

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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

BOARD MEETING NOTICE

Meeting No. 238

- DATE:** Thursday, September 8, 2011
- TIME:** **6:30 P.M. Board Meeting**
- PLACE:** San Mateo County Transit District Office
1250 San Carlos Avenue, Second Floor Auditorium
San Carlos, CA
- PARKING:** Available adjacent to and behind building.
Please note the underground parking garage is no longer open.
- PUBLIC TRANSIT:** SamTrans Bus: Lines 261, 295, 297, 390, 391, 397, PX, KX.
CalTrain: San Carlos Station.
Trip Planner: <http://transit.511.org>

- 1.0 CALL TO ORDER/ ROLL CALL
- 2.0 **PLEDGE OF ALLEGIANCE**
- 3.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA
Note: Public comment is limited to two minutes per speaker.
- 4.0 PRESENTATIONS/ ANNOUNCEMENTS
 - 4.1 Certificate of Appreciation to Lee Thompson, C/CAG Legal Counsel, for his years of dedicated service and contributions to C/CAG. p. 1
 - 4.2 SamTrans Service Plan. p. 5
 - 4.3 Peninsula Congestion Relief Alliance Work Plan. p. 7

5.0 CONSENT AGENDA

Consent Agenda items are considered to be routine and will be enacted by one motion. There will be no separate discussion on these items unless members of the Board, staff or public request specific items to be removed for separate action.

- 5.1 Approval of the Minutes of Regular Business Meeting No. 237 dated August 11, 2011. ACTION p. 31
- 5.2 Review and approval of Resolution 11-50 authorizing the C/CAG Chair to execute an amendment to the agreement between C/CAG and Alta Planning + Design for time extension for development of the Toolkit of Programs for the San Mateo County Safe Routes to School Program. ACTION p. 37
- 5.3 Approval of appointments to the Congestion Management Program Technical Advisory Committee. ACTION p. 43
- 5.4 Approval of appointments to the Resource Management and Climate Protection Committee. ACTION p. 49
- 5.5 Review and accept the Quarterly Investment Report as of June 30, 2011. ACTION p. 55
- 5.6 Review and approval of Resolution 11-52 adopting the FY 11-12 C/CAG Investment Policy. ACTION p. 61
- 5.7 Review the attendance reports for the 2011 C/CAG Board and Committees. INFORMATION p. 79
- 5.8 Status report on the Pre-Tax Commuter Ordinance. INFORMATION p. 91
- 5.9 Review and approval of Resolution 11-51 authorizing the C/CAG Chair to execute an agreement between C/CAG and Kema, Incorporated for Consulting Services for Climate Action Planning Technical Support for a not to exceed amount of \$60,000. ACTION p. 93
- 5.10 Consideration/Approval of a Comprehensive Airport Land Use Compatibility Plan (CLUP) Consistency Review of a Referral from the City of South San Francisco, Re: Proposed General Plan Amendment and Zoning Map Amendment for a Mixed-Use Development at 418 Linden Avenue. ACTION p. 107
- 5.11 Consideration/Approval of a Comprehensive Airport Land Use Compatibility Plan (CLUP) Consistency Review of a Referral from the City of San Carlos, Re: San Carlos Zoning Ordinance Public Hearing Draft July 2011. ACTION p. 133

NOTE: All items on the Consent Agenda are approved/accepted by a majority vote. A request must be made at the beginning of the meeting to move any item from the Consent Agenda to the Regular Agenda.

6.0 REGULAR AGENDA

- 6.1 Review and approval of C/CAG Legislative priorities, positions, and legislative update.
(A position may be taken on any legislation, including legislation not previously identified.)
ACTION p. 173
- 6.2 Review and approval of the Draft 2011 Congestion Management Program (CMP) and
Monitoring Report and authorize its release for distribution and comments. ACTION p. 187
- 6.3 Review and adoption of the Final San Mateo County Comprehensive Bicycle and Pedestrian
Plan. (Special voting procedures apply.) ACTION p. 193
- 6.4 Review and approval of the Draft 2012 State Transportation Improvement Program (STIP) for
San Mateo County. ACTION p. 195
- 6.5 Review and approval of Packet Content Policy. ACTION p. 201
- 6.6 Discuss possible letter to Public Utility Commission (PUC). ACTION

7.0 COMMITTEE REPORTS

7.1 Committee Reports (oral reports).

7.2 Chairperson's Report

7.3 Boardmembers Report

8.0 EXECUTIVE DIRECTOR'S REPORT

9.0 COMMUNICATIONS - Information Only

Copies of communications are included for C/CAG Board Members and Alternates only. To request a copy of the communications, contact Nancy Blair at 650 599-1406 or nblair@co.sanmateo.ca.us or download a copy from C/CAG's website – www.ccag.ca.gov.

- 9.1 Letter from Bob Grassilli, C/CAG Chair, to Jess Brown, Enterprise Energy Solutions and
Services, dated 8/22/11. RE: PG&E Discussion with the C/CAG Board at the August 11, 2011
Board Meeting. p. 205
- 9.2 Letter from Richard Napier, Executive Director C/CAG, to Steve Heminger, Executive
Director, Metropolitan Transportation Commission, dated 8/12/11. Subject: One Bay Area
Grant Proposal. p. 207
- 9.3 Letter from Doug Kimsey, Director Planning, Metropolitan Transportation Commission, to
Bob Grassilli, Chair, City/County Association of Governments of San Mateo County, dated
8/1/11. RE: MTC's "fix-it-first" policy. p. 211
- 9.4 Letter from Richard Napier, Executive Director C/CAG, to Ms. Sandra Padilla, TransForm,
Safe Routes to Transit, dated 8/5/11. RE: Safe Routes to Transit Grant Program Application.

10.0 ADJOURN

Next scheduled meeting: October 13, 2011 Regular Board Meeting.

PUBLIC NOTICING: All notices of C/CAG Board and Committee meetings will be posted at San Mateo County Transit District Office, 1250 San Carlos Ave., San Carlos, CA.

PUBLIC RECORDS: Public records that relate to any item on the open session agenda for a regular board meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the City/ County Association of Governments of San Mateo County (C/CAG), located at 555 County Center, 5th Floor, Redwood City, CA 94063, for the purpose of making those public records available for inspection. The documents are also available on the C/CAG Internet Website, at the link for agendas for upcoming meetings. The website is located at: <http://www.ccag.ca.gov>.

NOTE: Persons with disabilities who require auxiliary aids or services in attending and participating in this meeting should contact Nancy Blair at 650 599-1406, five working days prior to the meeting date.

If you have any questions about the C/CAG Board Agenda, please contact C/CAG Staff:

Executive Director: Richard Napier 650 599-1420 Administrative Assistant: Nancy Blair 650 599-1406

FUTURE MEETINGS

September 8, 2011	Legislative Committee - SamTrans 2 nd Floor Auditorium - 5:30 p.m.
September 8, 2011	C/CAG Board - SamTrans 2 nd Floor Auditorium - 6:30 p.m.
September 15, 2011	Resource Management and Climate Protection Committee (RMCP)
September 15, 2011	CMP Technical Advisory Committee - SamTrans 2 nd Floor Auditorium - 3:00 p.m. Conference Room C - 7:00 p.m.
September 18, 2011	Airport Land Use Commission - Burlingame City Hall - Council Chambers – 4:00 P.M.
September 20, 2011	NPDES Technical Advisory Committee - to be determined - 10:00 a.m.
September 26, 2011	Administrators' Advisory Committee - 555 County Center, 5 th Fl, Redwood City – Noon
September 26, 2011	CMEQ Committee - San Mateo City Hall - Conference Room C - 3:00 p.m.

C/CAG AGENDA REPORT

Date: September 8, 2011
To: City/County Association of Governments Board of Directors
From: Richard Napier, Executive Director - C/CAG
Subject: Presentation to Lee Thompson, Chief Deputy County Counsel, for his years of dedicated service and contributions to C/CAG.

(For further information please contact Richard Napier at 599-1420)

RECOMMENDATION

That the C/CAG Board honor Lee Thompson for his years of dedicated service to the C/CAG Board of Directors.

FISCAL IMPACT

Not applicable.

