



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

Congestion Management & Environmental Quality (CMEQ) Committee

Date: Monday September 30, 2024	Join by Zoom Webinar: https://us02web.zoom.us/j/85229951343?pwd=czVIK1F6MW1MeTBWMIvNa2lvUU9XZz09
Time: 3:00 p.m.	
Location: San Mateo City Hall Conference Room C 300 W. 20 TH Ave San Mateo, CA 94403	Join By Phone: +1 669 900 6833 Zoom Webinar ID: 852 2995 1343 Passcode: 269693

*****HYBRID MEETING - IN-PERSON AND BY VIDEOCONFERENCE*****

This meeting of the C/CAG CMEQ will be held in person and by teleconference pursuant to Government Code Section 54953(e). Members of the public will be able to participate in the meeting remotely via the Zoom platform or in person at the location above. For information regarding how to participate in the meeting, either in person or remotely, please refer to the instructions at the end of the agenda.

-
- | | | | |
|----|---|--------------------------------------|--------------|
| 1. | Call to Order/Roll Call | Action (Papan) | No Materials |
| 2. | Public comment on items not on the agenda | Presentations are limited to 3 mins. | No Materials |
| 3. | Issues from the September 12, 2024 C/CAG Board meeting: <ul style="list-style-type: none"> • Approval of Reso 24-49 to 24-52 supporting submittal of applications for TA’s Cycle 7 Pedestrian and Bicycle and Cycle 2 Alternative Congestion Relief/Transportation Demand Management Programs and authorizing local match for: <ul style="list-style-type: none"> ○ Shared Automated Vehicle Feasibility Study ○ Smart Corridor Incident Response Timing Plan ○ Sidewalk Data Procurement for Bike and Ped Plan Update ○ Bikeshare and Scooter-share Education and Marketing Campaign • Approval of Reso 24-63 adopting the amended C/CAG Program Budget Fiscal Year 2024-25 | Information (Lacap) | No Materials |
| 4. | Action to approve Consent Agenda items 4.1-4.3

<i>This item to approve the items listed on the consent agenda. All items on the consent agenda are approved by one action. There will be no separate discussion on these items unless members of the Committee, staff, or public request specific items to be removed for separate action.</i> | | |
| | 4.1 Approval of minutes of the March 25 th CMEQ Meeting. | Action (Papan) | Pages 1-5 |
| | 4.2 Approval of minutes of the April 29 th CMEQ Meeting. | Action (Papan) | Pages 6-11 |



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

4.3	Approval of minutes of the May 20 th CMEQ meeting.	Action (Papan)	Pages 12-16
5.	Review and recommend approval of a combined total of \$1,000,000 in Fiscal Year 2025 Transportation Fund for Clean Air Funds for San Bruno’s Public Works Corporation Yard Electrification and San Mateo’s Battery Electric Street Sweeper projects.	Action (Wever)	Pages 17- 21
6.	Receive a presentation from the Silicon Valley Bicycle Coalition	Information (Gaye)	Pages 22-23
7.	Receive the FY 2022-2023 San Mateo County Safe Routes to School Program Annual Report	Information (Gaye)	Pages 24-25
8.	Receive a presentation on the Countywide Transportation Plan update	Information (Lacap)	Pages 26-31
9.	Executive Director Report	Information (Charpentier)	No Materials
10.	Adjournment and establishment of next meeting date: October 28, 2024	Action (Papan)	No Materials

PUBLIC NOTICING: All notices of C/CAG regular Board meetings, standing committee meetings, and special meetings will be posted at the San Mateo County Court Yard, 555 County Center, Redwood City, 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 Board 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 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 Mima Guilles at (650) 599-1406 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 Mima Guilles at (650) 599-1406, 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 jlacap@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 two 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 CMEQ Committee members, made publicly available on the C/CAG website along with the agenda. 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 in person and through Zoom. Public comments will be taken first by speakers in person, followed by via Zoom. Please read the following instructions carefully:

In-person participation:

If you wish to speak to the C/CAG CMEQ, please fill out a speaker’s slip placed by the entrance of the meeting room. If you have anything that you wish distributed to the Committee and included in the official record, please hand it to the C/CAG staff who will distribute the information to the Committee members and staff.

Remote Participation:

1. The C/CAG CMEQ meeting may be accessed through Zoom at the online location indicated at the top of this agenda.

555 County Center, 5th Floor, Redwood City, California 94063

<http://www.ccag.ca.gov>



*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*

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 CMEQ Chair 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: Jeff Lacap, jlacap@smcgov.org

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS COMMITTEE ON CONGESTION
MANAGEMENT AND ENVIRONMENTAL QUALITY (CMEQ)**

**MINUTES
MEETING OF March 25, 2024**

The meeting was called to order by Member Brown at 3 p.m. at San Mateo City Hall. Roll call for attendance was taken. Attendance sheet is attached.

1. Call to Order/Roll Call

Meeting called to order at 3 pm by Chair Papan.

2. Public comment on items not on the agenda

3. Issues from the March 11, 2024 C/CAG Board meeting. (Information)

Jeff Lacap, C/CAG Staff, noted that the C/CAG Board appointed Adam Rak (San Carlos) as the new chair and Michael Salazar (San Bruno) as vice-chair. He further provided an overview of the following items discussed during the Board meeting: Reso 24-12 approving the FY2024/25 Expenditure Plan for the Transportation Fund for Clean Air (TFCA) 40% Fund and C/CAG's Vehicle Miles Traveled/Greenhouse Gas Model Mitigation Program.

4. Approval of minutes of the November 27, 2023 and February 26, 2024. (Action)

Motion – To approve the minutes of the November 27, 2023 and February 26, 2024 CMEQ meetings. Miles-Holland /Stacey Jimenez. Brown, McCune, Hedges, Jimenez, Miles-Holland, Papan. Motion Passes 6-0.

5. Nomination/Election of the CMEQ Committee Chair and Vice Chair. (Action)

Motion – To nominate Gina Papan as CMEQ Chair and Dick Brown as Vice Chair. Hedges/McCune. Brown, McCune, Hedges, Jimenez, Miles-Holland, Papan. Motion Passes 6-0.

6. Review and provide input on the Draft San Mateo Countywide Local Roadway Safety Plan. (Information)

Eva Gaye, C/CAG Staff provided an overview of the Draft San Mateo Countywide Local Roadway Safety Plan and introduced Mike Alston from Kittelson & Associates to discuss the plan's development.

The San Mateo Countywide Local Roadway Safety Plan works within the Safe System Approach (safe roadway users, vehicles, speeds, roads, and post-crash care) to keep people safe on the roadways. The plan provides an assessment of historical and existing roadway traffic safety, identifies actions and prioritized project list, and identifies implementation partners.

