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AGENDA

BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)

Date: Thursday, May 28, 2020

Time: 7:00 PM

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Orders issued by the San Mateo County Health Officer and the Governor, and the CDC's social distancing guidelines, which discourage large public gatherings, C/CAG meetings will be conducted via remote conferencing. Members of the public may observe or participate in the meeting remotely via one of the options below.

Join Zoom Meeting

<https://us02web.zoom.us/j/87952079056?pwd=VU9IK2cwExFREU4R1BFd2JXaU12dz09>

Meeting ID: 879 5207 9056

Password: 959888

Join by Phone: 699-900-6833

Meeting ID: 879 5207 9056

Password: 959888

Persons who wish to address the C/CAG BPAC on an item to be considered at this meeting, or on items not on this agenda, are asked to submit written comments to mhiatt@smcgov.org. Spoken public comments will also be accepted during the meeting through Zoom. Please see instructions for written and spoken public comments at the end of this agenda.

1.	Call to Order	Action (Self)	No materials
2.	Review of Meeting Procedures	Action (Self)	No materials
2.	Public comment on items not on the agenda	Limited to 3 minutes per speaker.	No materials
3.	Meeting Minutes of the January 23, 2020 Meeting	Action (Self)	Page 1-3

4.	Receive a presentation and provide input on the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP) Update	Information (Hiatt)	Page 4-10
5.	Review and recommend approval of a request for reallocation of FY 2017-18 Transportation Development Act Article 3 (TDA 3) funds for the City of San Bruno Huntington/San Antonio Bicycle Corridor Project	Action (Hiatt)	Page 11-14
6.	Review and recommend approval of a request for reallocation of FY 2015-16 Transportation Development Act Article 3 (TDA 3) funds for the City of South San Francisco Linden Avenue Complete Streets Safety Project	Action (Hiatt)	Page 15-18
7.	Review and approve a request for reallocation of FY 2017-18 Transportation Development Act Article 3 (TDA 3) funds for the City of Millbrae Transit Center to Spur Trail Connection Project	Action (Hiatt)	Page 19-21
8.	Nominations and Elections of the Bicycle and Pedestrian Advisory Committee (BPAC) Chairperson and Vice-Chairperson	Action (Hiatt)	Page 22
9.	Member Communications	Information (Self)	No materials
10.	Adjourn	Information (Self)	No materials

The next BPAC meeting is scheduled for June 25, 2020.

PUBLIC NOTICING: All notices of C/CAG regular BPAC meetings, standing committee meetings, and special meetings will be posted at the San Mateo County Transit District Office, 1250 San Carlos Ave., San Carlos, CA, and on C/CAG's website at: <http://www.ccag.ca.gov>.

PUBLIC RECORDS: Public records that relate to any item on the open session agenda for a regular Board meeting, standing committee meeting, or special meeting are available for public inspection. Those public records that are distributed less than 72 hours prior to a regular meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members, of the Committee. 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 public records available for

inspection. Such public records are also available on C/CAG's website at: <http://www.ccag.ca.gov>. Please note that C/CAG's office is temporarily closed to the public; please contact Mikaela Hiatt at (650) 599-1453 to arrange for inspection of public records.

PUBLIC PARTICIPATION DURING VIDEOCONFERENCE MEETINGS: Persons with disabilities who require auxiliary aids or services to participate in this meeting should contact Mikaela Hiatt at (650) 599-1453, five working days prior to the meeting date.

Written comments should be emailed in advance of the meeting. Please read the following instructions carefully:

1. Your written comment should be emailed to mhiatt@smcgov.org.
2. Your email should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda.
3. Members of the public are limited to one comment per agenda item.
4. The length of the emailed comment should be commensurate with the three minutes customarily allowed for verbal comments, which is approximately 250-300 words.
5. If your emailed comment is received at least 2 hours prior to the meeting, it will be provided to the C/CAG BPAC members, made publicly available on the C/CAG website along with the agenda, and read aloud by C/CAG staff during the meeting. We cannot guarantee that emails received less than 2 hours before the meeting will be read during the meeting, but such emails will be included in the administrative record of the meeting.

Spoken comments will be accepted during the meeting through Zoom. Please read the following instructions carefully:

1. The C/CAG TAC meeting may be accessed through Zoom at the online location indicated at the top of this agenda.
2. You may download the Zoom client or connect to the meeting using an internet browser. If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
3. You will be asked to enter an email address and name. We request that you identify yourself by your name as this will be visible online and will be used to notify you that it is your turn to speak.
4. When C/CAG Staff or Co-Chairs call for the item on which you wish to speak, click on "raise hand." Staff will activate and unmute speakers in turn. Speakers will be notified shortly before they are called on to speak.
5. When called, please limit your remarks to the time allotted.

If you have any questions about this agenda, please contact C/CAG staff:

Programs Specialist: Mikaela Hiatt (650) 599-1453 mhiatt@smcgov.org

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

Bicycle and Pedestrian Advisory Committee (BPAC)

Meeting Minutes

January 23, 2020

1. Call to Order

Chair Self called the meeting to order at 7:08 PM.