SOURCE OF FUNDS

Not applicable.

BACKGROUND/DISCUSSION

Lee Thompson has provided dedicated service to the C/CAG Board of Directors from 2001 – 2004, and 2008 – 2011. C/CAG staff recommends that staff recognize and express appreciation for the excellent legal service provided to C/CAG staff and the Board.

ATTACHMENTS

Certificate of Appreciation.

ITEM 4.1

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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* * * * *

A PRESENTATION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) EXPRESSING APPRECIATION TO LEE THOMPSON

FOR HIS DEDICATED SERVICE TO C/CAG

* * * * *

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

Whereas, Lee Thompson has served as Chief Deputy County Counsel for the County of San Mateo; and,

Whereas, Lee Thompson served the C/CAG Board of Directors, as Legal Counsel, from 2001 – 2004, and 2008 – 2011, and,

Whereas, Lee Thompson worked closely with the C/CAG Executive Director and staff to successfully oversee C/CAG's contracts, amendments, and legal issues; and,

Whereas, Lee Thompson worked closely with the C/CAG Executive Director and staff to successfully develop Measure M in a very short time-frame; and,

Whereas, Lee Thompson was extremely professional and diligent and has been a great asset to C/CAG; and,

Now, therefore, the Board of Directors of C/CAG hereby resolves that C/CAG expresses its appreciation to Lee Thompson for his years of dedicated public service, and wishes him happiness and success in his future endeavors.

PASSED, APPROVED, AND ADOPTED THIS 8TH DAY OF SEPTEMBER, 2011.

Bob Grassilli, Chair

C/CAG AGENDA REPORT

Date: September 8, 2011
To: City/County Association of Governments Board of Directors
From: Richard Napier, Executive Director
Subject: SamTrans Service Plan.

An oral presentation will be given at the September 8, 2011 C/CAG Board meeting.

ITEM 4.2



Peninsula Traffic Congestion Relief Alliance
Strategic Plan 2010-2013 Update
and FY 11/12 Work Plan

Presentation to C/CAG
Board of Directors

September 8, 2011



Presentation Overview

- Strategic Plan – Approved in December 2009
- New Mission Statement and Program Areas
- ✓ FY 10/11 Work Plan items, accomplished/results – “red check mark”
- FY 11/12 Work Plan items, in process – “green circle”



Alliance New Mission Statement

“Working Together to Improve Our San Mateo County Commute”
We do this by working with:

- Employers to develop and manage innovative partnerships to reduce peak period commute trips;
- Commuters to explore and utilize alternative transportation;
- Public and private partners to collaboratively develop new resources and tools to expand transportation alternatives.



Program Area 1: Employer Outreach

Baseline: 294 employers representing 108,000 employees;

Goal: Increase the market penetration of commute alternatives in San Mateo County;

Objective: 10,000 additional employees per year (3% of San Mateo County employment).

- ✓ As of June 2011: 306 employers representing 114,348 employees - 4% increase in number of employers and 6% increase in number of employees.



Program Area 1: Employer Outreach

Measures of Effectiveness:

Compare participation in commute alternatives of employers participating in Alliance programs with sample not participating; Annually calculate peak period auto trips and emissions reduced.

- ✓ MTC employer outreach measures: minimum of 275 Active employers, database size of 3,000, 550 matchlist requests, min. of 25 employer events/quarter.
- ✓ As of June 2011: 306 Active employers; database size of 4,565; 572 matchlist requests and 315 employer events. MTC goals achieved in FY 10/11.
- Facilitate marketing research to determine employer usage/ non-usage of TDM programs.
- Achieve MTC targets in FY 11/12. Same as previous year.
- Confirm all performance measures for Alliance programs other than shuttles.



Program Area 1: Employer Based Shuttle Program

Baseline: Managed 14 Employer-based shuttle routes (and 3 other shuttles) with annual ridership of 424,794 in FY 09/10.

Goals: a) safe/reliable employer based shuttle services between employment sites, Caltrain and BART stations; b) maintain existing and develop potential new employer consortiums to retain/increase ridership; c) provide financially sustainable service without duplicating fixed route service.

Objectives: a) expand employer participation by 5% annually; b) increase ridership through employer promotion to build ridership on fixed transit.

Measures of Effectiveness: a) achieve min. 20% EFR and target 25% EFR or more; b) achieve \$7 cpp or less with target of \$4 cpp; c) emissions reduced of \$90,000 per ton or less.

Program Area 1: Employer Based Shuttle Program



- ✓ 54 employers financially participate; down 4%;
- ✓ 439,690 boardings; up 6.9%;
- ✓ Majority of shuttles meet efficiency requirements;
- ✓ 1,509,233 VMT Reduced;
- Focus marketing efforts on shuttles that do not exceed min. efficiency standards;
- Expand SSF shuttle routes to accommodate new ferry service passengers.



Program Area 1: Employer Support Services

Baseline: Emergency Ride Home Program (56), Bicycle Racks/Lockers (36), Bicycle Safety Workshops (12) for FY 09/10.

Goal: Provide employer support service to overcome barriers to utilization of commute alternatives.

Objective: Increase employer participation in Alliance support services by 5% annually.

- ✓ As of June 2011: 58 EMRH participants; 89 bike racks/lockers; 4 bike safety workshops.



Program Area 1: Employer Support Services

Strategies: a) Engage active employers to facilitate participation in additional commute alternatives; b) Utilize market research in employer outreach to revise and update programs.

Measures of Effectiveness: a) Employer satisfaction with program delivery; Monitor participation through annual feedback from employer participants.

- ✓ As of June 2011: Ongoing incentive surveys to program participants.
- Conduct market research and continuing ongoing incentive surveys. New for FY 11/12, conduct survey of past participants to determine if continuing to use commute alternatives.

Program Area 1: Employer Support Services

Photo of bicycle racks at Redwood City Hall courtesy of Blake Lyon



- ✓ June 2011 – 89 bike racks/lockers provided; 146% increase.
- Continue same objectives for FY 11/12.



Program Area 1: School and College Pool Programs

Baseline: 14 public and/or private K-12 schools had distributed carpool incentive materials in FY 09/10.

Goal: Increase market share of schools participating.

Objective: Increase by 5% annually.

Additional Strategic Plan Action Item:

- ✓ Research potential database apps. for school districts to utilize for ridematching purposes.
- ✓ As of June 2011: Promoting 511 RRP School Pool Match.

Program Area 1: School and College Pool Programs



- ✓ June 2011 - 20 schools participating; a 40% increase.



Program Area 2: Direct Marketing to Commuters

Baseline: a) Employer transportation coordinators at 294 employers directly provide information to commuters; b) Promotional fairs in member communities; c) 73,500 unique visitors to commute.org annually.

Goal: Provide commute alternative information directly to commuters so that they can make informed choices on commute options.



Program Area 2: Direct Marketing to Commuters

Key Objectives: a) Increase awareness of commute alternative programs by commuters from 25% to 33% over three years; b) Increase website usage by commuters by 10% annually; c) Achieve 90% high satisfaction rate commuter follow-up surveys.

- ✓ As of June 2011: Conducting survey to measure awareness of commute alternatives by commuters and travel mode. Report available late September 2011.
- ✓ Website usage – 45,058 unique visitors annually; up 38% from previous fiscal year.
- ✓ Continue to survey all incentive program participants to achieve 90% satisfaction rate.
- Continue same objectives for FY 11/12.



Program Area 2: Direct Marketing to Commuters

Strategies: a) Continue media campaigns targeting San Mateo County commuters; b) Develop protocols and screens for determining which promotional fairs and events will provide the most benefit; c) Develop marketing plans to enhance effectiveness in directly reaching commuters; d) Continue to restructure Alliance website so that commuters have easier time navigating.

- ✓ As of June 2011: Media campaigns for Earth Day and BTW Day Campaigns; assessment of protocols for community fair participation underway. Results from campaigns: 276 Earth Day campaign participants, campaign with Clipper Card; 4,212 BTW Day participants, up 2% from previous year.
- ✓ Received “Marketing & Partnership Outreach Award”, Association of Commuter Transportation, the National TDM Association, for the “Give the Earth A Rest, Drive Less,” Earth Day campaign.
- Continue media campaigns; continue media and marketing plan, tweaking of Alliance website and updates to Facebook page.