Vice-Chair Brown inquired about the feasibility of achieving zero traffic accidents by 2050 as the LRSP commits to doing. He further asked how many traffic accidents have occurred in last few years. Executive Director Sean Charpentier responded that the timeframe for achieving zero severe and fatal injuries resulting from traffic accidents is 2050. However, as the plan is updated every 5-years, jurisdictions can reassess its vision zero goals. Mike noted that the vision zero goal includes all traffic collisions that result in fatal and severe injury. While the goal is audacious, staff plans on periodically updating the plan and adjusting actions as necessary.

Vice-Chair Brown noted that encouraging an expansion of pedestrian and bicycle lanes creates more of a safety vulnerability and inquired how staff plans to balance this. Sean responded that the Countywide plan identifies the risk factors of severe and fatal traffic collisions. With the development of the plan, staff and local agencies can address the risk factors that contribute to these safety issues.

Member Hedges noted that it is impossible to achieve vision zero by 2050 due to human behavior. He inquired if the plan identifies funding for bike lanes. Sean responded that the LRSP highlights how to maximize the safety of bicyclist traveling along bike lanes and not recommendation for bike lanes.

Chair Papan inquired whether the report distinguishes between bicycle, pedestrian accidents. Eva responded that the report is divided into sections and discusses bicycle, pedestrian and automobile safety.

Chair Papan inquired about the LRSP data source. Mike noted that SWITRS is the Statewide Integrated Traffic Records System that is maintained by the CA Highway Patrol who sends local traffic collision records to SWITRS. He further added that TIMS is the Transportation Injury Mapping System that is maintained by SafeTREC a research center at UC Berkeley. The research center takes all SWITRS data and geocodes them.

Chair Papan inquired about Caltrans funding. Jeff noted that Caltrans has the Highway Safety Improvement Program (HSIP) that is available for jurisdictions.

Member McCune, noted that Ralston Ave was identified as part of the high injury network in Belmont. He inquired whether there is funding available to explore implementation of bike lanes along the corridor given the limited right of way opportunities. Sean responded that the project locations for each jurisdiction were vetted and reviewed by city staff.

Member Miles-Holland inquired why only 10 out of 11 jurisdictions have an LRSP. Jeff responded that the Countywide plan was initiated by MTC's requirements during the OBAG 3 process. He further added that the cities that do not have their own existing LRSP have chapter

specific plans in the Countywide LRSP. Staff is also coordinating with jurisdictions whose safety plans are expiring within the next few years to see how the Countywide LSRP can be used. Sean also noted that each jurisdiction is required to adopt the countywide plan through local resolution.

Member Jimenez noted that a key component of the LRSP is traffic safety education. She inquired about the source of funding for traffic safety education. Eva responded that C/CAG funds the San Mateo County Office of Education's Safe Routes to School (SRTS) Program on an annual basis to provide education and encouragement activities that are related to school travel safety which includes safe biking and walking. Sean further highlighted that the SRTS School Travel Fellowship Program provides small infrastructure grants to school and cities to implement safety projects near schools.

7. Executive Director Report (Information)

C/CAG Executive Director Sean Charpentier provided the following updates:

- Committee vacancies
 - 6 vacancies for the CMEQ Committee (3 Elected Official, 1 Environmental member, 1 Public member and 1 Caltrain member)
 - 1 Elected Official vacancy on Resource Management and Climate Protection Committee
 - 2 Elected Official vacancies on the Bicycle Pedestrian Advisory Committee
 - 2 Elected Official vacancies for the Legislative Committee
 - 1 Elected Official vacancy on Finance Committee
- C/CAG is actively supporting AB 1817 to allow advisory committees to meet remotely.
- C/CAG was in Washington D.C. on March 12-14 to advocate for transportation and stormwater programs. Specifically, for the \$60M NOA application that was submitted.

8. Member comments and announcements (Information)

- Member Herhold introduced herself to the committee as the Assistant General Manager, Performance and Budget at the Bay Area Rapid Transit (BART). Member Herhold has been with the agency for 30 years.
- Chair Papan gave the following updates:
 - Bay Area Affordable Housing Bond to be on the November 2024 ballot
Up to \$20 billion dollars available region wide; 80% of funding goes back to the counties of origin to determine how best to produce and preserve affordable housing. Some programs the bond would fund include a region wide housing portal and supplemental income program for seniors. The bond is currently polling at 55%.

- REAP-Regional Early Action Planning 2.0
 - The funding for REAP 2.0 is at risk to be cut in the proposed Governor's budget. REAP 2.0 funds programs that supports progress of reaching the state's housing goals. C/CAG sending letter to governor about the importance of REAP funds
 -
- Regional Transportation Measure
 - Legislation includes a study to analyze the consolidation of every transit agency in the region.

9. Adjournment and establishment of next meeting date

The meeting adjourned at 4:12 p.m. The next regular meeting is scheduled for April 29, 2024 at San Mateo City Hall.

2024 C/CAG Congestion Management & Environmental Quality (CMEQ) Committee Attendance Report

Name	Representing	Jan (No Mtg.)	Feb	Mar	Apr	May	Jun (No Mtg.)	Jul (No Mtg.)	Aug	Sept	Oct	Nov	Dec (No Mtg.)
Dick Brown (Woodside Town Council Member)	Elected Official		X	X									
Tom McCune (Belmont City Council Member)	Elected Official		X	X									
Richard Hedges (San Mateo City Council Member)	Elected Official		Brown Act	Brown Act									
Stacy Jimenez (Foster City Council Member)	Elected Official		X	X									
Stacy Miles Holland (Atherton Council Member)	Elected Official		R	X									
Juslyn Manalo (Daly City Council Member)	Elected Official												
Vacant	Elected Official												
Vacant	Elected Official												
Vacant	Elected Official												
Gina Papan (MTC Commissioner)	Metropolitan Transportation Commission (MTC)			X									
Vacant	Environmental Community												
Vacant	Public Member												
Juan Salazar	Business Community		R										
Deborah Penrose	Agencies with Transportation Interests		R	R									
Peter Ratto	San Mateo County Transit District (SamTrans)		X	X									
Pamela Herhold	Bay Area Rapid Transit (BART)		X	X									
Vacant	<i>Peninsula Corridor Joint Powers Board (Caltrain)</i>												

Staff and Guests in attendance for the March 25, 2024 Meeting

Sean Charpentier, Jeff Lacap, Eva Gaye, C/CAG Staff

X - In person attendance

AB 2449 – Remote attendance via AB 2449

R - Remote attendance

Blank- Absent

Brown Act - Remote attendance via Publicly Accessible Teleconference Location

Remote attendance: Kaki Cheung and Mike Alston (Kittelson & Associates)

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS COMMITTEE ON CONGESTION
MANAGEMENT AND ENVIRONMENTAL QUALITY (CMEQ)**

**MINUTES
MEETING OF April 29, 2024**

The meeting was called to order by Member Brown at 3:02 p.m. at San Mateo City Hall. Roll call for attendance was taken. Attendance sheet is attached.

