a spot bill and did not include an expenditure plan at that time. Since then, our state legislative delegates have worked hard, with support from local leaders, to ensure San Mateo County benefits are reflected in the draft expenditure plan. A copy of the draft expenditure plan is attached.

In addition, existing law (Streets and Highways Code Section 149.6) authorizes the Santa Clara Valley Transportation Authority (VTA) to conduct, administer, and operate a high-occupancy toll (HOT) lane on US 101 up to Whipple Ave., where the existing HOV lane ends. In an effort to keep

the options open as to who can operate a HOT lane in San Mateo County in the future, C/CAG and the San Mateo County Transportation Authority (SMCTA), as co-sponsors of the US 101 Managed Lane project, has requested to amend SB 595 to extend the limits of statute authority on US 101 to the San Francisco county line, provided written agreements from CCAG and SMCTA are approved.

ATTACHMENTS

1. September 2017 Legislative update from Shaw/ Yoder/ Antwih, Inc.
2. RM 3 Assembly Transportation Committee Project List as of July 12, 2017
3. Letter to the Governor in support of signing SB 595 (Beall)
4. Full Legislative information is available for specific bills at <http://leginfo.legislature.ca.gov/>



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

DATE: August 28, 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 – September 2017

Legislative Update

The Legislature reconvened from Summer Recess on August 21. When they return, they will have until September 1 to move bills out of their final fiscal committees. The Legislature will adjourn the 2017-18 Legislative Session on September 15. We highlight bills of note affecting C/CAG under ***Bills of Interest***, below.

SB 1 Repeal

As we have previously reported, on May 5, Assembly Member Travis Allen (R-Huntington Beach) filed an initiative to repeal SB 1. The initiative, entitled “ELIMINATES RECENTLY ENACTED ROAD REPAIR AND TRANSPORTATION FUNDING BY REPEALING REVENUES DEDICATED FOR THOSE PURPOSES,” was cleared for signature by the Secretary of State on July 10. The initiative must receive 365,880 valid signatures by January 8, 2018 to qualify for the next General Election ballot, slated for November, 2018. As of this writing, however, the sponsor has not begun to circulate signature petitions; in fact, Mr. Allen has sued the California Attorney General, arguing that the official ballot title & summary statement that the AG’s office prepared for those petitions is misleading. Specifically, his lawsuit says the official ballot summary misleadingly describes the initiative as a measure to repeal money for road repairs; the lawsuit also points out that the words “tax” and “fee” do not appear in the official ballot measure title.

Nonetheless, in anticipation of a potential ballot initiative, the Fix Our Roads Coalition (of which C/CAG is a member), has been actively discussing a strategy for ensuring the initiative’s defeat.

RM3

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 authored legislation moving through the process, but it lacked significant details until quite recently. Now SB 595 authorizes the Bay Area Toll Authority to select the amount of the proposed toll increase, not to exceed \$3, to be placed on the ballot for voter approval. 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.

Before the Legislature left for recess, the bill was amended to include a list of projects for funding. In terms of benefits for San Mateo County, SB 595 includes the following:

- **US 101/92 Interchange (\$50 million)**
- **Dumbarton Corridor Improvements (\$130 million)**
- **Corridor Express Lanes (US 101) (\$300 million*)**
- **Bay Ferries (\$325 million*)**
- **Transbay Transit Center (Caltrain DTX) (\$350 million)**
- **New BART Cars (all BART counties) (\$500 million)**
- **Regional Express Bus (\$20 million*)**

* A portion of which could be spent in San Mateo County; other regional projects are also eligible for these funds

We have been very involved on your behalf in the effort to craft an RM3 path forward that favors San Mateo’s priorities. However, the negotiations are not yet complete: some legislators are continuing to push for different toll revenue distribution schemes than what is currently in SB 595, with some clearly desiring investments on *new* or *added* projects in certain of their jurisdictions, and/ or others advocating for *enhancements* to some of the *existing* investments.

As well, some legislators indicate they want more amendments along policy lines, such as creation of an Inspector General office to oversee expenditure of these funds by the various local agencies and the Metropolitan Transportation Commission. Part of the next set of amendments will include language related to the HOT Lane currently under study by C/CAG and the San Mateo Transportation Authority. The new language would provide flexibility for the operation of the toll lane.

Cap and Trade

On July 25, Governor Brown signed AB 398 (E. Garcia), which extends the state’s Cap and Trade program through December 31, 2030. The bill also improves the program’s structure by establishing a price ceiling for auction allowances, limiting the use of out-of-state carbon offsets, and decreasing free carbon allowances by over 40 percent by 2030. Since reconvening on August 21, the Legislature is working on finalizing the Cap and Trade expenditure plan, which will likely include several programs, including heavy-duty vehicle replacement, natural resources programs, and sustainable communities.

San Mateo/Bay Area Funding Bills

There are currently three bills moving through the Legislature that deal with new revenue for transportation in the San Mateo County and the Bay Area. These bills are as follows:

- AB 1613 (Mullin) – Would authorize the San Mateo County Transit District to place a half-cent sales tax to be used for transportation purposes before the voters (two-thirds vote) in lieu of the San Mateo County Board of Supervisors that exceeds the two-percent local limit on sales taxes (meaning all existing sales tax rates (city and county) cannot exceed two-percent);
- SB 797 (Hill) – Would authorize the Boards of Supervisors of San Mateo, San Francisco, and Santa Clara County (upon approval of various transportation boards) to place a one-eighth-cent sales tax before the voters in all three counties (two-thirds weighted vote) that exceeds any existing sales tax limits to fund Caltrain capital and operating needs;
- SB 595 (Beall) – Would authorize a \$3 bridge toll increase before the voters (majority vote) to fund RM 3 projects (see discussion on RM3 above).

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 increase in tolls on the Bay Area’s bridges to be used for transportation projects throughout the region. ***We recommend the C/CAG Board change its position from SUPPORT IN CONCEPT to SUPPORT.***

SB 797 (Hill) – Caltrain Funding

This bill would authorize the Peninsula Corridor Joint Powers Board (Caltrain), by a resolution approved by two-thirds of the board and with the approval of other local agencies, to levy a tax at a rate not to exceed 0.125% in the Counties of San Francisco, San Mateo, and Santa Clara if a ballot measure is passed by two-thirds of the voters regionally. The tax revenues would be used by the board for operating and capital purposes of the Caltrain rail service.

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. ***The C/CAG Board SUPPORTS this bill.***

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.***

RM3 - REVISED DRAFT EXPENDITURE PLAN - JULY 12, 2017 (all amounts \$ millions)

OPERATING PROGRAM		\$3 Toll Increase		Benefit-Cost /Cost Effectiveness*
All- Corridor Operating Program	Annual RM3 Amount	% of Toll Revenue	Corridor Revenue Generated	
All Corridors	60	16%		
Transbay Terminal	5			
Ferries	35			
Regional Express Bus	20			

CAPITAL PROJECTS		\$3 Toll Increase		Benefit-Cost /Cost Effectiveness*
Regional Programs	RM3 Amount	RM3 Capital Funds %	Corridor Revenue Generated	
Bridge Rehabilitation (SFOBB & Richmond-San Rafael deck replacement, San Mateo-Hayward & Dumbarton deck overlays, paint Carquinez, miscellaneous projects on Richmond-San Rafael, SFOBB and San Mateo Hayward)	Top priority of indexing			17
BART Expansion Cars (all BART-reliant counties)	500			3
Corridor Express Lanes (Eligible: Alameda/Contra Costa I-80, Alameda I-880, Alameda-Contra Costa I-680, San Francisco 101, San Mateo 101, SR 84, SR 92, Solano I-80 Express Lanes (Red Top Road to I-505))	300			2-5
Goods Movement and Mitigation (I-580 and I-880 in Alameda County, Port of Oakland, Freight Rail Improvements)	125			N/A
Bay Trail / Safe Routes to Transit (all bridges corridors eligible)	150			2
Ferries (New vessels to add frequency to existing routes and service expansions in the counties of Alameda, Contra Costa, San Mateo, San Francisco, Solano; Antioch terminal)	325			2-6
BART to Silicon Valley, Phase 2	400			8
SMART	40			
Capitol Corridor Connection	90			
Regional Programs Subtotal / % of Capital Projects	1,930	46%	N/A	