Name	Agency	Jan 2020
Matthew Self – Chair	Public (County of San Mateo)	X
Malcolm Robinson – Vice Chair	Public (San Bruno)	X
Marge Colapietro	Public (Millbrae)	
Ann Schneider	Millbrae	X
Marina Fraser	Half Moon Bay	
Don Horsley	County of San Mateo	X
Emily Beach	Burlingame	X
Karyl Matsumoto	South San Francisco	X
Ann Wengert	Portola Valley	X
Herb Perez	Foster City	
Daina Lujan	Public (South San Francisco)	X
Karen Cunningham	Brisbane	X
Alan Uy	Public (Daly City)	X
Brian Levenson	Public (Redwood City)	X

Members Present: Matthew Self, Malcolm Robinson, Ann Schneider, Don Horsley, Emily Beach, Karyl Matsumoto, Ann Wengert, Karen Cunningham, Alan Uy, Daina Lujan, Brian Levenson

Members Absent: Marge Colapietro, Marina Fraser, Herb Perez

Staff Attending: Mikaela Hiatt, John Hoang – C/CAG

Others in Attendance: Ted Selker, Drew - Public

2. Public Comment on items not on the agenda

Ted Selker from Palo Alto, CA – representing Shoulders for Rural Roads in San Mateo County

Ted Selker spoke to the BPAC regarding interest in shoulder for rural roads in San Mateo County specifically on Skyline Boulevard and Kings Mountain Road through Palo Alto, Portola Valley, Woodside, and Lahonda. Ted expressed interest from a funding source to help see these projects through and encouraged the BPAC to connect with him regarding this project.

3. Approval of Meeting Minutes of October 24, 2019

Approved with changes. Chair Self's representing agency to be changed from "Public (Redwood City)" to "Public (County of San Mateo)". Alan Uy's representing agency to be changed from "Public" to "Public (Daly City)".

Motion: Don Horsley moved to approve/Ann Schneider seconded. Motion passed unanimously.

4. Receive presentation from Toole Design Group on Work Plan for San Mateo County Comprehensive Bicycle and Pedestrian Plan Update (Information)

Laura Krull presented to the BPAC on the San Mateo County Comprehensive Bicycle and Pedestrian Plan Update from 2011. The presentation included information regarding the work on the plan that took place during Phase 1, results from the survey sent to local jurisdictions, and next steps for the plan. The presentation is available to view on the C/CAG website.

BPAC Members expressed concern for seniors riding in the bike lanes without adequate sidewalks, providing public workshops on traffic calming, and gathering input from Bicycle and Pedestrian Advisory Groups throughout the county.

One Public Speaker card was submitted for this item by Drew. Drew expressed concern for engagement throughout the county with the public. Laura Krull and Mikaela Hiatt expressed that public engagement will occur during the early to late summer months of 2020.

5. Receive a presentation on the San Mateo County Safe Routes to School FY 2018-2019 Annual Report (Information)

Theresa Vallez-Kelly from the San Mateo County Office of Education (SMCOE) presented the Annual Report for the Safe Routes to School FY 2018-2019 to the BPAC. The report consisted of surveys sent to parents, numbers on school district and student participation, and other activities that took place during FY 2018-2019.

6. Review the process for selecting TDA Article 3 Bicycle and Pedestrian projects and direct staff to make changes to be incorporated into the next call for project cycle (Action)

The BPAC discussed and reviewed the process for nominating TDA Article 3 Bicycle and Pedestrian projects for the future cycles of TDA Article 3 funding. The BPAC discussed the process for reviewing projects and the order by which presentations, site visits, and scoring occurred historically and how the process should occur now. After discussion, the BPAC decided to move forward with the process of project presentations to the BPAC from TDA Article 3 Applicants, discuss the projects and gauge input for site visits, then select projects for site visits, and have no discussion at the scoring meeting.

The Chair requested a motion to approve the process of project presentations to the BPAC from TDA Article 3 Applicants, discuss the projects and gauge input for site visits, then select projects for site visits, and have no discussion at the scoring meeting.

Motion: Don Horsley motioned to approve/Daina Lujan seconded. Motion passed unanimously.

7. Member Communications

Ann Schneider shared information regarding the upcoming BART Grant with the BPAC.

8. Adjourn (Action)

Chair Self motioned to adjourn at 8:56 PM.

Motion: Karen Cunningham motioned to approve/Daina Lujan seconded. Motion passed unanimously.

C/CAG AGENDA REPORT

Date: May 28, 2020

To: C/CAG Bicycle and Pedestrian Advisory Committee

From: Mikaela Hiatt, Transportation Programs Specialist

Subject: Receive a presentation and provide input on the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP) Update

(For further information, contact Mikaela Hiatt at 650-599-1453)

RECOMMENDATION

That the C/CAG Bicycle and Pedestrian Advisory Committee (BPAC) receive a presentation and provide input on the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP) Update.

FISCAL IMPACT

This presentation has no fiscal impact. The cost to update the CBPP is \$196,492.