Program Area 2: Carpool and Vanpool Incentives

Baseline:

- FY 09/10, 866 commuters received gas cards for participation in carpools.
- FY 09/10, Alliance provided 140 vanpool passenger incentives.

Goal: Provide commuters with a direct incentive to try a carpool or vanpool.

Key Objectives: a) Increase carpool and vanpool program participants by 10% annually; b) Minimum of 70% of program participants continue ridesharing after using the incentive.

Strategies: a) Increase coordination with 511 RRP on ridesharing incentives; b) Work with 511 RRP to reduce seat costs and achieve higher vanpool market share.

Program Area 2: Carpool and Vanpool Incentives



- ✓ June 2011 – 1,177 carpool incentives; 36% increase;
- ✓ June 2011 – 51 vanpool incentives; 63% decrease;
- ✓ New quarterly meetings with RRP marketing staff;
- ✓ Short-range vanpools – SamTrans Innovative TDM Program;
- Same objectives for FY 11/12.



Program Area 2: Try Transit Incentive

Baseline: 2,170 tickets processed.

Goal: Increase ridership on fixed transit.

Objective: a) increase participation by 10% annually; b) retain 70% or more of participants as public transit riders.

Measure of Effectiveness: a) goal of 10% increase ; b) track reduction in commute trips, VMT and emissions reduction.

- ✓ As of June 2011: 946 tickets processed. Delay in ticket processing due to new process. Remainder of tickets processed in first quarter of FY 11/12.
- Same Objectives for FY 11/12.



Program Area 2: Bike to Work Day

Baseline: FY 09/10 – 4,132 participants. 13% increase over previous FY.

Goal: Participate in Bay Area wide event to promote use of bicycling as convenient commute alternative.

Objective: Increase participation by 10% annually.

Program Area 2: Bike to Work Day



- ✓ Alliance is county-wide coordinator;
- ✓ Let's Roll promotion for new riders.
- ✓ 4,212 participants in BTW Day; 2% increase.
- ✓ 23 energizer stations; one additional station.
- Same Objectives for FY 11/12.



Program Area 3: Working with Public and Private Partners to Collaboratively Develop New Resources and Tools to Expand Transportation Alternatives

- Goals: a) Retain existing funding; b) seek additional funding to address identified needs; c) implement future community shuttles based on collaboration with SMCTD and a prioritized needs assessment; d) exposure of Alliance programs in cost effective manner.

Action Items: a) Alliance to participate in county process re: AB 32 and SB 375 to meet goals of legislation; b) Work with funders to define role of Alliance shuttle program to support fixed route services.

- ✓ As of June 2011: Alliance participating in Sustainable Communities Strategy, Countywide Transportation Plan and Shuttle Business Practices Study Task Forces/Working Groups.
- ✓ Conduct outreach to business community to determine interest level in a potential Commuter Tax Benefit Ordinance.
- Continue participation. Provide updates to Alliance Board. Determine next steps.



Program Area 4: Strengthening the Organizational Capacity of the Alliance to Achieve its Goals

Goals: a) Ensure integrity of financial reporting, budget processing to increase efficiencies; b) ensure meaningful participation by key constituencies; c) ensure adoption of new mission and adherence; d) attract/retain quality employees; e) heighten awareness of the Alliance.

Action Items: a) Adopt performance measurements; b) utilize strategic plan framework; c) recommend Board Resolution for formal policies; d) reorganize Alliance Budget and Work Plan; e) increase Alliance awareness using creative communications.

- ✓ Budget, Work Plan reorganized.
- ✓ Created and utilized Media Plan for compelling and cost effective communications.
- ✓ According to TFCA cost effectiveness, Alliance programs cost results are approx. \$14,000 per ton, well below the \$90,000 or less per ton requirement.
- All other Action items as noted above.



Peninsula Traffic Congestion Relief Alliance Strategic Plan 2010-2013 Update and FY 11/12 Work Plan

Copies of Strategic Plan available on
Alliance website, www.commute.org.
Printed copies are also by request at
PH: 650/588-8170 or christine@commute.org.

Thank you.

Christine Maley-Grubl,
Executive Director

C/CAG

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Meeting No. 237
August 11, 2011

1.0 CALL TO ORDER/ROLL CALL

Chair Grassilli called the meeting to order at 6:30 p.m. Roll Call was taken.

Jerry Carlson - Atherton
Christine Wozniak - Belmont (6:40)
Sepi Richardson - Brisbane
Terry Nagel - Burlingame
Joe Silva - Colma
David Canepa - Daly City
Carlos Romero - East Palo Alto
Linda Koelling - Foster City
Naomi Patridge - Half Moon Bay
Jay Benton - Hillsborough
Kirsten Keith - Menlo Park
Marge Colapietro - Millbrae
Mary Ann Nihart - Pacifica
Maryann Moise Derwin - Portola Valley
Rosanne Foust - Redwood City, San Mateo County Transportation Authority
Irene O'Connell - San Bruno
Bob Grassilli - San Carlos
Don Horsely - San Mateo County
Karyl Matsumoto - South San Francisco, San Mateo County Transit District
Deborah Gordon - Woodside

Absent,
San Mateo

Others:

Richard Napier, Executive Director, C/CAG
Sandy Wong, Deputy Director C/CAG
Lee Thompson, C/CAG Legal Counsel
Inga Lintvedt, C/CAG Legal Counsel
John Hoang, C/CAG Staff
Jean Higaki, C/CAG Staff
Joe Kott, C/CAG Staff
Tom Madalena, C/CAG Staff
Kim Springer, San Mateo County
Jim Bigelow, Redwood City/San Mateo County Chamber, CMEQ Member
Kenneth Chin, City of San Mateo

ITEM 5.1

Cecily Harris, City of San Mateo
Susan Kennedy, City of South San Francisco
Jess Brown, PG&E
Papia Gambelin, PG&E
Frank Salguero, PG&E
Cathy Lavezzo, PG&E
Ashley Simpson, PG&E

3.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

None

4.0 PRESENTATIONS/ ANNOUNCEMENTS

Lee Thompson, C/CAG Legal Counsel introduced Inga Lintvedt who will be taking over the role of C/CAG Legal Counsel. Lee was thanked for his many years of service to C/CAG.

4.1 PRESENTATION

Jess Brown, Director of Customer Care, Enterprise Energy Solutions and Services, made a presentation regarding PG&E's efforts to improve their relationship with local jurisdictions in San Mateo County. The presentation was followed with a question and answer session.

5.0 CONSENT AGENDA

Board Member Richardson MOVED approval of Items 5.1, 5.2, 5.2.1, 5.3, 5.5, 5.6, 5.7, 5.8, 5.8.1, 5.8.2, 5.8.3, 5.9, 5.10, 5.11 and 5.13. Board Member Moise Derwin SECONDED.
MOTION CARRIED 20-0.

5.1 Approval of the Minutes of Regular Business Meeting No. 236 dated June 9, 2011.

APPROVED

5.2 Contracts approved by the C/CAG Chair or Executive Director in accordance with the adopted procurement Policy.

INFORMATION

5.2.1 Contract between C/CAG and Nimbus. for graphics and document preparation for the Countywide Transportation Plan for a total amount of \$20,000.

5.3 Approval of Resolution 11-38 authorizing the C/CAG Chair to execute an amendment to the original agreement with San Mateo County Transit District (SamTrans) for an additional \$30,000 to a new contract amount not to exceed \$200,000 and a time extension for Community Based Transportation Planning Services.

APPROVED

5.5 Review and approval of Resolution 11-46 authorizing the C/CAG Chair to execute Amendment No. 2 to Funding Agreement between Metropolitan Transportation Commission and Cities and County Association of Governments of San Mateo County (C/CAG) for Performance of 511 Regional Ridesharing and Bicycling Program Activities.