		\$3 Toll Increase		Benefit-Cost /Cost Effectiveness*
Corridor-Specific Capital Projects	RM3 Amount	RM3 Capital Funds %	Corridor Revenue Generated	
Central (SFOBB)				
Caltrain Downtown Extension (Transbay Terminal, Phase 2)	350			3
Muni Expansion Vehicles	140			1
Core Capacity Transit Improvements serving the Bay Bridge corridor	140			2-6
AC Transit - Rapid Bus Improvements	50			2-4
New Transbay BART Tube & Approaches	50			N/A
Central Subtotal / % of Corridor-Specific Projects	730	32%	32%	
South (San Mateo-Hayward, Dumbarton)				
Tri-Valley Transit Access Improvements	100			N/A
Eastridge to BART Regional Connector	130			6
San Jose Diridon Station	120			8
Dumbarton Rail/ACE/BART/Shinn Station	130			N/A
101/92 Interchange	50			
South Subtotal / % of Corridor-Specific Projects	530	23%	22%	
North (Richmond-San Rafael, Benicia-Martinez, Carquinez, Antioch)				
Contra Costa 680/4 Interchange Improvements & Transit Enhancements	150			2
Marin-Sonoma Narrows	125			2
Solano I-80/680/SR 12 Interchange Improvements	175			1
Solano West-Bound I-80 Truck Scales	125			
Highway 37 Corridor Access Improvements from Highway 101 to I-80 and Sea Level Rise Adap	150			N/A
San Rafael Transit Center / SMART	30			N/A
Marin 101/580 Interchange	135			N/A
North Bay Transit Improvements (Contra Costa, Marin, Napa, Solano Sonoma)	100			N/A
SR 29 (South Napa County)	20			
North Subtotal / % of Corridor-Specific Projects	1,010	44%	46%	
Corridor-Specific Capital Projects Subtotal / % of Capital Projects	2,270	54%		
Capital Projects Reserve			0%	
All Capital Projects Total	4,200			

Notes re: Benefit/Cost

Scores are based on MTC analysis of projects for Plan Bay Area 2040 (draft) or Plan Bay Area (adopted in 2013). A score of 1 or higher means a project's benefits equal or exceed its costs. "N/A" is used where project is defined as a group of potential projects, each of which would need to be analyzed separately or where project is not sufficiently defined to do a B/C analysis.

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

September 15, 2017

The Honorable Edmund G. Brown Jr.
Governor, State of California
State Capitol, Room 1173
Sacramento, CA 95814

RE: SUPPORT for SB 595 (Beall)

Dear Governor Brown:

The City/County Association of Governments of San Mateo County (C/CAG) is pleased to **SUPPORT** SB 595 (Beall). This bill would 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.

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. When capitalized, the higher tolls would produce approximately \$4.4 billion in funding for projects and operations in the Bay Area. This bill contains several projects that would benefit San Mateo County, including funding for the US 101/92 interchange, managed lanes on US 101, and the Dumbarton Bridge Corridor.

C/CAG **SUPPORTS** the effort SB 595 represents and appreciates your favorable consideration of 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 C. 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: September 14, 2017

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

From: Sandy Wong, Executive Director

Subject: Review the list of projects proposed for the Draft 2018 State Transportation Improvement Program (STIP) for San Mateo County

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

RECOMMENDATION

That the C/CAG Board review the list of projects proposed for the Draft 2018 State Transportation Improvement Program (STIP) for San Mateo County

FISCAL IMPACT

No direct impact to the C/CAG budget.

SOURCE OF FUNDS

The 2018 State Transportation Improvement Program (STIP) fund will come from State and Federal fund sources.

BACKGROUND

The STIP is the biennial five-year plan for future allocations of state transportation funds, developed in coordination with and developed by the Metropolitan Transportation Commission (MTC) for adoption by the California Transportation Commission (CTC). It is a five-year document adopted every two years that displays commitments of transportation funds for improving highway, transit, and other transportation systems.

On June 27, 2017, Caltrans presented the draft STIP Fund Estimates for the five-year STIP period (FY 2018/19 through FY 2022/23) to the California Transportation Commission (CTC). The CTC adopted this estimate at their August 16, 2017 meeting. The MTC Commission is scheduled to adopt regional STIP policy and procedures on October 25, 2017.

C/CAG is the designated agency responsible to develop the regional share of the State Transportation Improvement Program (STIP) for San Mateo County. STIP candidate projects must be consistent with the Regional Transportation Plan as well as the County's Congestion Management Plan. In addition, projects must have an approved Project Study Report (PSR). Phases of funding in the STIP must be able to show a full funding plan. Also projects in excess of \$50 million in total project cost must include a project level performance level analysis and lifecycle cost benefit analysis.

The adopted 2016 STIP covered the period between FY 2016/17 through 2020/21. Funds previously programmed for projects as adopted in the 2016 STIP are still committed; however the timing of those funds being available is not guaranteed. CTC may also reprogram current projects into later years. Although counties/regions can request to program these new funds in the earlier years, the CTC will likely only allow programming of new funds in the outer two years of the five-year cycle.

It is expected that San Mateo County will be able to program approximately \$48 mil in the 2018 STIP. On July 27, 2017, staff reached out to all directors of public works, soliciting for candidate projects to consider and received the following: Holly Interchange, Woodside Interchange, Produce Interchange, and Broadway Grade Separation. In addition, staff has also been working with partner transportation agencies such as Caltrans the and San Mateo County Transportation Authority in identifying top regional projects that supports the continued policy of directing the STIP funds towards major highway improvement project of regional significance in order to best leverage other state and federal funds (such as SB1) in addition to the San Mateo County Transportation Authority Highway Program funds.

Staff collaborated with the San Mateo County Transportation Authority (SMCTA) and Caltrans staff and recommends the Proposed Draft 2018 STIP as attached. Here are some highlights:

1. Design phase and construction phase funds for the Countywide Intelligent Transportation Systems (ITS) project – (SSF Smart Corridors expansion) are unchanged from the 2016 STIP.
2. Environmental and design phases for the SR 92/ US 101 interchange are unchanged from the 2016 STIP.
3. New - The C/CAG Board made a recommendation to add the US 101 High Occupancy/ Express Lane Project from Santa Clara County Line to I-380 project to the 2016 STIP in November 2015. Due to negative program capacity in the 2016 STIP, adding this project was delayed until this cycle. It is proposed to fund the right of way capital phase of this project as well as provide construction phase funds.
4. New - Right of way phase funds are added for the Woodside Interchange in Redwood City. STIP funding is augmenting city funds to fully fund the proposed phase.
5. New - Design phase funds are added for the Produce Interchange in South San Francisco. STIP funding is augmenting city funds to fully fund the proposed phase.
6. New - Environmental, design, and construction phase funds are programmed to support expansion of the Smart Corridors ITS project in Daly City and Brisbane.

The draft proposal was presented to the C/CAG Congestion Management Technical Advisory Committee (TAC) on August 17, 2017. The TAC recommended approval of the proposed Draft 2018 STIP for San Mateo County. On August 28, 2017 the draft proposal was presented to the C/CAG Congestion Management & Environment Quality Program Committee (CMEQ). The CMEQ recommended approval of the proposed Draft 2018 STIP for San Mateo County.

Both the TAC and CMEQ approved a draft proposal that included a Calera Parkway project in the City of Pacifica. Staff has recently been notified that the City of Pacifica will make a formal request to withdraw STIP funds from the Calera Parkway project. Upon receiving this formal request funds from this project will be reallocated to the Smart Corridors Daly City/ Brisbane ITS project and the US 101 Managed Lane Project. This is reflected in the attached Summary of the Proposed 2018 STIP for San Mateo County.

The proposed draft 2018 STIP is a countywide plan and will be presented to this Board again in October for approval. Upon approval by the C/CAG Board, the Proposed 2018 STIP for San Mateo County will be forwarded to the Metropolitan Transportation Commission (MTC) for inclusion in the Bay Area regional STIP proposal. If approved by the MTC, as scheduled on December 20, 2017, the proposal will be forwarded to the California Transportation Commission (CTC) for approval in March 2018. During the coming months, it is anticipated Bay Area-wide and statewide negotiations will take place regarding the exact amount of funds available for each county in each fiscal year.

ATTACHMENTS

1. Summary of Proposed 2018 STIP for San Mateo County

SUMMARY of PROPOSED 2018 STIP FOR SAN MATEO COUNTY
(\$1,000's)

					Total	Total	(Info Only)					
					(2016 STIP)	(2018 STIP)	17-18	18-19	19-20	20-21	21-22	22-23
Adopted in 2016 STIP	Lead Agency	Rte	PPNO	Project								
	Menlo Park	101	690A	US 101/Willow interchange reconstruction - AB 3090	8,000		8,000					
	Pacifica	1	632C	SR 1 Calera Parkway - Pacifica				6,900				
	San Mateo	92/82	668A	Phase 1 of SR 92 Improvement from I-280 to US 101 - Construction of Operational Improvement at the SR 92/EI Camino Real Interchange - Allocated	5,000		5,000					
	South San Francisco	82	648F	Grandfathered MTC TE - ECR Complete Streets	1,991		1,991					
	SM C/CAG	VAR	2140E	Countywide ITS Project - (SSF Smart Corridors expansion)	4,298			240	4,058			
	SM C/CAG	92	668D	Phase 2 of SR 92 Improvement from I-280 to US 101 - Improvement at the SR 92/US 101 Interchange Vicinity	5,628				2,411	3,217		
Proposed for 2018 STIP	SM C/CAG	101	New	US 101 High Occupancy/ Express Lane Project from Santa Clara County Line to I-380		33,498		15,000	18,498			
	RWC	101	New	Woodside Interchange		8,000		8,000				
	SSF	101	New	Produce Interchange - Improvements		5,000				5,000		
	SM C/CAG	101/280	New	ITS Improvements in Daly City and Brisbane - (Daly City and Brisbane Smart Corridors expansion)		8,500			600	1,000	6,900	
				SUBTOTAL - HIGHWAY (2018/19 thru 2022/23):	24,917	54,998		23,240	25,567	9,217	6,900	
	MTC		2140	Planning, programming, and monitoring (MTC)	74	246		74	0	82	82	82
	SM C/CAG		2140A	Planning, programming, and monitoring (CMA)	338	787		338	0	263	262	262
				SUBTOTAL - PLANNING (2018/19 thru 2022/23):	412	1,033		412	0	345	344	344
				Grand Total (2018/19 thru 2022/23):		56,031		23,652	25,567	9,562	7,244	344

C/CAG AGENDA REPORT

Date: September 14, 2017

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

From: Sandy Wong, Executive Director

Subject: Receive an update on the San Mateo Countywide Transportation Plan 2040 Follow-up Working Group.

