

# 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*

# AGENDA

## BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)

**Date:** Thursday, June 28, 2018  
7:00 p.m.

**Place:** San Mateo City Hall  
Conference Room C  
330 West 20th Avenue  
San Mateo, CA 94403

- |     |  |                                      |             |
|-----|--|--------------------------------------|-------------|
| 1.  | Call To Order  | Action<br>(Fraser)                   |             |
| 2.  | Public Comment On Items Not On The Agenda  | Limited to 3 minutes<br>per speaker. |             |
| 3.  | Meeting Minutes of the May 24, 2018 Meeting  | Action<br>(Fraser)                   | Pages 1-4   |
| 4.  | Receive information on the Caltrans District 4 Bike Plan   | Information<br>(Ruiz)                | Page 5      |
| 5.  | Review and recommend approval of the request to the Metropolitan Transportation Commission for the allocation of FY 2018-19 Transportation Development Act Article 3 (TDA 3) funds to update the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP) | Action<br>(Muse)                     | Pages 6-7   |
| 6.  | Provide input on the framework for the update of the Land Use Impact Analysis Program and Transportation Demand Management (TDM) Measures  | Action<br>(Muse)                     | Pages 8-20  |
| 8.  | Receive an update on the Grant Writing Technical Assistance Program (GW-TAP) services for the Active Transportation Cycle 4 (ATP Cycle 4)  | Information<br>(Muse)                | Pages 21-22 |
| 9.  | Member Communications  | Information<br>(Fraser)              |             |
| 10. | Adjournment  | Action<br>(Fraser)                   |             |

If you have any questions regarding the C/CAG Bicycle and Pedestrian Advisory Committee Meeting Agenda, please contact Sara Muse at 650-599-1460 or [smuse@smcgov.org](mailto:smuse@smcgov.org) *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. **The next BPAC meeting will be held on Thursday, September 27, 2018.***

**City/County Association of Governments  
of San Mateo County (C/CAG)**

**Bicycle and Pedestrian Advisory Committee (BPAC)  
Meeting Minutes  
May 24, 2018**

**1. Call to Order**

Chair Fraser called the meeting to order at 7:02 pm. Chair Fraser welcomed Member Perez to the BPAC and requested him to provide an introduction.

Members Present: Deirdre Martin, Marina Fraser, Marge Colapietro, Malcolm Robinson, Ann Schneider, Karyl Matsumoto, Jamie Axt, Emily Beach, Gary Pollard, Herb Perez.

Members Absent: Don Horsley, Ann Wengert, Matthew Self, Daina Lujan.

Staff/Guests Attending: Sara Muse, John Hoang, Kamal Fallaha, Mario Ung.

**2. Public Comments On Items Not On The Agenda**

There were no public comments.

**3. Meeting Minutes of March 22, 2018 (Action)**

No comments or revisions were made on the meeting minutes of March 22, 2018. Chair Fraser called for a motion to approve the March 22, 2018 Meeting Minutes.

*Motion: Member Colapietro moved/Member Robinson seconded approval of the March 22, 2018 minutes. Members Beach and Perez abstained. The motion carried 8-0-2.*

**4. Review and recommend approval of a request for reallocation of FY 2015-16 Transportation Development Act Article 3 (TDA 3) funds for the City of San Mateo North San Mateo Drive Pedestrian and Bicycle Improvement Project (Action)**

Staff presented on the reallocation request. Member Robinson asked what would happen to TDA 3 funds if they go unused. Staff responded that funds would be rolled over to the next call for projects cycle.

*Motion: Member Pollard moved/Member Schneider seconded approval of the reallocation of FY 2015-16 Transportation Development Act Article 3 (TDA 3) funds for the City of San Mateo North San Mateo Drive Pedestrian and Bicycle Improvements Project. The motion carried 10-0-0.*

**5. Review and recommend approval of a request for reallocation of FY 2013-14**

**Transportation Development Act Article 3 (TDA 3) funds for the City of East Palo Alto Pedestrian and Bicycle Improvements Woodland Neighborhood Project (Action)**

Staff presented on the reallocation request and introduced Kamal Fallaha, City of East Palo Alto Public Works Director, to answer questions. Kamal Fallaha provided an overview of the proposed scope of work and discussed construction conflicts with the original Woodland neighborhood project due to the San Francisquito Creek Joint Powers Authority Reach Two Flood Control Project. The opposition from BPAC members was primarily based on major changes to the scope of work and reallocating the project for a second three-year cycle. BPAC members also discussed revisiting the BPAC policy.