APPROVED

- 5.6 Review and approval of Resolution 11-47 authorizing the C/CAG Chair to execute Amendment 1 to the Agreement Between the City/County Association of Governments and the Peninsula Traffic Congestion Relief Alliance in an amount not to exceed \$70,000 for performance of the Regional Ridesharing and Bicycling Program activities. APPROVED
- 5.7 Review and approval of the Final Willow Road/University Avenue Traffic Operations Study and Recommended Near-Term Improvements. APPROVED
- 5.8 Contracts approved by the C/CAG Chair or Executive Director in accordance with past C/CAG Board action for the San Mateo County Smart Corridor - Southern Segment project (between Whipple Ave. in Redwood City and the Santa Clara County Line). INFORMATION
- 5.8.1 Contract between C/CAG and Republic ITS for evaluation of the existing conduits in Smart Corridor - Southern Segment for total amount of \$4,000.00.
- 5.8.2 Contract between C/CAG and LSA Associates for preparation of the required environmental documents for Smart Corridor - Southern Segment for total amount of \$45,365.00.
- 5.8.3 Contract between C/CAG and Iteris, Inc. for design of Smart Corridor - Southern Segment for total amount of \$129,740.00.
- 5.9 Review and approval of Resolution 11-41 authorizing the C/CAG Chair to execute amendments to the agreements with various cities and the Peninsula Traffic Congestion Relief Alliance for an amount not to exceed \$645,982 and Resolution 11-42 authorizing the C/CAG Chair to execute the funding agreement with the Peninsula Traffic Congestion Relief Alliance in an amount not to exceed \$15,000 for the provision of Congestion Relief Program shuttle services from July 1, 2011 through June 30, 2012. APPROVED
- 5.10 Review and approval of Resolution 11-43 authorizing the C/CAG Chair to execute the Funding Agreement between C/CAG and the San Mateo County Transit District (SamTrans) in the amount of \$527,000 under the 2011/2012 Transportation Fund for Clean Air (TFCA) Program to provide shuttle services. APPROVED
- 5.11 Review and approval of Resolution 11-48 authorizing the C/CAG Chair to execute an agreement between C/CAG and the San Mateo County Department of Housing for Cooperative Pursuit of Housing Solutions and to share costs for consulting and staff support services at a net cost to C/CAG of not to exceed \$100,000 for the fiscal year 2011-12. APPROVED
- 5.13 Review and adoption of Resolution 11-49 classifying the various components of fund balance as defined in Governmental Accounting Standards Board (GASB) Statement Number 54. APPROVED

Items 5.4, 5.12 and 5.14 were removed from the Consent Calendar.

- 5.4 Review and approval of Resolution 11-40 authorizing the C/CAG chair to execute Amendment No. 1 to the Agreement with Mokhtari Engineering Inc. for an additional \$150,000 to a new amount not to exceed \$250,000 and a one year time extension for project management services on the Smart Corridors Project. APPROVED

Board Member Romero MOVED to approve Item 5.4. Board Member Koelling SECONDED.
MOTION CARRIED 20-0.

- 5.12 Review and approval of the C/CAG response to the Metropolitan Transportation Commission's One Bay Area Grant - Cycle 2 proposal. APPROVED

Concern was expressed regarding how local streets and roads would be addressed under this proposal and support was given to the staff letter.

Board Member Patridge MOVED to approve Item 5.12. Board Member Foust SECONDED.
MOTION CARRIED 20-0.

- 5.14 Adoption of Resolution No.11-39 Authorizing the C/CAG Chair to Execute an Agreement Between C/CAG and Hara Software, Inc. to Provide Climate Action Planning Software for an Amount Not to Exceed \$200,000. APPROVED

Board Member Nihart MOVED to approve Item 5.14. Board Member Wozniak SECONDED.
MOTION CARRIED 20-0.

6.0 REGULAR AGENDA

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

Staff was directed to gather more information regarding the public goods charge legislation.

- 6.2 Review, and approval of contracts with the Peninsula Congestion Relief Alliance.

- 6.2.1 Review and approval of Resolution 11-44 authorizing the C/CAG Chair to execute a Funding Agreement between C/CAG and the Peninsula Traffic Congestion Relief Alliance (Alliance) in the amount of \$414,000 under the 2011/2012 Transportation Fund for Clean Air (TFCA) Program to provide the Countywide Voluntary Trip Reduction Program. APPROVED

Board Member Koelling MOVED approval of Item 6.1. Board Member Romero SECONDED.
MOTION CARRIED 20-0.

- 6.2.2 Review and approval of Resolution 11-45 authorizing the C/CAG Chair to execute an agreement between the City/County Association of Governments (C/CAG) of San Mateo County and the Peninsula Traffic Congestion Relief Alliance in the amount of \$512,000 from the Congestion Relief Plan to provide the Countywide Voluntary Trip Reduction Program for FY 2011/2012. APPROVED

Board Member Patridge MOVED approval of Item 6.1. Board Member Foust SECONDED.
MOTION CARRIED 20-0.

- 6.3 Review and approval of Resolution 11-30 authorizing the adoption of the San Mateo County Transportation Development Act (TDA) Article 3 Program for Fiscal Year 2011/12 for \$1,138,972. APPROVED

Board Member Keith MOVED approval of Item 6.1. Board Member Patridge SECONDED.
MOTION CARRIED 20-0.

- 6.4 Receive an update on ramp-metering turn-on along southbound I-280 (during morning commute hours) between Daly City and San Bruno. INFORMATION
- 6.5 Executive Director Presentation on C/CAG's FY 10-11 Performance. INFORMATION

Executive Director introduced C/CAG staff and provided an overview of C/CAG's fiscal year 2010/2011 performance.

7.0 COMMITTEE REPORTS

7.1 Committee Reports (oral reports).

None.

7.2 Chairperson's Report.

Chair Grassilli reminded the Board Members that the Executive Directors evaluation is due Sept 8, 2011.

7.3 Board Members Report

8.0 EXECUTIVE DIRECTOR'S REPORT

9.0 COMMUNICATIONS - Information Only

Copies of communications are included for C/CAG Board Members and Alternates only. To request a copy of the communications, contact Nancy Blair at 650 599-1406 or nblair@co.sanmateo.ca.us or download a copy from C/CAG's website - www.ccag.ca.gov.

- 9.1 Letter from John Langbein, Redwood City, CA, to Tom Kasten, Chairperson, C/CAG, Rosanne Foust, Chairperson, TA, Richard Napier, Executive Director, C/CAG, Michael Scanlon, Executive Director, TA, Carole Groom, President, Board of Supervisors, dated 6/24/10, Re: Ranking of future proposals for Bike/Ped funding from TA and TDA.
- 9.2. Letter from Richard Napier, Executive Director C/CAG, to Nancy Patton, Assistant Executive Director, Commission on State Mandates, dated 7/6/11. Re: Test Claim No. 10-TC-01. Request for Extension of Time to Submit Written Rebuttal Comments.
- 9.3 Letter from Bob Grassilli, C/CAG Chair, to Honorable Kevin Mullin, Mayor, City of South San Francisco, dated 7/6/11. Re: C/CAG Board Review/Action on the City of South San Francisco *El Camino Real/Chestnut Avenue Area Plan and Associated General Plan Amendment and Zoning Ordinance Amendment.*

- 9.4 Letter from Richard Napier, Executive Director C/CAG, to Steve Heminger, Executive Director, Metropolitan Transportation Commission, dated 6/21/11. Subject: One Bay Area Grant Proposal.
- 9.5 Letter from Richard Napier, Executive Director C/CAG, to Mr. Peter Rogoff, Administrator, U.S. Department of Transportation, dated 7/25/11. Re: FTA Section 5309 Bus and Bus Facilities Livability Program Grant Application San Carlos Multi-Modal Transit Center Project.
- 9.6 Letter from Dave Carbone, C/CAG Staff, to Ms. Audrey Park, San Francisco International Airport, dated 7/27/11. Re: C/CAG Airport Land Use Committee (ALUC) Staff Comments on the Relevant Content of a *Draft Environmental Assessment (EA) for the Proposed Runway Safety Area (RSA) Program at San Francisco International Airport June 2011*.
- 10.0 ADJOURN

The meeting adjourned at 8:40 p.m. in honor of Lee Thompson's service to C/CAG.

