

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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AGENDA

BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)

SPECIAL MEETING

Date: Thursday, July 30, 2020

Time: 6:00 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/89877142085?pwd=bFB1bTZiS0tWSjkb1d3eTYzaWtEZz09>

Meeting ID: 898 7714 2085

Password: 626555

Join by Phone: 699-900-6833

Meeting ID: 898 7714 2085

Password: 626555

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.

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|----|---|---|--------------|
| 1. | Call to Order | Action
(Robinson) | No materials |
| 2. | Review of Meeting Procedures | Action
(Robinson) | No materials |
| 3. | Public comment on items not on the agenda | Limited to 3
minutes per
speaker. | No materials |

4.	Meeting Minutes of the May 28, 2020 Meeting	Action (Robinson)	Page 1-4
5.	Receive a presentation and provide input on the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP) Update	Information (Hiatt)	Page 5-6
6.	Review the Transportation Development Act (TDA) Article 3 grant reallocation history and discuss the need for any program modifications and make recommendations for policy changes	Information (Hiatt)	Page 7-9
7.	Member Communications	Information (Robinson)	No materials
8.	Adjourn	Information (Robinson)	No materials

The next BPAC meeting is scheduled for September 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
May 28, 2020

1. Call to Order

Chair Self called the meeting to order at 7:02 PM.

Name	Agency	Jan 2020	Mar 2020 (Canceled)	May 2020
Matthew Self – Chair	Public (County of San Mateo)	X		X
Malcolm Robinson – Vice Chair	Public (San Bruno)	X		X
Janet Borgens	Redwood City	N/A*		X
Ann Schneider	Millbrae	X		X
Marina Fraser	Half Moon Bay			
Don Horsley	County of San Mateo	X		
Emily Beach	Burlingame	X		X
Karyl Matsumoto	South San Francisco	X		X
Ann Wengert	Portola Valley	X		
Justin Yuen	Public (South San Francisco)	N/A*		X
Karen Cunningham	Brisbane	X		X
Alan Uy	Public (Daly City)	X		X
Brian Levenson	Public (Redwood City)	X		X

*Members appointed to position at May 2020 Board Meeting

Members Present: Matthew Self, Malcolm Robinson, Janet Borgens, Ann Schneider, Emily Beach, Karyl Matsumoto, Ann Wengert, Karen Cunningham, Alan Uy, Brian Levenson

Members Absent: Marina Fraser, Ann Wengert

Staff Attending: Mikaela Hiatt, Sandy Wong, Kaki Cheung – C/CAG

Others in Attendance: Drew - Public

2. Public Comment on items not on the agenda

None.

3. Approval of Meeting Minutes of January 23, 2020

Approved with no comment.

Motion: Karen Cunningham motioned to approve/Malcolm Robinson seconded. Motion passed unanimously.

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

Patrick Gilster 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 the end of Phase 1 and beginning of Phase 2, the draft Vision, Goals, and Objectives, and next steps for the plan.

Member Cunningham expressed concern for incorporation of current events surrounding COVID-19. Mikaela Hiatt and Patrick Gilster acknowledged the concern.

Member Matsumoto requested contacting local Bicycle and Pedestrian Advisory Committees (BPAC) to incorporate input on the Plan. Mikaela Hiatt responded that outreach to the local BPACs will take place in the next phase.

One Public Member Drew requests considerations of other forms of active mobility such as scooters and skateboards. Drew also asked how the goals were drafted. Patrick Gilster explained that this plan uses local jurisdiction plans as a baseline, and then create its own set goals. Patrick also explained that this plan will incorporate and address concerns surrounding micromobility.

Member Schneider recommended that staff coordinates with San Francisco Public Utilities Commission because of the amount of land in their jurisdiction and potential opportunities.

Member Beach commented that the BPAC should make sure the goals and objectives are actualized. Member Matsumoto echoed Member Beach's concerns adding that the BPAC should aim to make this document user friendly.

Chair Self commented that the BPAC should encourage better linkages between the cities and that these goals and objectives should align with funding decisions.