Member Colapietro motioned to reject the reallocation, which was seconded by Member Matsumoto. However, the motion failed 4-6.

*Motion: Member Martin moved/Member Schneider seconded approval of the reallocation of FY 2013-14 Transportation Development Act Article 3 (TDA 3) funds for the City of East Palo Alto Pedestrian and Bicycle Improvements Woodland Neighborhood Project. The motion carried 6-4-0.*

**6. Review and approve updated Transportation Development Act Article 3 (TDA 3) applications and scoring sheet (Action)**

Staff presented on the updated TDA 3 applications and scoring sheet for future cycles. BPAC Members provided edits to both capital and planning applications and the scoring sheet. BPAC Members agreed that a member may participate in the scoring meeting via phone if a member is in good standing, has an excused absence approved by C/CAG in advance, and complies with protocol for calling in to meetings remotely. Member Schneider asked if BPAC Members could receive a chart on jurisdictions that requested reallocation of TDA 3 funds. Staff took the requests into consideration.

*Motion: Member Schneider moved/Member Martin seconded approval of the updated Transportation Development Act Article 3 (TDA 3) applications and scoring sheet. The motion carried 10-0-0.*

**7. Receive information on the Grant Writing Technical Assistance Program (GW-TAP) (Information)**

Staff provided an overview of the Grant Writing Technical Assistance Program (GW-TAP) and the current Active Transportation Program Cycle 4 (ATP Cycle 4) call for interest announcement. Member Colapietro asked why funds administered by SamTrans, the TA, and C/CAG were ineligible for the GW-TAP. Staff responded that the GW-TAP provides grant writing assistance for federal, state, and regional grants that C/CAG and its member agencies previously not been competitive in in being awarded grant funds.

**8. Member Communications (Information)**

Member Matsumoto requested a meeting be set to discuss BPAC policy, but in the

meantime, for members to report to Staff on what policy-related topics they would like to be discussed before the meeting is scheduled.

Member Schneider asked if the BPAC policy is available online and if the policy could address countywide connectivity. Member Robinson responded that the Comprehensive Bicycle and Pedestrian Plan (2011) addresses connectivity. Staff responded that the policy is available online.

Member Robinson announced he will be absent at the September BPAC meeting.

Member Schneider announced Millbrae is scheduling a meeting in June to discuss bike and scooter sharing and asked if other jurisdictions have developed a policy. Members shared what technologies they have explored. Staff responded that C/CAG and Commute.org are in the process of organizing a meeting to regarding bike share.

### **Adjournment**

The meeting adjourned at 8:57 pm.

**C/CAG Bicycle and Pedestrian Advisory Committee**

<b>Name</b>	<b>Agency</b>	<b>September 2017</b>	<b>October 2017</b>	<b>January 2018</b>	<b>March 2018</b>	<b>May 2018</b>
Marge Colapietro	Public (Millbrae)	X	X	X	X	X
Ann Schneider	Millbrae	X	X	X	X	X
Marina Fraser	Half Moon Bay	X	X	X	X	X
Don Horsley	County of San Mateo	X			X	
Emily Beach	Burlingame	X	X	X		X
Karyl Matsumoto	South San Francisco		X	X	X	X
Gary Pollard	Foster City		X			X
Ann Wengert	Portola Valley	X	X			
Deirdre Martin	Pacifica	X	X	X	X	X
Herb Perez	Foster City	N/A	N/A	N/A	N/A	X
Matthew Self	Public (City of Redwood City)	X	X	X	X	
Daina Lujan	Public (South San Francisco)	X	X	X	X	
Malcolm Robinson	Public (San Bruno)	X	X	X	X	X
Jamie Axt	Public (City of Redwood City)	N/A	N/A	X	X	X

**Others in attendance at the May 2018 BPAC Meeting:**

Sara Muse	C/CAG Staff
John Hoang	C/CAG Staff
Kamal Fallaha	City of East Palo Alto
Mario Ung	City of San Mateo

## **C/CAG AGENDA REPORT**

Date: June 28, 2018  
To: C/CAG Bicycle and Pedestrian Advisory Committee (BPAC)  
From: Sara Muse  
Subject: Receive information on the Caltrans District 4 Bike Plan  
(For further information or questions, contact Sara Muse at 650-599-1460)

---

### **RECOMMENDATION**

That the C/CAG BPAC receive information on the Caltrans District 4 Bike Plan.

### **FISCAL IMPACT**

There is no fiscal impact for the presentation.

