

# C/CAG

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

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

### C/CAG BOARD MEETING NOTICE

Meeting No. 311

- DATE:** Thursday, September 13, 2018
- 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>

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- 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 Three Presentations on Local and Regional Housing Related Efforts: p. 1
1. MTC's CASA Initiative
  2. San Mateo County's Home For All Collaboration
  3. C/CAG and County Department of Housing's "21 Elements" Planning Effort
- 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. 310 dated July 12, 2018. ACTION p. 3
- 5.2 Funding for the update of the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP).
- 5.2.1 Review and approval of Resolution 18-49 authorizing 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) in an amount not to exceed \$50,000. ACTION p. 7
- 5.2.2 Review and approval of Resolution 18-50 authorizing the C/CAG Chair to execute a Funding Agreement with the San Mateo County Transportation Authority for updating the San Mateo County Comprehensive Bicycle and Pedestrian Plan for the San Mateo County Transportation Authority to contribute funding in an amount not to exceed \$50,000. ACTION p. 14
- 5.3 Smart Corridor agreements for North Expansion.
- 5.3.1 Review and approval of Resolution 18-51 authorizing the C/CAG Chair to execute Amendment No. 2 to the agreement with Iteris for development of the Project Approval and Environmental Document (PA&ED) for the San Mateo County Smart Corridor – South San Francisco Extension for an additional \$9,684 for a new total of \$104,189 and a time extension to December 31, 2018. ACTION p. 25
- 5.3.2 Review and approval of Resolution 18-52 authorizing the C/CAG Chair to execute a Cooperative Agreement with Caltrans to complete the Project Approval and Environmental Document (PA&ED), Plan, Specification, and Estimate (PS&E), and Right-of-Way (R/W) Support Phases of the San Mateo County Smart Corridor – Daly City/Brisbane/Colma Project. ACTION p. 29
- 5.4 Smart Corridor Fiber Optic connection to County Center.
- 5.4.1 Review and approval of Resolution 18-53 authorizing the C/CAG Chair to execute a Funding Agreement with the County of San Mateo for Smart Corridor Fiber Optic Connection to the County’s Regional Operation Center in an amount not to exceed \$190,657. ACTION p. 33
- 5.4.2 Review and approval of Resolution 18-54 authorizing the C/CAG Chair to execute an Ownership, Operation and Maintenance Agreement with the County of San Mateo for Smart Corridor Fiber Optic Connection to the County’s Regional Operation Center. ACTION p. 40
- 5.5 Review and approval of Resolution 18-55 authorizing the C/CAG Chair to execute a Memorandum of Understanding with the City of San Mateo for allowing the San Mateo County Smart Corridor Hub to reside at the City of San Mateo Police Station. ACTION p. 43
- 5.6 Review and approval of the Finance Committee’s recommendation of no change to the investment portfolio and accept the Quarterly Investment Report as of June 30, 2018. ACTION p. 46
- 5.7 Review and approval of Resolution 18-56 adopting the C/CAG Investment Policy Update. ACTION p. 52

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. 69

- 6.2 Update on California Public Utilities Commission rolling energy efficiency portfolio process and its effect on San Mateo County Energy Watch 2019 calendar year program budget.  
INFORMATION p. 72

- 6.3 Receive an update on San Mateo Countywide Water Coordination Committee progress.  
INFORMATION p. 75

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 Letters of support for Active Transportation Program Cycle 4 applications for the following agencies: City of Millbrae, City of Belmont, City of San Mateo, City of South San Francisco, Town of Atherton, City of Burlingame  
p. 80

10.0 ADJOURNMENT

Next scheduled meeting October 11, 2018

**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>.

**PUBLIC PARTICIPATION:** Public comment is limited to two minutes per speaker. 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: Dates and times of C/CAG regular Board, standing committee, and special meetings can be viewed on C/CAG's website at: <http://www.ccag.ca.gov>.*

## C/CAG AGENDA REPORT

Date: September 13, 2018

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

From: Sandy Wong, Executive Director

Subject: Receive Three Presentations on Local and Regional Housing Efforts: MTC's CASA Initiative; San Mateo County's Home For All Collaboration; and C/CAG and County Department of Housing's "21 Elements" Planning Effort.

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

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### RECOMMENDATION

That the C/CAG Board receive three presentations on local and regional housing efforts.

### FISCAL IMPACT

None

### BACKGROUND

The Board will be receiving presentations on a variety of housing related efforts including MTC's CASA initiative, San Mateo County's Home For All, and C/CAG and County Department of Housing's "21 Elements" Planning Effort. Below is a brief description of these endeavors.

#### MTC's CASA Initiative

CASA (The Committee to House the Bay Area) was convened by MTC last year following the release of the draft Plan Bay Area 2040, which projects the region will see 2.4 million more people, 820,000 new households and 1.3 million new jobs by the year 2040. The plan makes aggressive assumptions about strategies to help accommodate this growth, but it was recognized that the plan fell short of addressing concerns over affordable housing, access to jobs, and displacement risks.

The goal of the effort is to develop a group of integrated legislative, financial, policy and regulatory recommendations to address: 1) increasing housing production at all levels of affordability; 2) preserving existing affordable housing; and 3) protecting vulnerable populations from housing instability and displacement; and that together these recommendations will form a Regional Housing Implementation Strategy (CASA Compact).

CASA is structured around a Steering Committee and Technical Committee composed of elected officials, business representatives and policy experts from across the region, with support of MTC staff and a team of consultants. The Technical Committee has been working over the past 12 months to develop a draft action plan which is nearing completion, and which will be further refined in collaboration with the Steering Committee. The final report is anticipated in late 2018 or early 2019.

## San Mateo County's Home For All Collaboration

Home for All is a collaborative initiative comprised of the County of San Mateo, various cities/towns, school districts, community-based organizations, advocacy groups and businesses. The mission of Home for All is to promote a climate in San Mateo County where a diversity of housing is produced and preserved so that San Mateo County will be a culturally, generationally, and economically diverse community with housing for all. It is staffed and funded by the County of San Mateo.

The Home for All Initiative is working to inspire community action and promote closure of the County's 16:1 jobs/housing gap, with a goal of adding 16,500 new housing units of varying levels of affordability between 2014 and 2022. The Initiative's members include representatives from all sectors of the community, and its efforts are focused on building financial and community support for the production and preservation of all types of housing throughout the County.

Home For All's work is a multi-pronged approach to addressing the jobs/housing gap, and includes, among others, the following components:

- Outreach and education initiatives to address causes and solutions for the jobs/housing gap;
- Community engagement efforts to share best practices and assist in facilitating productive conversations about housing issues;
- Engaging with policymakers throughout the county to promote "housing friendly" development policies;
- Pursuing innovative funding solutions;
- Working with school districts on areas of concern;
- Addressing concerns about the impact of housing on traffic congestion.

## C/CAG and County Department of Housing (DOH) "21 Elements" Planning Effort

Since 2006, C/CAG and the DOH have cosponsored a collaborative effort known as the "21 Elements" through which all jurisdictions in San Mateo County cooperate to update their respective Housing Elements and share information on housing policies and programs. Baird + Driskell Community Planning has provided consulting services for the effort since 2009.

Notable efforts of 21 Elements have included the following:

- Conducted the Sub-Regional Housing Needs Allocation process;
- Provided technical assistance and shared resources to jurisdictions to assist with Housing Element preparation;
- Assisted with implementation of Housing Element action plans;
- Negotiated a streamlined pre-qualification process with State HCD and participated in the Sustainable Communities Strategy development process;
- Helped jurisdictions meet deadlines for the 2015-2022 Housing Element update cycle;
- Coordinated a county-wide Nexus Study to facilitate potential local jurisdiction adoption of residential and/or commercial impact fee ordinances;
- Produced technical (design and process) and promotional materials for Second Units (in coordination with Home For All);
- Summarized housing legislative initiatives to keep local jurisdictions informed about progress on key bills;
- Coordinated transportation/housing related funding efforts, including Affordable Housing Sustainable Communities grants (AHSC), to assist jurisdictions to better understand and utilize the AHSC funding program (Cap & Trade).

# C/CAG

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

### BOARD MEETING MINUTES

Meeting No. 310  
July 12, 2018

#### 1.0 CALL TO ORDER/ROLL CALL

Chair Maryann Moise Derwin called the meeting to order at 6:35 p.m. Roll call was taken.

Atherton	– Elizabeth Lewis
Belmont	– Doug Kim
Burlingame	– Ricardo Ortiz
Colma	– Diana Colvin
Daly City	– Raymond Buenaventura
East Palo Alto	– Lisa Gauthier
Half Moon Bay	– Debbie Rudduck
Hillsborough	– Marie Chuang
Menlo Park	– Catherine Carlton
Millbrae	– Gina Papan
Pacifica	– John Keener
Portola Valley	– Maryann Moise Derwin
Redwood City	– Alicia Aguirre
San Bruno	– Irene O’Connell
San Mateo	– Diane Papan
San Mateo County	– David Canepa
South San Francisco	– Karyl Matsumoto – SamTrans & TA

Absent:

Brisbane  
Foster City  
San Carlos  
Woodside

Others:

Sandy Wong	– C/CAG Executive Director
Mima Guilles	– C/CAG Staff
Kathy Meola	– C/CAG Legal Counsel
Matthew Sanders	– C/CAG Legal Counsel
John Hoang	– C/CAG Staff
Jean Higaki	– C/CAG Staff

Matt Fabry – C/CAG Staff  
 Reid Bogert – C/CAG Staff  
 Sara Muse – C/CAG Staff  
 April Chan – SMCTA  
 Joe Hurley – SMCTA  
 Tina Dubost – SamTrans  
 Matt Robinson – Shaw/Yoder/Antwih  
 Tony Harris – Point C  
 Leo Scott – Gray-Bowen-Scott  
 Jose Iglesias – Sustainable Silicon Valley  
 Jennifer Thompson – Sustainable Silicon Valley  
 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

None.

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 Gauthier MOVED approval of Items 5.1, 5.2, 5.3 and 5.7. Board Member Colvin SECONDED. **MOTION CARRIED 16-0-0** Board Member Kim RECUSED.

- 5.1 Approval of the Minutes of regular business meeting No. 309 dated June 14, 2018. APPROVED
- 5.2 Biennial review of the C/CAG Conflict of Interest Code with no change. APPROVED
- 5.3 Accept the technical correction for Fund C10 in the adopted C/CAG Fiscal Year 2018-19 Program Budget. APPROVED
- 5.7 Review and approval of Resolution 18-45 authorizing the C/CAG Chair to execute a funding agreement with Sustainable Silicon Valley for the Optimizing Urban Traffic (OUT) Pilot Project in Menlo Park project in the amount of \$236,700. APPROVED

**Items 5.4, 5.5 and 5.6 were removed from the Consent Calendar.**

Board Member Carlton made motion to table consent items 5.5 and 5.6 after the discussion of the informational item 6.4. Board Member Lewis SECONDED. **MOTION CARRIED 15-2-0.** Board Members Aguirre and Derwin OPPOSED.

- 5.4 Review and approval of Resolution 18-43 authorizing the C/CAG Chair to execute an agreement with Advanced Mobility Group in the amount of \$45,666 to update the Land Use Impact Analysis



Program.

APPROVED

Board Member Ruddock MOVED approval of Item 5.4. Board Member G. Papan (Millbrae) SECONDED. **MOTION CARRIED 17-0-0**

- 5.5 Review and approval of Resolution 18-44 authorizing the Executive Director to execute administrative agreements and forms related to the development and delivery of the US 101 Managed Lane Project in San Mateo County from Matadero Creek in Santa Clara County to I-380. APPROVED

Board Member O’Connell MOVED approval of Item 5.5. Board Member Aguirre SECONDED. Roll call was taken. **MOTION CARRIED 13-4-0.**

**APPROVED (13 Votes)**

- Elizabeth Lewis – Atherton
- Doug Kim – Belmont
- Diana Colvin – Colma
- Lisa Gauthier – East Palo Alto
- Debbie Ruddock – Half Moon Bay
- Marie Chuang – Hillsborough
- Catherine Carlton – Menlo Park
- Gina Papan – Millbrae
- John Keener – Pacifica
- Maryann Moise Derwin – Portola Valley
- Alicia Aguirre – Redwood City
- Irene O’Connell – San Bruno
- Diane Papan – San Mateo

**OPPOSED (4 Votes)**

- Ricardo Ortiz – Burlingame
- Raymond Buenaventura – Daly City
- David Canepa – San Mateo County
- Karyl Matsumoto – South San Francisco

**ABSENT**

- Brisbane
- Foster City
- San Carlos
- Woodside

- 5.6 Review and approval of Resolution 18-47 authorizing the C/CAG Chair to execute a Memorandum of Understanding with SamTrans for the US 101 Mobility Action Plan and to provide funding for the Plan in the amount of \$50,000. APPROVED

Board Member Lewis MOVED approval of Items 5.6. Board Member O’Connell SECONDED. **MOTION CARRIED 13-4-0.** Board Members Ortiz, Buenaventura, Canepa and Matsumoto OPPOSED.

6.0 REGULAR AGENDA

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

Matt Robinson with Shaw/Yoder/Antwih presented an update on state legislation of interest to C/CAG. Topics included passage of the budget, the cap and trade expenditure plan, the SB 1 repeal campaign (Proposition 6), and two housing related bills SB 828 (Wiener)/ AB 1771 (Bloom).

Board Member Carlton MOVED to oppose proposition 6. Board Member G. Papan (Millbrae) SECONDED. **MOTION CARRIED 17-0-0**

Board Member O’Connell made a motion to direct staff to send out updates regarding SB 828 (Wiener) and AB 1771 (Bloom) and to gather feedback from the Board. Comments from Board members can be gathered by the Executive Director but cannot be shared. The Board further authorized the Executive Director, based on feedback, to direct Matt Robinson to work with the

authors office or issue a position letter if needed. Board Member Ruddock **SECONDED. MOTION CARRIED 17-0-0**

- 6.2 Review and approval of Resolution 18-46 authorizing the C/CAG Chair to execute a funding agreement with SamTrans for the Allocation of Measure M Funds for Fiscal Years 2018/19 and 2019/20 in the amount of \$2,800,000. **APPROVED**

The Board received a presentation from Tina Dubost, SamTrans, on the SamTrans Paratransit Service.