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

RECOMMENDATION

That the C/CAG Board receive an update on the San Mateo Countywide Transportation Plan 2040 Follow-up Working Group.

FISCAL IMPACT

Unknown at this time. Cost associated with the Working Group will be for meeting facilitating support services. C/CAG staff is currently undergoing formal procurement process to identify consultant.

SOURCE OF FUNDS

C/CAG Congestion Management Fund.

BACKGROUND

The C/CAG Board approved Resolution 17-05 adopting the San Mateo County Transportation Plan 2040 (SMCTP 2040) at the February 9, 2017 meeting and subsequently, at the March 9, 2017, the Board was provided a list of “next steps” items to be performed as follow up strategies for implementing the SMCTP 2040.

At the July 13, 2017 meeting, the Board received an update on the SMCTP 2040 Follow-up Implementation Phase including the effort of convening a Working Group. Four C/CAG Board members expressed interest in serving on the Working Group. It is anticipated that the Working Group will discuss and refine strategies by learning, obtaining, providing input, and advising C/CAG staff on the following key follow-up items:

- Alignment of funding with vision statement established by the SMCTP 2040;
- Consider additional strategies to analyze equity; and
- Consider potential additional performance measures and targets to support goals, vision, and objectives set out by the SMCTP 2040.

It is anticipated that the Working Group will meet with C/CAG staff and selected consultant between

four to five (4-5) times beginning in fall 2017 with the final meeting in fall 2018.

In the past two months, staff has reached out to Transportation Advocacy/Community-based groups, Housing Advocates, Labor, Health System, Local Businesses/Economic Development, San Mateo County Economic Development Association (SAMCEDA), Transportation Agencies, and City Planning to solicit interest. It is the intent that the Working Group consist of a balanced representation from these interest groups. To maintain a manageable group size, multiple groups within a coalition were asked to self-select and volunteer a smaller number of working group representatives.

The following is a summary of the proposed SMCTP 2040 Follow-up Working Group:

Group/Agency	No.	Names
Elected Officials	3	Alicia Aguirre, Cliff Lentz, Gina Papan
Transportation Advocacy/Community-Based Groups*	4	Adina Levin, Emma Shlaes, Terry Nagel, Montverret Garcia
San Mateo County Central Labor Council	1	Rich Hedges
SAMCEDA	1	Christina Fernandez
San Mateo County Office of Sustainability	1	Kaley Lyons
San Mateo County Department of Housing	1	Rose Cade
San Mateo County Health System	1	Belen Seara
San Mateo County Transit District (SamTrans)	1	Peter Skinner
San Mateo County Transportation Authority	1	Joe Hurley
City Planning	2	TBD
TOTAL	16	

* The four participants represent Friends of Caltrain, TransForm, Silicon Valley Bicycle Coalition, Sustainable San Mateo County, Menlo Spark, Acterra, Youth United for Community Action, Youth Leadership Institute, Pacifica Climate Committee, and Silicon Valley Climate Action Alliance.

ATTACHMENTS

None.

C/CAG AGENDA REPORT

Date: September 14, 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 17-49 adopting the C/CAG Investment Policy Update

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

RECOMMENDATION

That the C/CAG Board review and approve Resolution 17-49 adopting the C/CAG Investment Policy update.

FISCAL IMPACT

Adoption of the Investment Policy may affect the return on 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

The C/CAG Investment Policy stated that the policy shall be reviewed at least annually, and that it shall be adopted by resolution of the C/CAG Board on an annual basis. The last update of the C/CAG Investment Policy was adopted by the C/CAG Board on September 8, 2016. On August 23, 2017, the Finance Committee reviewed and recommended approval of the C/CAG investment policy update.

The current update is a minor update to align the policy with current state code. On August 23, 2017 the Finance Committee further recommended that the policy be reviewed again and updated if a risk analysis of the investment portfolios is performed and determined to influence a change in the policy.

Proposed modification to the C/CAG Investment Policy is attached, with track changes, edits are shown with underline and ~~strikethrough~~.

ATTACHMENTS

1. Resolution 17-49
2. C/CAG Investment Policy update (with track changes)

RESOLUTION 17-49

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY ADOPTING THE C/CAG INVESTMENT POLICY UPDATE

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

WHEREAS, the City of San Carlos is the Fiscal Agent for C/CAG, and

WHEREAS, the City of San Carlos invests the C/CAG funds under its control, and

WHEREAS, it is important for the C/CAG Board to provide clear Investment Policy direction,
and

WHEREAS, C/CAG shall review and adopt its investment policy at least annually, and

WHEREAS, the proposed C/CAG investment policy update has been reviewed and recommended by its Finance Committee.

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the City/County Association of Governments of San Mateo County that the attached C/CAG Investment Policy is approved and adopted.

PASSED, APPROVED, AND ADOPTED, THIS 14TH DAY OF SEPTEMBER 2017.

Alicia C. Aguirre, Chair

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

INVESTMENT POLICY

| **Adopted on, September ~~814, 2016~~2017**

POLICY

The investment of the funds of the City and County Association of Governments (C/CAG) is directed to the goals of safety, liquidity and yield. This Investment Policy incorporates the policies defined by the certified investment policy standards recommended by the Association of Public Treasurers. The authority governing investments for municipal governments is set forth in the California Government Code, Sections 53601 through 53659. C/CAG's portfolio shall be designed and managed in a manner responsive to the public trust and consistent with state and local law.

The three objectives, in priority order, of the investment policy of the City and County Association of Governments are:

- 1- **SAFETY OF PRINCIPAL** - The primary objective of the investment policy of the City and County Association of Governments is **SAFETY OF PRINCIPAL**. Investments shall be placed in those securities as outlined by type and maturity sector in this document to achieve this objective. 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.
- 2- **LIQUIDITY TO MEET NEEDS** - Effective cash flow management and resulting cash investment practices are recognized as essential to good fiscal management and control. The portfolio should have adequate liquidity to meet the immediate and short term needs.
- 3- **RETURN ON INVESTMENT** - A reasonable return on investment should be pursued. Safety of Principal should not be reduced in order to achieve higher yield.

C/CAG's investment portfolio shall be designed and managed in a manner responsive to the public trust and consistent with State and local law. Portfolio management requires continual analysis and as a result the balance between the various investments and maturities may change in order to give C/CAG the optimum combination of Safety of Principal, necessary liquidity, and optimal yield based on cash flow projections.

SCOPE

The investment policy applies to all financial assets of the City and County Association of Governments as accounted for in the Annual Financial Statements. Policy statements outlined in this document focus on C/CAG's pooled funds.

PRUDENCE

The standard to be used by investment officials shall be that of a "prudent investor" and shall be applied in the context of managing all aspects of the overall portfolio. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law.

It is C/CAG's full intent, at the time of purchase, to hold all investments until maturity to ensure the return of all invested principal dollars.

However, it is realized that market prices of securities will vary depending on economic and interest rate conditions at any point in time. It is further recognized that in a well-diversified investment portfolio, occasional measured losses are inevitable due to economic, bond market or individual security credit analysis. These occasional losses must be considered within the context of the overall investment program objectives and the resultant long-term rate of return.

The Administrative Services Director of the City of San Carlos (City) and other individuals assigned to manage the investment portfolio, acting within the intent and scope of the investment policy and other written procedures and exercising due diligence, shall be relieved of personal responsibility and liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

OBJECTIVES

Safety of Principal

Safety of principal is the foremost objective of the City and County Association of Governments. Each investment transaction shall seek to ensure that capital losses are avoided, whether from securities default, broker-dealer default or erosion of market value. C/CAG shall seek to preserve principal by mitigating the two types of risk: credit risk and market risk.

Credit risk, defined as the risk of loss due to failure of the issuer of a security, shall be mitigated by investing in investment grade securities and by diversifying the investment portfolio so that the failure of any one issuer does not unduly harm C/CAG's capital base and cash flow.

Market risk, defined as market value fluctuations due to overall changes in the general level of interest rates, shall be mitigated by limiting the average maturity of C/CAG's investment portfolio to two years, the maximum maturity of any one security to five years, structuring the portfolio based on historic and current cash flow analysis eliminating the need to sell securities

prior to maturity and avoiding the purchase of long term securities for the sole purpose of short term speculation.