1. Call to Order/Roll Call

Meeting called to order at 3 pm by Chair Papan. Quorum was not met.

2. Public comment on items not on the agenda

Malcolm Robinson, a member of the BPAC Committee, voiced support for countywide initiatives aimed at enhancing bicycle and pedestrian infrastructure. He emphasized the importance of encouraging people to opt for alternative modes of transportation, thereby reducing reliance on cars and promoting a healthier lifestyle.

3. Issues from the April 11, 2024 C/CAG Board meeting. (Information)

Jeff Lacap, C/CAG Staff, highlighted that the Board commenced a public hearing regarding the Draft San Mateo Countywide Local Roadway Safety Plan (LRSP) and extended the public hearing until June 13, 2024. Furthermore, they conducted the second session of the C/CAG Strategic Plan Development Board Workshop.

4. Approval of minutes of the March 25, 2024. (Action)

Motion – To approve the minutes of the March 25, 2024 CMEQ meetings. Committee could not vote on action as quorum was not met.

5. Receive a presentation on the C/CAG Vehicle Miles Traveled/Greenhouse Gas Model Mitigation Program. (Information)

C/CAG Staff Kim Springer introduced Matt Goynes, Project Manager from Fehr & Peers to present on the C/CAG Vehicle Miles Traveled/Greenhouse Gas Model Mitigation Program. Matt provided an overview of the VMT mitigation project which includes alternatives, cost analysis, and model program implementation documents for San Mateo County cities and developers.

Vice-Chair Brown pointed out that the State is requiring jurisdictions to generate 10-15% of affordable housing. He asked how this increase in affordable housing would contribute to reducing Vehicle Miles Traveled (VMT). Matt replied that affordable housing enables individuals to reside

closer to their workplaces and essential resources, thereby shortening trip lengths and decreasing VMT per capita, ultimately assisting regions in aligning with VMT reduction goals.

Member Jimenez asked for examples illustrating community-based travel planning at a local level. In response, Matt described one approach as appointing a designated person to interact with local residents, offering information about transit passes and subsidies. He added that through the public engagement effort for the VMT program, the community expressed interest for this initiative, noting its value in addressing residents' lack of awareness regarding available transit programs.

Chair Papan questioned why there's a focus solely on low-density residential development rather than high-density developments. Matt explained that high-density development tends to result in fewer Vehicle Miles Traveled (VMT) impacts, as density increases, VMT per capita decreases. He clarified that single-family homes are excluded from the C/CAG Transportation Demand Management (TDM) policy due to the challenges in implementing TDM measures for such properties which necessitates property management and greater density to provide more amenities and services which TDM can address. Chair Papan noted the absence of representation from coastal cities in the Technical Advisory Task Force. C/CAG Staff Kim responded, stating that efforts were made to include input from Half Moon Bay regarding the application of the TDM program to their area. Chair Papan questioned why BART was not included in the task force, given that San Mateo County has five BART stations which housing developments are being planned. C/CAG Executive Director Sean Charpentier explained that certain land use projects around BART stations would be exempt from TDM mitigation due to their density and statutory parking requirements. He added that TDM mitigation primarily applies to developments not immediately adjacent to fixed rail stations, but staff could still engage with BART personnel on the matter. Sean underscored that SB 743 State Statute shifts transportation studies' focus from Level of Service to Vehicle Miles Traveled. Matt contributed that most jurisdictions have determined that developments within a half-mile of rail corridors would have a reduced impact on VMT and may not require mitigation, as projects near transit tend to generate less VMT. Chair Papan concluded her remarks by noting that South San Francisco isn't designated as a transit hub in the report, despite its ferries and other transit modes. She also queried why the airport was omitted from the report, expressing that it lacks sufficient detail by excluding these transportation areas.

Vice-Chair Brown pointed out that the report suggests biking and walking paths can alleviate congestion. He inquired about specific case studies in the US that support this claim. Sean mentioned that the report contains data derived from statewide studies demonstrating the positive impacts of enhancing bike facilities.

Public Comment

Ann Schneider, a member of the C/CAG BPAC Committee, emphasized the importance of better inclusion of BART, considering its presence in numerous cities within the county. She expressed concerns over the Millbrae, a city often traversed by drivers which consequently contributes to higher greenhouse gas emissions. Despite this, Millbrae is not proportionately represented in grant funding allocations, raising concerns about equity in resource distribution.

Malcolm Robinson, a member of the BPAC Committee, encouraged fellow members to participate in exploring the San Bruno BART Station on Bike to Work Day, which falls on May 17th. He highlighted the significant number of BART commuters who rely on bicycles as a convenient last-mile solution for commuting to work.

6. Receive a presentation on the C/CAG Transportation Demand Management Policy Monitoring Program. (Information)

C/CAG Staff Jeff Lacap introduced Carmen Chen to present on the C/CAG Transportation Demand Management Policy Monitoring Program. The policy requires all jurisdictions in the County to work with Commute.org on development projects that generate over 100 Average Daily Trip (ADT).

Chair Papan inquired why there are only 13 cities listed under the project compliance and what constitutes a daily trip. Carmen responded that the other 7 jurisdictions had smaller development projects that resulted in less than 100 ADT. The TDM update went into effect on Jan 1, 2022 and many development projects were approved prior to this date. John Ford, Executive Director of Commute.org noted that a daily trip is calculated by a project that generates 100 average daily trips to and from the project site. Member Papan further inquired why can't we apply this policy to older projects and if there is a way to encourage compliance. Sean responded that the policy and checklist is to be included in the jurisdiction's development approval process.

Member Penrose inquired how ADT is calculated. Carmen explained that ADT is determined as part of the transportation impact analysis conducted during the development process. Developers usually engage transportation consulting firms to carry out these calculations.

Member Jimenez inquired about the methods employed for monitoring the enforcement of the mitigation program. Sean clarified that according to the policy, developments are obligated to report any compliance issues to Commute.org. John supplemented by explaining that developments now have an additional requirement to provide Commute.org with updates on the implementation of mitigative measures. Furthermore, he mentioned that trip count thresholds are annually reported when they surpass a certain level of development.

Public Comment

Ann Schneider remarked that the compliance checklist does not accurately represent Millbrae's TDM compliance. She pointed out that development projects on both sides of Millbrae Avenue have TDM programs, including shuttles. These projects were completed before the 2022 TDM policy update and should be recognized for compliance. John clarified that cities not reflected under project compliance are those that Commute.org did not identify as subject to the updated TDM policy. Chair Papan proposed including a footnote in the compliance report to address this discrepancy.

Malcolm Robinson inquired how are we motivating companies to lower VMT. From his experience in the private sector companies rewarded employees for biking to work. John responded that Commute.org incentivizes employers to lower VMT through bicycle, carpool and bike rewards.