Board Member Lewis **MOVED** approval of Items 6.2. Board Member G. Papan (Millbrae) **SECONDED. MOTION CARRIED 17-0-0**

- 6.3 Review and accept the Measure M Fiscal Years 2016/17 & FY 2017/18 Performance Report. **APPROVED**

The Board received a presentation from John Hoang, C/CAG staff, on Measure M Fiscal Years 2016-17 & 2017-18 Performance Report.

Board Member D. Papan (San Mateo) **MOVED** approval of Items 6.3. Board Member Ortiz **SECONDED. MOTION CARRIED 17-0-0**

- 6.4 Receive an informational presentation on US 101 Managed Lanes toll operations. **INFORMATION**

The Board received a presentation from Leo Scott, Gray-Bowen-Scott, on the SM 101 Managed Lanes Project.

## 7.0 COMMITTEE REPORTS

### 7.1 Committee Reports (oral reports)

### 7.2 Chairperson's Report

### 7.3 Board Members Report/ Communication

Board Member Carlton suggested to move the September 13<sup>th</sup> C/CAG Board meeting to September 27<sup>th</sup> due to the California League of Cities date of conflict. Due to this topic was not agendized, the Board did not take an action.

## 8.0 EXECUTIVE DIRECTOR'S REPORT

### 9.0 COMMUNICATIONS - Information Only

- 9.1 Letter from Sandy Wong, Executive Director, City/County Association of Governments of San Mateo County, to Kristin Cooper Carter, Grant Management Associates, dated June 26, 2018. RE: Addition of Alta Planning as a Subcontractor to the C/CAG-Grant Management Associates Contract

## 10.0 ADJOURNMENT – 8:55 p.m.

## C/CAG AGENDA REPORT

Date: September 13, 2018

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 18-49 authorizing 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) in an amount not to exceed \$50,000

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

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### RECOMMENDATION

That the C/CAG Board review and approve Resolution 18-49 authorizing 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) in an amount not to exceed \$50,000.

### FISCAL IMPACT

The cost to update the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP) is estimated to be up to \$150,000. C/CAG 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 has agreed to provide \$50,000 in matching Measure A funds. The remaining \$50,000 would come from the Congestion Relief Plan 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 from the Measure A Transportation Sales Tax.
- Congestion Relief Plan funds are derived from C/CAG Member Agency assessments.

### BACKGROUND

C/CAG acts as the TDA 3 program administrator in San Mateo County and has the authority to request TDA 3 allocation for certain projects in San Mateo County.

San Mateo County Comprehensive Bicycle and Pedestrian Plan Update

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 included a policy recommending that updates to the plan be performed more frequently (every five (5) years). Staff wishes to update the CBPP to update data (i.e., needs analysis) and reflect current transportation trends. Staff has determined that consultant services will be needed to update the plan. Staff's estimated project cost is \$150,000, based on the costs of recent bicycle and/or pedestrian plans in San Mateo County.

Staff proposes funding the project using \$50,000 in FY 2018-19 TDA 3 funds, \$50,000 in matching Measure A funds, and \$50,000 in Congestion Relief Plan funds.

### TDA 3 Allocation

The recent FY 2018-19 TDA 3 fund estimate for San Mateo County is \$937,927. The C/CAG Bicycle and Pedestrian Advisory Committee (BPAC) voted to combine the next two years of TDA 3 allocations for a Call for Projects in FY 2019-20 at the March 24, 2018 meeting. If approved by the C/CAG Board, \$50,000 will be subtracted from the current TDA 3 fund estimate and the remaining FY 2018-19 balance will roll over for the TDA 3 call for projects in FY 2019-20.

The BPAC reviewed the allocation request at the June 28, 2018 meeting and recommended that the C/CAG Board approve the allocation request. Resolution 18-49 authorizes the request for allocation of \$50,000 in FY 2018-19 TDA 3 funds to update the CBPP. Upon approval of Resolution 18-49 by the C/CAG Board, staff will submit a request for allocation to MTC to claim funds to update the CBPP.

The C/CAG Board is also reviewing Item 5.2.2 at this meeting, which would authorize the Memorandum of Understanding with the San Mateo County Transportation Authority to provide \$50,000 in matching funds to update the CBPP.

### **ATTACHMENTS**

1. Resolution 18-49 (including Attachments A & B)

## **RESOLUTION 18-49**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING 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) IN AN AMOUNT NOT TO EXCEED \$50,000**

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

**WHEREAS**, Article 3 of the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 et seq., authorizes the submission of claims to a regional transportation planning agency for the funding of projects exclusively for the benefit and/or use of pedestrians and bicyclists; and

**WHEREAS**, the Metropolitan Transportation Commission (MTC), as the regional transportation planning agency for the San Francisco Bay region, has adopted MTC Resolution No.4108, entitled “Transportation Development Act, Article 3, Pedestrian and Bicycle Projects,” which delineates procedures and criteria for submission of requests for the allocation of “TDA Article 3” funding; and

**WHEREAS**, MTC Resolution No. 4108 requires that requests for the allocation of TDA Article 3 funding be submitted as part of a single, countywide coordinated claim from each county in the San Francisco Bay region; and

**WHEREAS**, desires to submit a request to MTC for the allocation of TDA Article 3 funds to support the projects described in Attachment B to this resolution, which are for the exclusive benefit and/or use of pedestrians and/or bicyclists; now, therefore, be it

**RESOLVED**, the C/CAG declares it is eligible to request an allocation of TDA Article 3 funds pursuant to Section 99234 of the Public Utilities Code, and furthermore, be it

**RESOLVED**, that there is no pending or threatened litigation that might adversely affect the project or projects described in Attachment B to this resolution, or that might impair the ability of the C/CAG to carry out the project; and furthermore, be it

**RESOLVED**, that the project has been reviewed by the Bicycle and Pedestrian Advisory Committee (BPAC) of C/CAG; and furthermore, be it

**RESOLVED**, that the C/CAG attests to the accuracy of and approves the statements in Attachment A to this resolution; and furthermore, be it

**RESOLVED**, that a certified copy of this resolution and its attachments, and any accompanying supporting materials shall be forwarded to the congestion management agency, countywide transportation planning agency, or county association of governments, as the case may be, of San Mateo County for submission to MTC as part of the countywide coordinated TDA Article 3 claim.

**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 request 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) in an amount not to exceed \$50,000.

**PASSED, APPROVED, AND ADOPTED, THIS 13 DAY OF SEPTEMBER 2018.**

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*Maryann Moise Derwin, Chair*

Resolution No. 18-49

Attachment A

Re: Request to the Metropolitan Transportation Commission for the Allocation of Fiscal Year 2018-19 Transportation Development Act Article 3 Pedestrian/Bicycle Project Funding

**Findings**

Page 1 of 1

1. That the C/CAG is not legally impeded from submitting a request to the Metropolitan Transportation Commission for the allocation of Transportation Development Act (TDA) Article 3 funds, nor is the C/CAG legally impeded from undertaking the project(s) described in “Attachment B” of this resolution.
2. That the C/CAG has committed adequate staffing resources to complete the project(s) described in Attachment B.
3. A review of the project(s) described in Attachment B has resulted in the consideration of all pertinent matters, including those related to environmental and right-of-way permits and clearances, attendant to the successful completion of the project(s).
4. Issues attendant to securing environmental and right-of-way permits and clearances for the projects described in Attachment B have been reviewed and will be concluded in a manner and on a schedule that will not jeopardize the deadline for the use of the TDA funds being requested.
5. That the project(s) described in Attachment B comply with the requirements of the California Environmental Quality Act (CEQA, Public Resources Code Sections 21000 et seq.).
6. That as portrayed in the budgetary description(s) of the project(s) in Attachment B, the sources of funding other than TDA are assured and adequate for completion of the project(s).
7. That the project(s) described in Attachment B are for capital construction and/or design engineering; and/or for the maintenance of a Class I bikeway which is closed to motorized traffic; and/or for the purposes of restriping Class II bicycle lanes; and/or for the development or support of a bicycle safety education program; and/or for the development of a comprehensive bicycle and/or pedestrian facilities plan, and an allocation of TDA Article 3 funding for such a plan has not been received by the C/CAG within the prior five fiscal years.
8. That the project(s) described in Attachment B is included in a locally approved bicycle, pedestrian, transit, multimodal, complete streets, or other relevant plan.
9. That any project described in Attachment B that is a bikeway meets the mandatory minimum safety design criteria published in Chapter 1000 of the California Highway Design Manual.
10. That the project(s) described in Attachment B will be completed before the funds expire.
11. That the C/CAG agrees to maintain, or provide for the maintenance of, the project(s) and facilities described in Attachment B, for the benefit of and use by the public.

Resolution No. 18-49

Attachment B

Page 1 of 2

**TDA Article 3 Project Application Form**

Fiscal Year of this Claim: 2018-19 Applicant: City/County Association of Governments of San Mateo County (C/CAG)

Contact person: Sara Muse

Mailing Address: 555 County Center, 5<sup>th</sup> Floor Redwood City, CA 4063

E-Mail Address: smuse@smcgov.org Telephone: 650-599-1460

Secondary Contact (in event primary not available) John Hoang

E-Mail Address: jhoang@smcgov.org Telephone: 650-363-4105

**Short Title Description of Project:**

Amount of claim: \$50,000

**Functional Description of Project:**

Update the San Mateo County Comprehensive Bicycle and Pedestrian Plan

**Financial Plan:**

List the project elements for which TDA funding is being requested (e.g., planning, engineering, construction, contingency). Use the table below to show the project budget for the phase being funded or total project. Include prior and proposed future funding of the project. Planning funds may only be used for comprehensive bicycle and pedestrian plans. Project level planning is not an eligible use of TDA Article 3.

**Project Elements:** Planning activity

Funding Source	All Prior FYs	Application FY	Next FY	Following FYs	Totals
TDA Article 3		\$50,000			\$50,000
list all other sources:					
1. Measure A sales tax		\$50,000			\$50,000
2. C/CAG local funds		\$50,000			\$50,000
3.					
4.					
<b>Totals</b>		\$150,000			\$150,000

Project Eligibility:	YES?/NO?
A. Has the project been approved by the claimant's governing body? (If "NO," provide the approximate date approval is anticipated).	Yes
B. Has this project previously received TDA Article 3 funding? If "YES," provide an explanation on a separate page.	No
C. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet via: <a href="http://www.dot.ca.gov">http://www.dot.ca.gov</a> ).	N/A
D. Has the project been reviewed by a Bicycle Advisory Committee (BAC)? (If "NO," provide an explanation). Enter date the project was reviewed by the BAC: <u>6/28/2018</u>	Yes
E. Has the public availability of the environmental compliance documentation for the project (pursuant to CEQA) been evidenced by the dated stamping of the document by the county clerk or county recorder? (required only for projects that include construction).	N/A
F. Will the project be completed before the allocation expires? Enter the anticipated completion date of project (month and year) June 2020 <u>_____</u>	Yes



G. Have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility provide its name: _____)	N/A
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## C/CAG AGENDA REPORT

ITEM 5.2.2

Date: September 13, 2018

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 18-50 authorizing the C/CAG Chair to execute a Memorandum of Understanding with the San Mateo County Transportation Authority for updating the San Mateo County Comprehensive Bicycle and Pedestrian Plan for the San Mateo County Transportation Authority to contribute funding in an amount not to exceed \$50,000.

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

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### RECOMMENDATION

That the C/CAG Board review and approve Resolution 18-50 authorizing the C/CAG Chair to execute a Memorandum of Understanding with the San Mateo County Transportation Authority for updating the San Mateo County Comprehensive Bicycle and Pedestrian Plan for the San Mateo County Transportation Authority to contribute an amount not to exceed \$50,000.

### FISCAL IMPACT

The total project budget is \$150,000. The funding breakdown includes the following:

- \$50,000 from the San Mateo County Transportation Authority (SMCTA),
- \$50,000 from the C/CAG Congestion Relief Plan (CRP) Program, and
- \$50,000 from the Transportation Development Act (TDA) Article 3 (to be approved by the C/CAG Board under Agenda Item 5.2.1)

### SOURCE OF FUNDS

SMCTA, CRP Program, and TDA Article 3 (FY 2018-19)

### BACKGROUND

In 2010, C/CAG and the San Mateo County Transportation Authority (SMCTA) partnered together to develop the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP), updating a previous document from the year 2000, to address the planning, design, funding, and implementation of bicycle and pedestrian projects within San Mateo County that have countywide significance. The CBPP, adopted by the C/CAG Board on September 8, 2011, addressed the implementation of a comprehensive system of facilities for bicyclists and pedestrians and projects of countywide significance.

The CBPP (2011) included a policy recommending that updates to the plan be performed more frequently (every five (5) years), particularly to incorporate needed changes to the list of proposed countywide projects. Since it has been nearly eight years since the completion of the CBPP, it is proposed that C/CAG begin the process of updating the CBPP to incorporate new and updated

information to keep the document current and relevant.

C/CAG will be the lead agency to (1) procure consultant services, (2) enter into a contract with the consultant performing the work, and (3) assume project management duties. The total estimated project cost is \$150,000, and it is proposed that SMCTA contributes \$50,000 with the remaining funds provided by C/CAG, with \$50,000 from the CRP Program and \$50,000 coming from the Transportation Development Act (TDA) Article 3 (Fiscal Year 2018-19).