C/CAG AGENDA REPORT

Date: September 8, 2011

To: City/County Association of Governments Board of Directors

From: Richard Napier, Executive Director

Subject: Review and approval of Resolution 11-50 authorizing the C/CAG Chair to execute an amendment to the agreement between C/CAG and Alta Planning + Design for time extension for development of the Toolkit of Programs for the San Mateo County Safe Routes to School Program

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

RECOMMENDATION

That the C/CAG Board review and approve Resolution 11-50 authorizing the C/CAG Chair to execute an amendment to the agreement between C/CAG and Alta Planning + Design for time extension for development of the Toolkit of Programs for the San Mateo County Safe Routes to School Program.

FISCAL IMPACT

\$32,000

SOURCE OF FUNDS

Congestion Management Program funds

BACKGROUND/DISCUSSION

The Safe Routes to School (SR2S) program for San Mateo County is an element of the Metropolitan Transportation Commissions' (MTC) Climate Initiatives Program. The overall goal of the SR2S program is to enable and encourage children to walk or bicycle to schools by implementing projects and activities to improve health and safety, and also reduce traffic congestion due to school-related travels. San Mateo County's SR2S Program focuses on non-infrastructure projects.

C/CAG, as the congestion management agency, is the designated agency for San Mateo County that receives the STP/CMAQ funds from MTC and administers the SR2S funding for the County, serving as the fiscal agent for the program. C/CAG, in partnership with the San Mateo County Health System and San Mateo County Office of Education (COE), facilitated the

ITEM 5.2

development and preparation of the San Mateo County SR2S Strategic Plan in 2010.

In November 2010, C/CAG entered into an agreement with Alta Planning for development of the SR2S Toolkit of Programs. The purpose of the Toolkit is to provide a comprehensive overview of best practices in education, encouragement, and evaluation and outreach and serve as a resource for those interested in learning about SR2S, and as a way to kick off and promote the San Mateo County SR2S Program.

The Toolkit work was placed on hold while C/CAG transitioned the day-to-day management of the SR2S Program over to the COE early this year. In March 2011, the COE assumed the lead for implementing the Program. C/CAG and COE staff has been coordinating over the past few months working on the SR2S Program's startup phase. One of the first orders of work includes resuming work on completing the SR2S Toolkit. The goal is to distribute the SR2S Toolkit in the fall.

For continuity, it was determined that the development of the Toolkit would be continued under the C/CAG and Alta Planning agreement. This agreement expired March 31, 2011, therefore, it is requested that the agreement be extended until December 31, 2011, to allow sufficient time to complete the work.

ATTACHMENTS

- Resolution 11-50
- Amendment No. 1 to the Agreement with Alta Planning + Design

RESOLUTION 11-50

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE CHAIR TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH ALTA PLANNING + DESIGN FOR TIME EXTENSION FOR THE DEVELOPMENT OF THE TOOLKIT OF PROGRAMS FOR THE SAN MATEO COUNTY SAFE ROUTES TO SCHOOL PROGRAM

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

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

WHEREAS, C/CAG was provided \$1,429,000 in funding from the federal Surface Transportation Program (STP) and Congestion Mitigation and Air Quality Improvement (CMAQ) program by the Metropolitan Transportation Commission (MTC) for the San Mateo County Safe Routes to School (SR2S) Program; and

WHEREAS, the overall goal of the SR2S Program is to enable and encourage children to walk or bicycle to schools by implementing projects and activities to improve health and safety; and

WHEREAS, C/CAG entered into an agreement with Alta Planning + Design on November 18, 2010, to develop the Toolkit of Programs for the San Mateo County SR2S program; and

WHEREAS, C/CAG has determined that additional time is needed to complete the work.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County that the Chair is authorized to execute an amendment to the agreement with Alta Planning + Design for a time extension. This agreement is attached hereto and is in a form that has been approved by C/CAG Legal Counsel.

PASSED, APPROVED, AND ADOPTED THIS 8TH DAY OF SEPTEMBER 2011.

Bob Grassilli, Chair

**AMENDMENT NO. 1 TO THE AGREEMENT
BETWEEN
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
AND
ALTA PLANNING + DESIGN**

WHEREAS, the City/County Association of Governments for San Mateo County (hereinafter referred to as "C/CAG") and Alta Planning + Design (hereinafter referred to as "Contractor") are parties to an agreement originally dated November 18, 2010, to develop the San Mateo County Safe Routes to School Toolkit of Programs (the "Alta Contract"); and

WHEREAS, C/CAG has determined that additional time is needed to complete all work and services under the Alta Contract.

WHEREAS, the parties desire to amend the Alta Contract as set forth herein.

IT IS HEREBY AGREED by C/CAG and Contractor that the Alta Contract is amended as follows:

1. Section 5 of the Alta Contract is hereby amended as follows (additions in italics, deletions in strikethrough):

Contract Term: This Agreement shall be in effect as of October 4, 2010 and shall terminate on ~~March 31, 2011~~ *December 31, 2011*; provided, however, C/CAG may terminate this Agreement at any time for any reason by providing 30 days' notice to Contractor. Termination to be effective on the date specified in the notice. In the event of termination under this paragraph, Contractor shall be paid for all Services provided to the date of termination.

2. All other provisions of the Alta Contract shall remain in full force and effect.
3. This amendment shall take effect upon the date of execution by both parties.

City/County Association of Governments
(C/CAG)

Alta Planning + Design
(Contractor):

Bob Grassilli, Chair

By

Title: _____

Date: _____

Date: _____

Approved as to form:

Legal Counsel for C/CAG

C/CAG AGENDA REPORT

Date: September 8, 2011
To: City/County Association of Governments Board of Directors
From: Richard Napier, Executive Director
Subject: Approval of Appointments to the Congestion Management Program Technical Advisory Committee

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

RECOMMENDATION

That the Board approves the appointments of Afshin Oskoui - Public Works Director for City of Belmont, and Paul Nagengast – Town Engineer for the Town of Woodside, to fill a vacant seats on the Congestion Management Program Technical Advisory Committee.

FISCAL IMPACT

None.

BACKGROUND/DISCUSSION

The Congestion Management Program Technical Advisory Committee (TAC), provide technical expertise for the Congestion Management and Environmental Quality (CMEQ) Committee and the C/CAG Board. The TAC is made up of engineers and planners from local jurisdictions in addition to one representative each from Caltrans, SMCTA /Peninsula Corridor JPB/Caltrain, MTC, and C/CAG.

The number of TAC members varies depending on vacancies and/or interest from the city staff. Currently, there are two vacant engineering position due to the resignation of Robert Weil (San Carlos) and retirement of Duncan Jones (Atherton) and one vacant planning position. To fill vacant positions, staff typically solicits C/CAG member agencies that are not currently represented on the Committee. Cities/Towns interested in being represented on the TAC are asked to submit a letter of interest to C/CAG for appointment consideration.

C/CAG received a letter of interest from the City of Belmont, which recommended Afshin Oskoui, Public Works Director, to serve on the Committee. C/CAG also received a letter of interest from the Town of Woodside, which recommended Paul Nagengast, Town Engineer, to server on the Committee. The appointments would backfill the two vacant engineering positions. The process of filling the planning position is ongoing.

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ATTACHMENTS

- Current CMP TAC Roster - 2011
- Letter from City of Belmont
- Letter from Town of Woodside

Current CMP TAC Roster – 2011

No.	Member	Agency
1	Jim Porter (Co-Chair)	San Mateo County Engineering
2	Joseph Hurley (Co-Chair)	SMCTA / PCJPB / Caltrain
3	Randy Breault	Brisbane Engineering
4	Syed Murtuza	Burlingame Engineering
5	Bill Meeker	Burlingame Planning
6	Lee Taubeneck	Caltrans
7	Sandy Wong	C/CAG
8	Robert Ovadia	Daly City Engineering
9	Tatum Mothershead	Daly City Planning
10	Ray Towne	Foster City Engineering
11	Mo Sharma	Half Moon Bay Engineering
12	Chip Taylor	Menlo Park Engineering
13	Ron Popp	Millbrae Engineering
14	Van Ocampo	Pacifica Engineering
15	Peter Vorametsanti	Redwood City Engineering
16	Klara Fabry	San Bruno Engineering
17	Larry Patterson	San Mateo Engineering
18	Steve Monowitz	San Mateo County Planning
19	Dennis Chuck	South San Francisco Engineering
20	Kenneth Folan	MTC

- Note:
- 13 out of 21 jurisdictions are represented (12 Engineers, 3 Planners)
 - One representative each for Caltrans, MTC, SMCTA/JBP/Caltrain, and C/CAG
 - Not represented (Atherton, Belmont, Colma, East Palo Alto, Hillsborough, Portola Valley, San Carlos, Woodside)



August 10, 2011

Rich Napier
Executive Director
C/CAG
555 County Center, 5th Floor
Redwood City, CA 94063-1665

Subject: Recommendation of Afshin Oskoui to C/CAG TAC

Dear Rich:

This is to recommend Afshin Oskoui, P.E., City of Belmont Public Works Director, for appointment to C/CAG's Congestion Management Program Technical Advisory Committee (TAC).