7. Executive Director Report (Information)

C/CAG Executive Director Sean Charpentier provided the following updates:

- Committee vacancies
 - 6 vacancies for the CMEQ Committee (3 Elected Official, 1 Environmental member, 1 Public member and 1 Caltrain member)
 - 1 Elected Official vacancy on Resource Management and Climate Protection Committee
 - 1 Elected Official vacancy on the Bicycle Pedestrian Advisory Committee
 - 2 Elected Official vacancies for the Legislative Committee
 - 1 Elected Official vacancy on Finance Committee

- In person scoping meeting on Wednesday, May 1 at Foster City Library for the 92/101 Direct Connector project which occurs at the beginning of the Environmental process to hear feedback from stakeholders.

8. Member comments and announcements (Information)

Chair Papan provided the following update:

- Weiner and Wahab Senate Bill 1031; C/CAG and Caltrain has taken an opposed unless amended position.

9. Adjournment and establishment of next meeting date

The meeting adjourned at 4:12 p.m. The next regular meeting is scheduled for May 20, 2024 at San Mateo City Hall.

2024 C/CAG Congestion Management & Environmental Quality (CMEQ) Committee Attendance Report

Name	Representing	Jan (No Mtg.)	Feb	Mar	Apr	May	Jun (No Mtg.)	Jul (No Mtg.)	Aug	Sept	Oct	Nov	Dec (No Mtg.)
Dick Brown (Woodside Town Council Member)	Elected Official		X	X	X								
Tom McCune (Belmont City Council Member)	Elected Official		X	X									
Richard Hedges (San Mateo City Council Member)	Elected Official		Brown Act	Brown Act	Remote								
Stacy Jimenez (Foster City Council Member)	Elected Official		X	X	X								
Stacy Miles Holland (Atherton Council Member)	Elected Official		R	X									
Juslyn Manalo (Daly City Council Member)	Elected Official												
Vacant	Elected Official												
Vacant	Elected Official												
Vacant	Elected Official												
Gina Papan (MTC Commissioner)	Metropolitan Transportation Commission (MTC)			X	X								
Vacant	Environmental Community												
Vacant	Public Member												
Juan Salazar	Business Community		R										
Deborah Penrose	Agencies with Transportation Interests		R	R	X								
Peter Ratto	San Mateo County Transit District (SamTrans)		X	X	X								
Pamela Herhold	Bay Area Rapid Transit (BART)		X	X	X								
Vacant	<i>Peninsula Corridor Joint Powers Board (Caltrain)</i>												

Staff and Guests in attendance for the April 29, 2024 Meeting

Sean Charpentier, Jeff Lacap, Eva Gaye and Kim Springer, C/CAG Staff; Malcolm Robinson -BPAC Member; John Ford and Carmen Chen -Commute.Org,

Remote attendance: Kaki Cheung, Matt Goyne- Fehr & Peers, Ann Schneider-BPAC Member, Richard Hedges

X - In person attendance

AB 2449 – Remote attendance via AB 2449

R - Remote attendance

Blank- Absent

Brown Act - Remote attendance via Publicly Accessible Teleconference Location

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS COMMITTEE ON CONGESTION
MANAGEMENT AND ENVIRONMENTAL QUALITY (CMEQ)**

**MINUTES
MEETING OF May 20, 2024**

The meeting was called to order by Chair Papan at 3:02 p.m. at San Mateo City Hall. Roll call for attendance was taken. Attendance sheet is attached.

1. Call to Order/Roll Call

Meeting called to order at 3:02 pm by Chair Papan. Quorum was not met.

2. Public comment on items not on the agenda

No public comments.

3. Issues from the May 9, 2024 C/CAG Board meeting. (Information)

Jeff Lacap, C/CAG Staff, provided the following updates from the May 9th C/CAG Board Meeting

- Reviewed the initial draft, assumptions, and input on the C/CAG Fiscal Year 2024/25 Program Budget and Member Fees and Equity Action Plan progress update.
- Appointment of San Carlos Councilmember Pranita Venkatesh to the Congestion Management & Environmental Quality (CMEQ) Committee

4. Action to approve Consent Agenda items 4.1-4.3. (Action)

Committee could not vote on actions as quorum was not met.

5. Review and recommend approval of the Final San Mateo Countywide Local Roadway Safety Plan. (Action)

Item was not presented, and Committee could not vote on actions as quorum was not met.

6. Review and recommend approval of the C/CAG distribution policy for the Fiscal Year 2024-2025 State Transit Assistance (STA) Population-Based funds. (Action)

Item was not presented, and Committee could not vote on actions as quorum was not met.

7. Review and recommend approval of the draft nomination list for the Lifeline Transportation (Cycle 7) Grant Program. (Action)

Item was not presented, and Committee could not vote on actions as quorum was not met.

8. Receive a presentation on the C/CAG Strategic Plan development process and participate in a discussion on the proposed Agency mission, vision, core values, goals, objectives, and performance measures. (Information)

C/CAG Executive Director Sean Charpentier introduced Daniel Iacofano and Rachel Bennett from MIG to present on the C/CAG Strategic Plan development process and lead a discussion on the plan.

C/CCAG Vision and Mission

Sean Charpentier pointed out that the concept of “balanced” land use varies by jurisdiction, with some cities having many jobs but limited housing, while others are predominantly residential.

Vice-Chair Brown shared that the Town of Woodside has received feedback from the Department of Housing and Community Development (HCD) regarding their housing production vision. He emphasized that HCD's direction often conflicts with the desires of the Town’s residents. Sean responded that C/CAG aims for balanced land use to enhance climate resilience and support diverse transportation options based on community needs. He noted that while C/CAG, which does not have land use authority, collaborates with agencies to implement regional land use policies focused on environmental sustainability and mobility.

Member Hedges emphasized that balanced land use should be defined by individual cities, as needs differ across San Mateo County. He expressed concerns about the State’s mandate which requires small cities like Atherton and Woodside to increase housing, suggesting that resilience can be achieved by promoting more services, such as jobs and transportation.

Equity

Vice-Brown inquired about the representation of the senior population in C/CAG’s equity focus areas.

Member Hedges noted that his community received funding from C/CAG for Senior taxi services.

Chair Papan pointed out that the current equity program does not explicitly include age, despite seniors being the fastest-growing unhoused demographic. Sean clarified that the equity focus areas are primarily determined by income. He mentioned that C/CAG is seeking funding to update these focus areas and will explore opportunities to incorporate senior mobility considerations that are independent of income.

Environmental Performance Measures

Member Jimenez emphasized that children are particularly vulnerable to environmental factors and should be included in climate action planning efforts.

Chair Papan raised concerns regarding electromagnetic radiation from cellular towers located on school campuses. Sean clarified that the siting of cellular towers is under the jurisdiction of state authorities, meaning local jurisdictions do not have control over this matter.