#### **ATTACHMENTS**

1. Resolution 18-50
2. Memorandum of Understanding between C/CAG and SMCTA

**RESOLUTION 18-50**

**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 A MEMORANDUM OF UNDERSTANDING WITH THE SAN MATEO COUNTY TRANSPORTATION AUTHORITY FOR UPDATING THE SAN MATEO COUNTY COMPREHENSIVE BICYCLE AND PEDESTRIAN PLAN FOR SMCTA TO CONTRIBUTE FUNDING IN AN AMOUNT NOT TO EXCEED \$50,000**

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

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

**WHEREAS**, the San Mateo County Transportation Authority (SMCTA) Measure A Highway Program Measure A set aside 3% of revenue for funding bicycle and pedestrian projects within San Mateo County; and

**WHEREAS**, C/CAG and the SMCTA previously partnered together to jointly fund the San Mateo Countywide Comprehensive Bicycle and Pedestrian Plan (CBPP), completed in 2011; and

**WHEREAS**, C/CAG and the SMCTA have determined that the CBPP needs to be updated to reflect current bicyclist and pedestrian needs; and

**WHEREAS**, C/CAG and the SMCTA desire to work together and jointly fund the effort of updating the CBPP; and

**WHEREAS**, the estimated cost to perform the work is \$150,000 of which the TA will provide \$50,000 and C/CAG will provide \$100,000 for the project; and

**WHEREAS**, C/CAG plans to retain a consultant to provide the services to complete the work associated with updating the CBPP; and

**WHEREAS**, the SMCTA desires to enter into Memorandum of Understanding (MOU) with C/CAG to support the CBPP update effort and contribute funding in an amount not to exceed \$50,000.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the City/County Association of Governments of San Mateo County that the C/CAG Chair is authorized to execute the MOU with the San Mateo County Transportation Authority for updating the San Mateo County CBPP for SMCTA to provide funding in an amount not to exceed \$50,000. Be it further resolved that the C/CAG Executive Director is authorized to negotiate the final scope and terms of the MOU and related materials prior to execution by both parties, subject to legal counsel approval as to form.

**PASSED, APPROVED, AND ADOPTED THIS 13TH DAY OF SEPTEMBER, 2018.**

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*Maryann Moise Derwin, Chair*

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
SAN MATEO COUNTY TRANSPORTATION AUTHORITY  
AND  
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY  
FOR THE  
SAN MATEO COUNTY COMPREHENSIV BICYCLE PEDESTRIAN PLAN UPDATE**

This MEMORANDUM OF UNDERSTANDING (“MOU”) is entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between the San Mateo County Transportation Authority (AUTHORITY), a public agency, and the City/County Association of Governments of San Mateo County (C/CAG), a public joint powers agency (each a “Party” and collectively the “Parties”).

**WHEREAS**, the AUTHORITY and C/CAG have determined a need to update collaboratively the San Mateo County Comprehensive Bicycle Pedestrian Plan (CPBB), adopted by the C/CAG Board on November 8, 2011; and

**WHEREAS**, the AUTHORITY and C/CAG desire to work together to fund the CBPP (PROJECT), with the scope of work described in Exhibit A; and

**WHEREAS**, the AUTHORITY, by Resolution 2018-\_\_\_\_, authorized the AUTHORITY’s Executive Director, or his designee, to execute this MOU for the PROJECT; and

**WHEREAS**, C/CAG, by Resolution 18-50, authorized the C/CAG Chair to execute this MOU for the PROJECT; and

**WHEREAS**, the Parties have agreed that the total cost for the PROJECT is estimated at \$150,000 and that the AUTHORITY will provide a cost-share of up to a maximum of \$50,000 and C/CAG will provide a cost-share of up to a maximum of \$100,000, for the PROJECT; and

**WHEREAS**, by agreement of the Parties, C/CAG will retain a consultant (CONSULTANT) to perform the scope of work described in Exhibit A.

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

1. **SCOPE OF SERVICES**

C/CAG will serve as the lead agency for the PROJECT and has retained the CONSULTANT to provide the services described in Exhibit A, attached hereto and incorporated herein, and will provide a cost share of \$100,000 of the total estimated PROJECT cost of \$150,000.

The AUTHORITY agrees to reimburse C/CAG \$50,000 of the total estimated PROJECT cost of \$150,000.

The AUTHORITY and C/CAG will not authorize or require the CONSULTANT to perform tasks related to this MOU that will exceed \$150,000 in PROJECT costs without express written consent of the Parties in the form of an Amendment to this MOU.

2. TIME OF PERFORMANCE/TERMINATION

This Agreement is effective as of the day first written above and will terminate on June 30, 2020, unless further extended by mutual consent of the Parties. Either Party may terminate the Agreement without cause by providing thirty (30) days' advance written notice to the other.

3. METHOD OF PAYMENT

The AUTHORITY agrees to reimburse C/CAG for expenses for the PROJECT as described in Section 1, above, on a cost-reimbursement basis. C/CAG will submit invoices to the AUTHORITY, accompanied by paid invoices issued by the CONSULTANT, as proof that services were rendered and paid for by C/CAG. Upon receipt of each invoice and its accompanying documentation, the AUTHORITY will pay the specified proportional share claimed under the invoice, up to the maximum amount described by this MOU, within thirty (30) days of acceptance of the invoice, delivered or mailed to the AUTHORITY as follows:

San Mateo County Transportation Authority  
1250 San Carlos Avenue  
San Carlos, CA 94070  
Attention: Joel Slavit

4. AMENDMENTS

Any changes in the services to be performed under this MOU must be incorporated in written amendments, which shall specify the changes in work performed and any adjustments in compensation and schedule. Any amendments must be executed by the AUTHORITY and C/CAG.

5. NOTICES

All notices or other communications to either Party by the other shall be deemed given when made in writing and delivered or mailed to such Party at its respective address as follows:

To AUTHORITY: San Mateo Transportation Authority  
1250 San Carlos Avenue  
San Carlos, CA 94070  
Attention: Joel Slavit  
Manager, Programming and Monitoring

To C/CAG: City/County Association of Governments  
555 County Center, 5<sup>th</sup> Floor  
Redwood City, CA 94063  
Attention: John Hoang  
Program Director

## 6. INDEPENDENT CONTRACTOR

The Parties agree and understand that the work/services performed by C/CAG or any consultant retained by C/CAG under this MOU are performed as independent contractors and not as employees or agents of C/CAG. Nothing herein shall be deemed to create any joint venture or partnership arrangement between the AUTHORITY and C/CAG. The CONSULTANT shall be under contract with C/CAG and will follow all contractual obligations as set forth in the contract. C/CAG will manage the oversight of the contract and procurement process.

## 7. ASSIGNMENT

No Party may assign, transfer, or otherwise substitute its interest or obligations in this MOU without the prior written consent of the other Party.

## 8. MUTUAL HOLD HARMLESS

- a. It is agreed that C/CAG will save harmless and indemnify the AUTHORITY and its officers, agents and employees from any and all claims, demands, and suits (including any and all costs and expenses in connection therewith) related to the performance of this PROJECT including, but not limited to, injuries or damage to persons and/or property which arise out of the terms and conditions of this MOU and which result from the negligent acts or omissions of C/CAG or its officers, agents, and/or employees. C/CAG agrees, at its own cost and expense, to defend any and all claims, demands, suits, and legal proceedings brought against the AUTHORITY and its officers, agents and employees or any of them, arising from the negligent acts or omissions of C/CAG or its officers, agents, or employees, and to pay and satisfy any resulting judgments.
- b. It is agreed that AUTHORITY will save harmless and indemnify C/CAG and its officers, agents and employees from any and all claims, demands, and suits (including any and all costs and expenses in connection therewith) related to the performance of this PROJECT including, but not limited to, injuries or damage to persons and/or property which arise out of the terms and conditions of this MOU and which result from the negligent acts or omissions of the AUTHORITY or its officers, agents, and/or employees. The AUTHORITY agrees, at its own cost and expense, to defend any and all claims, demands, suits, and legal proceedings brought against C/CAG, and its officers, agents, and employees or any of them, arising from the negligent acts or omissions of the AUTHORITY or its officers, agents, or employees, and to pay and satisfy any resulting judgments.
- c. In the event of concurrent negligence of the AUTHORITY, its officers, agents, and/or employees, and C/CAG, its officers, agents, and/or employees, then the liability for any and all claims for injuries or damage to persons and/or property which arise out of terms and conditions of this MOU shall be apportioned according to the California theory of comparative negligence.
- d. This indemnification will survive termination or expiration of this MOU.

## 9. NON-DISCRIMINATION

The CONSULTANT and any subconsultants performing the services on behalf of the CONSULTANT may 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.

10. COMPLIANCE WITH ALL LAWS

The CONSULTANT must at all times comply with all applicable laws and regulations.

11. SOLE PROPERTY OF THE AUTHORITY AND C/CAG

Work products that are produced and delivered under this MOU or that are developed, produced and paid for under this MOU, will be and become the joint property of the AUTHORITY and C/CAG. C/CAG will not be liable for the AUTHORITY's use, modification, or re-use of products without the CONSULTANT's participation or for any purpose other than those specifically intended pursuant to this MOU.

12. ACCESS TO RECORDS

The AUTHORITY, or any of its duly authorized representatives, will have access to any books, documents, papers, and records of the CONSULTANT that are directly pertinent to this MOU for the purpose of making audit, examination, excerpts, and transcriptions.

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

13. GOVERNANCE

This MOU will be governed by the laws of the State of California, and any suit or action initiated by any Party must be brought in the County of San Mateo, California.

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



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

By:

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Name: Maryann Moise Derwin  
Its: Chair

Approved as to Form:

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Legal Counsel for C/CAG

**SAN MATEO COUNTY  
TRANSPORTATION AUTHORITY**

By:

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Name: Jim Hartnett  
Its: Executive Director

Attest:

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Authority Secretary

Approved as to Form:

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Legal Counsel for the Authority

## EXHIBIT A

### SCOPE OF WORK

#### **Task 1: Project Management and Coordination with C/CAG Staff**

The consultant will schedule a kick-off meeting with C/CAG Project Manager to review the project scope of work and refine project objectives, process, and deliverables, as needed. The consultant will establish the project schedule and other related items with input from C/CAG.

The consultant will schedule bi-weekly conference calls with C/CAG staff to review the project status and provide summaries of work completed and a projected work plan for the remainder of the project. Invoices must be submitted both electronically and mailed to C/CAG's address.

*Deliverables:*

- Conference calls with C/CAG staff
- Monthly invoice reports
- Refined scope of work, budget, and schedule

#### **Task 2: Existing Conditions Analysis**

The consultant will review the existing 2011 San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP) and other bicycle- and pedestrian-related documents and initiatives, including the San Mateo Countywide Transportation Plan 2040 (SMCTP 2040), Caltrans District 4 Bicycle Plan, and member agencies' (20 cities and County of San Mateo) bicycle and pedestrian plans, complete streets policies, and General Plans to integrate pertinent programs and projects listed on the individual member agency plans into the CBPP Update. The consultant will document current projects and programs, relevant maps, and bicycle and pedestrian routes, and review policies related to bicycle and pedestrian travel modes.

*Deliverables:*

- Existing Conditions Analysis Memorandum
- Matrix summarizing member agencies' existing bicycle and pedestrian plans and policies

#### **Task 3: CBPP Update Development Strategy**

The consultant will develop a guiding framework for the CBPP Update. The framework will include, but is not limited to, key principles and vision of the update as related to the Countywide Bicycle Network (CBN), Pedestrian Focus Areas, key projects, goals and objectives, and new analysis tools. The consultant will build off findings from the Existing Conditions Analysis Memorandum to develop the CBPP Update Development Strategy. The proposed strategy will be presented to the C/CAG Bicycle and Pedestrian Advisory Committee for final approval.

*Deliverables:*

- Coordination meeting with C/CAG staff to discuss CBPP Update Development Strategy
- CBPP Update Development Strategy Memorandum

#### **Task 4: Inventory of Facilities, Programs, and Existing Conditions**

The consultant and C/CAG staff will meet with each member agency to identify changes in the Countywide Bicycle Network (CBN) and Pedestrian Focus Areas since the CBPP was adopted in 2011. The consultant will use information from meetings to update the inventory of existing and proposed facilities and programs identified in the CBPP using geographic information systems (GIS). The

consultant will also create an online mapping tool for member agency staff and stakeholders to review existing and proposed facilities.

The consultant will prepare summaries of each member agency meeting and submit to C/CAG no later than one week after each meeting. C/CAG staff will secure meeting locations and conduct correspondence with member agency staff.

*Deliverables:*

- Summary of member agency meetings
- Updated GIS files
- Online mapping tool

**Task 5: CBPP Update Document**

The consultant will update the 2011 CBPP, including but not limited to, current data, updated existing and proposed networks from Task 3, goals and objectives, and other new analysis tools (i.e., Level of Traffic Stress, network gap identification, etc.). The consultant will also update the online mapping tool identified in Task 4 to reflect material in the CBPP Update Document.

*Deliverable:*

- CBPP Update Document (draft and final)
- Updated online mapping tool

**Task 6: Outreach**

The C/CAG Bicycle and Pedestrian Advisory Committee (BPAC) will be actively involved in the CBPP update process. The consultant will present at up to six BPAC meetings throughout the duration of the plan development process and provide summaries of each meeting. The consultant will also facilitate and organize up to three outreach events. The consultant will prepare information and documentation and perform educational outreach at each open house. The consultant will be responsible for developing materials for each meeting. The consultant will prepare summaries of each open house and submit them to C/CAG no later than one week after each meeting.

*Deliverables:*

- Materials for up to six BPAC meetings
- Summaries of each BPAC meeting
- Materials for up to three outreach events
- Summaries of each outreach event

**Task 7: Presentation to C/CAG Board and Committees**

The consultant will present to the C/CAG Board of Directors up to two times throughout the duration of the CBPP Update process. The consultant will also present to the C/CAG Technical Advisory Committee (TAC) and Congestion Management and Environment Quality Committee (CMEQ) up to two times for each Committee.

*Deliverables:*

- Presentations and materials for C/CAG Board and Committee Meetings
- Up to six C/CAG Board/Committee presentations

## **Tentative Schedule**

C/CAG staff anticipates the project will take approximately 12 months from the time of contract execution. The tentative project schedules include a kick-off meeting in early 2019. Final meetings and presentations to the C/CAG Board and Committees are anticipated to begin in late 2019.

## C/CAG AGENDA REPORT

Date: September 13, 2018

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 18-51 authorizing the C/CAG Chair to execute Amendment No. 2 to the agreement with Iteris for development of the Project Approval and Environmental Document (PA&ED) for the San Mateo County Smart Corridor – South San Francisco Extension for an additional \$9,684 for a new total of \$104,189 and a time extension to December 31, 2018.