### **SOURCE OF FUNDS**

N/A.

### **BACKGROUND**

The Caltrans District 4 Bike Plan (Plan) for the San Francisco Bay Area is the first-ever bicycle plan for Caltrans. The Plan builds off the California State Bicycle and Pedestrian Plan (Toward an Active California), which identifies goals, objectives, and strategies to support walking and biking in California. The District 4 Plan evaluates bicycle needs on and across the State transportation network and identifies conceptual priority improvements for bicycling.

The final report, along with a web map of priority improvements, is available at:  
[www.dot.ca.gov/d4/bikeplan](http://www.dot.ca.gov/d4/bikeplan)

### **ATTACHMENTS**

None.

## **C/CAG AGENDA REPORT**

Date: June 28, 2018

To: C/CAG Bicycle and Pedestrian Advisory Committee (BPAC)

From: Sara Muse

Subject: Review and recommend approval of the request to the Metropolitan Transportation Commission (MTC) for the allocation of FY 2018-19 Transportation Development Act Article 3 (TDA 3) funds to update the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP)

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

---

### **RECOMMENDATION**

That the C/CAG BPAC review and recommend approval of the request to the Metropolitan Transportation Commission (MTC) for the allocation of FY 2018-19 Transportation Development Act Article 3 (TDA 3) funds to update the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP).

### **FISCAL IMPACT**

The cost to update the San Mateo County Comprehensive Bicycle and Pedestrian Plan is estimated to be \$100,000. Staff is requesting an allocation of \$50,000 from the FY 2018-19 Transportation Development Act Article 3 (TDA 3) funds. The San Mateo County Transportation Authority will provide \$50,000 in matching Measure A funds.

### **SOURCE OF FUNDS**

TDA 3 funds are derived from Local Transportation Funds and the State Transit Assistance Fund. Local Transportation Funds (LTF) are derived from a ¼ cent of the general sales tax collected statewide. The San Mateo County Transportation Authority funds would be used from the Measure A Transportation Sales Tax.

### **BACKGROUND**

The San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP) was adopted by the C/CAG Board on September 8, 2011. The CBPP addresses the planning, design, funding, and implementation of bicycle and pedestrian projects of countywide significance. The CBPP updated the prior San Mateo County Comprehensive Bicycle Route Plan (2000) and expanded the earlier plan by adding a countywide pedestrian component.

The CBPP can be found on C/CAG's website here: [http://ccag.ca.gov/wp-content/uploads/2014/07/CBPP\\_Main-Report\\_Sept2011\\_FINAL.pdf](http://ccag.ca.gov/wp-content/uploads/2014/07/CBPP_Main-Report_Sept2011_FINAL.pdf)

The CBPP was funded by a combination of TDA 3 and Measure A funds. At the May 13, 2010 C/CAG Board meeting, the Board approved Resolution 10-16, authorizing the request for allocation of \$100,000 in FY 2010-11 TDA 3 funds for the San Mateo County Comprehensive Bicycle and Pedestrian Plan. The San Mateo County Transportation Agency provided \$100,000 in Measure A funds.

Staff wishes to update the CBPP to provide up-to-date data (i.e., needs analysis) and reflect current transportation trends. Staff has determined that consultant services will be needed to update the plan. The estimated project cost is \$100,000. Staff proposes funding the project using \$50,000 in FY 2018-19 TDA 3 funds and \$50,000 in matching Measure A funds.

San Mateo County receives approximately \$800,000 per year in TDA 3 funds. At the March 24, 2018, the C/CAG BPAC voted to combine the next two years of TDA 3 allocations for a Call for Projects in FY 2019-20. The recent FY 2018-19 TDA 3 fund estimate for San Mateo County is \$937,927. Staff's recommendation is to allocate \$50,000 from the \$937,927.

If approved by the C/CAG BPAC and Board of Directors, staff will submit a request for allocation to the Metropolitan Transportation Commission (MTC) to claim funds to update the plan. The remaining FY 2018-19 balance will roll over for the TDA 3 call for projects in FY 2019-20.

#### **ATTACHMENTS**

None.

## **C/CAG AGENDA REPORT**

Date: June 28, 2018

To: C/CAG Bicycle and Pedestrian Advisory Committee (BPAC)

From: Sara Muse

Subject: Provide input on the framework for the update of the Land Use Impact Analysis Program and Transportation Demand Management (TDM) Measures

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

---

### **RECOMMENDATION**

That the C/CAG BPAC provide input on the framework for the update of the Land Use Impact Analysis Program and Transportation Demand Management (TDM) Measures.