Member Hedges encouraged members to advocate to congressional representatives for regulating the installation of cell phone towers and to ensure that our infrastructure is not utilized for this purpose. Sean responded that he would bring this matter to C/CAG's federal lobbyist.

9. Executive Director Report (Information)

No updates.

10. Member comments and announcements (Information)

Chair Papan and Member McCune requested that the meeting be adjourned early as the Committee did not meet quorum to discuss and vote on the remaining actions. Chair Papan requested that staff follow-up with members who have missed recent committee meetings.

11. Adjournment and establishment of next meeting date

The meeting adjourned at 3:52 p.m. as quorum was not met. The next regular meeting is scheduled for September 30, 2024 at San Mateo City Hall.

2024 C/CAG Congestion Management & Environmental Quality (CMEQ) Committee Attendance Report													
Name	Representing	Jan (No Mtg.)	Feb	Mar	Apr	May	Jun (No Mtg.)	Jul (No Mtg.)	Aug (No Mtg.)	Sept	Oct	Nov	Dec (No Mtg.)
Dick Brown (Woodside Town Council Member)	Elected Official		X	X	X	X							
Tom McCune (Belmont City Council Member)	Elected Official		X	X		X							
Richard Hedges (San Mateo City Council Member)	Elected Official		Brown Act	Brown Act	Remote	X							
Stacy Jimenez (Foster City Council Member)	Elected Official		X	X	X	X							
Stacy Miles Holland (Atherton Council Member)	Elected Official		R	X									
Juslyn Manalo (Daly City Council Member)	Elected Official												
Vacant	Elected Official												
Vacant	Elected Official												
Vacant	Elected Official												
Gina Papan (MTC Commissioner)	Metropolitan Transportation Commission (MTC)			X	X	X							
Vacant	Environmental Community												
Vacant	Public Member												
Juan Salazar	Business Community		R										
Deborah Penrose	Agencies with Transportation Interests		R	R	X								
Peter Ratto	San Mateo County Transit District (SamTrans)		X	X	X								
Pamela Herhold	Bay Area Rapid Transit (BART)		X	X	X	X							
Vacant	Peninsula Corridor Joint Powers Board (Caltrain)												

Staff and Guests in attendance for the May 20, 2024 Meeting
Sean Charpentier, Jeff Lacap, Kim Wever, C/CAG Staff

Remote attendance: Eva Gaye- C/CAG Staff; Rachel Bennett and Daniel Iacofano-MIG

X - In person attendance **AB 2449** – Remote attendance via AB 2449

R - Remote attendance **Blank**- Absent

Brown Act - Remote attendance via Publicly Accessible Teleconference Location

C/CAG AGENDA REPORT

Date: September 30, 2024

To: Congestion Management and Environmental Quality (CMEQ) Committee

From: Kim Wever, Transportation Program Specialist

Subject: Review and recommend approval of a combined total of \$1,000,000 in Fiscal Year 2025 Transportation Fund for Clean Air Funds for San Bruno's Public Works Corporation Yard Electrification and San Mateo's Battery Electric Street Sweeper projects.

(For further information, contact Kim Wever at kwever@smcgov.org)

RECOMMENDATION

That the Congestion Management and Environmental Quality (CMEQ) Committee review and recommend approval of a combined total of \$1,000,000 in Fiscal Year 2025 Transportation Fund for Clean Air Funds for San Bruno's Public Works Corporation Yard Electrification and San Mateo's Battery Electric Street Sweeper projects.

FISCAL IMPACT

The total available TFCA 40% Funds for Fiscal Year 2025 is \$1,000,000.

SOURCE OF FUNDS

The Bay Area Air Quality Management District (BAAQMD) is authorized under Health and Safety Code Section 44223 and 44225 to levy a fee on motor vehicles. Funds generated by the fee are referred to as the Transportation Fund for Clean Air (TFCA) funds. They are used to implement projects that reduce air pollution from motor vehicles. Health and Safety Code Section 44241(d) stipulates that forty percent (40%) of funds generated within a county where the fee is in effect shall be allocated by the BAAQMD to one or more public agencies designated to receive the funds. For San Mateo County, C/CAG has been designated as the administrating agency to receive the funds.

BACKGROUND

In February 2024, the Committee received a briefing on the Fiscal Year 2024/25 Expenditure Plan for the Transportation Fund for Clean Air program. Although the Committee was not able to formally take an action to approve the expenditure plan due to the lack of quorum, Committee members who were present did not have issues with the Plan. The C/CAG Board approved the recommended Expenditure Plan at its March meeting.

The Fiscal Year 2024/25 Expenditure Plan estimates that San Mateo County will receive a total of \$1,686,637 (\$1.04M in new funds and \$0.65M from the reprogramming of underbudgeted and canceled projects). An amount of \$46,637 is budgeted for grant administration purpose, with the remaining \$1,640,000 available for projects.

A summary of the approved Fiscal Year 2024/25 TFCA 40% fund expenditure plan is shown below:

	<u>Estimated FY 2024/25 TFCA Funds</u>
Administration	\$46,637
Commute.org - Countywide Voluntary Trip Reduction Program	\$600,000
Commute.org - BART Shuttle	\$40,000
Other Projects to be determined	\$1,000,000
Total	<u>\$1,686,637</u>

Staff presented options to explore for the “Other Projects to be determined” category, which included:

- Leverage the grant funds as local match for a USDOT Safe Streets for All (SS4A) grant application to implement safety countermeasure projects and strategies that have been identified in the San Mateo Countywide Local Roadway Safety Plan (LRSP).
- Fund the highest-ranking eligible projects identified in the San Mateo Countywide Local Roadway Safety Plan (LRSP).
- Conduct a limited Call for Projects.

At the May 2024 Congestion Management Program Technical Advisory Committee (TAC) meeting, staff recommended proceeding with the limited call for projects option due to the TFCA’s cost-effectiveness requirement and timing. The TAC reviewed and recommended approval of the call for projects pertaining to \$1,000,000 in TFCA Funds, alongside the grant application schedule.

Key Information from the Limited Call for Projects

On May 29, 2024, C/CAG released the one-time limited call for projects for the available \$1,000,000 in TFCA funds, using the [TFCA 40% Fund Expenditure Plan Guidance](#) (Guidance) issued by the Air District.

Eligible Projects include the following:

1. **Clean air vehicles and electric and hydrogen recharging stations:** includes alternative fuel and plug-in hybrid-electric vehicles, scrapping old vehicles, and alternative fuel infrastructure.
2. **Ridesharing/First-Last Mile Connections:** includes shuttle, vanpool, carpool, transit, rail-bus, and smart growth projects.
3. **Bicycle Facilities:** includes installation of new bicycle paths/lanes/routes and secure bike parking, such as lockers and racks,
4. **Infrastructure Improvement for Trip Reduction:** includes traffic-calming and construction of facilities that expand access to mass transit, such as a new ferry terminal or bus-rapid-transit lane.