SOURCE OF FUNDS

- TDA Article 3 funds
 - Local Transportation Funds (LTF), derived from a ¼ cent of the general sales tax collected statewide
 - State Transit Association (STA) fund, derived from the statewide sales tax on gasoline and diesel fuel
- Measure A Transportation Sales Tax (TA)
- C/CAG Local Transportation Funds

BACKGROUND

The San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP) is currently undergoing an update. C/CAG has retained Toole Design Group as the consultant to lead the project. The project is currently in phase 2 of the plan update. The outreach activities conducted by C/CAG staff include the following:

- Two meetings with the C/CAG BPAC on October 24, 2019 and January 23, 2020
- One meeting with the CBPP Technical Advisory Group on November 20, 2019
- One survey distributed to the local jurisdictions

- One webinar hosted with the Plan Technical Advisory Group members and the local jurisdictions to review the results of the survey on January 21, 2020, and
- In person interviews with local jurisdiction staff from January 28, 2020 to February 12, 2020.

The project team has completed the existing bikeway network map for the CBPP. After working with local jurisdictions on the data collection and map review, the consultant had prepared a draft set of goals and objectives for the Plan, and a memorandum on the Review of Existing and Proposed Bikeway Network.

Toole Design Group will present on the project's current state and solicit feedback from the Committee. Staff requests that the BPAC provides input on both the Review of Existing and Proposed Bikeway Network Memorandum, and the Plan Goals and Objectives by June 4th, 2020.

ATTACHMENTS

1. Review of Existing and Proposed Bikeway Facilities Memorandum
2. Goals, Objectives, and Programs Update Report – Chapters 5 (*available online at <https://ccag.ca.gov/committees/bicycle-and-pedestrian-advisory-committee/>*)

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MEMORANDUM

May 21, 2020

To: San Mateo County Jurisdiction Staff, CBPP Technical Advisory Group Members, and C/CAG Bicycle and Pedestrian Committee Members

Organization: City/County Association of Governments of San Mateo County

From: Patrick Gilster, AICP, Toole Design Group

Project: Comprehensive Bicycle and Pedestrian Plan Update

Re: Review of Existing and Proposed Bikeway Facilities

As part of the City/County Association of Governments of San Mateo County's (C/CAG) Comprehensive Bicycle and Pedestrian Plan (CBPP) Update, Toole Design compiled a draft of the updated countywide network of existing and proposed bikeway facilities. These facilities reflect the outcome of the in-person stakeholder interviews with local jurisdiction staff and any available geo-located network files provided to the consultant team. However, we realize that these meetings may not fully capture all of the "on-the-ground" conditions from across San Mateo County. For that reason, C/CAG and Toole Design are requesting assistance from local jurisdiction staff, the CBPP Technical Advisory Group, and the C/CAG Bicycle and Pedestrian Committee members to help confirm that the updates shown are accurate. This network verification activity is intended to take approximately 30 minutes to complete and should be focused on areas that participants are most familiar with. Please complete the three steps explained below.

Step 1: Open and Access the Bikeway Network Review Web Map

Please use the link below to preview the web map and the corresponding password to access the map. Note that this is in draft form and is not intended for public distribution. The final updated network will be shared with the public during the public engagement portion of the CBPP Update.

- Link to type into browser:
<https://bikewalkccag.com/webmap>
- Password: TooleDesign

Once you access the web map, insert your relevant information on the welcome screen so we can track recommended edits and follow up with any questions or clarifications, if needed. Then click the "View Map" button to access the map.



Figure 1. Web Map Welcome Screen

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Step 2: Review of Existing Bikeway Facilities

One of the key reasons to update the CBPP is to assess the progress of implementing bicycle facilities since the 2011 CBPP was adopted. Upon entering the web map you will see the screen below that highlights all of the existing and proposed facilities as documented to-date by Toole Design. To review the existing bicycle facilities, you can toggle off the proposed facilities by clicking the “Proposed” button as highlighted below in Figure 2 in the red box. Please note that other layers can be turned on and off in a similar fashion.



Figure 2. How to Show on Existing Facilities

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To provide edits, there are two options available:

Option 1: Click on Facility

Click on a facility shown on the map and enter relevant edits by selecting from the drop-downs. If the extents of a facility are shown incorrectly or you have any additional information to add, please include the proper extents in the “Tell Us More About This Bike Facility” box. Figure 3 below shows how to click on a facility and input updates into the window that will pop-up on the left-side of the screen.