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)

Jason Tong from the City of San Bruno explained the TDA 3 project and the reason for the request for reallocation of TDA 3 funds.

Motion: Ann Schneider motioned to approve/Malcolm Robinson seconded. Motion passed unanimously.

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)

Matthew Todd, consultant to the City of South San Francisco, explained the TDA 3 project and reason for the request for reallocation of TDA 3 funds.

Member Self commented that shovel readiness is criteria used and that funds should be expended in a timely manner.

Member Beach requested more information about the length of the reallocation cycle. Mikaela Hiatt explained that the reallocation would be made for a three-year cycle beginning July 1, 2019.

Member Cunningham asked if there is a maximum amount of reallocation requests that could be made. Mikaela Hiatt explained the reallocation process. Chair Self explained that if this was denied, then the money would be returned to the TDA Article 3 fund for allocation next year.

Member Borgens asked if there was any way to make a motion to approve with a caveat of this being the final allocation. Sandy Wong explained that if that was the BPAC's motion, then the Board would approve with the guidance from BPAC.

Member Matsumoto explained that the project is ready to go at this point.

Member Borgens made the motion to approve 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.

Motion: Janet Borgens motioned to approve/Malcolm Robinson seconded. Motion passed unanimously.

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)

Jane Kao from the City of Millbrae presented the TDA 3 project and the reason for the

request for reallocation of TDA 3 funds.

Member Schneider further explained the project and reason for request for reallocation.

Member Borgens asked about the project's relation to schools in the area. Member Schneider explains that the project connects to a middle school.

Motion: Malcolm Robinson motioned to approve/Justin Yuen seconded. Motion passed unanimously.

8. Nominations and Elections of the Bicycle and Pedestrian Advisory Committee (BPAC) Chairperson and Vice-Chairperson (Action)

Member Schneider nominated Vice Chair Robinson for BPAC Chairperson.

Motion: Ann Schneider motioned to approve/Matthew Self seconded. Motion passed unanimously.

Member Borgens nominated Member Schneider for BPAC Vice Chairperson.

Motion: Janet Borgens motioned to approve/Malcolm Robinson seconded. Motion passed unanimously.

9. Member Communications

Mikaela Hiatt introduced the new C/CAG Program Director Kaki Cheung.

Member Schneider requested that the topic of Slow Streets be brought to a future BPAC Agenda.

10. Adjourn

Vice Chair Robinson motioned to adjourn the meeting at 8:30 PM.

Malcolm Robinson motioned to approve/Ann Schneider second. Motion passed unanimously.

C/CAG AGENDA REPORT

Date: July 30, 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 mhiatt@smcgov.org)

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 (San Mateo County Transportation Authority)
- 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. At the May 28th meeting, the consultant presented to the Committee on the draft Plan Vision, Goals, and Objectives and received valuable feedback.

After working with local jurisdictions on the data collection and map review, the consultant has developed a set of bicycle and pedestrian related programs for the Agency to consider. In addition, Toole Design drafted an Existing Conditions Report, which includes a discussion of

San Mateo County demographics, existing bicycle and pedestrian facilities throughout the county, proposals for Equity Focus Areas, and a Level of Traffic Stress (LTS) Analysis. Furthermore, an initial set of criteria was crafted to evaluate planned projects to help identify which ones may be most likely to do well in competitive funding programs.

At the July 30th meeting, Toole Design Group will present the project's current status and solicit feedback. Staff requests that the BPAC provides input on the Review of Programs and Existing Conditions Report by August 7, 2020.

WEB ATTACHMENTS

1. Review of Programs Recommendations – Chapter 6 (*available online at <https://ccag.ca.gov/committees/bicycle-and-pedestrian-advisory-committee/>*)
2. Existing Conditions Report (*available online at <https://ccag.ca.gov/committees/bicycle-and-pedestrian-advisory-committee/>*)

C/CAG AGENDA REPORT

Date: July 30, 2020

To: C/CAG Bicycle and Pedestrian Advisory Committee

From: Mikaela Hiatt, Transportation Programs Specialist

Subject: Review the Transportation Development Act (TDA) Article 3 grant reallocation history and discuss the need for any program modifications and make recommendations for policy changes

(For further information, contact Mikaela Hiatt at mhiatt@smcgov.org)

RECOMMENDATION

That the C/CAG Bicycle and Pedestrian Advisory Committee (BPAC) review the TDA Article 3 grant reallocation history, discuss the need for any program modifications and make recommendations for policy changes to be implemented in future cycles' Call for Projects process.