Evaluation

C/CAG received a total of four (4) project proposals by the August 14, 2024 deadline. Staff formed an evaluation panel, which consisted of two C/CAG staff, Kim Wever and Kim Springer; Matthew Petrofsky with San Mateo County Office of Sustainability; and Corinne Dutra-Roberts with Advanced Mobility Group representing Contra Costa Transportation Authority. The evaluation panel scored the projects based on the following criteria: cost-effectiveness results, project readiness and timely use of funds, community support and equity, local match, and innovation. For bicycle and pedestrian projects, two additional factors are considered, including safety and countywide plans/consistency.

Recommendation

Attachment 1 summarizes all the applications received. In Attachment 1, projects are ranked from the highest to lowest scores. Based on the current available funding, the evaluation panel recommended fully funding the highest rated project and partially fund the second highest project. Based on initial discussion with the sponsor of the second highest ranked project, partial funding award is acceptable. The highest rated project is the City of San Bruno's Public Works Corporation Yard Electrification, which will be using TFCA funds to purchase, construct, and install electric vehicle infrastructure for 23 charging ports. The second highest ranked project is City of San Mateo's Battery Electric Street Sweeper. The TFCA funds will be used to purchase a Battery Electric Street Sweeper to replace an existing diesel engine street sweeper.

At the September 19th Congestion Management Program Technical Advisory Committee (TAC) Meeting, the TAC reviewed the project ranking and recommended C/CAG Board approval of the funding recommendation.

At the September 30th CMEQ meeting, staff requests that the Committee reviews and recommends C/CAG Board approval of awarding a combined total of \$1,000,000 in Fiscal Year 2025 Transportation Fund for Clean Air Funds for San Bruno's Public Works Corporation Yard Electrification and San Mateo's Battery Electric Street Sweeper projects.

EQUITY IMPACTS AND CONSIDERATIONS

This program's funding aims to benefit the entire community by supporting projects that reduce motor vehicle air pollutions. Additionally, the evaluation process placed additional emphasis for projects located within an MTC Equity Priority Community, CalEnviroScreen 4.0 census tract, and the C/CAG Equity Focus Areas.

ATTACHMENT

1. FYE2025 Transportation Fund for Clean Air (TFCA) Projects Ranking

FYE2025 Transportation Fund for Clean Air (TFCA) Projects Ranking

Ranking	Lead Applicant (Agency/Jurisdiction)	Project Title	Brief Description	Total Project Cost	TFCA Grant Amount Request	Recommended TFCA Grant Award	Score (Out of 100)
1	San Bruno	Public Works Corporation Yard Electrification	The project involves the procurement of 40 EVs and the installation of 23 charging ports. TFCA funds are being requested for the purchase, construction, and installation of EV infrastructure for the 23 charging ports.	\$ 1,262,671.67	\$ 745,706.67	\$ 745,706.67	93.13
2	San Mateo	Battery Electric Street Sweeper	The project will replace 1 existing Diesel engine propelled and auxiliary diesel engine Street Sweeper with 1 Battery Electric (EV) Street sweeper.	\$ 900,000.00	\$ 258,862.43	\$ 254,293.33	79.50
3	Hillsborough	Rapid Electric Vehicle Chargers	The project installs four (4) Level 3 Rapid Electric Vehicle Chargers at the Walnut Lot adjacent to Hillsborough Town Hall and the Hillsborough Public Works Corporation Yard.	\$ 612,120.00	\$ 306,060.00	\$ -	76.63
4	San Carlos	San Carlos Ave Asphalt Pathway Replacement and Brittan Ave Sidewalk Improvement Project	The project includes the installation of new sidewalk, curb and gutter in previously unimproved areas. The project will help fill the gaps between existing sidewalks, new buffered bicycle lanes, and new high visibility traffic striping.	\$ 5,078,800.00	\$ 500,000.00	\$ -	74.00
					Total Available TFCA Funds	\$ 1,000,000.00	

C/CAG AGENDA REPORT

Date: September 30, 2024

To: Congestion Management and Environmental Quality (CMEQ) Committee

From: Eva Gaye, Transportation Program Specialist

Subject: Receive a presentation from the Silicon Valley Bicycle Coalition.

(For further information, contact Eva Gaye at egaye@smcgov.org)

RECOMMENDATION

That the Congestion Management and Environmental Quality (CMEQ) Committee receive a presentation from the Silicon Valley Bicycle Coalition.

FISCAL IMPACT

None.

SOURCE OF FUNDS

N/A

BACKGROUND

The Silicon Valley Bicycle Coalition (SVBC) is a non-profit organization dedicated to promoting and advocating for bicycling as a viable mode of transportation in the Santa Clara and San Mateo County. The organization works to create a safe, accessible, and enjoyable environment for cyclists of all ages and abilities.

SVBC's mission is to build healthier and more just communities by making bicycling safe and accessible for everyone. The organization envisions a community that values, includes, and encourages cycling for various purposes, aiming to increase both the number and diversity of people using bicycles for everyday transportation.

Key Initiatives

SVBC focuses on several key areas, including:

- **Advocacy:** Working with local and regional governments to improve bike infrastructure and promote policies that support cycling.
- **Education:** Offering programs and resources to educate cyclists and the public about safe

riding practices and the benefits of biking.

- **Community Engagement:** Organizing events, rides, and initiatives to foster a biking culture and engage the community in cycling activities.

Equity Impacts and Considerations

The Silicone Valley Bicycle Coalition designs programs and events that cater to diverse communities, ensuring that people of all backgrounds, abilities, and ages feel welcome and included in biking activities. The organization also engages with underrepresented communities throughout San Mateo County to understand their unique needs and challenges related to biking. This helps inform advocacy efforts and program development that are culturally relevant and accessible.

C/CAG AGENDA REPORT

Date: September 30, 2024

To: Congestion Management and Environmental Quality (CMEQ) Committee

From: Eva Gaye, Transportation Program Specialist

Subject: Receive the FY 2022-2023 San Mateo County Safe Routes to School Program Annual Report.

(For further information, contact Eva Gaye at egaye@smcgov.org)

RECOMMENDATION

That the Congestion Management and Environmental Quality (CMEQ) Committee receive the FY 2022-2023 San Mateo County Safe Routes to School Program Annual Report.

FISCAL IMPACT

None.

SOURCE OF FUNDS

The San Mateo County Safe Routes to School (SRTS) Program is funded using a combination of federal Congestion Mitigation and Air Quality Improvement (CMAQ) funds from the One Bay Area Grant (OBAG) Program and local Measure M funding, which is the \$10 vehicle registration fee levied in San Mateo County.