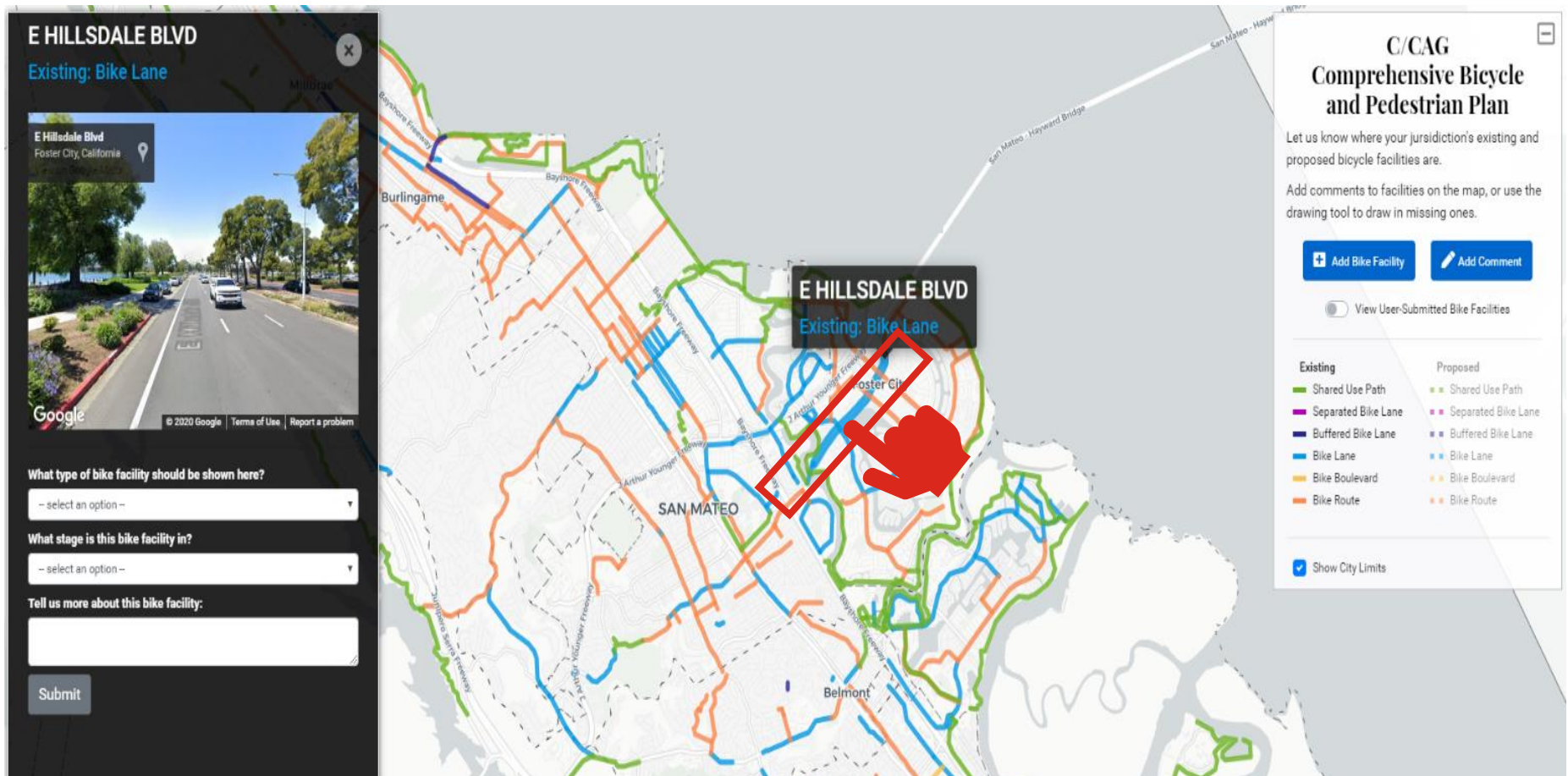


Figure 3. Click on Facility to Edit Details

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Option 2: Draw in a Facility

Draw in a facility along the appropriate corridor with the correct start and end points by selecting the “Add Bicycle Facility” button in the right-hand menu as shown in Figure 4. This is primarily intended for facilities that are not currently shown on the map, but it can also be used to correct the extents of other existing projects currently shown on the map. Be sure to click on the last point of the line to finish drawing, then the comment box will automatically pop-up to allow you to insert the correct attributes of the facility.