### **FISCAL IMPACT**

None.

### **SOURCE OF FUNDS**

N/A.

### **BACKGROUND**

The Land Use Impact Analysis Program Policy was adopted in 2000 (updated in FY 2004/05) and is included in Appendix I of the 2017 Congestion Management Program (CMP). The policy, attached, provides guidelines for analyzing the impact of land use decisions made by local jurisdictions in San Mateo County. The purpose of the policy is to preserve acceptable performance on the CMP network, and to establish community standards for consistent system-wide transportation review. The policy is implemented during the environmental review process and applies to developments that generate more than 100 peak hour trips on the CMP roadway network. Developers can either reduce the scope of their project, build adequate roadway and/or transit improvements, contribute to a special fund for improvements, or require the developer and all subsequent tenants to implement TDM programs to mitigate new peak hour trips.

Staff plans to update the existing Land Use Impact Analysis Program to reflect current TDM best practices, provide updated performance targets, and standardize an annual survey, monitoring and reporting requirements. There are many changes that have occurred since the policy was adopted in 2000, including car-share, ride-hailing, bike share systems, increased complexity in work schedules, and more.

## Land Use Impact Analysis Program Update Framework

The objective of the Land Use Impact Analysis Program update is to refine TDM strategies and programs that increase the efficiency of the transportation system through alternative modes of travel. The update will, in part, focus on aligning the framework with goals laid out in the CMP.

The proposed framework for updating the program includes the following:

1. **Best Practices Review** – Examine current state of TDM planning and implementation in the region, identify best practices and opportunities for improvement and expansion of TDM programs at the county and community levels, and build an understanding of the impacts and opportunities provided by new mobility and technology innovations.
2. **Established Approach** – Prepare an approach to update/revise the Policy, which may include but is not limited to, updated goals and objectives, performance targets, revised point system, trip reduction, or mode-shift targets.
3. **Stakeholder Meetings** – Hold 2-3 stakeholder meetings over the course of the project to review and provide feedback on the program update. The composition of the stakeholder group is currently being developed.
4. **Program Update** – Based on established approach and feedback from stakeholders, update the Land Use Impact Analysis Program to possibly include update goals and objectives, defined performance targets, and practical monitoring and reporting requirements, including standardized annual surveys.

### **ATTACHMENTS**

1. Land Use Impact Analysis Program, CMP Appendix I

## **GUIDELINES FOR IMPLEMENTING THE LAND USE COMPONENT OF THE CONGESTION MANAGEMENT PROGRAM**

All land use changes or new developments that require a negative declaration or an Environmental Impact Report (EIR) and that are projected to generate a net (subtracting existing uses that are currently active) 100 or more trips per hour at any time during the a.m. or p.m. peak hour period, must be reported to C/CAG within ten days of completion of the initial study prepared under the California Environmental Quality Act (CEQA). Peak period includes 6:00 a.m. to 10:00 a.m. and 3:00 p.m. to 7:00 p.m. **Peak hour is defined as the hour when heaviest daily traffic volume occurs and generally occurs during morning and afternoon commute times. Traffic counts are obtained during AM and PM peak periods and the volume from the heaviest hour of AM or PM traffic is used to define peak hour for those time periods. The highest number of net trips resulting from AM or PM peak hour will be used. Net trips are calculated by subtracting trips for existing uses from those generated by the new project.** Although projects that generate less than 100 peak hour trips are not subject to these guidelines, local jurisdictions are strongly encouraged to apply them to all projects, particularly where the jurisdiction has determined that the impacts of the project will have an adverse effect on traffic in that jurisdiction.

These guidelines are not intended to establish a Countywide **threshold** of significance of 100 peak hour trips for CEQA purposes. The determination of what level of traffic results in a significant impact is left in the first instance to the local jurisdiction. These guidelines do contemplate, however, that all trips resulting from projects that are reviewed by C/CAG and fall under these guidelines will be mitigated, whether or not it rises to a level of significance under CEQA.

Local jurisdictions must ensure that the developer and/or tenants will reduce the demand for all new peak hour trips (including the first 100 trips) projected to be generated by the development. The local jurisdiction can select one or more of the options that follow or may propose other methods for mitigating the trips. It is up to the local jurisdiction working together with the project sponsor to choose the method(s) that will be compatible with the intended purpose of the project and the community that it will serve. The options identified in these guidelines are not intended to limit choices. Local jurisdictions are encouraged to be creative in developing options that meet local needs while accomplishing the goal of mitigating new peak hour trips. The additional measures that are not specifically included in these guidelines should be offered for review by C/CAG staff in advance of approving the project. Appeals to the decisions by C/CAG staff will be taken to the full C/CAG Board for consideration.