BACKGROUND

Since 2010, C/CAG has contracted with the San Mateo County Office of Education (SMCOE) to administer the countywide Safe Routes to School Program. Program activities include bike and pedestrian rodeos, walk and roll to school days, and funding for special projects. In adherence to reporting obligations to C/CAG, SMCOE annually compiles a report summarizing the activities undertaken within the fiscal year and outlining projected objectives for the ensuing year. Theresa Vallez-Kelly, the Program Coordinator of the Safe Routes to School Program at SMCOE, will present the Fiscal Year 2022-2023 annual report to the C/CAG Technical Advisory Committee.

In FY 22-23, the Safe Routes to School program provided support to 111 schools across the County and organized a grand total of 239 educational and encouragement events. This marks a significant rise from the previous fiscal year (FY) 2021-2022, during which the program supported 76 schools and organized 155 educational events.

In addition, the SRTS program saw its second year of the School Travel Fellowship Program in

action. This innovative program offers support to municipalities seeking to collaborate with schools and community partners in promoting safe and accessible active transportation around school areas. Noteworthy is the selection of five teams in East Palo Alto, Millbrae, Redwood City, San Mateo, and South San Francisco, comprising of school officials, community partners, and city staff. These teams utilized quick-build strategies like temporary traffic circles, high-visibility crosswalks, and curb extensions, alongside demonstration projects, to bolster traffic safety in and near respective schools in their communities.

These demonstrations, typically spanning a few days to a week, serve as a cost-effective approach for cities to assess project feasibility, gather community feedback, and address concerns before committing to permanent infrastructure changes. An example from previous years is the East Palo Alto team's creation of temporary traffic circles near Pulgas Ave and Runnymede Street and Pulgas Ave and Beech Street. These changes aimed at calming traffic along the roadway and enhancing safety for students commuting to school. Building on the success of this fellowship initiative, the City of East Palo Alto secured funding to transition these temporary traffic circles into permanent mini roundabouts.

Impact of SRTS Program

To measure the effectiveness of the SRTS Program, during FY 2022-2023 the County Office of Education launched the Safe Routes to [School Travel Tally Database](#), offering access to an extensive repository of school travel data spanning the county. This database details commuting trends for students and their families. Users can leverage the interactive map on the webpage to compare commuting patterns across school districts and delve into the travel patterns of individual schools. Additionally, the program now conducts an annual Fall collection of travel data, further enriching the database and underlining the significance of safe school travel.

Equity Impacts and Considerations

The San Mateo County Safe Routes to School Program's commitment to equity extends to educational opportunities, outreach events, and partnerships to improve safety in priority schools. The program further prioritizes grant funding in schools that are in Equity Priority Communities.

ATTACHEMENT

1. FY 2022-2023 San Mateo County Office of Education Safe Routes to School Annual Report (*The following attachment is available on the C/CAG website (See "Additional Agenda Materials") at: <https://ccag.ca.gov/committees/congestion-management-and-environmental-quality-committee/>*)

C/CAG AGENDA REPORT

Date: September 30, 2024

To: Congestion Management and Environmental Quality (CMEQ) Committee

From: Jeff Lacap, Transportation Systems Coordinator

Subject: Receive a presentation on the Countywide Transportation Plan update.

(For further information or response to questions, contact Jeff Lacap at jlacap@smcgov.org)

RECOMMENDATION

That the Congestion Management and Environmental Quality (CMEQ) Committee receive a presentation on the Countywide Transportation Plan update.

FISCAL IMPACT

The estimated total project cost is \$400,000. The project will be funded with equal contribution (\$200,000) from C/CAG and the San Mateo County Transportation Authority.

SOURCE OF FUNDS

C/CAG's funding for the project will come from the Congestion Relief Fund.

BACKGROUND

COUNTYWIDE TRANSPORTATION PLANS

A Countywide Transportation Plan (CTP) establishes a long-range vision and goals for the transportation system, as well as recommends transportation project priorities and strategies that will achieve the vision and goals over time. The CTP is a primary input into the preparation of the San Francisco Bay Area's Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS, also referred to as "Plan Bay Area") prepared by the Metropolitan Transportation Commission (MTC).

PLAN BAY AREA

In 2021, MTC adopted the third iteration of Plan Bay Area, Plan Bay Area 2050, which integrates housing, the economy, transportation, and the environment through 35 strategies that aim to make the Bay Area more equitable for all residents and more resilient in the face of unexpected challenges. In the short-term, the Plan's implementation plan identifies more than 80 specific actions for MTC, ABAG, and partner organizations to take over the next five years to advance these strategies and achieve the Plan Bay Area goals.

Currently, MTC is developing Plan Bay Area 2050+, a limited and focused update to Plan Bay Area 2050. It is an opportunity to refine selected plan strategies to integrate the lessons of the last three years since the adoption of Plan Bay Area. Additionally, the limited and focused update approach will enable continued progress implementing the strategies of Plan Bay Area 2050.

The next major update of Plan Bay Area is expected to begin in 2026 and be adopted in 2029. As stated in the Countywide Transportation Plan (CTP) guidelines from MTC, MTC recommends that CTPs should be completed by 2026 to inform the next major update to Plan Bay Area.

SAN MATEO COUNTYWIDE TRANSPORTATION PLAN

As the County Transportation Agency (CTA), C/CAG is responsible for preparing the CTP for San Mateo County. The most recent plan, the San Mateo Countywide Transportation Plan 2040 (SMCTP 2040), was adopted by the C/CAG Board on February 9, 2017. Since that time, the County has seen significant growth in population and employment, completion of several major transportation projects, shifts in commute patterns due to the COVID-19 pandemic, adoption of new CTP guidelines from MTC, and evolving policies on equity and climate at various government levels.

The SMCTP 2040 was developed through a cost-sharing agreement between C/CAG and the SMCTA. Both agencies intend to jointly fund the upcoming Plan update. The total cost is estimated at \$400,000, split equally between C/CAG and SMCTA. A draft Scope of Work is provided in Attachment 1. Staff proposes to release the RFP by the end of the year. During the development process of the CTP, the Committee will have opportunities to provide input through future presentations, participation in the advisory group, or the consultant selection process.

EQUITY IMPACTS AND CONSIDERATIONS

The County Transportation Plan is a countywide Plan that outlines a long-term vision and goals for San Mateo County's transportation system. As part of state and regional requirements, the CTP should demonstrate how investments that implement county and regional priorities help to illustrate how the region is achieving its climate, equity, and land use goals. More recently, the state has also identified equity as an equally important goal in its transportation planning and funding policies.