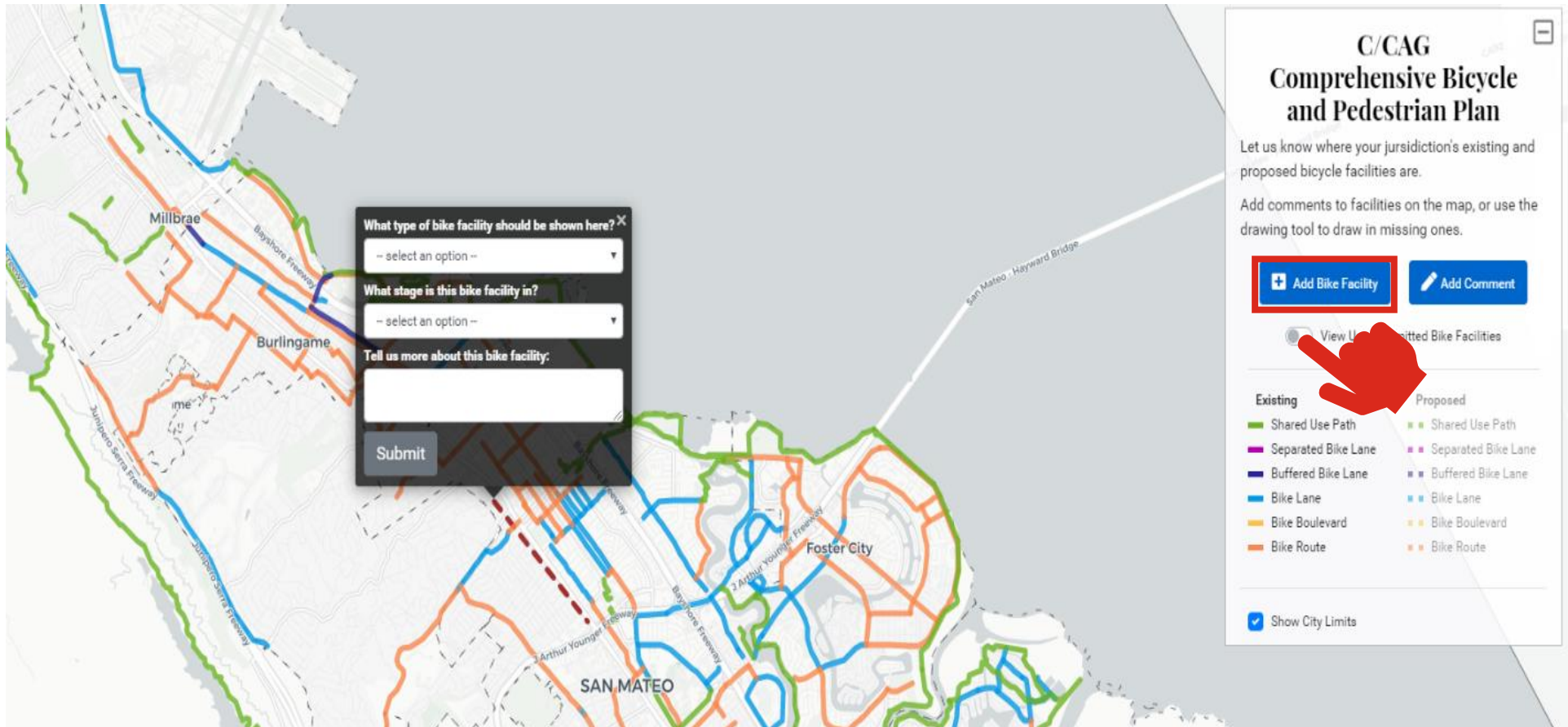


Figure 4. Draw in a Bikeway Facility

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Step 3: Confirm Proposed Facilities from Local Jurisdiction Plans

The final step is to review the proposed facilities from local jurisdictions' individual bicycle, pedestrian, or active transportation master plans or general plans. Additionally, other proposed facilities may have been provided during the stakeholder interviews with each jurisdiction and may be shown on the maps. You should compare the proposed facilities with the appropriate locally adopted plans to ensure consistency.

Click on the "Proposed" legend title to turn the proposed facilities back on since we had turned them off during Step 2. The proposed facilities will show as dashed lines. Some areas may have a designated existing bicycle facility but also have a proposed facility upgrade. These locations will show the solid "existing" facility underneath the "proposed" facility. If desired, the existing layer can be toggled off but it is often helpful to leave on during this stage of review to see how the networks connect.

C/CAG AGENDA REPORT

Date: May 28, 2020

To: C/CAG Bicycle and Pedestrian Advisory Committee

From: Mikaela Hiatt, Transportation Programs Specialist

Subject: Review and recommend approval of a request for reallocation of FY 2017-18 Transportation Development Act Article 3 (TDA 3) funds for the City of San Bruno Huntington/San Antonio Bicycle Corridor Project

(For further information, contact Mikaela Hiatt at 650-599-1453)

RECOMMENDATION

That the C/CAG Bicycle and Pedestrian Advisory Committee (BPAC) review and recommend approval of a request for reallocation of FY 2017-18 Transportation Development Act Article 3 (TDA 3) funds for the City of San Bruno Huntington/San Antonio Bicycle Corridor Project.

FISCAL IMPACT

An amount of \$385,200 in TDA Article 3 Funds is remaining.

SOURCE OF FUNDS

TDA Article 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.

BACKGROUND

The City of San Bruno was awarded \$385,200 in TDA 3 funds for FY 2017-18 for the Huntington/San Antonio Bicycle Corridor Project. The project is located along Huntington Avenue and San Antonio Avenue within the City of San Bruno. The project includes Class 3 bicycle route enhancements, radar speed feedback signs, fog lines, and intersection curb extensions.

The City coordinated the Huntington/San Antonio Bicycle Corridor project to follow the Avenues 1-3 Sewer and Water Replacement Project, which would repave the roadway in preparation for the bicycle and pedestrian improvements. The two projects were scheduled for completion prior to 2020, but due to complications with the California Water Board and Department of Transportation, the project has been delayed. The City completed the design and

anticipates beginning construction on the Huntington/San Antonio Bicycle Corridor project in July 2021 with a completion date of December of 2021.

The TDA 3 Program guidelines require funds be expended within three years or be rescinded. Funds in the amount of \$385,200 were allocated by the Metropolitan Transportation Commission (MTC) in FY 2017-18 and will expire June 30, 2020. To date, the City has not submitted any invoices to MTC. The City of San Bruno has requested a time extension to ensure the project is coordinated with the Avenues 1-3 Sewer and Water Replacement Project. The City is requesting TDA 3 funds be reallocated in FY 2019-20, and be extended for another three-year cycle to complete construction by June 30, 2022.