Mr. Oskoui is a former City Engineer for the City of San Diego with 25 years of municipal civil engineering experience. He is a seasoned leader with a strong background in regional transportation planning and operations engineering. His knowledge and experience will make him a valuable addition to the TAC.

Please feel free to contact me if you have any questions.

Sincerely,



Greg Scoles
City Manager

cc: Afshin Oskoui





The Town of
Woodside

August 29, 2011

Mr. John Hoang
Program Manager
City/County Association of Governments of San Mateo County
County Office Building
555 County Center
Fifth Floor
Redwood City, California 94063

Dear Mr. Hoang:

Paul Nagengast, Woodside's Town Engineer, has informed me that he has been invited to participate on C/CAG's Congestion Management Program Technical Advisory Committee (CMP TAC). I feel that Paul would be an excellent addition to the CMP TAC and wholeheartedly endorse and authorize his participation.

Please contact me should you have any questions or need additional information.

Sincerely,

Susan George
Town Manager

P.O. Box 620005
2955 Woodside Road
Woodside, CA 94062

cc: Paul Nagengast, Town Engineer

650-851-6790
Fax: 650-851-2195
townhall@woodsidetown.org

C/CAG AGENDA REPORT

Date: September 8, 2011
To: City/County Association of Governments Board of Directors
From: Richard Napier, Executive Director
Subject: Approval of Appointments to the Resource Management and Climate Protection Committee.

(For further information or questions contact Kim Springer at 650-599-1412 or Richard Napier at 650-5991420)

RECOMMENDATION

That the Board approve new appointments to the Resource Management and Climate Protection (RMCP) Committee.

FISCAL IMPACT

None.

BACKGROUND/DISCUSSION

The RMCP Committee provides advice and recommendations to Congestion Management and Environmental Quality (CMEQ) Committee and the full C/CAG Board on matters related to energy and water use and climate change efforts in San Mateo County and develops and promotes actions on the same. The RMCP also reports on the San Mateo County Energy Watch (SMCEW) and promotes the goals outlined in the San Mateo County Energy Strategy, including: energy, water, collaboration between cities and the utilities, leadership and economic opportunities related to the RMCP committee's efforts.

The RMCP Committee currently has 13 committee seats: six elected officials, and one stakeholder representative from each of the following sectors: energy, water, utility, nonprofit, large business, small business and chamber of commerce.

The RMCP Committee has had an open Large Business seat for over a year and staff has approached a number of large businesses for representation, including Google, Oracle, Seton Medical Center and Webcor Builders. With the move of Facebook to San Mateo County, staff approached a company representative that it felt was a good fit for the open committee seat.

We received a letter of interest on August 8, 2011, which is included as an attachment to this staff report.

The RMCP committee also has an open elected official seat being vacated by Carole Groom and staff wishes to appoint David Pine, member of the Board of Supervisors to fill the vacant seat. Staff

ITEM 5.4

contacted Dave Pine's office and received a letter of interest, which is provided as an attachment to this staff report.

An updated roster, with the proposed appointments, is also provided as an attachment to this staff report.

ATTACHMENTS

- Letter of Interest – Lauren Bonar Swezey
- Letter of Interest – David Pine
- Updated Roster – RMCP Committee

Kim Springer
County of San Mateo, DPW
555 County Center – 5th Floor, DPW 155
Redwood City, CA 94063

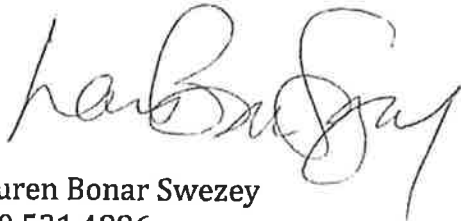
8 August 2011

Dear Mr. Springer:

Facebook is in the process of relocating from Palo Alto to Menlo Park. By December 2011, the process will be complete. As a result of our move, Facebook is interested in partnering with organizations in San Mateo County regarding important issues, such as energy, water, transportation, and climate change.

As a LEED certified sustainability and community outreach program manager for Facebook, I would bring a large, global company perspective to the RMCP committee, as well as insights on social media. My 30+ years in communications offers additional perspective.

Thank you for your consideration,



Lauren Bonar Swezey
650.521.4886



DAVE PINE

SUPERVISOR, FIRST DISTRICT
SAN MATEO COUNTY

August 29, 2011

Richard Napier, Executive Director C/CAG
City/County Association of Governments
555 County Center, 5th Floor
Redwood City, CA 94063

Dear Mr. Napier:

I am writing to express my interest in an appointment to the Resource Management and Climate Protection (RMCP) Committee. I am committed to advocating for programs that protect our environment and sustain energy resources, and believe my knowledge and experience would be a valuable addition to the RMCP Committee.

My relevant work on the San Mateo County Board of Supervisors includes:

- Vice Chair of the Board of Supervisors' Environmental Quality Committee
- Representative to the Association of Bay Area Governments (ABAG)
- Alternate Representative to the City/County Association of Governments of San Mateo County (C/CAG)
- Representative to the Peninsula Traffic Congestion Relief Alliance
- Alternate Representative to the San Francisco Bay Conservation and Development Commission (BCDC)
- Worked with the San Mateo County Energy Upgrade Team to develop and promote an energy efficiency incentive program offered through the California Public Utilities Commission and the California Energy Commission

I look forward to the opportunity to work with the RMCP Committee in furthering its goal to address the long-term energy needs of San Mateo County in an environmentally, socially and fiscally responsible manner. Thank you for your consideration.

Sincerely,

Dave Pine, Supervisor
First District
San Mateo County

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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

Resource Management and Climate Protection Committee (February 2011)	
Elected Officials (6)	
Deborah Gordon – Committee Chair Former Mayor/Councilwoman Woodside dcgordon@stanford.edu Work (650) 725-6501	Dave Pine Supervisor County of San Mateo dpine@co.sanmateo.ca.us Work (650) 363-4571
Barbara Pierce Former Mayor/Councilwoman Redwood City barbara@barbarapierce.org Cell (650) 208-9828 Home (650) 368-6246	Sepi Richardson Former Mayor/Councilwoman Brisbane sepirichardson@sbcglobal.net Home (415) 467-6409
Maryann Moise Derwin – Vice-Chair Former Mayor/Councilwoman Portola Valley mderwin@portolavalley.net Home (650) 851-8074 Cell (650) 279-7251	Pedro Gonzalez Former Mayor, Councilman, S.San Francisco pedro.gonzalez@ssf.net Work (650) 877-8500
<u>Stakeholder Representatives (7)</u>	
<u>Energy</u>	Noelle Bell Assistant Program Manager, Energy Group Ecology Action nbelle@ecoact.org (831)818-3180
<u>Water</u>	Nicole Sandkulla, P.E. Senior Water Resources Engineer BAWSCA nsandkulla@bawsca.org (650) 349-3000
<u>Utility</u>	Kathy Lavezzo Account Manager PG&E KOL1@pge.com (650) 598-7267 cell (650) 279-3864

Resource Management and Climate Protection Committee

(February 2011)