**The Congestion Management Program roadway network includes all state highways and selected principal arterials.** When considering land use projects, local jurisdictions may either require that mitigation for impacts to the Congestion Management Program roadway network be finally determined and imposed as a condition of approval of the project, or may conditionally approve such project, conditioned on compliance with the requirements to mitigate the impacts to the Congestion Management Program roadway network. In those instances where conditional approval is given, a building permit may not be issued for the project until the required mitigation is determined and subsequently imposed on the project.

Some of the choices for local jurisdictions include:

1. Reduce the scope of the project so that it will generate less than 100 net peak hour trips.
2. Build adequate roadway and/or transit improvements so that the added peak hour trips will have no measurable impact on the Congestion Management Program roadway network.
3. If a local jurisdiction currently collects traffic mitigation fees, any portion of the fees that are used to mitigate the impacts of the project's traffic on the Congestion Management Program roadway network will count as a credit toward the reduction in the demand for trips required under the Congestion Management Program. The developer may also contribute a one-time only payment of \$20,000 per peak hour trip (including the first 100 trips) to a special fund for the implementation of appropriate transportation demand management system measures at that development. These funds will be used to implement transportation demand management programs that serve the development making the contribution.
4. Require the developer and all subsequent tenants to implement Transportation Demand Management programs that have the capacity to fully reduce the demand for new peak hour trips. The developer/tenants will not be held responsible for the extent to which these programs are actually used. **The developer shall pay for a monitoring program for the first three years of the development. The purpose of the monitoring program is to assess the compliance of the project with the final TDM plan.** The following is a list of acceptable programs and the equivalent number of trips that will be credited as reduced. Programs can be mixed and matched so long as the total mitigated trips is equal to or greater than the new peak hour trips generated by the project. These programs, once implemented, must be on going for the occupied life of the development. Programs may be substituted with prior approval of C/CAG, so long as the number of **mitigated trips** is not **reduced**. Additional measures may be proposed to C/CAG for consideration. Also there may be special circumstances that warrant a different amount of credit for certain measures. For example, a developer may elect to contract with the Alliance or another provider of TDM services to meet this requirement. These situations can also be submitted to C/CAG in advance for consideration. It is up to each local jurisdiction to use its best judgment to determine the extent to which certain measures are "reasonable and effective." For example, there will be a point where additional showers will not result in more people riding bicycles or walking to work.
5. Adopt Congestion Management Program guidelines for projects within its jurisdiction and submit those guidelines for approval by C/CAG. The local jurisdiction would then apply these guidelines to the appropriate level of project and provide an annual report describing affected projects and guidelines applied. C/CAG would review the jurisdiction's efforts on an annual basis and could require amendments to the jurisdiction's guidelines if the jurisdiction's guidelines were not meeting Congestion Management Program goals.

6. Adopt the C/CAG guidelines for application to the appropriate level of project in the jurisdiction, and submit an annual report describing affected projects and guidelines applied. C/CAG would review the jurisdiction's efforts on an annual basis and could require amendments to the jurisdiction's guidelines if the jurisdiction's guidelines were not meeting Congestion Management Program goals.
7. Negotiate with C/CAG staff for other acceptable ways to mitigate the trips for specific developments on a case-by-case basis.
8. **C/CAG recognizes that for retail or special uses appropriate TDM measures may be difficult to implement. Please contact C/CAG to develop appropriate measures for these types of projects.**

**Transportation**

<b><u>Demand Management Measure</u></b>	<b><u>Number of Trips Credited</u></b>	<b><u>Rationale</u></b>
<b>Secure bicycle storage</b>	One peak hour trip will be credited for every 3 new bike lockers/racks installed and maintained. <b>Lockers/racks must be installed within 100 feet of the building.</b>	Experience has shown that bicycle commuters will average using this mode one-third of the time, especially during warmer summer months.
Showers and changing rooms.	<b>Ten</b> peak hour trips will be credited for each new combination shower and changing room installed. <b>An additional 5 peak hour trips will be credited when installed in combination with at least 5 bike lockers</b>	<b>10 to 1 ratio based on cost to build and the likelihood that bicycle utilization will increase.</b>
Operation of a dedicated shuttle service during the peak period to a rail station or an urban residential area. <b>Alternatively the development could buy into a shuttle consortium.</b>	One peak hour trip will be credited for each peak-hour round trip seat on the shuttle. Increases to two trips if a Guaranteed Ride Home Program is also in place.  Five additional trips will be credited if the shuttle stops at a child-care facility enroute to/from the worksite.	Yields a one-to-one ratio (one seat in a shuttle equals one auto trip reduced); utilization increases when a guaranteed ride home program is also made available.