Staff recommends approval to reallocate funds in FY 2019-20, which extends the project completion timeline to June 30, 2022. This will enable the City of San Bruno to coordinate both projects, reducing disruptions to nearby residents. If approved by the C/CAG Board, staff will submit the reallocation request to MTC for processing.

ATTACHMENTS

1. City of San Bruno Reallocation Request Letter
2. City of San Bruno Project Proposal FY 17-18 (*available online at <https://ccag.ca.gov/committees/bicycle-and-pedestrian-advisory-committee/>*)



February 14, 2020

Ms. Sandy Wong
Executive Director
C/CAG San Mateo County
555 County Center
Redwood City, CA 94063

RE: Reallocation request for Huntington/San Antonio Bicycle Corridor Project

Dear Ms. Wong:

In January 2018, the Metropolitan Transportation Commission (MTC) approved an allocation of \$385,200 in Transportation Development Act (TDA) funds to the City of San Bruno for the design and construction phases of the Huntington/San Antonio Bicycle Corridor Project. The original baseline schedule for anticipated completion of construction on this project was June 30, 2020 as identified by the allocation terms and conditions.

The Huntington/San Antonio Bicycle Corridor Project is a safety enhancement project along Huntington and San Antonio Avenues that would provide safe, convenient, and comfortable connections for pedestrians and bicyclist along this corridor. The Project will construct bicycle and pedestrian improvements consisting of greenback sharrows to established an enhanced Class 3 bicycle route, radar speed feedback signs and fog lines to serve as traffic calming measures, and construct curb extensions at various intersections to shorten crossing distances and improve pedestrian safety. These improvements would connect with the already funded north-south bicycle route along Huntington Avenue and provide a complete and direct north/south connection to the Millbrae Caltrain/BART hub.

Since the approval of the allocation request, the City has completed the design phase of this project and the contract documents are ready for advertisement. However, the Huntington/San Antonio Corridor Project was originally envisioned to proceed after the construction of two preceding capital improvement projects within the same project vicinity. These projects are the Avenues 1-3 Sewer and Water Replacement Project which would replace utilities along the project corridor and the Huntington/San Antonio Street Rehabilitation Project which would repave the roadway in preparation for the TDA funded bicycle and pedestrian improvements. These two projects were originally anticipated for completion prior to 2020 but were delayed in order to resolve unanticipated issues brought up by the California Water Board and Department of Transportation, respectively. The two projects are now scheduled for construction this spring and are anticipated to be complete within a year.

The existing pavement along the Huntington/San Antonio corridor is failing and not conducive to achieving a safe and comfortable bicycle route. Allowing the Avenues 1-3 and Huntington/San Antonio Street Rehabilitation Projects to proceed first and rehabilitate the pavement along this corridor prior to installing the TDA funded improvements would result in a safe and comfortable bicycle route after the completion of the Huntington/San Antonio Bicycle

Corridor Project. Due to the above unforeseen circumstances, the City is requesting that the TDA funds be reallocated to extend the project completion date. The City anticipates beginning construction on the Huntington/San Antonio Bicycle Corridor project in Summer 2021 and project completion by Winter 2021.

The revised project schedule is as shown below:

Design of Huntington/San Antonio Bicycle Corridor	Completed
Construction of Paving Projects on Huntington/San Antonio Avenue	6/2020 – 6/2021
Construction of Huntington/San Antonio Bicycle Corridor	7/2021 - 11/2021
Closeout of Huntington/San Antonio Bicycle Corridor	11/2021 - 12/2021

Should you have any questions, please feel free to contact me at (650) 616-7068 or jtong@sanbruno.ca.gov. Thank you for your consideration of San Bruno's reallocation request for the Huntington/San Bruno Bicycle Corridor Project.

Sincerely,



Jason Tong
Assistant Engineer

C/CAG AGENDA REPORT

Date: May 28, 2020

To: C/CAG Bicycle and Pedestrian Advisory Committee

From: Mikaela Hiatt, Transportation Programs Specialist

Subject: Review and recommend approval of a request for reallocation of FY 2015-16 Transportation Development Act Article 3 (TDA 3) funds for the City of South San Francisco Linden Avenue Complete Streets Safety Project

(For further information, contact Mikaela Hiatt at 650-599-1453)

RECOMMENDATION

That the C/CAG Bicycle and Pedestrian Advisory Committee (BPAC) review and recommend approval of a request for reallocation of FY 2015-16 Transportation Development Act Article 3 (TDA 3) funds for the City of South San Francisco Linden Avenue Complete Streets Safety Project.

FISCAL IMPACT

An amount of \$325,847.16 in TDA Article 3 Funds is remaining.

SOURCE OF FUNDS

TDA Article 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.

BACKGROUND

The City of South San Francisco was awarded \$400,000 in TDA 3 funds for FY 2015-16 for the Linden Avenue Complete Streets Safety Project. The project is located on Linden Avenue between California Avenue and Aspen Avenue. The project includes bike lanes through implementation of multiple features to provide improved pedestrian and bicycling facilities.