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

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### RECOMMENDATION

That the C/CAG Board review and approve Resolution 18-51 authorizing the C/CAG Chair to execute Amendment No. 2 to the agreement with Iteris for development of the Project Approval and Environmental Document (PA&ED) for the San Mateo County Smart Corridor – South San Francisco Extension for an additional \$9,684 for a new total of \$104,189 and a time extension to December 31, 2018.

### FISCAL IMPACT

The cost to develop the PA&ED was originally budgeted for \$94,505. This amendment will add \$9,684 for a new not to exceed total of \$104,189.

### SOURCE OF FUNDS

Funding for the preparation of the PA&ED comes from the Transportation Fund for Clean Air (TFCA) - Fiscal Year 2016-17

### BACKGROUND

#### *San Mateo County Smart Corridor*

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.

#### *Project Development for South San Francisco Extension*

The Supplemental Project Study Report (PSR) for the San Mateo County Smart Corridor Expansion - South San Francisco Segment was completed on March 15, 2017. Continuing with the project

development process, C/CAG commenced work to develop the follow up document, the Project Approval/Environmental Document (PA&ED). Per the C/CAG Board Resolution 17-08, on March 9, 2017, C/CAG entered into agreement with Iteris Inc. to provide technical services towards development of the PA&ED in an amount not to exceed \$94,505 with a completion of January 31, 2018. In February, Amendment No. 1 was executed to extend the agreement term to June 30, 2018 to allow for more time.

C/CAG is continuing to coordinate with Caltrans for the development, review, and approval of the PA&ED. In December 2017, C/CAG submitted the initial PA&ED reports to Caltrans for review and followed up in June 2018 with Technical Memorandums, as requested by Caltrans. One of the reports, the Cultural Resources Memorandum required additional research and reporting, therefore, C/CAG and the consultant has determined that an additional \$9,684 is required to complete additional work. With the additional funds, the budget is increased to \$104,189. Additional time is also required to complete the project; therefore, the term of the Agreement is also extended to December 31, 2018.

Staff has been in discussion with South San Francisco staff regarding the option of South San Francisco being the lead agency for the design and construction phase.

#### **ATTACHMENTS**

1. Resolution 18-51
2. Amendment No. 2 to the Agreement with Iteris

**RESOLUTION 18-51**

**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 AMENDMENT 2 WITH ITERIS FOR DEVELOPMENT OF A PROJECT  
APPROVAL AND ENVIRONMENTAL DOCUMENT (PA&ED) FOR THE SAN MATEO  
COUNTY SMART CORRIDOR – SOUTH SAN FRANCISCO FOR AND ADDITIONAL \$9,684  
FOR A NEW TOTAL OF \$104,189 AND A TIME EXTENSION TO DECEMBER 31, 2018**

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

**WHEREAS**, the C/CAG sponsored San Mateo County Smart Corridor Project (Smart Corridor) is an Intelligent Transportation System (ITS) project that extends 20 miles along El Camino Real and major local streets connecting to US-101 and enables cities and the California Department of Transportation (Caltrans) to proactively manage daily traffic and non-recurring traffic congestion cause by diverted traffic due to major incidents on the freeway; and

**WHEREAS**, the Smart Corridor includes the installation of fiber optic communication network as well as deployment of an interconnected traffic signal system, close circuit video cameras, trailblazer/arterial dynamic message signs, and vehicle detection systems; and

**WHEREAS**, C/CAG, entered into an Agreement with Iteris on March 9, 2017, for development of a PA&ED for the San Mateo County Smart Corridor Expansion – South San Francisco Segment in the amount of \$94,505 and completion date of January 31, 2018; and

**WHEREAS**, Amendment No. 1 was executed in February 2018 to extend the completion date to June 30, 2018; and

**WHEREAS**, C/CAG and Iteris has determined that additional funds in the amount of \$9,684 (for a new contract amount of \$104,189) and time extension to December 31, 2018, are needed to complete the project.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the City/County Association of Governments of San Mateo County that the C/CAG Chair is authorized to execute the Amendment No. 2 between C/CAG and Iteris for development of a Project Approval and Environmental Document (PA&ED) for the San Mateo County Smart Corridor– South San Francisco for an additional \$9,648 for a new total of \$104,189 and completion date extended to December 31, 2018.

**PASSED, APPROVED, AND ADOPTED THIS 13TH DAY OF SEPTEMBER 2018.**

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*Maryann Moise Derwin, Chair*

**AMENDMENT NO. 2 TO THE AGREEMENT  
BETWEEN  
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY  
AND  
ITERIS, INC.**

WHEREAS, the City/County Association of Governments for San Mateo County (hereinafter referred to as "C/CAG") and Iteris, Inc. (hereinafter referred to as "Consultant") are parties to an Agreement originally dated March 9, 2017, for development of the Project Approval and Environmental Document (PA&ED) for the San Mateo County Smart Corridor – South San Francisco Extension (the "Agreement"); and

WHEREAS, the cost of the original Agreement included completion date of January 31, 2018; and

WHEREAS, Amendment No. 1, executed on February 8, 2018, extended the completion date to June 30, 2018; and

WHEREAS, C/CAG and Consultant have determined that additional time is needed and desire to extend the Agreement until December 30, 2018, to complete the PA&ED document; and

WHEREAS, C/CAG and Consultant has determined that an additional \$9,684.00 is needed to complete the work resulting in a new total Agreement amount of \$104,189; and

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

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

1. The term of the Agreement, as provided in Section 5 "Contract Term" therein, shall be extended through December 30, 2018.
2. The added funding provided to Consultant by C/CAG under this amendment will be no more than \$9,684.00 for additional services, thereby making the new maximum total Agreement amount \$104,189; and
3. Except as expressly amended herein, all other provisions of the Agreement shall remain in full force and effect.
4. This amendment shall take effect on July 1, 2018.

City/County Association of Governments (C/CAG)

Iteris, Inc.

\_\_\_\_\_  
Maryann Moise Derwin, C/CAG Chair

\_\_\_\_\_  
By

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Legal Counsel for C/CAG



## C/CAG AGENDA REPORT

Date: September 13, 2018

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 18-52 authorizing the C/CAG Chair to execute a Cooperative Agreement with Caltrans to complete the Project Approval and Environmental Document (PA&ED), Plan, Specification, and Estimate (PS&E), and Right-of-Way (R/W) Support Phases of the San Mateo County Smart Corridor – Daly City/Brisbane/Colma Project.

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

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### RECOMMENDATION

That the C/CAG Board review and approve Resolution 18-52 authorizing the C/CAG Chair to execute a Cooperative Agreement with Caltrans to complete the Project Approval and Environmental Document (PA&ED), Plan, Specification, and Estimate (PS&E), and Right-of-Way (R/W) Support Phases of the San Mateo County Smart Corridor - Daly City/Brisbane/Colma Project.

### FISCAL IMPACT

There is no impact.

### SOURCE OF FUNDS

N/A.

### 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.

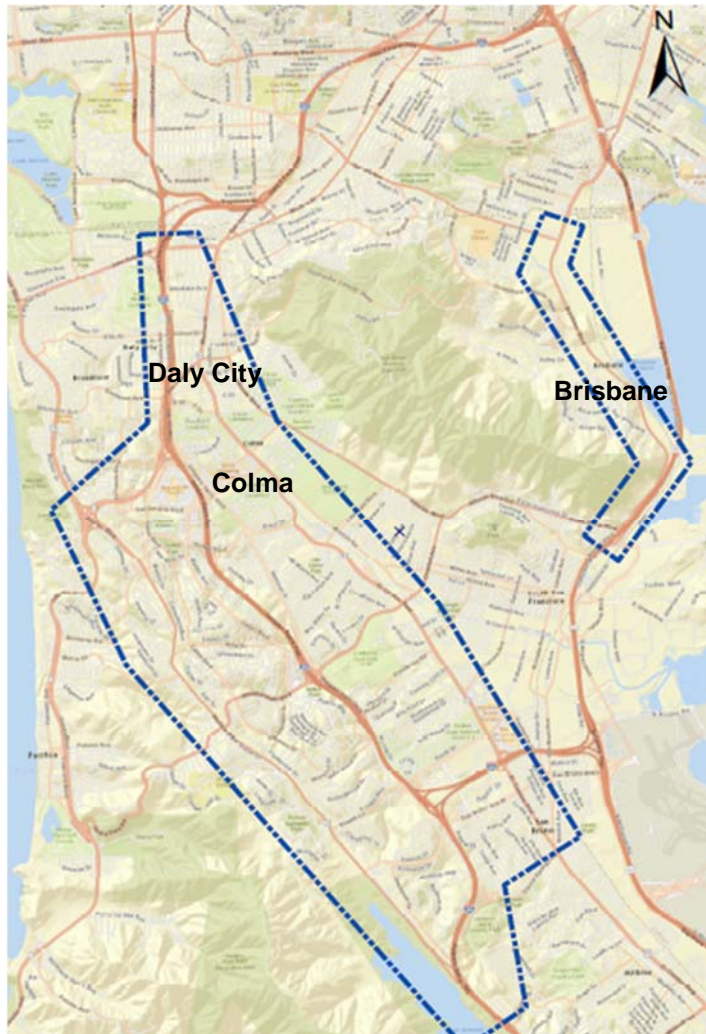
Construction of the segment between the Santa Clara County line and I-380 is completed and equipment are deployed and online. Development of portions of Phase IV is underway with the first segment being the expansion into the City of South San Francisco (South San Francisco Extension). The Supplemental Project Study Report (PSR) was completed in March 2017 and work on the Project Approval and Environmental Document (PA&ED) is planned to be completed by the end of 2018. (See separate Agenda Report Item 5.3.1) After the PA&ED phase is completed, the design phase will

commence in FY 2018/19 with construction planned for FY 2019/20.

In addition, the next segments include the portion of Phase IV that is 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.

***Daly City/Brisbane/Colma Extension***

This Smart Corridor Expansion Project, refer to as the Daly City/Brisbane/Colma Extension, 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 vicinity is shown below.



The Project Study Report (PSR) for this project was completed October 31, 2017. Funds are for programming in the 2018 STIP for Capital Support for the Project Approval and Environmental Document (PA&ED) and Plans, Specifications, and Estimates (PS&E) and Construction Management in addition to programming in the 2018 STIP for Right-of-Way (R/W) and Construction Capital.

The PA&ED includes preparation of technical reports identifying potential project impacts and obtaining California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) clearances. Caltrans, acting as the CEQA lead agency, will oversee the preparation of the required environmental documentation associated with the project. The execution of this Cooperative Agreement will enable Caltrans to proceed with their role as CEQA lead as well as providing independent quality assurance oversight work on this project. Caltrans oversight is also required in the design, PS&E and R/W phases also.

This Cooperative Agreement enable C/CAG and Caltrans to partner together to complete the PA&ED, and PS&E and R/W support phases for the Smart Corridor – Brisbane/Daly City/Colma Extension project. Caltrans will provide independent quality assurance oversight work on this project. There is no cost associated with the agreement.

#### **ATTACHMENTS**

1. Resolution 18-52
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 18-52**

### **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 APPROVAL AND ENVIRONMENTAL DOCUMENT (PA&ED), PLANS, SPECIFICATION, AND ESTIMATE (PS&E) AND RIGHT OF WAY (R/W) SUPPORT PHASES OF THE SAN MATEO COUNTY SMART CORRIDOR – DALY CITY/BRISBANE/COLMA PROJECT**

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

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

**WHEREAS**, C/CAG sponsors the San Mateo County Smart Corridor Project 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 completed; and

**WHEREAS**, C/CAG is extending the Smart Corridor to the Cities of Daly City, Brisbane, and Colma, and has completed the Project Study Report on October 31, 2017; and

**WHEREAS**, C/CAG and the California Department of Transportation (Caltrans) and the cities are partners in the development of the Project Approval and Environmental Document (PA/ED), Plans, Specifications, and Estimates (PS&E) and Right-of-Way (R/W) phases of the Smart Corridor – Daly City/Brisbane/Colma Project, and

**WHEREAS**, C/CAG will be the project implementation agency and Caltrans will act as the California Environmental Quality Act (CEQA) lead agency and project oversight, and

**WHEREAS**, the Cooperative Agreement term is set to expire at the completion of the PS&E and R/W phases 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 PA/ED, PS&E, and R/W Support Phases of the San Mateo County Smart Corridor – Daly City/Brisbane/Colma Project. Be it further resolved that the C/CAG Executive Director is authorized to negotiate the final scope and terms of the Agreement and related materials prior to execution by both parties, subject to legal counsel approval as to form.

**PASSED, APPROVED, AND ADOPTED, THIS 13TH DAY OF SEPTEMBER 2018.**

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*Maryann Moise Derwin, Chair*

## C/CAG AGENDA REPORT

ITEM 5.4.1

Date: September 13, 2018

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 18-53 authorizing the C/CAG Chair to execute a Funding Agreement with the County of San Mateo for Smart Corridor Fiber Optic Connection to the County's Regional Operation Center in an amount not to exceed \$190,657.

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

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### RECOMMENDATION

That the C/CAG Board review and approve Resolution 18-53 authorizing the C/CAG Chair to execute a Funding Agreement with the County of San Mateo for Smart Corridor Fiber Optic Connection to the County's Regional Operation Center in an amount not to exceed \$190,657.

### FISCAL IMPACT

Up to \$190,657 (Total project cost is \$263,826)

### SOURCE OF FUNDS

Measure M – Smart Corridor/Intelligent Transportation System

### 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, closed-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.

One of the key elements and benefits of the Smart Corridor is the establishment of communications link between Caltrans and local agency stakeholders and providing all Smart Corridor agencies the ability to view and share CCTV images from any of the 260+ Smart Corridor field cameras on any remote desktop. As part of the Smart Corridor, each of the initial 11 jurisdictions were provided communication access except for the County of San Mateo. A decision was made to defer establishing a communication link into the County of San Mateo since a suitable location had not been identified at the time. Since the completion of the initial phases of the Smart Corridor in fall 2016, communications still have not been established with County of San Mateo, however, an opportunity currently exists to bring fiber into the County which will have multiple benefits.