Charging employees for parking.	<b>Two</b> peak hour trips will be credited for each parking spot charged out at \$20 per month for one year. <b>Money shall be used for TDM measures such as shuttles or subsidized transit tickets.</b>	Yields a <b>two-to-one</b> ratio
Subsidizing transit tickets for employees.	One peak hour trip will be credited for each transit pass that is subsidized at least \$20 per month for one year.  One additional trip will be credited if the subsidy is increased to \$75 for parents using transit to take a child to childcare enroute to work.	Yields a one-to-one ratio (one transit pass equals one auto trip reduced).
Subsidizing pedestrians/bicyclists who commute to work.	One peak hour trip will be credited for each employee that is subsidized at least \$20 per month for one year.	Yields a one-to-one ratio (One pedestrian/bicyclist equals one auto trip reduced).
Creation of preferential parking for carpoolers.	Two peak hour trips will be credited for each parking spot reserved.	Yields a two-to-one ratio (one reserved parking spot equals a minimum of two auto trips reduced).
Creation of preferential parking for vanpoolers.	Seven peak hour trips will be credited for each parking spot reserved.	Yields a seven-to-one ratio (one reserved parking spot equals a minimum of seven auto trips reduced).
Implementation of a vanpool program.	Seven peak hour trips will be credited for each vanpool arranged by a specific program operated at the site of the development. Increases to ten trips if a Guaranteed Ride Home Program is also in place.	The average van capacity is seven.

Operation of a commute assistance center, offering on site, one stop shopping for transit and commute alternatives information, preferably staffed with a live person to assist building tenants with trip planning.

One peak hour trip will be credited for each feature added to the information center; and an additional one peak hour trip will be credited for each hour the center is staffed with a live person, up to 20 trips per each 200 tenants. Possible features may include:

- Transit information brochure rack
- Computer kiosk connected to Internet
- Telephone (with commute and transit information numbers)
- Desk and chairs (for personalized trip planning)
- On-site transit ticket sales
- Implementation of flexible work hour schedules that allow transit riders to be 15-30 minutes late or early (due to problems with transit or vanpool).
- Quarterly educational programs to support commute alternatives

This is based on staff's best estimate. Short of there being major disincentives to driving, having an on site TDM program offering commute assistance is fundamental to an effective TDM program.

**Survey Employees to examine use and best practices.**

**Three peak hour trips will be credited for a survey developed to be administered twice yearly**

**This is based on staff's best estimate with the goal of finding best practices to achieve the mode shift goal.**

Implementation of a parking cash out program.

One peak hour trip will be credited for each parking spot where the employee is offered a cash payment in return for not using parking at the employment site.

Yields a one-to-one ratio (one cashed out parking spot equals one auto trip reduced).

Implementation of ramp metering.

Three hundred peak hour trips will be credited if the local jurisdiction in cooperation with CalTrans, installs and turns on ramp metering lights during the peak hours at the highway entrance ramp closest to the development.

This is a very difficult and costly measure to implement and the reward must be significant.

Installation of high bandwidth connections in employees' homes to the Internet to facilitate home telecommuting

**One peak hour trip will be credited for every three connections installed. This measure is not available as credit for a residential development.**

Yields a one-to-**three** ratio.

Installation of video conferencing centers that are available for use by the tenants of the facility.

**Five** peak hour trips will be credited for a center installed at the facility.

**This is based on staff's best estimate.**

Implementation of a compressed workweek program.

One peak hour trip will be credited for every 5 employees that are offered the opportunity to work four compressed days per week.

The workweek will be compressed into 4 days; therefore the individual will not be commuting on the 5<sup>th</sup> day.

**Flextime:  
Implementation of an alternate hours workweek program.**

**One peak hour trip will be credited for each employee that is offered the opportunity to work staggered work hours. Those hours can be a set shift set by the employer or can be individually determined by the employee.**

**This is based on staff's best estimate.**

Provision of assistance to employees so they can live close to work.

If an employer develops and offers a program to help employees find acceptable residences within five miles of the employment site, a credit of one trip will be given for each slot in the program.

This assumes that a five-mile trip will generally not involve travel on the freeways.