Liquidity

Historical cash flow trends are compared to current cash flow requirements on an ongoing basis in an effort to ensure that C/CAG's investment portfolio will remain sufficiently liquid to enable C/CAG to meet all reasonably anticipated operating requirements. The C/CAG Executive Director will provide a projected cash flow schedule in consultation with the C/CAG Chair.

MATURITY MATRIX

Maturities of investments will be selected based on liquidity requirements to minimize interest rate risk and maximize earnings. Current and expected yield curve analysis will be monitored and the portfolio will be invested accordingly. The weighted average maturity of the pooled portfolio should not exceed two years and the following percentages of the portfolio should be invested in the following maturity sectors:

Maturity Range	Suggested Percentage
1 day to 7 days	10 to 50%
7 days to 180	10 to 30%
180 days to 360 days	10 to 30%
1 year to 2 years	10 to 20%
2 years to 3 years	0 to 20%
3 years to 4 years	0 to 20%
4 years to 5 years	0 to 20%

No more than 30% of the portfolio shall have a maturity of 2-5 years.

PERFORMANCE EVALUATION

Day to day management of C/CAG's portfolio is conducted by the C/CAG Fiscal Agent Financial Services Manager. Investment performance is monitored and evaluated by the Fiscal Agent's Investment Committee and provided to the **C/CAG Finance Committee** and C/CAG Board on a quarterly basis. Investment performance statistics and activity reports are generated on a quarterly basis for review by the Fiscal Agent's Investment Committee and presentation to the **C/CAG Finance Committee**, and to the C/CAG Board. Annually, a statement of investment policy, and any proposed changes to the policy, will be rendered to the **C/CAG Finance Committee** and to the C/CAG Board for consideration at a public meeting.

C/CAG's investment portfolio is designed to at least attain a market average rate of return through economic cycles. The market average rate of return is defined as average return on the Local Agency Investment Fund (assuming the State does not adversely affect LAIF's returns due to budget constraints).

DELEGATION OF AUTHORITY

The Joint Powers Authority Agreement of the City and County Association of Governments of San Mateo County and the authority granted by the C/CAG Board, assign the responsibility of investing unexpended cash to the City's Administrative Services Director. Daily management responsibility of the investment program may be delegated to the City's Financial Services Manager, who shall establish procedures for the operation consistent with this investment policy. For the longer term investments the C/CAG Fiscal Agent shall invest in accordance with the directions provided by C/CAG Board.

FISCAL AGENT INVESTMENT COMMITTEE

An investment committee consisting of the City of San Carlos Treasurer, City Manager, and Administrative Services Director shall be established to provide general oversight and direction concerning the policy related to management of C/CAG's investment pool. The Financial Services Manager shall not be a member of the committee but shall serve in a staff and advisory capacity. The committee shall review and approve quarterly investment reports prepared by the Finance Department and reviewed by the Financial Services Manager or meet as necessary to discuss changes to the report or the investment strategy. The Investment Committee serving as the legislative body of the Investment Policy will have the quarterly reports for their review within thirty (30) days following the end of the quarter covered by the report as per Section 53646 (b)(1) of the California Government Code.

ETHICS AND CONFLICTS OF INTEREST

The **C/CAG Finance Committee**, Officers, and employees involved in the investment process shall refrain from personal business activity that conflicts with proper execution of the investment program, or impairs their ability to make impartial investment decisions. Additionally the Fiscal Agent's Administrative Services Director and the Financial Services Manager are required to annually file applicable financial disclosures (Form 700 etc.) as required by the Fair Political Practices Commission (FPPC).

SAFEKEEPING OF SECURITIES

To protect against fraud or embezzlement or losses caused by collapse of an individual securities dealer, all securities owned by C/CAG shall be held in safekeeping by a third party bank trust department, acting as agent for C/CAG under the terms of a custody agreement. All trades executed by a dealer will settle delivery versus payment (DVP) through C/CAG's safekeeping agent.

A receipt shall be provided for securities held in custody for C/CAG and shall be monitored by the Fiscal Agent's Administrative Services Director to verify investment holdings.

All exceptions to this safekeeping policy must be approved by the Fiscal Agent's Administrative Services Director in written form and included in the quarterly reporting to the C/CAG Board.

INTERNAL CONTROL

Separation of functions between the Fiscal Agent's Administrative Services Director or Financial Services Manager and/or the Senior Accountant is designed to provide an ongoing internal review to prevent the potential for converting assets or concealing transactions.

Investment decisions are made by the Fiscal Agent's Administrative Services Director, executed by the Fiscal Agent's Administrative Services Director or Financial Services Manager and confirmed by the Senior Accountant. All wire transfers initiated by the Fiscal Agent's Administrative Services Director or Financial Services Manager must be reconfirmed by the appropriate financial institution to the Senior Accountant. Proper documentation obtained from confirmation and cash disbursement wire transfers is required for each investment transaction. Timely bank reconciliation is conducted to ensure proper handling of all transactions.

The investment portfolio and all related transactions are reviewed and balanced to appropriate general ledger accounts by the Fiscal Agent's Senior Accountant on a monthly basis. An independent analysis by an external auditor shall be conducted annually to review and perform procedure testing on the Agency's cash and investments that have a material impact on the financial statements. The Fiscal Agent's Administrative Services Director and/or C/CAG Executive Director shall review and assure compliance with investment process and procedures.

REPORTING

The Fiscal Agent's Investment Committee shall review and render quarterly reports to the C/CAG Executive Director and to the C/CAG Board which shall include the face amount of the cash investment, the classification of the investment, the name of the institution or entity, the rate of interest, the maturity date, the current market value and accrued interest due for all securities. The quarterly reports will be submitted to the Fiscal Agent's Investment Committee within thirty (30) days following the end of the quarter covered by the report as per Section 53646 (b)(1) of the California Government Code. Once approved by the Fiscal Agent's Investment Committee, the report is submitted to the C/CAG Executive Director and the C/CAG Finance Committee for review. The quarterly reports shall be placed on C/CAG's meeting agenda for its review and approval no later than 75 days after the quarter ends. If there are no C/CAG meetings within the 75-day period, the quarterly report shall be presented to the Finance Committee at the soonest possible meeting thereafter.

QUALIFIED BROKER/DEALERS

C/CAG shall transact business only with banks, savings and loans, and with broker/dealers registered with the State of California or the Securities and Exchange Committee. The broker/dealers should be primary or regional dealers. C/CAG and the Fiscal Agent currently do not maintain a list of broker/dealers approved to do business with the City. When necessary, C/CAG and/or the Fiscal Agent shall go through the Request for Proposal processes to select the broker/dealers. Investment staff shall investigate dealers wishing to do business with C/CAG's staff to determine if they are adequately capitalized, have pending legal action against the firm or the individual broker and make markets in the securities appropriate to C/CAG's needs. C/CAG's investment policy shall be made available on C/CAG's website.

COLLATERAL REQUIREMENTS

Collateral is required for investments in certificates of deposit. In order to reduce market risk, the collateral level will be at least 110% of market value of principal and accrued interest. Collaterals should be held by an independent third party. Collaterals should be required for investments in CDs in excess of FDIC insured amounts.

AUTHORIZED INVESTMENTS

Investment of C/CAG's funds is governed by the California Government Code Sections 53600 et seq. The level of investment in all areas will be reviewed by the C/CAG Executive Director. Within the context of the limitations, the following investments are authorized, as further limited herein:

1. United States Treasury Bills, Bonds, and Notes or those for which the full faith and credit of the United States are pledged for payment of principal and interest. There is no percentage limitation of the portfolio that can be invested in this category, although a five-year maturity limitation is applicable.
2. 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, with the knowledge that the pool/fund may include some investments allowed by statute but not explicitly identified in this investment policy.
3. Obligations issued by the Government National Mortgage Association (GNMA), the Federal Farm Credit System (FFCB), the Federal Home Loan Bank Board (FHLB), the Federal National Mortgage Association (FNMA), the Student Loan Marketing Association (SLMA), and the Federal Home Loan Mortgage Corporation (FHLMC). There is no percentage limitation of the portfolio that can be invested in this category, although a five-year maturity limitation is applicable.

~~Investments detailed in items 4 through 10 are further restricted to a percentage of the cost value of the portfolio in any single issuer name to a maximum of 5%. The total value invested in any one issuer shall not exceed 5% of the issuer's net worth. Again, a five-year maximum maturity limitation is applicable unless further restricted by this policy.~~

4. Bills of exchange or time drafts drawn on and accepted by commercial banks, otherwise known as banker's acceptances. Banker's acceptances purchased may not exceed 180 days to maturity or 40% of the cost value of the portfolio. Also, no more than 30% of the agency's money may be in bankers' acceptances of any one commercial bank.

~~Investments detailed in items 45 through 408 are further restricted to a percentage of the cost value of the portfolio in any single issuer name to a maximum of 510%. The total value invested in any one issuer shall not exceed 510% of the issuer's net worth. Again, a~~

five-year maximum maturity limitation is applicable unless further restricted by this policy.