The County of San Mateo is currently constructing the new Public Safety Regional Operations Center (ROC), located at 501 Winslow Avenue in Redwood City, which will be occupied by the Office of Public Safety Communication (PSC) and Office of Emergency Services (OES). PSC provides high quality law enforcement, fire, and medical communications services to the public and public safety agencies to protect the health and safety of the San Mateo County residents. OES is responsible for alerting and notifying appropriate agencies within the County's 20 cities when disaster occurs.

C/CAG staff has been engaged with OES for over ten years during the planning and development of the Smart Corridor Incident Management Plan. More recently, C/CAG staff has been also coordinating with PSC on refining the incident response plan, specifically identifying how communication flows during an incident and PSC's role as the single point of contact (POC) for disseminating information to the cities.

C/CAG staff reached out to PSC and the County Information Services Department (ISD) earlier this year, as well as the Planning Development Unit (PDU) inquiring about the opportunity to extend the Smart Corridor fiber optics into the new ROC currently being constructed. Based on discussions over a period of several months, it was determined that it was feasible to connect Smart Corridor fiber optics into the ROC, from an engineering standpoint. Bringing Smart Corridor fiber into the County of San Mateo will enable the County, specifically the ROC and its primary occupants, PSC and OES to have access to over 260 CCTV cameras deployed throughout the county. The County of San Mateo Public Works will also have access to the cameras and be able to have remote access to County-owned Smart Corridor specific equipment. Lastly, C/CAG will have access to view the CCTV and status of all Smart Corridor equipment deployed.

The cost for the Smart Corridor fiber optic connection to the ROC provided by ISD is \$263,826. With the understanding that the project benefits both County of San Mateo and C/CAG, staff recommends that C/CAG contribute \$190,657 to help fund the project. The County of San Mateo ISD will be the lead on the project.

#### **ATTACHMENTS**

1. Resolution 18-53
2. Agreement between C/CAG and County of San Mateo

**RESOLUTION 18-53**

**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 A FUNDING AGREEMENT WITH THE COUNTY OF SAN MATEO FOR SMART CORRIDOR FIBER OPTIC CONNECTION TO THE COUNTY'S REGIONAL OPERATIONS CENTER IN AN AMOUNT NOT TO EXCEED \$190,657**

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

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

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

**WHEREAS**, San Mateo County (COUNTY), a Smart Corridor jurisdiction, desire to connect Smart Corridor Fiber Optics to the COUNTY'S Regional Operations Center (ROC) enabling connections to other COUNTY facilities; and

**WHEREAS**, after the connection is completed, COUNTY will have remote access to view over 260 closed- circuit television (CCTV) cameras and will have remote access to operate the Smart Corridor "upgraded" County-owned traffic signal controllers, traffic signals, and operational software system located within County right-of-way; and

**WHEREAS**, COUNTY is the designated the lead agency to perform the work; and

**WHEREAS**, the estimated cost to perform the work is \$263,826, of which C/CAG will provide \$190,657 for the project and the COUNTY responsible for the remaining \$73,126; and

**WHEREAS**, C/CAG desires to enter into a funding agreement (Agreement) with COUNTY in an amount not to exceed \$190,657.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the City/County Association of Governments of San Mateo County that the C/CAG Chair is authorized to execute a Funding Agreement with the County of San Mateo for Smart Corridor Fiber Optic Connection to the County's Regional Operations Center in an amount not to exceed \$190,657. Be it further resolved that the C/CAG Executive Director is authorized to negotiate the final scope and terms of the Agreement and related materials prior to execution by both parties, subject to legal counsel approval as to form.

**PASSED, APPROVED, AND ADOPTED THIS 13TH DAY OF SEPTEMBER 2018.**

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*Maryann Moise Derwin, Chair*

**FUNDING AGREEMENT  
BETWEEN  
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY  
AND  
COUNTY OF SAN MATEO  
FOR  
SMART CORRIDOR FIBER CONNECTION TO COUNTY OF SAN MATEO**

THIS AGREEMENT, entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2018, by and between the CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY, a Joint Powers Agency within the County of San Mateo, hereinafter called "C/CAG," and the COUNTY OF SAN MATEO, a public agency, hereinafter called "COUNTY" (each a "Party" and collectively the "Parties").

WITNESSETH

**WHEREAS**, C/CAG, on behalf of its member agencies, agrees to provide the COUNTY with funding for the connection of the San Mateo County Smart Corridor Fiber Optic system to the County of San Mateo, including extension and integration to the Regional Operations Center (ROC) (PROJECT); and

**WHEREAS**, the PROJECT will enable the COUNTY access to view live streaming videos from 263 Closed Circuit Television (CCTV) cameras deployed through the County as part of the San Mateo County Smart Corridor Project; and

**WHEREAS**, the Parties have agreed that the COUNTY will obtain a qualified contractor to provide services as described in Exhibit A, and that C/CAG will provide a cost-share of \$190,657 of the total project cost of \$263,826. The remaining share of \$73,169 will be funded by the COUNTY.

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

1. SCOPE OF SERVICES

The COUNTY shall serve as the lead agency for the PROJECT as described in Exhibit A.

2. TIME OF PERFORMANCE

This Agreement is effective as of \_\_\_\_\_, 2018, and will terminate at \_\_\_\_\_, 20\_\_\_\_. Either Party may terminate the Agreement without cause by providing thirty (30) days' advance written notice to the other.

3. FUNDING AND METHOD OF PAYMENT

a) C/CAG agrees to reimburse the COUNTY up to \$190,657 for the PROJECT, on a reimbursement basis. If C/CAG terminates this Agreement pursuant to Section 2, C/CAG shall reimburse the COUNTY, per the cost-share arrangement agreed to





Nothing herein shall be deemed to create any joint venture or partnership arrangement between the COUNTY and C/CAG.

7. MUTUAL HOLD HARMLESS

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

8. GOVERNANCE

This Funding Agreement will be governed by the laws of the State of California, and any suit or action initiated by any Party must be brought in the County of San Mateo, California.

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

COUNTY OF SAN MATEO

CITY/COUNTY ASSOCIATION OF  
GOVERNMENTS OF SAN MATEO COUNTY

\_\_\_\_\_  
John Walton, CIO

\_\_\_\_\_  
Maryanne Moise Derwin, C/CAG Chair

Approved as to form:

Approved as to form:

\_\_\_\_\_  
Legal Counsel for the COUNTY

\_\_\_\_\_  
Legal Counsel for C/CAG

## **EXHIBIT A**

### **PROJECT DESCRIPTION**

#### **Smart Corridor Fiber Connection to County of San Mateo**

The County of San Mateo plans to establish a fiber optic link between the new San Mateo County Regional Operations Center (ROC), located at 501 Winslow Avenue in Redwood City, and the San Mateo County Smart Corridor. The project includes design, construction, and integration of a 96-strand fiber optic link between the new ROC and the nearest Smart Corridor access point at the intersection of Industrial Way/Whipple Avenue. The project will enable the County of San Mateo to access the Smart Corridor systems, specifically the 263 Closed Circuit Television (CCTV) camera video streams, which can be viewed on desktop monitors and/or displayed on the planned video wall at the ROC.

The estimated cost of the project is \$263,826.

## C/CAG AGENDA REPORT

ITEM 5.4.2

Date: September 13, 2018

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 18-54 authorizing the C/CAG Chair to execute an Ownership, Operation and Maintenance Agreement with the County of San Mateo for Smart Corridor Fiber Optic Connection to the County's Regional Operation Center.

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

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### RECOMMENDATION

That the C/CAG Board review and approve Resolution 18-54 authorizing the C/CAG Chair to execute an Ownership, Operation and Maintenance Agreement with the County of San Mateo for Smart Corridor Fiber Optic Connection to the County's Regional Operation Center.

### FISCAL IMPACT

None.

### SOURCE OF FUNDS

N/a.

### 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, closed-circuit television (CCTV) cameras, trailblazer/arterial dynamic message signs, and vehicle detection system on predefined designated local streets and state routes to provide local cities and Caltrans day to day traffic management capabilities in addressing recurrent traffic congestion as well as provide Caltrans capabilities for managing the system during non-recurring traffic congestion cause by diverted traffic due to major incidents on the freeway.

The County of San Mateo is currently constructing the new Public Safety Regional Operations Center (ROC), located at 501 Winslow Avenue in Redwood City, which will be occupied by the Office of Public Safety Communication (PSC) and Office of Emergency Services (OES). PSC provides high quality law enforcement, fire, and medical communications services to the public and public safety agencies to protect the health and safety of the San Mateo County residents. OES is responsible for alerting and notifying appropriate agencies within the County's 20 cities when disaster occurs.

This Ownership, Operation and Maintenance Agreement with the County of San Mateo for Smart Corridor Fiber Optic Connection to the County's Regional Operation Center (Agreement) outlines and defines the roles, responsibilities, terms, relating to the extension of communication (conduit, fiber optic cable, and associated equipment) into the new ROC enabling the County of San Mateo

access to CCTV video feeds from throughout the county. This Agreement is developed in associated with Item 5.4.1 and Resolution 18-53 pertaining to providing funding the County of San Mateo for extension of fiber optic communication.

#### **ATTACHMENTS**

1. Resolution 18-54
2. Ownership, Operation and Maintenance Agreement between C/CAG and County of San Mateo  
*(The documents are available for download at the C/CAG website at:  
<http://ccag.ca.gov/committees/board-of-directors/> )*

**RESOLUTION 18-53**

**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 OWNERSHIP, OPERATION AND MAINTENANCE AGREEMENT WITH THE COUNTY OF SAN MATEO FOR SMART CORRIDOR FIBER OPTIC CONNECTION TO THE COUNTY'S REGIONAL OPERATION CENTER**

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

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

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

**WHEREAS**, San Mateo County (COUNTY), a Smart Corridor jurisdiction, desire to connect Smart Corridor Fiber Optics (Fiber) to the COUNTY'S Regional Operations Center (ROC) enabling connections to other COUNTY facilities; and

**WHEREAS**, after the connection is completed, COUNTY will have remote access to view over 260 closed- circuit television (CCTV) cameras and will have remote access to operate the Smart Corridor "upgraded" County-owned traffic signal controllers, traffic signals, and operational software system located within County right-of-way; and

**WHEREAS**, connection of the Fiber will allow C/CAG staff access to the CCTV cameras and monitor status of the Smart Corridor specific equipment;

**WHEREAS**, C/CAG and the COUNTY desire to enter into the Ownership, Operation and Maintenance Agreement for Smart Corridor Fiber Optic Connection with the ROC.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the City/County Association of Governments of San Mateo County that the C/CAG Chair is authorized to execute an Ownership, Operation and Maintenance Agreement with the County of San Mateo for Smart Corridor Fiber Optic Connection to the County's Regional Operation Center. Be it further resolved that the C/CAG Executive Director is authorized to negotiate the final scope and terms of the Agreement and related materials prior to execution by both parties, subject to legal counsel approval as to form.

**PASSED, APPROVED, AND ADOPTED THIS 13TH DAY OF SEPTEMBER 2018.**

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*Maryann Moise Derwin, Chair*

## C/CAG AGENDA REPORT

ITEM 5.5

Date: September 13, 2018

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 18-55 authorizing the C/CAG Chair to execute a Memorandum of Understanding with the City of San Mateo for allowing the San Mateo County Smart Corridor Hub to reside at the City of San Mateo Police Station.

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

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### RECOMMENDATION

That the C/CAG Board review and approve Resolution 18-55 authorizing the C/CAG Chair to execute a Memorandum of Understanding with the City of San Mateo for allowing the San Mateo County Smart Corridor Hub to reside at the City of San Mateo Police Station.

### FISCAL IMPACT

None.

### SOURCE OF FUNDS

N/a.

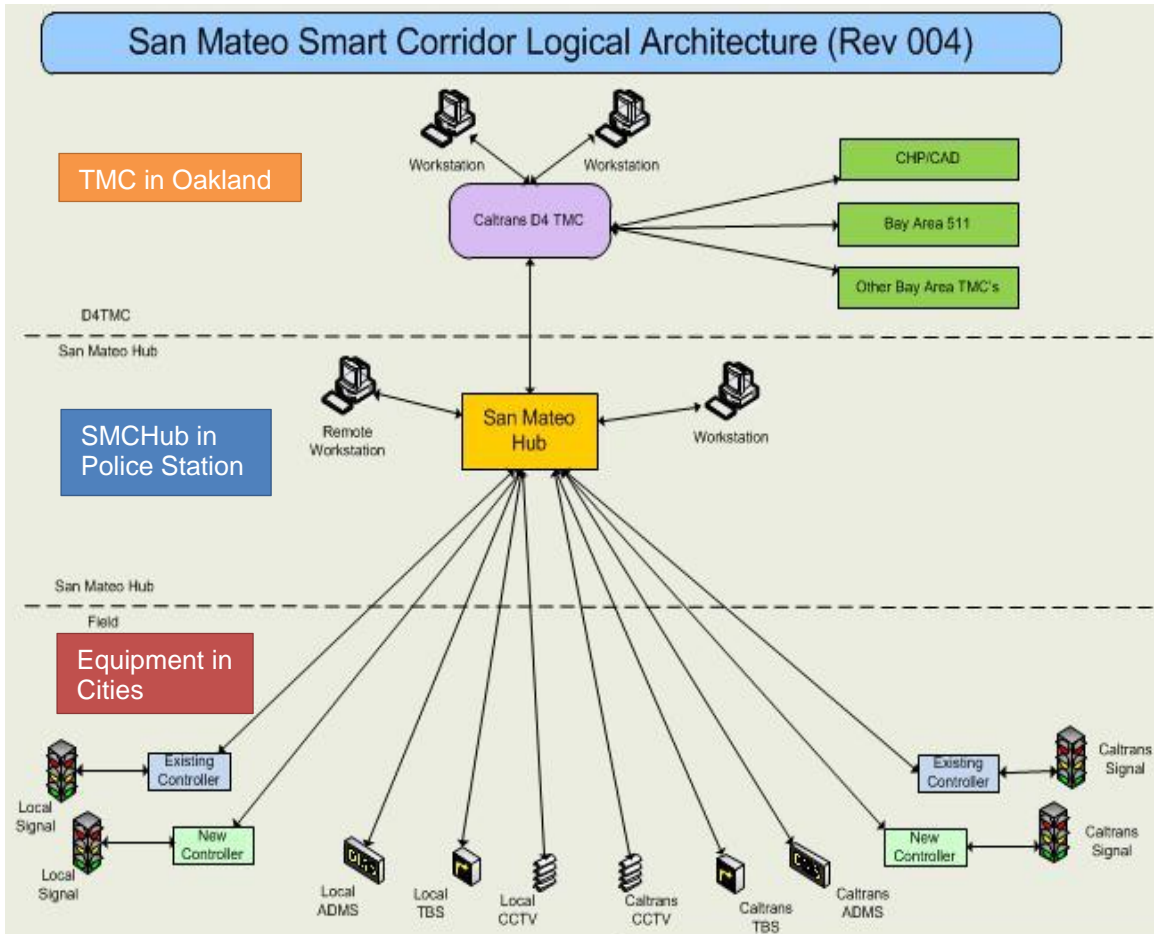
### BACKGROUND

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, closed-circuit television (CCTV) cameras, trailblazer/arterial dynamic message signs, and vehicle detection system on predefined designated local streets and state routes to provide local cities and Caltrans day to day traffic management capabilities in addressing recurrent traffic congestion as well as provide Caltrans capabilities for managing the system during non-recurring traffic congestion cause by diverted traffic due to major incidents on the freeway.