FISCAL IMPACT

There is not any fiscal impacts related to this discussion item.

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. C/CAG receives close to \$1,000,000 each year from the TDA Article 3 funds.

BACKGROUND

The Metropolitan Transportation Commission (MTC) allocates TDA Article 3 program funding to each of the Congestion Transportation Agencies throughout the nine county Bay Area. These funds are specifically designated for bicycle and pedestrian projects. C/CAG, as the designated Agency to receive TDA Article 3 funding for San Mateo County, issues a Call for Projects every two years. MTC Resolution 4108 sets forth policies and procedures for TDA Article 3 funds. The Resolution states that eligible project expenditures must be incurred within three years.

At the May 28, 2020 Committee meeting, members received several requests to reallocate TDA Article 3 funds, extending projects' implementation timelines. Staff received request from Committee member to investigate the program's grant reallocation history and to discuss opportunities for potential improvements. A summary of key findings includes the following:

- Since FY 11-12, a total of thirty-six projects have been awarded with TDA Article 3 funding. Out of the thirty-six projects, C/CAG received ten requests for reallocations.
- Out of the ten reallocation requests, common reasons for the reallocation request include unforeseen difficulties or delays in the contracting process.
- Out of the ten requests, the average reallocation amount is nearly 100% of the initial grant amount.

In Attachment 1 Table A, please find information about the historical requests for reallocation, from Fiscal Year 2011-2012 through Fiscal Year 2019-2020. The header indicates which year the reallocation was requested, and the highlighted cell represents the fiscal year when the project was initially awarded with TDA Article 3 funds.

Currently, the TDA Article 3 program funds can only be spent in the plans, specifications, and engineering (PS&E) phase and construction phase. Eligible project activities include maintenance of a multi-purpose path, restriping of Class II bike lanes, and for comprehensive active transportation planning efforts.

Based on the key findings, C/CAG staff recommends that the Committee discusses the following topics and considers what changes, if any, should be made to the TDA Article 3 program:

- Should the number of reallocation requests be limited by project?
- Should the TDA Article 3 application place more emphasis on project readiness?
- Should C/CAG expand the eligible expenditures for the TDA Article 3 Call for Projects?
 - For example, eligible expenditures could include bicycle parking, quick build projects, etc. The Fiscal Year 2019-2020 call for project only included bicycle and pedestrian projects in their PS&E and construction phases, maintenance of a multi-purpose path, restriping of Class II bike lanes, and comprehensive active transportation planning efforts.

Staff requests that the Committee reviews the TDA Article 3 grant reallocation history, discusses the need for any potential modifications and make recommendations for policy changes to be implemented in future cycles' Call for Projects process.

ATTACHMENTS

1. TDA Article 3 Historical Requests for Reallocation
2. MTC Resolution No. 4108 Appendix A, Examples of Eligible Projects (*available online at <https://ccag.ca.gov/committees/bicycle-and-pedestrian-advisory-committee/>*)

Attachment 1

Table A

Reallocation Requests					
Jurisdiction	FY 11-12	FY 13-14	FY 15-16	FY 17-18	FY 19-20
Atherton					
Belmont			FY 13-14		
Brisbane					
Burlingame	FY 09-10				
C/CAG					
Colma					
Daly City				FY 15-16	
East Palo Alto			FY 13-14		
Foster City					
Half Moon Bay					
Hillsborough					
Menlo Park					
Millbrae					FY 17-18
Pacifica					
Portola Valley					
Redwood City		FY 11-12			
San Bruno					FY 17-18
San Carlos					
San Mateo				FY 15-16	
San Mateo Co.					
So San Francisco				FY 15-16	FY 15-16
Woodside					
*Dates in line=original allocation year					