5. Commercial paper ranked the highest letter and number rating by a Nationally Recognized Statistical Rating Organization (NRSRO), such as Standard & Poor's Ratings Services, Moody's Investors Services, or Fitch Ratings, Inc., and issued by domestic corporations having assets in excess of \$500,000,000 and having an A or better rating on its long term debentures as provided by NRSRO. Purchases of eligible commercial paper may not exceed 270 days to maturity nor represent more than 510% of the outstanding paper of the issuing corporation. Purchases of commercial paper may not exceed 25% of the cost value of the portfolio.
6. Negotiable Certificates of Deposit issued by nationally or state chartered banks (FDIC insured institutions) or state or federal savings institutions. Purchases of negotiable certificates of deposit may not exceed 30% of total portfolio. A maturity limitation of five years is applicable.
7. Time deposits, non-negotiable and collateralized in accordance with the California Government Code, may be purchased through banks or savings and loan associations. Since time deposits are not liquid, no more than 30% of the investment portfolio may be invested in this investment type.
8. Medium Term Corporate Notes, with a maximum maturity of five years may be purchased. Securities eligible for investment shall be rated A or better by an NRSRO. Purchase of medium term notes may not exceed 30% of the market value of the portfolio and no more than 5% of the market value of the portfolio may be invested in notes issued by one corporation. Commercial paper holdings should also be included when calculating the limitation. The C/CAG portfolio should also be included when calculating the 5% limitation.
9. Ineligible investments are those that are not described herein, including but not limited to, common stocks and long term (over five years in maturity) notes and bonds are prohibited from use in this portfolio. It is noted that special circumstances may arise that necessitate the purchase of securities beyond the five-year limitation. On such occasions, requests must be reviewed by the C/CAG Executive Director and approved by the C/CAG Board prior to purchase.
10. Various daily money market funds administered for or by trustees, paying agents and custodian banks contracted by the City and County Association of Governments may be purchased as allowed under State of California Government Code. Only funds holding U.S. Treasury or Government agency obligations can be utilized.

The following summary of maximum percentage limits, by instrument, is established for C/CAG's total pooled funds portfolio:

Authorized Investment Type	Government Code	Maximum Maturity	Minimum Credit Quality	Maximum in Portfolio	Maximum Investment in One Issuer
Local Agency Investment Fund (LAIF)	16429.1	Upon Demand	N/A	As approved by the C/CAG Board but no more than \$65 million permitted by LAIF.	N/A
San Mateo County Investment Pool	53684	Upon Demand	N/A	As approved by the C/CAG Board	N/A
Treasury Obligations (bills, notes & bonds)	53601(b)	5 Years	N/A	100%	N/A
US Government Agency and Federal Agency Securities	53601(f)	5 Years	N/A	100%	N/A
Bankers Acceptances	53601(g)	180 Days	N/A	40%	(A) ; (B)
Commercial Paper	53601(h)	270 Days	Highest letter and number rating by an NRSRO	25%	(A); (B)
Negotiable Certificates of Deposit	53601(i)	5 Years	N/A	30%	(A); (B)
Time Certificates of Deposit – Banks or Savings and Loans	53601.8	5 Years	N/A	30%	(A); (B)
Medium Term Corporate Notes	53601(k)	5 Years	A	30%	(A); (B)

[\(A\) 10% of outstanding paper of issuing corporation and 10% of the portfolio in one corporation](#)

[\(B\) No more than 30% of the agency's money may be in bankers' acceptances of any one commercial bank.](#)

[\(A\) 5% of outstanding paper of issuing corporation](#)

[\(B\) 5% of the portfolio in one corporation](#)

DERIVATIVE INVESTMENTS

Derivatives are investments whose value is "derived" from a benchmark or index. That benchmark can be almost any financial measure from interest rates to commodity and stock prices. The use of derivatives is prohibited under this policy.

LEGISLATIVE CHANGES

Any State of California legislative action that further restricts allowable maturities, investment type, or percentage allocations will be incorporated into the City and County Association of Governments' Investment Policy and supersede any and all previous applicable language.

INTEREST EARNINGS

All moneys earned and collected from investments authorized in this policy shall be allocated quarterly based on the cash balance in each fund at quarter end as percentage of the entire pooled portfolio.

LIMITING MARKET VALUE EROSION

The longer the maturity of securities, the greater is their market price volatility. Therefore, it is the general policy of C/CAG to limit the potential effects from erosion in market values by adhering to the following guidelines:

All immediate and anticipated liquidity requirements will be addressed prior to purchasing all investments.

Maturity dates for long-term investments will coincide with significant cash flow requirements where possible, to assist with short term cash requirements at maturity.

All long-term securities will be purchased with the intent to hold all investments to maturity under then prevailing economic conditions. However, economic or market conditions may change, making it in C/CAG's best interest to sell or trade a security prior to maturity.

PORTFOLIO MANAGEMENT ACTIVITY

The investment program shall seek to augment returns consistent with the intent of this policy, identified risk limitations and prudent investment principals. These objectives will be achieved by use of the following strategies:

Active Portfolio Management. Through active fund and cash flow management, taking advantage of current economic and interest rate trends, the portfolio yield may be enhanced with limited and measurable increases in risk by extending the weighted maturity of the total portfolio.

Portfolio Maturity Management. When structuring the maturity composition of the portfolio, C/CAG shall evaluate current and expected interest rate yields and necessary cash flow requirements. It is recognized that in normal market conditions longer maturities produce higher

yields. However, the securities with longer maturities also experience greater price fluctuations when the level of interest rates change.

Security Swaps. C/CAG may take advantage of security swap opportunities to improve the overall portfolio yield. A swap, which improves the portfolio yield, may be selected even if the transactions result in an accounting loss. Documentation for swaps will be included in C/CAG's permanent investment file documents. No swap may be entered into without the approval of the C/CAG Executive Director and the C/CAG Board.

Competitive Bidding. It is the policy of C/CAG to require competitive bidding for investment transactions that are not classified as "new issue" securities. For the purchase of non-"new issue" securities and the sale of all securities at least three bidders must be contacted. Competitive bidding for security swaps is also suggested, however, it is understood that certain time constraints and broker portfolio limitations exist which would not accommodate the competitive bidding process. If a time or portfolio constraining condition exists, the pricing of the swap should be verified to current market conditions and documented for auditing purposes.

POLICY REVIEW

The City/County Association of Governments' investment policy shall be adopted by resolution of the C/CAG Board on an annual basis. This investment policy shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity and yield, and its relevance to current law and financial and economic trends. The Investment Policy, including any amendments to the policy shall be forwarded to the C/CAG Board for approval.

Glossary of Terms

Accrued Interest- Interest earned but not yet received.

Active Deposits- Funds which are immediately required for disbursement.

Amortization- An accounting practice of gradually decreasing (increasing) an asset's book value by spreading its depreciation (accretion) over a period of time.

Asked Price- The price a broker dealer offers to sell securities.

Basis Point- One basis point is one hundredth of one percent (.01).

Bid Price- The price a broker dealer offers to purchase securities.

Bond- A financial obligation for which the issuer promises to pay the bondholder a specified stream of future cash flows, including periodic interest payments and a principal repayment.

Bond Swap - Selling one bond issue and buying another at the same time in order to create an advantage for the investor. Some benefits of swapping may include tax-deductible losses, increased yields, and an improved quality portfolio.

Book Entry Securities - Securities, such stocks held in "street name," that are recorded in a customer's account, but are not accompanied by a certificate. The trend is toward a certificate-free society in order to cut down on paperwork and to diminish investors' concerns about the certificates themselves. All the large New York City banks, including those that handle the bulk of the transactions of the major government securities dealers, now clear most of their transactions with each other and with the Federal Reserve through the use of automated telecommunications and the "book-entry" custody system maintained by the Federal Reserve Bank of New York. These banks have deposited with the Federal Reserve Bank a major portion of their government and agency securities holdings, including securities held for the accounts of their customers or in a fiduciary capacity. Virtually all transfers for the account of the banks, as well as for the government securities dealers who are their clients, are now effected solely by bookkeeping entries. The system reduces the costs and risks of physical handling and speeds the completion of transactions.

Bearer and Registered Bonds - In the past, bearer and registered bonds were issued in paper form. Those still outstanding may be exchanged at any Federal Reserve Bank or branch for an equal amount of any authorized denomination of the same issue. Outstanding bearer bonds are interchangeable with registered bonds and bonds in "book-entry" form. That is, the latter exist as computer entries only and no paper securities are issued. New bearer and registered bonds are no longer being issued. Since August 1986, the Treasury's new issues of marketable notes and bonds are available in book-entry form only. All Treasury bills and more than 90% of all other marketable securities are now in book-entry form. Book-entry obligations are transferable only pursuant to regulations prescribed by the Secretary of the Treasury.

Book Value- The value at which a debt security is shown on the holder's balance sheet. Book value is acquisition cost less amortization of premium or accretion of discount.

Broker - In securities, the intermediary between a buyer and a seller of securities. The broker, who usually charges a commission, must be registered with the exchange in which he or she is trading, accounting for the name registered representative.