Implementation of a program that gives preference to hiring local residents at the new development site.

One peak hour trip will be credited for each employment opportunity reserved for employees recruited and hired from within five miles of the employment site.

This assumes that a five-mile trip will generally not involve travel on the freeways.

Provision of on-site amenities/accommodations that encourage people to stay on site during the workday, making it easier for workers to leave their automobiles at home.

**Five** peak hour trips will be credited for each feature added to the job site. Possible features may include:

- banking
- grocery shopping
- clothes cleaning
- exercise facilities
- child care center

This is based on staff's best estimate.

Provide use of motor vehicles to employees who use alternate commute methods so they can have access to vehicles during breaks for personal use.

**Five** peak hour trips will be credited for each vehicle provided.

This is based on staff's best estimate.

Provide use of bicycles to employees who use alternate commute methods so they can have access to bicycles during breaks for personal use.

One peak hour trip will be credited for every four bicycles provided.

This is based on staff's best estimate.

Provision of child care services as a part of the development

One trip will be credited for every two child care slots at the job site. This amount increases to one trip for each slot if the child care service accepts multiple age groups (infants=0-2yrs, preschool=3&4 yrs, school-age=5 to 13 yrs).

**This is based on staff's best estimate.**

Developer/property owner may join an employer group to expand available child care within 5 miles of the job site or may provide this service independently

One trip will be credited for each new child care center slot created either directly by an employer group, by the developer/property owner, or by an outside provider if an agreement has been developed with the developer/property owner that makes the child care accessible to the workers at the development.

**This is based on staff's best estimate.**

Join the Alliance's guaranteed ride home program.

**Two** peak hour trips will be credited for every 2 slots purchased in the program.

Experience shows that when a Guaranteed Ride Home Program is added to a TDM program, average ridership increases by about 50%.

Combine any ten of these elements and receive an additional credit for five peak hour trips.

Five peak hour trips will be credited.

Experience has shown that offering multiple and complementary TDM components can magnify the impact of the overall program.

Work with the Alliance to develop/implement a Transportation Action Plan.

**Ten** peak hour trips will be credited.

This is based on staff's best estimate.

The developer can provide a cash legacy after the development is complete and designate an entity to implement any (or more than one) of the previous measures before day one of occupancy.

Peak hour trip reduction credits will accrue as if the developer was directly implementing the items.

Credits accrue depending on what the funds are used for.

Encourage infill development.

Two percent of all peak hour trips will be credited for each infill development.

Generally acceptable TDM practices (based on research of TDM practices around the nation and reported on the Internet).

Encourage shared parking.	Five peak hour trips will be credited for an agreement with an existing development to share existing parking.	Generally acceptable TDM practices (based on research of TDM practices around the nation and reported on the Internet).
Participate in/create/sponsor a Transportation Management Association.	Five peak hour trips will be credited.	Generally acceptable TDM practices (based on research of TDM practices around the nation and reported on the Internet).
Coordinate Transportation Demand Management programs with existing developments/employers.	Five peak hour trips will be credited.	This is based on staff's best estimate.
For employers with multiple job sites, institute a proximate commuting program that allows employees at one location to transfer/trade with employees in another location that is closer to their home.	One peak hour trip will be credited for each opportunity created.	Yields a one-to-one ratio.
Pay for parking at park and ride lots or transit stations.	One peak hour trip will be credited for each spot purchased.	Yields a one-to-one ratio.

### **Additional Measures for Residential Developments**

Develop schools, convenience shopping, recreation facilities, and child care centers in new subdivisions.	Five peak hour trips will be credited for each facility included.	This is based on staff's best estimate.
Provision of child care services at the residential development and/or at a nearby transit center	One trip will be credited for every two child care slots at the development/transit center. This amount increases to one trip for each slot if the child care service accepts multiple age groups (infants, preschool, school-age).	<b>This is based on staff's best estimate.</b>
Make roads and streets more pedestrian and bicycle friendly.	Five peak hour trips will be credited for each facility included.	This is based on staff's best estimate.
Revise zoning to limit undesirable impacts (noise, smells, and traffic) instead of limiting broad categories of activities.	Five peak hour trips will be credited.	This is based on staff's best estimate.
Create connections for non-motorized travel, such as trails that link dead-end streets.	Five peak hour trips will be credited for each connection made.	This is based on staff's best estimate.
Create alternative transportation modes for travel within the development and to downtown areas - bicycles, scooters, electric carts, wagons, shuttles, etc.	One peak hour trip will be credited for each on-going opportunity created (i.e. five bicycles/scooters/wagons = five trips, two-seat carts = two trips, seven passenger shuttle = seven trips).	This is based on staff's best estimate.
Design streets/roads that encourage pedestrian and bicycle access and discourage automobile access.	Five trips will be credited for each design element.	This is based on staff's best estimate.
Install and maintain	Five trips will be credited for each	This is based on staff's best