<u>Nonprofit</u>	Robert Cormia Professor, Foothill - De Anza Community College rdcormia@earthlink.net (650)747-1588
<u>Large Business</u>	Lauren Bonar Swezey LEED® GA Facebook Facilities lauren.swezey@fb.com (650)521-4886
<u>Small Business</u>	Eric Sevim Shop Manager A+ Japanese Auto Repair, Inc. apluseric@gmail.com (650) 595-CARS
<u>Chamber of Commerce</u>	Jorge Jaramillo President SMC Hispanic Chamber of Commerce smchcc@gmail.com (650)245-6902

<u>Committee Staff (3)</u>	
<u>C/CAG:</u> Richard Napier Executive Director rnapier@co.sanmateo.ca.us (650) 599-1420	
<u>County of San Mateo, RecycleWorks:</u> Kim Springer Resource Conservation Programs Mgr. kspringer@co.sanmateo.ca.us (650) 599-1412	Will Klien AmeriCorp Volunteer wklien@co.sanmateo.ca.us (650) 599-1441

C/CAG AGENDA REPORT

Date: September 8, 2011
To: C/CAG Board of Directors
From: Richard Napier, Executive Director - C/CAG
Subject: Review and accept the Quarterly Investment Report as of June 30, 2011
(For further information or response to questions, contact Richard Napier at 650 599-1420)

Recommendation:

Review and accept the Quarterly Investment Report as of June 30, 2011 in accordance with the staff recommendations.

Fiscal Impact:

None.

Revenue Source:

All C/CAG revenue sources.

Background:

C/CAG's financial agent (City of San Carlos) provides a quarterly report of investments. Attached is the Quarterly Investment Report as of June 30, 2011. The portfolio increased during the fourth quarter of the fiscal year due to the receipt of interest accrual from the prior quarter. The interest income is relatively the same as the second quarter, as there were no major changes in the investment markets this quarter. Average interest was essentially flat at 0.71 per cent. Staff recommends acceptance of the report.

On June 10, 2010 the C/CAG Board adopted the Revised C/CAG Investment Policy. Per the adopted policy, C/CAG staff will work with the Board and the Finance Committee to establish an Investment Advisory Committee. This advisory committee will analyze the portfolio quarterly against the policy objectives and recommend changes as necessary. Staff needs the Board's assistance in finding qualified candidates. Four initial candidates have been provided for consideration. Staff have asked the City Managers for possible applicants.

Attachments:

Quarterly Investment Report as of June 30, 2011

Alternatives:

- 1- Review and accept the Quarterly Investment Report ending June 30, 2011 in accordance with the staff recommendations.

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2- No action.

C/CAG
CITY/COUNTY ASSOCIATION OF GOVERNMENTS
of San Mateo County

Board of Directors Agenda Report

To: Richard Napier, Executive Director
From: Rebecca Mendenhall, Administrative Services Director
Date: August 2011

SUBJECT: Quarterly Investment Report as of June 30, 2011

RECOMMENDATION:

It is recommended that the C/CAG Board review and accept the Quarterly Investment Report.

ANALYSIS:

The attached investment report indicates that on June 30, 2011, funds in the amount of \$9,739,066 (Fair value of \$9,756,080) were invested producing a weighted average yield of 0.71%. Accrued interest this quarter totaled \$16,506.

Below is a summary of the changes in the portfolio:

	Qtr Ended 6/30/11	Qtr Ended 3/31/11	Increase (Decrease)
Total Portfolio	\$ 9,739,066	\$ 9,723,738	\$ 15,328
Wgtd Avg Yield	0.71%	0.67%	0.04%
Interest Earnings	\$ 16,506	\$ 15,293	\$ 1,213

The portfolio increased in the fourth quarter of the fiscal year due to the receipt of interest accrual from the prior quarter. The interest income is relatively the same as the second quarter, as there were no major changes in the investment markets this quarter.

Historical cash flow trends are compared to current cash flow requirements on an ongoing basis to ensure that C/CAG's investment portfolio will remain sufficiently liquid to meet all reasonably anticipated operating requirements. As of June 30, 2011, the portfolio contains enough liquidity to meet the next six months of expected expenditures by C/CAG. All investments are in compliance with the Investment Policy. Attachment 2 shows a historical comparison of the portfolio for the past eight quarters.

The Investment Advisory Committee has reviewed and approved the attached Investment Report.

Attachments

- 1 – Investment Portfolio Summary for the Quarter Ended June 30, 2011
- 2 – Historical Summary of Investment Portfolio

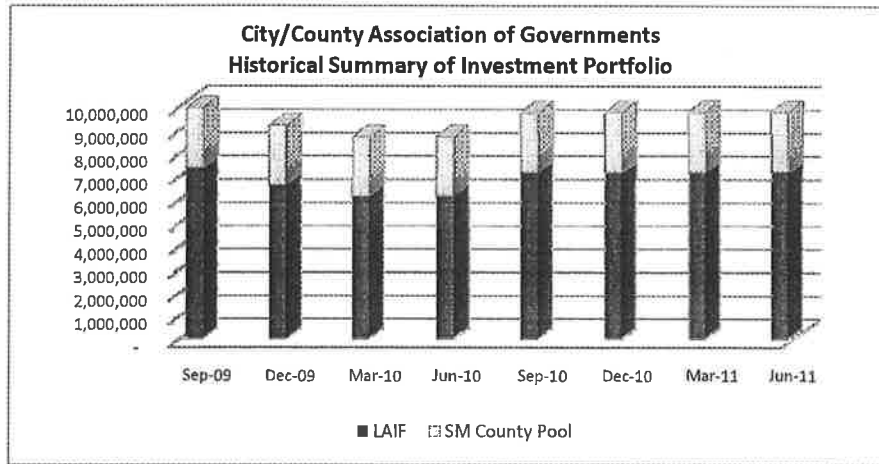
CITY & COUNTY ASSOCIATION OF GOVERNMENTS

SUMMARY OF ALL INVESTMENTS

For Quarter Ending June 30, 2011

Category	Maturity		Weighted Average Interest Rate	HISTORICAL Book Value	GASB 31 ADJ Market Value
	Days	Months			
Liquid Investments:					
Local Agency Investment Fund (LAIF)	1		0.48%	7,158,604	7,169,889
San Mateo County Investment Pool (COPOOL)	2		1.35%	2,580,462	2,586,191
Agency Securities					
<i>none</i>					
Total - Investments			0.71%	9,739,066	9,756,080
GRAND TOTAL OF PORTFOLIO			0.71%	\$ 9,739,066	\$ 9,756,080
Total Accrued Interest this Quarter					16,506
Total Interest Earned (Loss) Fiscal-Year-to-Date					62,919

C/CAG Investment Report June 30, 2011



City/County Association of Governments Investment Portfolio

	Sep-09	Dec-09	Mar-10	Jun-10	Sep-10	Dec-10	Mar-11	Jun-11
LAIF	7,342,689	6,606,282	6,116,947	6,125,449	7,133,941	7,141,456	7,149,659	7,158,604
SM County Pool	2,534,221	2,539,947	2,546,235	2,551,821	2,558,677	2,567,256	2,574,079	2,580,462
Total	\$ 9,876,910	\$ 9,146,229	\$ 8,663,182	\$ 8,677,271	\$ 9,692,618	\$ 9,708,712	\$ 9,723,738	\$ 9,739,066

C/CAG AGENDA REPORT

Date: September 8, 2011
To: City/County Association of Governments Board of Directors
From: Richard Napier, Executive Director - C/CAG
Subject: Review and approval of Resolution 11-52 adopting the FY 11-12 C/CAG Investment Policy

(For further information or questions contact Richard Napier at 599-1420)

RECOMMENDATION:

Review and approval of Resolution 11-52 adopting the FY 11-12 C/CAG Investment Policy in accordance with the Staff recommendation.

FISCAL IMPACT:

Minimal. Will potentially reduce the return on investments while reducing or eliminating the potential for loss of principal.

SOURCE OF FUNDS:

The Investment Policy applies to all C/CAG funds held by the C/CAG Financial Agent (City of San Carlos).

BACKGROUND/DISCUSSION:

The C/CAG Board adopted a revised Investment Policy in June 2010. The Investment Policy must annually be adopted by resolution. The minor changes to the C/CAG Investment Policy include the following:

- 1- Allow the C/CAG Fiscal Agent Investment Committee to act as the C/CAG Investment Committee in the absence of the C/CAG Investment Advisory Committee with significant financial expertise.
- 2- Make the limitations established consistent throughout the document.