ATTACHMENTS

1. Draft SMCTP Scope of Work

San Mateo Countywide Transportation Plan – Scope of Work (Expected to be completed by the Consultant)

OVERVIEW OF SCOPE OF WORK

The purpose of this scope of work is to complete a process of preparing and seeking adoption of a Countywide Transportation Plan for San Mateo County (hereafter referred to as the “Plan”). The work to be undertaken under this scope of work will be to update the Draft Plan content as necessary to add elements to ensure that the Plan is prepared consistently with the *Guidelines for Countywide Transportation Plans* released by the Metropolitan Transportation Commission (MTC) in November 2022. In preparing the Plan update, a consultant will work with a Project Team (consisting of senior staff from the City/County Association of Governments of San Mateo County (C/CAG) and the San Mateo County Transportation Authority (SMCTA) to implement a process for outreach and review of the Plan by local San Mateo County agencies, county partners, regional service providers.

Task 1

Project Management and Coordination

The Consultant shall host project initiation meeting and weekly check-ins with C/CAG and SMCTA staff to maintain communication and ensure project will be delivered within the project timeline. The Consultant shall also schedule and facilitate meetings with an ad hoc advisory committee comprised of local agency staff, emergency services, bike/pedestrian and community-based organizations, and other stakeholders. The Consultant shall present progress updates at a minimum of twelve (12) C/CAG committee meetings and four (4) Board meetings. The Consultant shall provide monthly progress reports and invoices for work completed during the prior month.

Task 1 Deliverables:

- Project Kick-off Meeting
- Monthly project management meeting agendas and action items
- Materials for advisory group meetings and/or workshops
- Presentation to C/CAG Committees and Board meetings
- Monthly Invoices and progress reports

Task 2

Review of Existing CTP and Other Countywide Planning Efforts/Literature Review

Within San Mateo County, various agencies have several recently completed (or anticipated to be completed) individual plans and studies that have identified priority projects and programs. Examples include: SMCTP 2040 Action Plan, Priority Development Area Plans, C/CAG Bike Plan, SMCTA Strategic Plan, SMCTA 101 Corridor Connect, Caltrain Business Plan, Reimagine SamTrans, Countywide Local Roadway Safety Plan, Congestion Management Program and Highway Safety Assessment, Caltrans 101 Comprehensive Multimodal Corridor Plan.

The selected consultant, with C/CAG and SMCTA staff support, will be tasked to summarize relevant information and policies from existing plans and studies that will be support the development of the CTP.

Task 2 Deliverables:

- Summary of each plan and study that includes goals and objectives, identified priorities projects or programs, current implementation status and potential funding plans that will help inform the development of the CTP.
- Coordination/Review with other county planning efforts

Task 3

Organize and Assist with Countywide Transportation Plan Outreach Effort

In close coordination with the project team, the consultant will prepare and implement an equitable public communications/outreach plan to solicit feedback from the community on their vision for transportation improvements in San Mateo County. This task would seek to plan for and attend three (3) community input workshops with pop-up events at the initial start of the plan update at various locations in San Mateo County. Three (3) additional community input event will be held later in the development of the document with the objective of engaging the public on draft recommendations for the final draft CTP. As part of this task, the selected consultant will collect and report on input received as part of each event. In addition, the selected consultant will coordinate with C/CAG staff to design a community outreach survey that engages the public on potential transportation priorities for San Mateo County.

Task 3 Deliverables:

- Public Communications/Outreach Plan for San Mateo County CTP
- Report on Findings from Public Outreach

Task 4

Development of CTP Policy and Performance Framework

The consultant will help and establish transportation and land use goals and objectives that reflect local priorities in San Mateo County. This task would also establish a performance framework and metrics to demonstrate how CTP investment decisions support multimodal transportation and land use goals and objectives. The policies and framework developed would need to be incorporate, to the extent practical, MTC 's Plan Bay Area's transportation strategies and document and explain how CTP investments and policies are consistent with and supportive of their implementation.

The consultant will also help develop geographic focus areas to recognize and acknowledge the different areas within the county and their specific priorities. These areas will help focus and tailor the CTP goals and objectives within area of these focus areas.

Task 4 Deliverables:

- Development of San Mateo CTP Policy and Performance Framework
- Development of San Mateo Geographic Focus Areas

Task 5

Development of Transportation Project and Program List

The Consultant will work with the Project Team and the Advisory Committee to prepare an updated fiscally constrained transportation project list for the Plan. The Project Team will provide an initial list based on the existing projects identified in *Plan Bay Area 2050* and projects recommended by San Mateo County agencies. This initial list will be reviewed by the Project Team and the advisory committee. The Consultant will seek input from each of the other participating agencies – SamTrans, SMCTA, Caltrain, BART, Caltrans, and all jurisdictions within San Mateo County. From this review, a final project list will be developed for the Plan. A performance framework or goals for program-level assessments will be established, as necessary, to comply with MTC’s *Guidelines for Countywide Transportation Plans*.

Task 5 Deliverables:

- Transportation Project List for San Mateo County

Task 6

Transportation Equity Analysis

MTC’s *Guidelines for Countywide Transportation Plans* suggests that all CTPs include analyses of the social and economic equity of the CTP. This is intended to demonstrate whether the strategies and policies developed in the CTP advance equity, especially those that affect historically and systemically marginalized, underserved and excluded groups, including people with low incomes, people with disabilities, and communities of color.

The Consultant will also help C/CAG evaluate existing the equity designations created within the county and region (MTC’s Equity Priority Communities, C/CAG’s Equity Focus Areas, SamTrans’ Equity Planning Areas) and identify a strategy to achieve a combined equity designation for consistency to be used in future planning efforts within San Mateo County.

Task 6 Deliverables:

- Transportation Equity Analysis
- Merge existing SMC Equity Designations

Task 7

Application of San Mateo County Travel Demand Model

In this task, the Consultant will use the recently developed and approved C/CAG-VTA Bi-County Travel Demand Model and supporting data sets to update land use and travel forecast information in the Draft Plan and also provide the following analysis:

- Forecast and report outcomes of implementing the investments and policies in the CTP, including, but not limited to changes in passenger car VMT compared to a performance baseline (i.e., model base year, current conditions, or Plan Bay Area forecast). Report VMT for both the performance baseline and for the CTP.

- Represent CTP investments and policies, to the extent possible, in the county or regional travel demand model to forecast multimodal system performance.
- Summarize and report, to the extent practical, the estimated change in street and highway lane miles, transit vehicle miles, and active transportation systems miles, from implementing the investments and policies in the CTP.

Additionally, the consultant will prepare a consistency report regarding the performance of the county's travel demand model with MTC guidelines.

Task 7 Deliverables

- Travel Demand Forecasting to support CTP Development
- Model Consistency Report

Task 8 San Mateo Countywide Transportation Plan Document

The selected consultant will be tasked to compile each individual deliverable identified in the previous tasks to create a final report. The final report will follow MTC's CTP Guidelines and will be recommended to the C/CAG Board for approval.

Task 8 Deliverables

- Final San Mateo Countywide Transportation Plan Update