Certificate of Deposit- A deposit insured up to \$250,000 by the FDIC at a set rate for a specified period of time.

Collateral- Securities, evidence of deposit or pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposit of public moneys.

Constant Maturity Treasury (CMT)- An average yield of a specific Treasury maturity sector for a specific time frame. This is a market index for reference of past direction of interest rates for the given Treasury maturity range.

Coupon- The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value.

County Pool- County of San Mateo managed investment pool.

Credit Analysis- A critical review and appraisal of the economic and financial conditions or of the ability to meet debt obligations.

Current Yield- The interest paid on an investment expressed as a percentage of the current price of the security.

Custody- A banking service that provides safekeeping for the individual securities in a customer's investment portfolio under a written agreement which also calls for the bank to collect and pay out income, to buy, sell, receive and deliver securities when ordered to do so by the principle.

Delivery vs. Payment (DVP)- Delivery of securities with a simultaneous exchange of money for the securities.

Discount- The difference between the cost of a security and its value at maturity when quoted at lower than face value.

Diversification- Dividing investment funds among a variety of securities offering independent returns and risk profiles.

Duration- The weighted average maturity of a bond's cash flow stream, where the present value of the cash flows serve as the weights; the future point in time at which on average, an investor has received exactly half of the original investment, in present value terms; a bond's zero-coupon equivalent; the fulcrum of a bond's present value cash flow time line.

Fannie Mae- Trade name for the Federal National Mortgage Association (FNMA), a U.S. sponsored corporation.

Federal Reserve System- The central bank of the U.S. that consists of a seven member Board of Governors, 12 regional banks and 5,700 commercial banks that are members.

Federal Deposit Insurance Corporation (FDIC)- Insurance provided to customers of a subscribing bank that guarantees deposits to a set limit (currently \$250,000) per account.

Fed Wire- A wire transmission service established by the Federal Reserve Bank to facilitate the transfer of funds through debits and credits of funds between participants within the Fed system.

Fiscal Agent - The organization that is essentially the checkbook for C/CAG funds.

Freddie Mac- Trade name for the Federal Home Loan Mortgage Corporation (FHLMC), a U.S. sponsored corporation.

Ginnie Mae- Trade name for the Government National Mortgage Association (GNMA), a direct obligation bearing the full faith and credit of the U.S. Government.

Inactive Deposits- Funds not immediately needed for disbursement.

Interest Rate- The annual yield earned on an investment, expressed as a percentage.

Investment Agreements- An agreement with a financial institution to borrow public funds subject to certain negotiated terms and conditions concerning collateral, liquidity and interest rates.

Local Agency Investment Fund (LAIF) - State of California managed investment pool.

Liquidity- Refers to the ability to rapidly convert an investment into cash.

Market Value- The price at which a security is trading and could presumably be purchased or sold.

Maturity- The date upon which the principal or stated value of an investment becomes due and payable.

Nationally Recognized Statistical Rating Organization (NRSRO)- A U.S. Securities & Exchange Commission registered agency that assesses the creditworthiness of an entity or specific security. NRSRO typically refers to Standard and Poor's Ratings Services, Fitch Ratings, Inc. or Moody's Investors Services.

New Issue- Term used when a security is originally "brought" to market.

Perfected Delivery- Refers to an investment where the actual security or collateral is held by an independent third party representing the purchasing entity.

Portfolio- Collection of securities held by an investor.

Primary Dealer- A group of government securities dealers that submit daily reports of market activity and security positions held to the Federal Reserve Bank of New York and are subject to its informal oversight.

Purchase Date- The date in which a security is purchased for settlement on that or a later date.

Rate of Return- The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

Repurchase Agreement (REPO)- A transaction where the seller (bank) agrees to buy back from the buyer (C/CAG) the securities at an agreed upon price after a stated period of time.

Reverse Repurchase Agreement (REVERSE REPO)- A transaction where the seller (C/CAG) agrees to buy back from the buyer (bank) the securities at an agreed upon price after a stated period of time.

Risk- Degree of uncertainty of return on an asset.

Safekeeping- see custody.

Sallie Mae- Trade name for the Student Loan Marketing Association (SLMA), a U.S. sponsored corporation.

Secondary Market- A market made for the purchase and sale of outstanding issues following the initial distribution.

Settlement Date- The date on which a trade is cleared by delivery of securities against funds.

Time Deposit - A deposit in an interest-paying account that requires the money to remain on account for a specific length of time. While withdrawals can generally be made from a passbook account at any time, other time deposits, such as certificates of deposit, are penalized for early withdrawal.

Treasury Obligations- Debt obligations of the U.S. Government that are sold by the Treasury Department in the forms of bills, notes, and bonds. Bills are short-term obligations that mature in one year or less. Notes are obligations that mature between one year and ten years. Bonds are long-term obligations that generally mature in ten years or more.

U.S. Government Agencies- Instruments issued by various US Government Agencies most of which are secured only by the credit worthiness of the particular agency.

Yield- The rate of annual income return on an investment, expressed as a percentage. It is obtained by dividing the current dollar income by the current market price of the security.

Yield to Maturity- The rate of income return on an investment, minus any premium or plus any discount, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond, expressed as a percentage.

Yield Curve- The yield on bonds, notes or bills of the same type and credit risk at a specific date for maturities up to thirty years.

C/CAG AGENDA REPORT

Date: September 14, 2017

To: C/CAG Finance Committee

From: Sandy Wong, Executive Director

Subject: Review and approval of the Finance Committee’s recommendation on investment portfolio and accept the Quarterly Investment Report as of June 30, 2017.

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

RECOMMENDATION

That the C/CAG Board review and approval of the Finance Committee’s recommendation on investment portfolio and accept the Quarterly Investment Report as of June 30, 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 April, May, and June 2017 earning rates are as follows:

	Local Agency Investment Fund (LAIF)	San Mateo County Investment Pool (COPOOL)
April	0.884%	1.025%
May	0.925%	1.075%
June	0.978%	1.113%

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.

At the last quarterly review on June 8, 2017, the C/CAG Board approved the investment portfolio with no change. However, given the San Mateo County Investment Pool (COPOOL) fund has consistently out-performed the Local Agency Investment Fund (LAIF) in the past few years, there was a discussion and suggestion by a few Board members that the Finance Committee should consider the risk and benefit of increasing C/CAG's investment in COPOOL fund to seek higher yield.

On August 23, 2017, the Finance Committee reviewed the investment portfolio and conducted a discussion based on the above suggestion made by the C/CAG Board. Discussion included the risk and perceived risk of COPOOL resulting from the lost affected by the Lehman Brothers bankruptcy, as well as the level of confidence that has been restored since then. Discussion also included the possible options of A) 50/50 split between COPOOL and LAIF, or B) 60/40 split between COPOOL and LAIF, in order to boost overall yield. While the Finance Committee did not recommend a change to the investment portfolio at the August 23rd meeting, it directed staff to investigate the possibility of using an outside firm to perform a risk analysis, but be mindful that any additional gain not be offset by the cost to do the risk analysis.

The investment portfolio as of June 30, 2017 is as follows:

	3/31/2017		6/30/2017	
	Amount	Percent	Amount	Percent
LAIF	\$13,010,532	58%	\$12,034,768	58%
COPOOL	\$9,313,634	42%	\$8,586,974	42%
Total	\$22,324,166	100%	\$20,621,742	100%

ATTACHMENTS

1. Quarterly Investment Report as of June 30, 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: August 23, 2017

SUBJECT: Quarterly Investment Report as of June 30, 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 June 30, 2017, funds in the amount of \$20,621,742 were invested producing a weighted average yield of 0.98%. Of the total investment portfolio, 58.4% of funds were invested in the Local Agency Investment Fund (LAIF) and 41.6% 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 \$53,286. 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 6/30/17	Qtr Ended 3/31/17	Increase (Decrease)
Total Portfolio	\$ 20,621,742	\$ 22,324,166	\$ (1,702,424)
Weighted Average Yield	0.98%	0.87%	0.11%
Accrued Interest Earnings	\$ 53,286	\$ 47,576	\$ 5,710

There was a decrease of \$1.7M in the portfolio balance in this quarter compared to the previous quarter mainly due to larger cash draws in the fourth quarter, which was mostly for Measure M and Smart Corridor. A more detailed list of the payments made in the fourth 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 June 30, 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 June 30, 2017
- 2 – Historical Summary of Investment Portfolio

CITY & COUNTY ASSOCIATION OF GOVERNMENTS

SUMMARY OF ALL INVESTMENTS

For Quarter Ending June 30, 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)	0.92%	12,034,768	58.4%	12,022,019
San Mateo County Investment Pool (COPOOL)	1.07%	8,586,974	41.6%	8,577,443

Agency Securities

none

Total - Investments	0.98%	20,621,742	100%	20,599,462
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GRAND TOTAL OF PORTFOLIO	0.98%	\$ 20,621,742	100%	\$ 20,599,462
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Total Interest Earned This Quarter	53,286
Total Interest Earned (Loss) Fiscal Year-to-Date	184,989