The San Mateo County Smart Corridor System Concept of Operations (ConOps) developed in 2013 as part of the planning and preliminary engineering phases, engaged project stakeholders (Caltrans, cities, County, C/CAG and others) to agree with establishing a hub for the San Mateo County, designated as the Smart Corridor of the San Mateo County Hub (SMCHub). The SMCHub is the main communication hub, located on the peninsula, serving as the central location for communication equipment and establishes a Center-to-center communication between all local agencies as well as data sharing network and control of field devices.

All field devices are connected to the SMCHub, and the hub is connected to the Caltrans District 4 Transportation Management Center in Oakland (D4TMC) via a leased line until a permanent fiber connection is established on BART fiber via the Millbrae BART station. Local agency Transportation Management Centers (TMCs) located within each Smart Corridor cities are also designated as redundant centers in case of emergency and communicates directly with the SMCHub.

In addition, the SMCHub is designed to perform backup operations if the D4TMC connection from the SMCHub to D4TMC fails. The SMCHub and its relationship to D4TMC and equipment is shown below.



The SMC Hub is currently located in the City of San Mateo’s Police Station. The Police Station was selected because it is centrally located within the county; the facility is secure; it is accessible by local agencies and Caltrans; and is a suitable office environment to maintain a computer network/ workstation. In addition, this location was determined to be strategic to operations in an event of an emergency.

Up until now, there has not been a formal agreement between C/CAG and City of San Mateo that documents locating the SMCHub in the San Mateo Police Station. The purpose of this Memorandum of Understanding (MOU) with the City of San Mateo is to formalize the agreement between the C/CAG and City of San Mateo to allow the SMC Hub to reside in the City of San Mateo Police Station.

**ATTACHMENTS**

1. Resolution 18-55
  2. Memorandum of Understanding between C/CAG and City of San Mateo for the San Mateo County Smart Corridor Hub
- (The documents are available for download at the C/CAG website at: <http://ccag.ca.gov/committees/board-of-directors/> )*



**RESOLUTION 18-55**

**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 A MEMORANDUM OF UNDERSTANDING WITH THE CITY OF SAN MATEO FOR ALLOWING THE SAN MATEO COUNTY SMART CORRIDOR HUB TO RESIDE AT THE CITY OF SAN MATEO POLICE STATION**

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

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

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

**WHEREAS**, the Smart Corridor Project includes a main communication hub, referred to as the San Mateo County Hub (SMCHub), which serves as the central location for communication equipment connected to the Caltrans District 4 Transportation Management Center as well as serving as a center-to-center communication between all local Smart Corridor cities; and

**WHEREAS**, the City of San Mateo has provided permission to locate the SMCHub in the City of San Mateo's Police Station; and

**WHEREAS**, C/CAG and City of San Mateo desire to formalize the agreement in a Memorandum of Understanding (MOU).

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the City/County Association of Governments of San Mateo County that the C/CAG Chair is authorized to execute a Memorandum of Understanding with City of San Mateo for allowing the San Mateo County Smart Corridor Hub to reside at the City of San Mateo Police Station. Be it further resolved that the C/CAG Executive Director is authorized to negotiate the final scope and terms of the Agreement and related materials prior to execution by both parties, subject to legal counsel approval as to form.

**PASSED, APPROVED, AND ADOPTED THIS 13TH DAY OF SEPTEMBER 2018.**

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*Maryann Moise Derwin, Chair*

## C/CAG AGENDA REPORT

Date: September 13, 2018

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

From: Sandy Wong, Executive Director

Subject: Review and approval of the Finance Committee’s recommendation of no change to the investment portfolio and accept the Quarterly Investment Report as of June 30, 2018.

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

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### RECOMMENDATION

That the C/CAG Board review and approve the Finance Committee’s recommendation of no change to the investment portfolio and accept the Quarterly Investment Report as of June 30, 2018.

### FISCAL IMPACT

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

### SOURCE OF FUNDS

The Investment portfolio includes 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 14, 2017:

*“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 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 2018 earning rates are as follows:

	Local Agency Investment Fund (LAIF)	San Mateo County Investment Pool (COPOOL)
April	1.661%	1.604%
May	1.755%	1.723%
June	1.854%	1.835%

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

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

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

On August 22, 2018, the Finance Committee reviewed the investment portfolio. The Finance Committee discussed market conditions and recommended no change to the investment portfolio.

The investment portfolio as of June 30, 2018 is as follows:

	3/31/2018		6/30/2018	
	Amount	Percent	Amount	Percent
LAIF	\$13,637,606	60%	\$13,988,892	60%
COPOOL	\$9,117,611	40%	\$9,350,753	40%
Total	\$22,755,217	100%	\$23,339,645	100%

**ATTACHMENTS**

1. Quarterly Investment Report as of June 30, 2018 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 22, 2018**

**SUBJECT: Quarterly Investment Report as of June 30, 2018**

**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, 2018, funds in the amount of \$23,339,645 were invested producing a weighted average yield of 1.84%. Of the total investment portfolio, 59.9% of funds were invested in the Local Agency Investment Fund (LAIF) and 40.1% 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 \$103,868. At the CCAG Finance Committee meeting on November 20, 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:

	<b>Qtr Ended 6/30/18</b>	<b>Qtr Ended 3/31/18</b>	<b>Increase (Decrease)</b>
Total Portfolio	\$ 23,339,645	\$ 22,755,217	\$ 584,428
Weighted Average Yield	1.84%	1.47%	0.37%
Accrued Interest Earnings	\$ 103,868	\$ 84,428	\$ 19,440

There was an increase of \$0.58M in the portfolio balance this quarter compared to the previous quarter mainly due to cash receipts offset by cash disbursements in the fourth quarter for Measure M, NPDES, and Bay Area Air Quality Management. A more detailed list of the payments made in the fourth quarter can be found in the attached monthly “Major Cash Inflows and Outflows” report. The slightly higher weighted average yield resulted in slightly 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, 2018, 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, 2018
- 2 – Historical Summary of Investment Portfolio

**CITY & COUNTY ASSOCIATION OF GOVERNMENTS**

**SUMMARY OF ALL INVESTMENTS**

For Quarter Ending June 30, 2018

Category	Weighted Average Interest Rate	Historical Book Value	% of Portfolio	GASB 31 ADJ Market Value
<b>Liquid Investments:</b>				
Local Agency Investment Fund (LAIF)	1.90%	13,988,892	59.9%	13,962,689
San Mateo County Investment Pool (COPOOL)	1.75%	9,350,753	40.1%	9,308,488
<b>Agency Securities</b>				
<i>none</i>				
<b>Total - Investments</b>	<b>1.84%</b>	<b>23,339,645</b>	<b>100%</b>	<b>23,271,177</b>
<b>GRAND TOTAL OF PORTFOLIO</b>	<b>1.84%</b>	<b>\$ 23,339,645</b>	<b>100%</b>	<b>\$ 23,271,177</b>
<b>Total Interest Earned This Quarter</b>				<b>103,868</b>
<b>Total Interest Earned (Loss) Fiscal Year-to-Date</b>				<b>318,485</b>

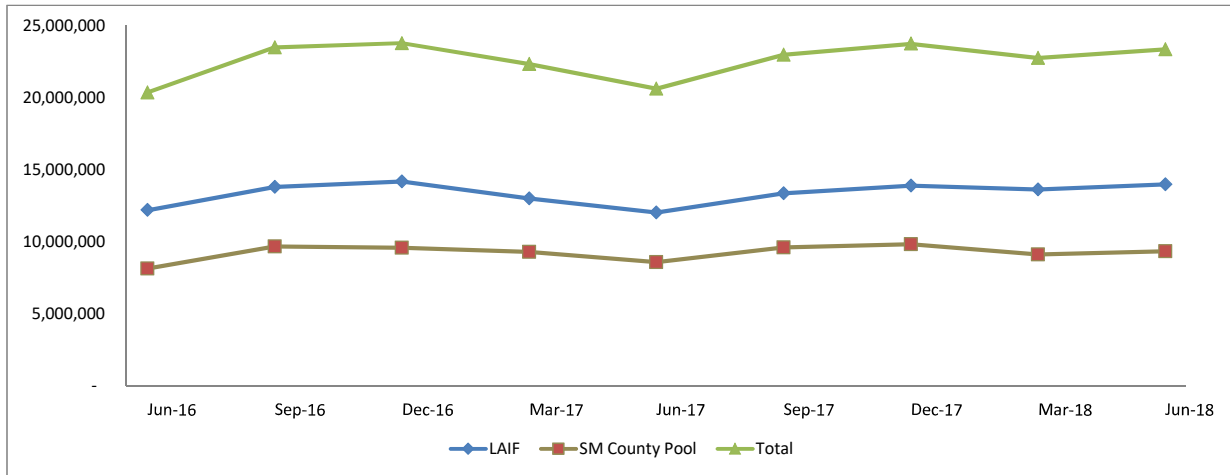
**Note: CCAG Board approved the following investment portfolio mix at its November 14, 2013 meeting:**

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

*At the CCAG Finance Committee meeting on November 20, 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.*

\*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, 2018**



*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**

	<b>Jun-16</b>	<b>Sep-16</b>	<b>Dec-16</b>	<b>Mar-17</b>	<b>Jun-17</b>	<b>Sep-17</b>	<b>Dec-17</b>	<b>Mar-18</b>	<b>Jun-18</b>
LAIF	12,200,510	13,817,524	14,186,530	13,010,532	12,034,768	13,363,368	13,896,995	13,637,606	13,988,892
SM County Pool	8,154,442	9,672,516	9,591,037	9,313,634	8,586,974	9,611,660	9,838,593	9,117,611	9,350,753
<b>Total</b>	<b>20,354,952</b>	<b>23,490,040</b>	<b>23,777,567</b>	<b>22,324,166</b>	<b>20,621,742</b>	<b>22,975,028</b>	<b>23,735,588</b>	<b>22,755,217</b>	<b>23,339,645</b>

*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 13, 2018

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 18-56 adopting the C/CAG Investment Policy Update

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

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### RECOMMENDATION

That the C/CAG Board review and approve Resolution 18-56 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 14, 2017. On August 22, 2018, the Finance Committee reviewed and recommended approval of the C/CAG investment policy update.

The current update is a very minor update that aligns the policy with current state code. The proposed modification to the C/CAG Investment Policy is attached, with track changes, edits are shown with **underline** and ~~strikethrough~~. For reader's convenience, the modification is found on page 7 of the attachment.

### ATTACHMENTS

1. Resolution 18-56
2. C/CAG Investment Policy update (with track changes)



## **RESOLUTION 18-56**

### **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 13TH DAY OF SEPTEMBER 2018.**

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*Maryann Moise Derwin, Chair*

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

**INVESTMENT POLICY**

**Adopted on, September ~~14~~13, ~~2017~~2018**

**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.
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 5 through 8 are further restricted to a percentage of the cost value of the portfolio in any single issuer name to a maximum of 10%. The total value invested in any one issuer shall not exceed 10% 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 10% 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 510% 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 510% 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%	(B)
Commercial Paper	53601(h)	270 Days	Highest letter and number rating by an NRSRO	25%	(A)
Negotiable Certificates of Deposit	53601(i)	5 Years	N/A	30%	(A)
Time Certificates of Deposit – Banks or Savings and Loans	53601.8	5 Years	N/A	30%	(A)
Medium Term Corporate Notes	53601(k)	5 Years	A	30%	(A)

(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.

## 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 13, 2018

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, contact Jean Higaki at 650-599-1462)

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### 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.

August 31, 2018 was the last day for each house to pass bills and the start of final recess. September 30, 2018 is the last day for the Governor to sign or veto bills passed by the Legislature. The legislature will reconvene in January 2019.

### ATTACHMENTS

1. September 2018 Legislative update from Shaw/ Yoder/ Antwih, Inc.
2. Full Legislative information is available for specific bills at <http://leginfo.legislature.ca.gov/>



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

**DATE:** September 4, 2018  
**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 2018

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***Legislative Update***

The Legislature concluded the 2017-18 Legislative Session on August 31. This marks the end of the two-year session. **The Governor has until September 30 to act on bills sent to him in the final two weeks of the session.** Election day is November 6 and the 2019-2020 Legislative Session will begin in early December. In this report we highlight the most relevant bills this year affecting C/CAG; those are discussed under ***Bills of Interest***, below.

***SB 1 Repeal Update***

Originally formed to support Proposition 69 (the measure to protect SB 1 revenues from legislative diversion, overwhelmingly passed by California voters on the June ballot), the *Coalition to Protect Local Transportation Investments* has pivoted, to become the *No on Prop 6: Stop the Attack on Bridge & Road Safety* campaign committee; sponsored by business, labor, local governments and transportation advocates, the committee's major funding so far comes from the California Alliance for Jobs, Southern California Partnership for Jobs, and, the State Building and Construction Trades Council of California. [The broad coalition of organizations opposed to Proposition 6](#) – numbering close to 250 so far – is comprised of organizations representing business, environmental, transportation, local government, senior citizen, labor, public safety, public interest, social justice, and taxpayer interests.