The City was initially allocated funding in FY 2015-16. The funds were reallocated in FY 2017-18 to allow the City to coordinate the public outreach and design of the TDA funded portion with additional pedestrian and bicycle improvements funded by State Active Transportation Program funding. In 2019, the City experienced further delay in bringing the project to the construction phase. The City of South San Francisco advertised a construction contract in the summer of 2019, but could not award a contract due to high bids beyond the

engineer's estimate. After revising and re-evaluating the project design to reduce construction costs, the City added local funds through the City mid-year budget process, which were approved in early February 2020. Following budget approval, the construction contract was advertised in February 2020 and bids opened March 11, 2020.

Due to complications arising out of COVID-19 Shelter in Place Order, the timeline was impacted. South San Francisco requested and received an extension to the low contract bid offer until August 7, 2020, but the City will not be able to approve the contract and begin construction prior to the June 30, 2020 TDA Article 3 deadline. The City intends to have the improvements constructed by Fall of 2020.

TDA 3 Program guidelines require funds be expended within three years or be rescinded. Funds in the amount of \$400,000 were reallocated by the Metropolitan Transportation Commission (MTC) to South San Francisco in FY 2017-18 and will expire June 30, 2020. To date, the City has \$325,847.16 in remaining funds not yet invoiced to MTC. The City of South San Francisco has requested a time extension to ensure project completion. The City is requesting TDA 3 funds be reallocated in FY 2019-20, so construction can be completed before June 30, 2022.

Staff recommends approval to reallocate funds in FY 2019-20, with a new grant deadline of June 30, 2022. If approved by the C/CAG Board, staff will submit the reallocation request to MTC for processing.

ATTACHMENTS

1. City of South San Francisco Reallocation Request Letter
2. City of South San Francisco Project Proposal FY 2015-16 (*available online at <https://ccag.ca.gov/committees/bicycle-and-pedestrian-advisory-committee/>*)



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MIKE FUTRELL, CITY MANAGER

April 2, 2020

Sandy Wong
Executive Director
C/CAG of San Mateo
555 County Center, 5th Floor
Redwood City, CA 94063

RE: Request for Reallocation of Transportation Development Act Article 3 Funds for the South San Francisco Linden Avenue Complete Streets Safety Project

Dear Ms. Wong,

The City of South San Francisco (City) was granted an allocation of Transportation Development Act (TDA) Article 3 funds for the Linden Avenue Complete Streets Safety Project in the amount of \$400,000 to design and construct the project. The project, located on Linden Avenue between California Avenue and Aspen Avenue, includes the installation of multiple features to provide improved pedestrian and bicycling facilities. The City is requesting a reallocation of the TDA funding to allow for the construction of the project improvements to extend beyond June 30, 2020.

The City was initially allocated funding in FY 2015-16, and the funds reallocated through FY 2019/20 to allow the City to coordinate the public outreach and design of the TDA funded improvements with additional pedestrian and bicycle improvements funded by State Active Transportation Program funding. In 2019 the City experienced further delay in bringing the project to the Construction phase. The City advertised a construction contract in summer 2019 and received bids that were well over the engineers estimate and the funding (a combination of grant and local funds) available. Based on the high bids, the City could not award and re-evaluated and revised the project design to reduce construction costs while still delivering the features specified in the approved grant. Additional local funds through the City mid-year budget process were requested and approved in early February 2020. With the redesigned project and supplemented funding package approved, the construction contract was advertised in February 2020 and bids opened March 11, 2020.

The City intended to award the construction contract on March 25, 2020, a schedule that would have allowed the City to meet the delivery requirements of the TDA funding. The County of San Mateo issued its initial COVID-19 shelter in place ordinance on March 16, 2020 and the State issued a stay at home order later that week. Since that time, City Council meetings have been impacted by the public gathering and social distancing requirements, and agendas adjusted to prioritize issues that are addressed as local governments grapple with how to conduct their work in the current environment. The City has requested and received an extension from the contractor to honor the low bid until August 7, 2020 (beyond the typical 90 days), but under the current circumstances the City is not able to approve the contract in a time frame that will allow for the construction to begin and the City to meet the expenditure requirements by the June 30, 2020 TDA grant deadline. The City fully intends to have the improvements constructed by Fall 2020.

The City has expended \$74,152.84 of the \$400,000 of TDA grant funds to develop the project. The City is requesting the reallocation of the remaining \$325,847.16 (TDA allocation instruction 18001094) funding to allow for the construction of the project improvements to extend beyond June 30, 2020 and the City to complete construction by Fall 2020.

Please contact me at 650-829-6671 (matthew.ruble@ssf.net) if you would like to further discuss.

Sincerely,

A handwritten signature in blue ink, appearing to read 'MR', with a long horizontal stroke extending to the right.

Matthew Ruble, P.E.
Principal Engineer

cc: Mikaela Hiatt, C/CAG of San Mateo
Angel Torres, City of South San Francisco

C/CAG AGENDAC/CAG AGENDA REPORT

Date: May 28, 2020

To: C/CAG Bicycle and Pedestrian Advisory Committee

From: Mikaela Hiatt, Transportation Programs Specialist

Subject: Review and recommend approval of a request for reallocation of FY 2017-18 Transportation Development Act Article 3 (TDA 3) funds for the City of Millbrae Transit Center to Spur Trail Connection Project

(For further information, contact Mikaela Hiatt at 650-599-1453)

RECOMMENDATION

That the C/CAG Bicycle and Pedestrian Advisory Committee (BPAC) review and recommend approval of a request for reallocation of FY 2017-18 Transportation Development Act Article 3 (TDA 3) funds for the City of Millbrae Transit Center to Spur Trail Connection Project.