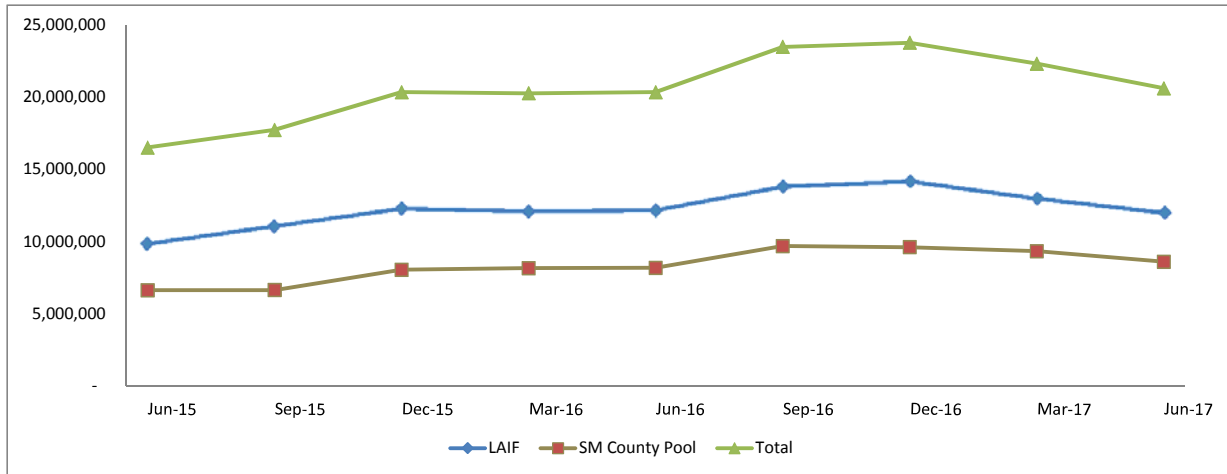
Note: CCAG Board approved the following investment portfolio mix at its November 14, 2013 meeting:

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 June 30, 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

	Jun-15	Sep-15	Dec-15	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17
LAIF	9,908,457	11,116,115	12,324,374	12,136,268	12,200,510	13,817,524	14,186,530	13,010,532	12,034,768
SM County Pool	6,601,123	6,612,375	8,024,431	8,138,072	8,154,442	9,672,516	9,591,037	9,313,634	8,586,974
Total	16,509,580	17,728,490	20,348,805	20,274,340	20,354,953	23,490,040	23,777,567	22,324,166	20,621,742

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.

C/CAG AGENDA REPORT

Date: September 14, 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 17-39 authorizing the C/CAG Chair to execute an Agreement between C/CAG and selected consultant to perform Stakeholder Engagement and Meeting Facilitation Support Services for the San Mateo Countywide Transportation Plan 2040 Follow-Up.

(For further information or questions, contact Sara Muse at 650-599-1460)

RECOMMENDATION

That the C/CAG Board review and approve Resolution 17-39 authorizing the C/CAG Chair to execute an Agreement between C/CAG and selected consultant to perform Stakeholder Engagement and Meeting Facilitation Support Services for the San Mateo Countywide Transportation Plan 2040 Follow-Up.

FISCAL IMPACT

The exact cost will be recommended to the C/CAG Board at the September 14 meeting. C/CAG staff is currently undergoing formal procurement process to identify consultant.

SOURCE OF FUNDS

C/CAG Congestion Management Fund.

BACKGROUND

San Mateo Countywide Transportation Follow-Up Working Group

The San Mateo Countywide Transportation Plan 2040 (SMCTP 2040) was adopted by the C/CAG Board of Directors on February 9, 2017, and as part of follow-up activities, staff has been working to convene the SMCTP 2040 Follow-Up Working Group, which will be comprised of up to 16 members consisting of interested members from the community, advocacy groups, C/CAG Board members, and transportation officials and staff.

The purpose of the Working Group is to discuss and refine strategies, and providing input for the following:

- Alignment of funding with vision statement established by the SMCTP 2040;
- Consider additional strategies to analyze equity; and
- Consider potential additional performance measures and targets to support goals, vision, and objectives set out by the SMCTP 2040.

It is anticipated that the Working Group will meet between four to five (4-5) times starting in October 2017 with the final meeting in fall 2018.

Consultant Selection

To assist staff with the SMCTP 2040 Follow-Up Working Group, C/CAG issued a request for proposal (RFP) in August soliciting for assistance with public outreach, stakeholder engagement, and meeting facilitation support services. C/CAG received two proposals, from Kearns & West and MIG. The proposal review panel consisting of staff will be evaluating and scoring the proposals based on the quality of the firm and key staff and the consultants' understanding of the project objectives and requirements.

As of this writing, staff is scheduling interviews with both consultants and the panel will be selecting a preferred consultant. The selected consultant will provide the following project deliverables, including:

- Monthly progress reports on project activities and deliverables;
- Summary of Working Group Meetings, Next Steps, and Recommendations;
- Summary of Stakeholder/Community Concerns and Next Steps;
- Working Group Recommendations, Follow-Up Strategies, and Action Plan

At the conclusion of the project, recommendations will be reported to the C/CAG Board and Committees.

Final staff recommendation on consultant selection will be presented to the C/CAG Board for approval at the September 14 meeting.

ATTACHMENTS

1. Resolution 17-39
2. Draft Agreement between C/CAG and selected consultant (*The document will be available for download at the C/CAG website at: <http://ccag.ca.gov/committees/board-of-directors/>)*

RESOLUTION 17-39

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CITY/COUNTY ASSOCIATION OF GOVERNMENTS
OF SAN MATEO COUNTY (C/CAG) AUTHORIZING THE C/CAG CHAIR TO
EXECUTE AN AGREEMENT BETWEEN C/CAG AND SELECTED CONSULTANT,
AND FURTHER AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE
FINAL TERMS TO PERFORM STAKEHOLDER ENGAGEMENT AND MEETING
FACILITATION SUPPORT SERVICES FOR THE SAN MATEO COUNTYWIDE
TRANSPORTATION PLAN 2040 FOLLOW-UP**

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

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

WHEREAS, on February 9, 2017, C/CAG adopted the San Mateo Countywide Transportation Plan 2040 (SMCTP 2040); and

WHEREAS, as a follow-up, C/CAG has formed a Working Group, comprised of members of the community, advocacy groups, C/CAG Board members, and transportation officials to provide input towards the follow-up implementation phase of the SMCTP 2040; and

WHEREAS, C/CAG has determined that outside consulting services are needed to assist and support in facilitating the Working Group meetings; and

WHEREAS, C/CAG is currently undergoing a formal competitive procurement process to select a preferred consultant to perform this work.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County authorize the C/CAG Chair to execute an agreement between C/CAG and _____, and further authorize the Executive Director to negotiate final terms to perform stakeholder engagement and meeting facilitation support services for the San Mateo Countywide Transportation Plan 2040 Follow-Up in an amount not to exceed \$_____.

PASSED, APPROVED, AND ADOPTED THIS 14TH DAY OF SEPTEMBER, 2017.

Alicia C. Aguirre, Chair

AGREEMENT BETWEEN
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
AND
SELECTED CONSULTANT

This Agreement entered this ____ day of _____, 2017, by and between the City/County Association of Governments of San Mateo County, a joint powers agency, hereinafter called “C/CAG” and selected consultant, hereinafter called “Contractor.”

W I T N E S S E T H

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

WHEREAS, on February 9, 2017, C/CAG adopted the San Mateo Countywide Transportation Plan 2040 (SMCTP 2040); and

WHEREAS, C/CAG is prepared to work collaboratively with Contractor to provide services, including stakeholder engagement and meeting facilitation services; and

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

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

1. Services to be provided by Contractor. In consideration of the payments hereinafter set forth, Contractor agrees to perform the services described in Exhibit A, attached hereto (the “Services”). All Services are to be performed and completed by October 31, 2019.
2. Payments. In consideration of Contractor providing the Services, C/CAG shall reimburse Contractor based on the project budget set forth in Exhibit B. The total payments to all eligible Contractors working collaboratively with C/CAG on the Program combined shall not exceed **enter amount here** for Services provided during the Contract Term as set forth below. Payments shall be made to Contractor monthly based on an invoice submitted by Contractor that identifies expenditures and describes services performed in accordance with the agreement. C/CAG shall have the right to receive, upon request, documentation substantiating charges billed to C/CAG.
3. Relationship of the Parties. It is understood that Contractor is an Independent Contractor and this Agreement is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of Independent Contractor.
4. Non-Assignability. Contractor shall not assign this Agreement or any portion thereof to a third party.

5. Contract Term. This Agreement shall be in effect as of _____ and shall terminate on October 31, 2019; provided, however, C/CAG may terminate this Agreement at any time for any reason by providing 30 days' notice to Contractor. Termination shall be effective on the date specified in the notice. In the event of termination under this paragraph, Contractor shall be paid for all Services provided to the date of termination.
6. Hold Harmless/ Indemnity: Contractor shall indemnify and save harmless C/CAG, its agents, officers, and employees from all claims, suits or actions to the extent caused by the negligence, errors, acts or omissions of the Contractor, its agents, subcontractors, officers or employees related to or resulting from performance, or non-performance, under this Agreement. Contractor shall indemnify and save harmless C/CAG, its agents, officers, and employees from all claims, suits or actions brought by third parties, arising from or in any way related to use of Contractor's App.