In the meantime, the [proponents of Proposition 6 are stepping up their activities](#).

According to a [poll](#) released on August 17 conducted by Probolsky Research, "Proposition 6 is on track to fail in November." The poll showed that, when presented with just the title of the ballot measure, 48 percent of voters oppose the measure, with 36 percent in support and 15 percent unsure (1 percent refused to answer). Of those surveyed, less than 60% of Republican voters support the repeal.

The bottom line, as summarized in a recent report by the Legislative Analyst's Office, is this: if SB 1 is repealed, \$5 billion in transportation revenue is wiped off the books and voters will have to approve any future increases on fees and taxes involving a motor vehicle (e.g. fuel taxes, vehicle registration fees, license fees, a vehicle miles travelled fee, and, possibly, Cap and Trade auction allowances).

**C/CAG has committed its formal opposition to Proposition 6.**

## ***Bills of Interest***

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

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.***

### **SB 828 (Wiener) – Planning and Zoning (To Governor)**

This bill would revise the RHNA process used to distribute existing and projected regional housing needs to cities and counties within the MTC/ABAG region (and in the other COGs around the state). The bill was watered-down leaving the Assembly Appropriations Committee, which removed provisions that would have required the final regional housing need plan to demonstrate government efforts to reverse racial and wealth disparities throughout a region by assigning additional weight to local governments that met specified criteria in the distribution of the regional housing needs allocation for all income categories (largely targeting Bay Area communities).

### **SB 961 (Allen) Second Neighborhood Infill Finance and Transit Improvements Act (To Governor)**

This bill would enact the Second Neighborhood Infill Finance and Transit Improvements Act and would authorize a city or county to use tax increment financing through (as part of an enhanced infrastructure financing district) to issue bonds for housing, as well as station development for transit, urban forestry, decoupled parking, access to transit, and other infrastructure for residential communities, including water infrastructure or waste water infrastructure that captures rainwater or urban runoff. The bonds would not require voter approval, but the area to be financed must be within one-half mile of a rail transit station or within 300 feet of a transit rich boulevard served by bus rapid transit or high-frequency bus service.

### **AB 1405 (Mullin) – Digital Billboards (Failed)**

This bill would authorize a comprehensive development lease agreement between the Department of Transportation (Caltrans) and the private sector for a new digital sign network to provide real-time information for enhanced statewide emergency and traveler communications and provide revenues to the State Highway Account by allowing paid advertisements to appear on the digital signs.

### **AB 1771 (Bloom) – Planning and Zoning (To Governor)**

This bill would make changes to RHNA and requires MTC/ABAG's methodology to further the statutory RHNA objectives, rather than to just be consistent with them. It also requires the regional agencies to publicly explain how each of the factors was incorporated into the methodology and how the methodology furthers the statutory objectives. The bill adds a new statutory objective to increase access to areas of high opportunity for lower-income residents, avoiding displacement and affirmatively furthering fair housing and requires the regional agencies to post all RHNA information on a public website to help ensure it is available to all affected local governments and all interested stakeholders. This bill eliminates the existing law requirement to include the market demand for housing as a factor in developing the methodology. And instead focuses on factors such as housing need, housing burden, overcrowding, and jobs/housing fit. This bill requires a locality, if it disagrees with its RHNA allocation, to submit a request for a revision that includes a statement as to why the proposed allocation is not appropriate and why a revision is necessary to further the statutory objectives. **Finally, this bill deletes the authority of two local governments to agree to an alternative distribution of appealed housing allocations between the affected local governments.**

### **AB 2865 (Chiu) Managed Lanes in San Francisco County (To Governor)**

This bill would authorize San Francisco County Transportation Authority (SFCTA) to delegate responsibility for operation of managed lanes on US 101 and I-280 in San Francisco County to Santa Clara VTA using the process established by AB 194 (Frazier) A similar authority currently exists for C/CAG and the San Mateo County Transportation Authority.

## C/CAG AGENDA REPORT

Date: September 13, 2018

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

From: Sandy Wong, Executive Director

Subject: Update on California Public Utilities Commission (CPUC) rolling energy efficiency portfolio process and its effect on San Mateo County Watch 2019 calendar year budget.

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

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### RECOMMENDATION

That the C/CAG Board receive an update on California Public Utilities Commission (CPUC) rolling energy efficiency portfolio process and its effect on San Mateo County Watch 2019 calendar year budget.

### FISCAL IMPACT

This staff report is provided to update the C/CAG Board on a potential 63% reduction in 2019 calendar year San Mateo County Energy Watch administration, marketing, and implementation budget.

### SOURCE OF FUNDS

The PG&E Local Government Partnership grant provides funding to implement building energy efficiency projects countywide, for the municipal, K-12 public school, and commercial sectors. The grant also provides climate action planning technical support for local governments in San Mateo County.

### BACKGROUND

The California Public Utilities Commission (Commission) adopted a decision in October 2015, establishing a “Rolling Portfolio” process for reviewing the investor owned utilities (IOU’s) energy efficiency portfolios, internal and contracted energy efficiency program offerings for California ratepayers. PG&E is the IOU whose territory covers San Mateo County. Funding for these programs comes from a public goods charge fund that ratepayers pay into when they pay their monthly energy utility bills.

The IOU-contracted energy efficiency programs that complete their portfolio of offerings fall into two categories: third party and local government partnerships. The San Mateo County Energy Watch (SMCEW) program, is the local government partnership in San Mateo County via a contract between PG&E and C/CAG. The SMCEW began in 2009 and has continued through multiple program cycles. The currently program cycle is calendar year 2016-2018.

In August 2016, the commission adopted another decision, which provided changes to requirements for statewide and third party programs and their administration. The 2016 decision approved a new solicitation process for procurement of energy efficiency programs for the next several years and beyond. The decision requires the IOUs to have at least 60 percent of their energy efficiency portfolio budgets designed and implemented by third party implementers by the end of 2022. This is an increase from the current level of 20%. Rather than PG&E and local government partnerships having access to 80% of the portfolio funding, the programs will only have access to 40% of the funding in 2022.

Any entity that wished to access public goods funds for programming energy efficiency in California for 2020 - 2025, was required to file a business plan to the CPUC by January 15, 2017. The same decision mentioned above, directed the IOU energy efficiency Program Administrators, Marin Clean Energy (MCE), existing or new Regional Energy Networks (RENs), or others to file business plan proposals for the 2018-2025 period. Business plans were filed by all four IOUs, two existing and one new REN, MCE, and the Local Government Sustainable Energy Coalition (LGSEC), in total nine business plans were filed.

After review of the business plans, the Commission filed a proposed decision November 2017 approving the plans of eight proposers, all but LGSEC. Included in the proposed decision were further changes to the exiting program requirements, the most challenging being increasing the Commission's cost effectiveness measurement, called Total Resource Cost (TRC). TRC measures the net cost of a demand-side management program as a resource option, based on the total cost of the program, including both the participants' and the utility's cost. The formula is a fraction, meaning that if the numerator and denominator are equal, the TRC will be 1.0, which is considered a balanced cost.

Local government partnerships generally have a low TRC because the programs do more than just focus on energy efficiency. Partnerships also act as connectors in the community for other IOU programs, so some staff time is used to market multiple programs. In addition, the portion of the partnership budget that supports climate planning technical support earns a TRC of zero, which pulls down the overall TRC of the program.

The Commission issued a proposed decision, which included an increase in the TRC to 1.25. C/CAG and other stakeholders filed with the Commission to be a party to the proceedings and commented that a jump to a 1.25 TRC would negatively affect service to (especially small) commercial ratepayers, which is a large number of business ratepayers in San Mateo County.

The Commission responded in the final adopted decision, reducing the TRC back to 1.0 and stepping it up to 1.25 over a three-year period. The California Office of Ratepayer Advocates (OFA) filed to reverse that relaxing of the TRC requirement, and C/CAG jointly filed comments to prevent OFA from reopening a hearing to reverse the decision.

The filings of C/CAG, a link to the CPUC's Adopted Decision are provided as attachments to this staff report.

The next step in the process of forming programs per the Adopted Decision is for the IOUs and other program administrators to file Annual Budget Advice Letters (ABALs). PG&E has provided ABALs for public review as they formulate their portfolio of programs for 2019 and beyond. In their ABAL, they have significantly cut the Public Sector budget, which will affect Local Government Partnerships.

Recently, PG&E offered a budget for the SMCEW 2019 program year, which represents a 63% cut compared to the past five annual calendar year budgets. The cut was in keeping with what other LGP programs around the State are receiving. There is a concern, statewide, about these cuts to local government program budget, and C/CAG will have the opportunity to address it through either joint or individual filings to the CPUC, during the appropriate comment period.

Local government programs will argue that the budget cuts are not in keeping with the language in the CPUC's adopted decision, which is as follows:

From Conclusion of Law Section, # 66:

“66. The IOUs should work with LGP partners to improve LGP programs' cost-effectiveness and to meet LGP partners' needs with respect to data sharing and contract terms that align with local governments' budgeting, legal, etc. constraints.”

#### **ATTACHMENTS**

1. C/CAG Filings to the CPUC (provided on-line at: <http://ccag.ca.gov/committees/board-of-directors/> )
2. CPUC Adopted Decision 18-05-041, May 31, 2018 (provided on-line at: <http://ccag.ca.gov/committees/board-of-directors/> )

## C/CAG AGENDA REPORT

Date: September 13, 2018

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

From: Sandy Wong, Executive Director

Subject: Receive an update on San Mateo Countywide Water Coordination Committee progress  
(For further information, contact Sandy Wong at 650-599-1409)

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### RECOMMENDATION

That the C/CAG Board receive an update on San Mateo Countywide Water Coordination Committee progress.

### FISCAL IMPACT

NA.

### SOURCE OF FUNDS

NA.

### BACKGROUND

In November 2016, the C/CAG Board approved the formation of a San Mateo Countywide Water Coordination Committee (SMCWCC) as a C/CAG committee to improve countywide coordination, communication, and collaboration in connection with stormwater management, flood control, and sea level rise efforts. The SMCWCC committee representation included one elected official each from north, central, south, and coastside regions of the county, as well as the Board of Supervisors. In June 2018, the C/CAG Board approved additional members to serve on said committee, including the C/CAG chair, vice chair, and immediate past chair, to provide additional ongoing leadership and institutional knowledge from C/CAG.

In March 2018, under the leadership of the SMCWCC, C/CAG and the County of San Mateo jointly sponsored a “Water Summit” to educate attendees regarding various water-related issues in San Mateo County, elevate the importance of inter-agency collaboration on achieving integrated, multi-benefit solutions, and engage elected officials, local agency staffs, regulatory agencies, non-governmental and community stakeholders, and the general public on water management issues such as flooding, stormwater quality, rising sea level, groundwater management, coastside water challenges, and finance and governance. The event concluded with closing remarks via video from Congresswoman Jackie Speier, urging San Mateo County to create a unified flood agency to speak with one voice and compete for its share of federal funds for shoreline protection in the face of rising seas.

In April 2018, the San Mateo Countywide Water Coordination Committee formed a Staff Advisory Team (SAT) to assist with developing a proposal for a countywide entity focused on integrated flood

resiliency, sea level rise, and regional stormwater water management efforts, and to better compete for federal, state, regional, and other funding sources. The SAT is supported by ESA Consulting Services (ESA) contracted by San Mateo County Department of Public Works. A list of SAT members is attached.

In order to develop a new entity proposal with early input from all local jurisdictions in San Mateo County, the SAT is currently reaching out to staff from all 20 cities and towns soliciting local perspectives regarding the form and function of such an entity in order for it to be beneficial to the cities/towns and the County.

SAT representatives and ESA are conducting information gathering meetings with cities/towns in August and September as follows, based on geography and agency characteristics:

- Group 1: Atherton, Menlo Park, Redwood City, East Palo Alto
- Group 2: San Carlos, Belmont
- Group 3: San Bruno, South San Francisco, Colma, Brisbane
- Group 4: Woodside, Portola Valley, Hillsborough
- Group 5: Half Moon Bay, Pacifica, Daly City
- Group 6: Burlingame, Millbrae, San Mateo, Foster City

The SAT's goal is to prepare a draft new agency proposal for review by the SMCWCC by the end of this calendar year. The draft proposal will then be presented to the C/CAG Board and the San Mateo County Board of Supervisor for concurrence, prior to the next phase of outreach to city and town councils and the broader community of stakeholders in 2019.

#### **ATTACHMENTS**

1. List of SAT members.
2. Information sheet on a proposed new entity for San Mateo Countywide Flood and Shoreline Protection.





## Why Now?

The flooding, erosion and sea level rise challenges facing San Mateo County are multi-jurisdictional and will require significant funding and staffing resources to address resiliency. Most agencies aren't equipped to tackle these issues on their own and a coordinated, integrated response is necessary to:

- Plan, implement, and maintain flood, coastal erosion, and shoreline protection projects
- Reduce future costs
- Better position the County for State and Federal funding

A number of flood protection, regional stormwater management, and SLR adaptation projects have already been identified. A dedicated entity can focus expeditiously on funding and implementing priority projects.

# A Proposed New Agency for San Mateo Countywide Flood and Shoreline Protection

Flooding and coastal erosion pose both an immediate and long-term risk to San Mateo County and its residents. It is estimated that by 2100, over 40% of the County lands could be adversely affected by flooding and erosion processes related to sea level rise (SLR) and climate change. To address these issues, San Mateo County and the City/County Association of Governments of San Mateo County (C/CAG) are initiating a countywide multi-jurisdictional collaboration among local governments and other public agencies to organize a coordinated response to these challenges.