FISCAL IMPACT

An amount of \$370,183 in TDA Article 3 Funds is remaining.

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.

BACKGROUND

The City of Millbrae was awarded \$370,183 in TDA 3 funds in the FY 2017-18 cycle for the Transit Center to Spur Trail Connection Project. The project is located from Millbrae Transit Center to Spur Trail. The project includes Class III bike facilities through implementation of green bike sharrows and signage. In addition, crosswalk, sidewalk, and ADA curb improvements were made to Phase I of the project, which enhanced sidewalk and a Class I multi-use trail. Phase II of the project adds rectangular rapid flashing beacons, ADA improvements, and crosswalks (if non-existing) at every street of the current Spur Trail to provide improved pedestrian and bicycling facilities.

The project was originally scheduled to be awarded at the end of March. Due to unforeseen problems arising out of COVID-19, the project was temporarily put on hold. The City has also been largely financially impacted and is currently rejecting all bids as the project is continually

put on-hold, awaiting security in the City's financial situation. The project is scheduled for re-advertisement between Winter 2020 and Spring 2021.

The TDA 3 Program guidelines require funds be expended within three years or be rescinded. Funds in the amount of \$370,183 were reallocated by the Metropolitan Transportation Commission (MTC) to Millbrae in FY 2017-18 and will expire June 30, 2020. To date, the City has not submitted invoices to MTC. The City of Millbrae has requested a time extension to ensure project completion. The City is requesting TDA 3 funds be reallocated in FY 2019-20, and complete construction by June 30, 2022.

Staff recommends approval to reallocate funds in FY 2019-20, extending the grant deadline to June 30, 2022. If approved by the C/CAG Board, staff will submit the reallocation request to MTC for processing.

ATTACHMENTS

1. City of Millbrae Reallocation Request Letter
2. City of Millbrae Project Proposal FY 2017-18 (*available online at <https://ccag.ca.gov/committees/bicycle-and-pedestrian-advisory-committee/>*)



City of Millbrae

621 Magnolia Avenue, Millbrae, CA 94030

REUBEN D. HOLOBER
Mayor

ANN SCHNEIDER
Vice Mayor

ANNE OLIVA
Councilmember

GINA PAPAN
Councilmember

WAYNE J. LEE
Councilmember

Re: Request for Extension on allocation of TDA funds in FY 2017-18 – City of Millbrae

Dear Ms. Sandy Wong,

The Metropolitan Transportation Commission (MTC) approved an allocation of Transportation Development Act (TDA) funds to the City of Millbrae for FY 2017-18 in the amount of \$370,183 and all invoices are to be submitted to MTC accounts payable by August 31, 2020 in order for the funds to be drawn by September 30, 2020. I am writing to request an extension of the TDA funds to August 31, 2021.

The primary reason for the extension is the impact of the current COVID-19 pandemic. The project was originally scheduled to be awarded at the end of March. However, due to the COVID-19 outbreak and the shelter in place order issued by the San Mateo County Health, we had temporarily put the project on-hold. This pandemic and related shelter-in-place order have also led us into uncertain times for our finance. We are currently experiencing a significant fiscal impact to the City and have implemented a spending freeze.

At this point, we will be rejecting all bids and continue to put the project on-hold until we have a better understanding of our financial situation, which will probably remain fluid as we recover from this unprecedented event.

We hope to re-advertise this project as early as winter 2020/spring 2021. However, we will be closely monitoring our budget and will continue this project as soon as possible.

If you have any questions, please feel free to contact me at jkao@ci.millbrae.ca.us.

Best regards,

Jane Kao
Acting Public Works Director

Cc: Khee Lim, Director of Public Works
Craig Centis, Deputy Director of Public Works
Andrew Yang, Senior Civil Engineer

C/CAG AGENDA REPORT

Date: May 28, 2020

To: C/CAG Bicycle and Pedestrian Advisory Committee

From: Mikaela Hiatt, Transportation Programs Specialist

Subject: Nominations and Elections of the Bicycle and Pedestrian Advisory Committee (BPAC) Chairperson and Vice-Chairperson

(For further information, contact Mikaela Hiatt at 650-599-1453)

RECOMMENDATION

That the C/CAG Bicycle and Pedestrian Advisory Committee (BPAC) nominate and elect a Chairperson and Vice-Chairperson.

FISCAL IMPACT

None.

SOURCE OF FUNDS

Not applicable.

BACKGROUND

Each year, the BPAC selects a Chairperson and Vice-Chairperson to lead the Committee for a one-year term. Member Matthew Self currently serves as the Chairperson and Member Malcolm Robinson currently serves as the Vice-Chairperson. Both Member Self and Member Robinson were elected at the March 28, 2019 BPAC meeting. Both are eligible to continue serving in their respective roles, if re-elected by the BPAC.

Staff recommends the BPAC nominate and elect members for the positions of BPAC Chairperson and Vice-Chairperson.

ATTACHMENTS

None.