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

7. Insurance: Contractor or any subcontractors performing the services on behalf of Contractor shall not commence work under this Agreement until all Insurance required under this section has been obtained and such insurance has been approved by the C/CAG Staff. Contractor shall furnish the C/CAG Staff with Certificates of Insurance evidencing the required coverage and there shall be a specific contractual liability endorsement extending the Contractor's coverage to include the contractual liability assumed by the Contractor pursuant to this Agreement. These Certificates shall specify or be endorsed to provide that thirty (30) days notice must be given, in writing, to C/CAG of any pending change in the limits of liability or of non-renewal, cancellation, or modification of the policy. Such Insurance shall include at a minimum the following:

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

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

Required insurance shall include:

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

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

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

8. Non-discrimination. The Contractor and any subcontractors performing the services on behalf of the Contractor shall not discriminate or permit discrimination against any person or group of persons on the basis of race, color, religion, national origin or ancestry, age, sex, sexual orientation, marital status, pregnancy, childbirth or related conditions, medical condition, mental or physical disability or veteran's status, or in any manner prohibited by federal, state or local laws.
9. Compliance with All Laws. Contractor shall at all times comply with all applicable laws and regulations, including without limitation those regarding services to disabled persons, including any requirements of Section 504 of the Rehabilitation Act of 1973.
10. Substitutions: If particular people are identified in this Agreement are providing services under this Agreement, the Contractor will not assign others to work in their place without written permission from C/CAG. Any substitution shall be with a person of commensurate experience and knowledge.
11. Sole Property of C/CAG. Work products of Contractor which are delivered under this Agreement or which are developed, produced and paid for under this Agreement, shall be and become the property of C/CAG. Contractor shall not be liable for C/CAG's use, modification or re-use of products without Contractor's participation or for purpose other than those specifically intended pursuant to this Agreement.

12. Access to Records. C/CAG, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Contractor which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcriptions.

The Contractor shall maintain all required records for three years after C/CAG makes final payments and all other pending matters are closed.

13. Merger Clause. This Agreement, including Exhibits A and B attached hereto and incorporated herein by reference, constitutes the sole agreement of the parties hereto with regard to the matters covered in this Agreement, and correctly states the rights, duties and obligations of each party as of the document's date. Any prior agreement, promises, negotiations or representations between the parties not expressly stated in this document are not binding. Any subsequent modifications must be in writing and signed by the parties. In the event of a conflict between the terms, conditions or specifications set forth herein and those in Exhibit A attached hereto, the terms, conditions or specifications set forth herein shall prevail.
14. Governing Law. This Agreement shall be governed by the laws of the State of California, without regard to its choice of law rules, and any suit or action initiated by either party shall be brought in the County of San Mateo, California.

15. Notices. All notices hereby required under this agreement shall be in writing and delivered in person or sent by certified mail, postage prepaid and addressed as follows:

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

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

Insert Information Here

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

Name Here (Contractor)

By _____

Date

City/County Association of Governments (C/CAG)

By _____
Alicia C. Aguirre, C/CAG Chair

Date

C/CAG Legal Counsel

By _____

EXHIBIT A
SCOPE OF WORK

EXHIBIT B

BUDGET

C/CAG

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July 10, 2017

The Honorable Jim Frazier
Chair, Assembly Transportation Committee
1020 N Street, Room 112
Sacramento, CA 95814

RE: SUPPORT IN CONCEPT for SB 595 (Beall)

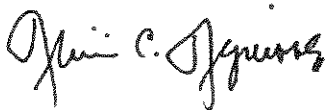
Dear Chair Frazier:

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 still needs further details, 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

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August 9, 2017

Mr. Steve Heminger
Metropolitan Transportation Commission
Bay Area Metro Center
375 Beale Street, Suite 800
San Francisco, CA 94105-2066

RE: Request for additional repurposed earmark for the US 101 Managed Lane Project

Mr. Heminger:

City/County Association of Governments (C/CAG) of San Mateo County, the Congestion Management Agency (CMA) for San Mateo County, is requesting an augmentation of funds for the US 101 Managed Lanes Project.

The "US 101 Managed Lanes" project is the highest priority project in San Mateo County. It is a project with large countywide and regional impacts. This segment of the US 101 corridor connects the Silicon Valley and San Francisco, with SFO and two bridges connecting to the East Bay in between. It is arguably the backbone corridor for the most economically productive area in the State. In recent years, this corridor has experienced a drastic increase in congestion. If it is not fixed in a timely manner, it will result in severe negative impacts to our local community as well as enormous negative regional and statewide economic impacts.

C/CAG, the San Mateo County Transportation Authority, the Metropolitan Transportation Commission, and California Department of Transportation (Caltrans) have been collaborating on this project for several years to-date. C/CAG appreciates the effort that MTC has taken to help direct \$9.4 million in 2016 repurposed earmark to this project.

This project would be able to further utilize the \$48,440 available in 2017 repurposed earmark and will be able to obligate the funds before September 20, 2020. I thank you and your staff very much for your consideration of this project. Please feel free to contact my staff Jean Higaki, at (650) 599-1462 or jhigaki@smcgov.org with any questions or concerns.

Sincerely,


Sandy Wong, Executive Director
City/County Association of Governments of San Mateo County

cc: Alix Bockelman, Deputy Executive Director, Policy
Anne Richman, Director of Programming and Allocations

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August 28, 2017

Mr. Bijan Sartipi
District Director
Caltrans District 4
P.O. Box 23660
Oakland, CA 94623-0660

Re: Request for Streamlined PID Process – District 4 Office of Planning and Project Management

Dear Mr. Sartipi,

The City/County Association of Governments of San Mateo County (C/CAG) is requesting approval to use a Project Study Report (PSR) in lieu of the Project Study Report – Project Development Support (PSR-PDS) for an Intelligent Transportation System (ITS) Smart Corridor expansion project in Daly City/ Brisbane to be proposed in the 2018 STIP. In consultation with District planning staff, C/CAG is requesting the ability to program all support, right of way, and construction cost with this document.

This project builds upon the approximately \$35 million Smart Corridors project that was recently constructed jointly by Caltrans and C/CAG. C/CAG is proposing to program additional STIP funds towards the environmental, design, and construction to expand the Smart Corridors project into Daly City and Brisbane. It is expected the project development process can be completed and construction phase can start within the STIP cycle. Hence, it is prudent to have a programming document that allows for the programming of capital funds.

This project will pose low risk to the state because the foundation of the Smart Corridors project is already in place, including the Concept of Operations and System Engineering Management Plan. Moreover, this project will be built upon the proven successful partnership between Caltrans and C/CAG as in the early Smart Corridors segments.

We appreciate you and District 4 staff's effort to streamline this process, and request approval of using a PSR for this proposed project.

Sincerely,



Sandy Wong, C/CAG Executive Director

Cc: Jean Finney, Celia McCuaig, Nandini Shridhar

C/CAG

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September 5, 2017

The Honorable Edmund G. Brown Jr.
Governor of California
State Capitol, Suite 1173
Sacramento, CA 95814

RE: SIGNATURE REQUESTED FOR SB 231 (Hertzberg)

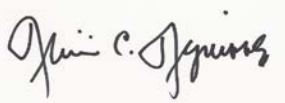
Dear Governor Brown:

The City/County Association of Governments of San Mateo County (C/CAG), which administers the San Mateo Countywide Water Pollution Prevention Program (Countywide Program), is pleased to support SB 231 (Hertzberg) and urges your **SIGNATURE** at the appropriate time. This bill revises definitions for the purposes of implementing Articles XIII C and XIII D of the California Constitution, clarifying that sewer service includes the collection and disposal of stormwater, making it less cumbersome to generate local funding, pursuant to the requirements of the California Constitution, to manage stormwater.

The Countywide Program assists all of the municipalities in San Mateo County in meeting State and Federal mandates to address pollution in urban runoff. In San Mateo County, estimated annual costs to meet the requirements of the San Francisco Bay Regional Water Quality Control Board's Municipal Regional Stormwater Permit exceed \$35 million. Currently, there is approximately \$10 million of dedicated stormwater revenue in San Mateo County. If C/CAG's member agencies are not able to generate sufficient revenue to meet permit obligations, they risk substantial fines and penalties, in addition to the negative environmental impacts of not meeting water quality mandates. C/CAG also recently completed a Countywide Stormwater Resource Plan that looks at opportunities to manage stormwater more sustainably, including opportunities to capture stormwater for the purposes of groundwater recharge. SB 231 will help our member agencies implement multi-benefit projects that will support more sustainable, resilient local water supplies.

C/CAG **SUPPORTS** SB 231 and respectfully requests your signature on this important legislation as our member agencies work diligently to manage stormwater more sustainably in San Mateo County. 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 C. Aguirre, Chair
City/County Association of Governments of San Mateo County

Cc: Senator Bob Hertzberg