alternative transportation kiosks.	kiosk.	estimate.
Install/maintain safety and security systems for pedestrians and bicyclists.	Five trips will be credited for each measure implemented.	This is based on staff's best estimate.
Implement jitneys/vanpools from residential areas to downtowns and transit centers.	One trip will be credited for each seat created.	Yields a one-to-one ratio.
Locate residential development within one-third mile of a fixed rail passenger station.	All trips from a residential development within one-third mile of a fixed rail passenger station will be considered credited due to the location of the development.	This is based on staff's best estimate.

The local jurisdiction must also agree to maintain data available for monitoring by C/CAG, that supports the on-going compliance with the agreed to trip reduction measures.

## **C/CAG AGENDA REPORT**

Date: June 28, 2018  
To: C/CAG Bicycle and Pedestrian Advisory Committee (BPAC)  
From: Sara Muse  
Subject: Receive an update on the Grant Writing Technical Assistance Program (GW-TAP) services for the Active Transportation Program Cycle 4 (ATP Cycle 4)

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

---

### **RECOMMENDATION**

That the C/CAG BPAC receive information on the Grant Writing Technical Assistance Program (GW-TAP).

### **FISCAL IMPACT**

\$88,130.

### **SOURCE OF FUNDS**

C/CAG Congestion Relief Fund

### **BACKGROUND**

At the June 14, 2018 C/CAG Board of Directors meeting, the Board approved the project list for on-call consultant services under the Grant Writing Technical Assistance Program (GW-TAP) for the Active Transportation Program Cycle 4 (ATP Cycle 4) and Resolution 18-33, authorizing the C/CAG Executive Director to issue task orders with Grant Management Associates for \$49,130 and Gray-Bowen-Scott for \$39,000 in a cumulative amount not to exceed \$88,130.

### **Funding Recommendation**

Of the 11 letters of interest received, the panel recommended six projects for GW-TAP services. Attached is the approved project list, which funds the highest-ranking projects that are likely to be competitive for ATP Cycle 4.

### **ATTACHMENTS**

1. Approved Project List for GW-TAP Consultant Services for ATP Cycle 4

Approved Project List for GW-TAP On-call Consultant Services for ATP Cycle 4					
Rank	Jurisdiction	Project Title	Estimated Project Cost per Letter of Interest	Consultant Assignment	Cost Proposal
1	San Mateo	Hillsdale/US-101 Pedestrian Bicycle Bridge	\$ 6,900,000	Gray-Bowen-Scott	\$ 15,000
2	Belmont	Ralston Avenue Corridor Improvements-Segment 4	\$ 2,500,000	Grant Management Assoc.	\$ 13,035
3	Millbrae	Millbrae Avenue Pedestrian Overcrossing	\$ 12,000,000	Gray-Bowen-Scott	\$ 9,000
4	Burlingame	School Area Pedestrian Enhancement Project	\$ 1,000,000	Gray-Bowen-Scott	\$ 15,000
5	Atherton	Atherton Avenue Class II Bicycle Lane ECR to Alameda De Las Pulgas	\$ 2,500,000	Grant Management Assoc.	\$ 17,408
6	San Mateo	Safe Routes to School Program	\$ 4,000,000	-	\$ -
7	SSF	Junipero Serra/Hickey Boulevard/Longford Drive Bicycle & Pedestrian Improvements	\$ 4,500,000	Grant Management Assoc.	\$ 18,687
8	Belmont	Ruth Avenue, Malcolm Avenue and North Road Improvement Project	\$ 2,000,000	-	\$ -
9	Atherton	Selby Lane Intersection and Bikeway Improvements - El Camino Real to Selby Lane	\$ 2,500,000	-	\$ -
10	Brisbane	Crocker Trail Lighting	\$ 600,000	-	\$ -
11	SSF	New Traffic Signal at the Intersection of Chestnut and Commercial Avenues	\$ 650,000	-	\$ -
<b>Total in GW-TAP Consultant Services</b>					<b>\$ 88,130</b>
				Grant Management Assoc.	\$ 49,130
				Gray-Bowen-Scott	\$ 39,000
not approved for GW-TAP services					