## Background of Process

C/CAG's Countywide Water Coordination Committee, a committee consisting of eight elected officials from throughout the county, formed an Advisory Team to develop an organizational proposal to address flooding, coastal erosion, and sea level rise. In addition, the County hired a consultant to assist with developing the proposal and gathering information from the 20 cities on their needs and priorities, which subsequently will be presented through a comprehensive outreach process in 2019. The proposal will include:

- Mission statements
- Preferred options for organizational and governance structure
- Primary functions
- Guiding principles and objectives
- Approach for integration with current efforts
- Preliminary budget and potential funding sources

## What Would be its Authority?

The new entity's authority would be developed to support the interests and needs of the 20 cities and towns and the County, with the primary focus of providing an integrated response to flooding, coastal erosion, and shoreline protection. Other water management activities such as local stormwater management and Sustainable Groundwater Management Act (SGMA) are not anticipated to be part of the proposed entity's purview at this time.



## What Would be its Structure and Funding?

Various governance options will be considered as part of the proposal development, such as a Joint Powers Authority, a Memorandum of Agreement between agencies, a new or modified special district, or a new department or branch within an existing agency. Each of these options offers different challenges and opportunities, and the pros and cons of each will be detailed in the proposal. The funding required to create and operate the entity also needs to be identified. Developing a funding strategy will be part of the initial informational gathering process.

### **Financial Benefit of Acting Early as a Coordinated County-wide Entity:**

“Each \$1 spent on mitigation saves an average of \$6 in future disaster costs”

Natural Hazard Mitigation Saves: 2017 Interim Report,  
<http://www.nibs.org/page/mitigationsaves>

## How Can My Agency Participate?

During the information gathering stage, agencies will be invited to participate in a series of focused meetings designed to provide input into the proposal. Such meetings will include:

- Cities with similar interests and geography
- C/CAG members
- Council of Cities
- City Managers Association
- City/County Engineers Association

**For more information please contact:**  
**Erika Powell (650-599-1488; [epowell@smcgov.org](mailto:epowell@smcgov.org))**

San Mateo County - Development of a New Agency

Staff Advisory Team

Brian Perkins	District Director, Congresswoman Speier's Office
Danielle Lee	County Office of Sustainability
Deborah Hirst	Supervisor Horsley's office, County of San Mateo
Erika Powell	County Flood Resilience Program
Jeremy Dennis	Town Manager, Portola Valley
Jim Porter	Public Works Director, County of San Mateo
John Beiers or his appointees	County Counsel, County of San Mateo
John Doughty	Director of Public Works, Half Moon Bay
Larry Patterson (Co-Chair)	City Manager, San Mateo
Len Materman	San Francisquito Creek JPA
Matt Fabry	C/CAG Stormwater Committee
Melissa Stevenson Diaz	City Manager, Redwood City
Michael Barber	Supervisor Pine's Office, County of San Mateo
Michael Callagy (Co-Chair)	Deputy County Manager, County of San Mateo
Mike Futrell	City Manager, South San Francisco
Nicole Sandkulla	CEO and General Manager, BAWSCA
Sandy Wong	Executive Director, C/CAG
Van Ocampo	Public Works Director, Pacifica

San Mateo County Water Coordination Committee

Dave Pine	San Mateo County, Chair
Lisa Yarbrough-Gauthier	City of East Palo Alto, Vice Chair
Diane Papan	City of San Mateo
Mark Addiego	City of South San Francisco
Sue Vaterlaus	City of Pacifica
Maryann Moise-Derwin	Town of Portola Valley, C/CAG Chair
Marie Chuang	Town of Hillsborough, C/CAG Vice Chair
Alicia Aguirre	City of Redwood City, Former C/CAG Chair

Consultant Team – Environmental Science Associates

Gary Oates	Project Director
Jim O'Toole	Project Manager
Ellen Cross	Strategic Facilitator
Alena Maudru	Deputy Project Manager

# 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*

July 23, 2018

Khee Lim  
Deputy City Manager/Public Works Director  
City of Millbrae  
621 Magnolia Avenue  
Millbrae, CA 94030

**RE: Letter of Support for City of Millbrae Active Transportation Program Cycle 4 Grant Application - Millbrae Avenue Pedestrian and Bicycle Overcrossing Project**

Dear Mr. Lim,

As Executive Director of the City/County Association of Governments of San Mateo County (C/CAG), I am writing in support of the City of Millbrae’s application for an Active Transportation Program (ATP) Cycle 4 grant to design and construct a new Class I pedestrian and bicycle overcrossing across US 101 north of the existing Millbrae Avenue overpass.

We understand that the funds requested are for a 10-foot wide bridge that will serve as a two-way, dual-use pathway for bicyclists and pedestrians. The current overpass provides for a narrow walkway pedestrian on the south side of Millbrae Avenue, with on and off ramps onto northbound and southbound US 101. We strongly support this project and the focus on connectivity (linking Millbrae BART Intermodal Station and the Millbrae Trail System to the San Francisco Bay Trail east of US 101), safety, and its goal to encourage people to use alternate forms of transportation.

C/CAG is a Joint Powers Authority representing the 20 cities and the unincorporated County of San Mateo. C/CAG is also the Congestion Management Agency (CMA) for San Mateo County and adopts the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP). The CBPP addresses planning, design, funding, and implementation of bicycle and pedestrian projects of countywide significance.

Sincerely,



Sandy Wong  
Executive Director

# C/CAG

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

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July 23, 2018

Caltrans  
Division of Local Assistance  
Division Chief Ray Zhang  
1120 N Street, MS 1  
Attn: Office of State Programs  
Sacramento, CA 95814

**RE: Letter of Support for City of Belmont Active Transportation Program Cycle 4 Grant Application – Ralston Avenue Corridor Improvements – Segment 4**

Dear Mr. Zhang,

As Executive Director of the City/County Association of Governments of San Mateo County (C/CAG), I am writing in support of the City of Belmont's application for an Active Transportation Program (ATP) Cycle 4 grant to provide multi-modal transportation improvements to the Ralston Avenue corridor.

We understand that the funds requested are for sidewalk improvements, curb/gutter repair work, Rectangular Rapid Flashing Beacons, Class III bike lanes, and signage along Ralston Avenue from Alameda De Las Pulgas to State Route 92 (SR-92) within the City of Belmont. We strongly support this project and the focus on safety. The project will make it easier for students to walk and/or bike to school at six schools, including Crystal Springs Upland School, Fox Elementary School, Gloria Dei School, Immaculate Heart of Mary School, Merry Moppet/Belmont Oaks Academy, and Ralston Middle School. This project is included in the San Mateo County Comprehensive Bicycle and Pedestrian Plan's Countywide Bikeway Network.

C/CAG is a Joint Powers Authority representing the 20 cities and the unincorporated County of San Mateo. C/CAG is also the Congestion Management Agency (CMA) for San Mateo County. C/CAG adopts the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP) and administers the San Mateo County Safe Routes to School Program. The CBPP addresses planning, design, funding, and implementation of bicycle and pedestrian projects of countywide significance. The San Mateo Safe Routes to School Program is a partnership between the C/CAG and the San Mateo County Office of Education.

Thank you in advance for your consideration of this project.

Sincerely,

  
Sandy Wong  
Executive Director

# 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*

July 23, 2018

Brad Underwood  
Public Works Director  
City of San Mateo  
330 W 20<sup>th</sup> Avenue  
San Mateo, CA 94403

**RE: Letter of Support for City of San Mateo Active Transportation Program Cycle 4 Grant Application – Highway 101 / Hillsdale Boulevard Pedestrian and Bicycle Overcrossing Project**

Dear Mr. Underwood,

As Executive Director of the City/County Association of Governments of San Mateo County (C/CAG), I am writing in support of the City of San Mateo's application for an Active Transportation Program (ATP) Cycle 4 grant to complete the design phase for the Highway 101 (US 101) / Hillsdale Boulevard Pedestrian and Bicycle Overcrossing Project.

We understand that the funds requested are to complete the design for a pedestrian and overcrossing bridge across US 101 at Hillsdale Boulevard. The current US 101 East Hillsdale Boulevard overcrossing includes narrow sidewalks that presents multiple conflict points where bicyclists and pedestrians have to cross intersections and freeway ramps. The proposed bridge will provide a safer route for pedestrians and bicyclists to cross US 101, creating connections to pathways, residential areas, transit services, shopping centers, employment centers, and recreation areas. We strongly support this project and the focus on safety and its goal to reduce motor vehicle traffic by encouraging people to take active transportation. The City, County and region support the project with its inclusion in the City of San Mateo's 2011 Bicycle Master Plan and 2012 Pedestrian Master Plan, the San Mateo County Transportation Authority's 2004 Measure A sales tax Expenditure Plan, and the MTC 2009 Regional Bicycle Plan. This project is also included in the San Mateo County Comprehensive Bicycle and Pedestrian Plan (2011).

C/CAG is a Joint Powers Authority representing the 20 cities and the unincorporated County of San Mateo. C/CAG is also the Congestion Management Agency (CMA) for San Mateo County and adopts the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP). The CBPP addresses planning, design, funding, and implementation of bicycle and pedestrian projects of countywide significance.

Sincerely,

  
Sandy Wong  
Executive Director

# 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*

July 23, 2018

City of South San Francisco  
Attn: Mike Futrell, City Manager  
400 Grand Ave.  
South San Francisco, CA 94080  
Telephone: (650) 877-8500  
E-mail: [mike.futrell@ssf.net](mailto:mike.futrell@ssf.net)

**RE: Letter of Support for City of South San Francisco Active Transportation Program Cycle 4 Grant Application – Junipero Serra / Hickey Boulevard / Longford Drive Bicycle & Pedestrian Improvements**

Dear City Manager Futrell,

As Executive Director of the City/County Association of Governments of San Mateo County (C/CAG), I am writing in support of the City of South San Francisco's application for an Active Transportation Program (ATP) Cycle 4 grant to fund the construction of the Junipero Serra / Hickey Boulevard / Longford Drive Bicycle & Pedestrian Improvements Project.

We understand that the funds requested are to construct a sidewalk from the Colma city limit on Junipero Serra Boulevard to eastbound Hickey Boulevard down to El Camino Real. In addition, bike lanes will be installed in the general vicinity and through the intersection. This project will provide safe pedestrian linkages from the West Winston Manor neighborhood and the neighboring cities of Daly City and Colma, down to the El Camino Real commercial corridor, Kaiser Permanente hospital and clinic, South San Francisco BART Station, and connections to SamTrans bus service. We strongly support this project and the focus on safety and effort to make the community of South San Francisco a more walkable and bicycle friendly community. The project is listed in the City's adopted Pedestrian Master Plan and is an important pedestrian and bicycle mobility improvement in the northern portion of the City. This project addresses improved multi-modal transportation and positively impacts pedestrian and bicycle flow by adding new sidewalks and potential Class III bicycle lanes.

C/CAG is a Joint Powers Authority representing the 20 cities and the unincorporated County of San Mateo. C/CAG is also the Congestion Management Agency (CMA) for San Mateo County.

Sincerely,

  
Sandy Wong  
Executive Director

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July 23, 2018

Caltrans  
Division of Local Assistance  
Division Chief Ray Zhang  
1120 N Street, MS 1  
Attn: Office of State Programs  
Sacramento, CA 95814

**RE: Letter of Support for Town of Atherton Application Active Transportation Program Cycle 4 Grant Application – Atherton Avenue Bike Lanes**

Dear Mr. Zhang,

As Executive Director of the City/County Association of Governments of San Mateo County (C/CAG), I am writing in support of the Town of Atherton's application for an Active Transportation Program (ATP) Cycle 4 grant to provide Class II bike lanes along Atherton Avenue.

We understand that the funds requested are for Class II bicycle lanes along Atherton Avenue between El Camino Real (State Highway 82) and Alameda de las Pulgas within the Town of Atherton. We strongly support this project and the focus on bicycle safety, accessibility of nearby residential neighborhoods, schools, and transit stops, and its goal to reduce motor vehicle traffic by encouraging people to take active transportation. Atherton Avenue is identified in the San Mateo County Comprehensive Bicycle and Pedestrian Plan (2011) as a significant route to the Countywide Bikeway Network. The Atherton Avenue project proposed is of high value and critical towards making Atherton more accessible to the communities of Redwood City, Menlo Park, and North Fair Oaks, among others.

C/CAG is a Joint Powers Authority representing the 20 cities and the unincorporated County of San Mateo. C/CAG is also the Congestion Management Agency (CMA) for San Mateo County. C/CAG adopts the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP) and administers the San Mateo County Safe Routes to School Program. The CBPP addresses planning, design, funding, and implementation of bicycle and pedestrian projects of countywide significance. The San Mateo Safe Routes to School Program is a partnership between the C/CAG and the San Mateo County Office of Education.

Thank you in advance for your consideration of this project.

Sincerely,

  
Sandy Wong  
Executive Director



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July 23, 2018

Caltrans  
Division of Local Assistance  
Division Chief Ray Zhang  
1120 N Street, MS 1  
Attn: Office of State Programs  
Sacramento, CA 95814

**RE: Letter of Support for City of Burlingame Active Transportation Program Cycle 4 Grant Application – Safe Routes to School (SR2S) Program**

Dear Mr. Zhang:

As Executive Director of the City/County Association of Governments of San Mateo County (C/CAG), I am writing in support of the City of Burlingame's application for an Active Transportation Program (ATP) Cycle 4 grant to implement Safe Routes to School (SR2S) Program of projects to provide safer ways for students to walk and bike to school in Burlingame.

We understand that the funds requested are for pedestrian and bicycle safety improvements at schools throughout the Burlingame School District. We strongly support this program and the focus on traffic calming features that encourage residents and students to utilize alternate modes of transportation. The project would provide the needed funds to implement the infrastructure improvements that have been identified through a coordinated effort between the City and the Burlingame School District through a Walking and Bicycling Audit process that covered schools throughout the City. Infrastructure improvements would include new bulb out / curb ramps that will ease access onto the sidewalk and ensure that the pedestrian path to these ramps is clear, as well as other traffic calming features including better signage and pavement markings.

C/CAG is a Joint Powers Authority representing the 20 cities and the unincorporated County of San Mateo. C/CAG is also the Congestion Management Agency (CMA) for San Mateo County and administers the San Mateo County Safe Routes to School Program. The San Mateo Safe Routes to School Program is a partnership between the C/CAG and the San Mateo County Office of Education.

Thank you in advance for your consideration of this project.

Sincerely,

  
Sandy Wong  
Executive Director