Excerpts of the minor specific language changes are shown below with revisions in **Bold**.

Until the C/CAG Investment Advisory Committee is formed and operating the C/CAG Fiscal Agent Investment Committee will make the C/CAG investment decisions. For the purposes of reference this document will refer to the appropriate Committee as the C/CAG Investment Committee. Refer to Page 2.

No more than **30 40%** of the portfolio shall have a maturity of 2-5 years. Refer to Page 3.

ITEM 5.6

When formed and operating this Committee is referenced in this document as the C/CAG Investment Committee. Refer to Page 4.

FISCAL AGENT INVESTMENT COMMITTEE

An investment committee consisting of the City of San Carlos Treasurer, City Manager, Assistant City Manager, and Administrative Services Director shall be established to provide general oversight and direction concerning the policy related to management of C/CAG's investment pool. The Finance Officer shall not be a member of the committee but shall serve in a staff and advisory capacity. The committee shall review and approve quarterly investment reports prepared by the Finance Department and reviewed by the Finance Officer or meet as necessary to discuss changes to the report or the investment strategy. The Investment Committee serving as the legislative body of the Investment Policy will have the quarterly reports for their review within thirty (30) days following the end of the quarter covered by the report as per Section 53646 (b)(1) of the California Government Code.

Only in the absence of the C/CAG Investment Advisory Committee will the Fiscal Agent (City of San Carlos) Investment Committee make the C/CAG investment decisions. When operating in accordance with this document this Committee is referenced in this document as the C/CAG Investment Committee. Refer to Page 4.

Purchases of negotiable certificates of deposit may not exceed 30% of total portfolio with a one year maturity and 20 % with a one to five year maturity. Refer to Page 7.

Since time deposits are not liquid, no more than 25% of the investment portfolio with a one year maturity and 20 % with a one to five year maturity may be invested in this investment type and no more than 5% of the portfolio to any one corporate borrower. Refer to Page 7.

Purchase of medium term notes may not exceed 30% of the market value of the portfolio with a one year maturity and 20 % with a one to five year maturity and no more than 5% of the market value of the portfolio may be invested in notes issued by one corporation. Commercial paper holdings should also be included when calculating the 15% limitation. Refer to Page 7.

ATTACHMENTS:

1. Revised C/CAG Investment Policy
2. Resolution 11-52 FY 11-12 C/CAG Investment Policy

ALTERNATIVES:

- 1- Review and approval of Resolution 11-52 adopting the FY 11-12 C/CAG Investment Policy in accordance with the Staff recommendation.
- 2- Review and approval of Resolution 11-52 adopting the FY 11-12 C/CAG Investment Policy in accordance with the Staff recommendation with modifications.
- 3- No action.

CITY AND COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY INVESTMENT POLICY

| ~~May, 2010~~ September, 2011

POLICY

The investment of the funds of the City and County Association of Governments (C/CAG) is directed to the goals of safety, liquidity and yield. This Investment Policy incorporates the policies defined by the certified investment policy standards recommended by the Association of Public Treasurers. The authority governing investments for municipal governments is set forth in the California Government Code, Sections 53601 through 53659. C/CAG's portfolio shall be designed and managed in a manner responsive to the public trust and consistent with state and local law.

The three objectives, in priority order, of the investment policy of the City and County Association of Governments are:

- 1- **SAFETY OF PRINCIPLE** - The primary objective of the investment policy of the City and County Association of Governments is **SAFETY OF PRINCIPAL**. Investments shall be placed in those securities as outlined by type and maturity sector in this document to achieve this objective. The portfolio should be analyzed not less than quarterly by the C/CAG Investment Committee and modified as appropriate periodically to respond to changing circumstances in order to achieve the Safety of Principle.
- 2- **LIQUIDITY TO MEET NEEDS** - Effective cash flow management and resulting cash investment practices are recognized as essential to good fiscal management and control. The portfolio should have adequate liquidity to meet the immediate and short term needs.
- 3- **RETURN ON INVESTMENT** - A reasonable return on investment should be pursued. Safety of Principle should not be reduced in order to achieve higher yield.

Portfolio management requires continual analysis and as a result the balance between the various investments and maturities may change in order to give C/CAG the optimum combination of Safety of Principle, necessary liquidity, and optimal yield based on cash flow projections.

SCOPE

The investment policy applies to all financial assets of the City and County Association of Governments. Policy statements outlined in this document focus on C/CAG's pooled funds.

PRUDENCE

The standard to be used by investment officials shall be that of a "prudent investor" and shall be applied in the context of managing all aspects of the overall portfolio. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law.

It is C/CAG's full intent, at the time of purchase, to hold all investments until maturity to ensure the return of all invested principal dollars.

However, it is realized that market prices of securities will vary depending on economic and interest rate conditions at any point in time. It is further recognized that in a well-diversified investment portfolio, occasional measured losses are inevitable due to economic, bond market or individual security credit analysis. These occasional losses must be considered within the context of the overall investment program objectives and the resultant long-term rate of return.

Individuals assigned to manage the investment portfolio, acting within the intent and scope of the investment policy and other written procedures and exercising due diligence, shall be relieved of personal responsibility and liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

C/CAG will establish an Investment Advisory Committee that will analyze the portfolio quarterly against the policy objectives and make recommendations to C/CAG's Fiscal Agent as necessary for changes to the portfolio. It is intended that the committee membership include financial expertise.

Until the C/CAG Investment Advisory Committee is formed and operating the C/CAG Fiscal Agent Investment Committee will make the C/CAG investment decisions. For the purposes of reference this document will refer to the appropriate Committee as the C/CAG Investment Committee.

OBJECTIVES

Safety of Principal

Safety of principal is the foremost objective of the City and County Association of Governments. Each investment transaction shall seek to ensure that capital losses are avoided, whether from securities default, broker-dealer default or erosion of market value. C/CAG shall seek to preserve principal by mitigating the three types of risk: credit risk, market risk and interest rate risk.

Credit risk, defined as the risk of loss due to failure of the issuer of a security, shall be mitigated by investing in investment grade securities and by diversifying the investment portfolio so that the failure of any one issuer does not unduly harm C/CAG's capital base and cash flow.

Market risk, defined as market value fluctuations due to overall changes in the general level of interest rates, shall be mitigated by limiting the average maturity of C/CAG's investment portfolio to two years, the maximum maturity of any one security to five years, structuring the portfolio based on historic and current cash flow analysis eliminating the need to sell securities prior to maturity and avoiding the purchase of long term securities for the sole purpose of short term speculation.

Interest rate risk, defined as pursuing higher yields at the cost of increasing the risk of loss of principal, shall be mitigated by accepting a lower return with increased safety of principle, by investing in investment grade securities, and by diversifying the investment.

Liquidity

Historical cash flow trends are compared to current cash flow requirements on an ongoing basis in an effort to ensure that C/CAG's investment portfolio will remain sufficiently liquid to enable C/CAG to meet all reasonably anticipated operating requirements. The C/CAG Executive Director will provide a projected cash flow schedule in consultation with the C/CAG Chair and the C/CAG Investment Advisory Committee Chair:-

MATURITY MATRIX

Maturities of investments will be selected based on liquidity requirements to minimize interest rate risk and maximize earnings. Current and expected yield curve analysis will be monitored and the portfolio will be invested accordingly. The weighted average maturity of the pooled portfolio should not exceed two years and the following percentages of the portfolio should be invested in the following maturity sectors:

Maturity Range	Suggested Percentage
1 day to 7 days	10 to 50%
7 days to 180	10 to 30%
180 days to 360 days	10 to 30%
1 year to 2 years	10 to 20%
2 years to 3 years	0 to 20%
3 years to 4 years	0 to 20%
4 years to 5 years	0 to 20%

No more than ~~30~~40% of the portfolio shall have a maturity of 2-5 years.

PERFORMANCE EVALUATION

Day to day management of C/CAG's portfolio is conducted by the C/CAG Fiscal Agent Finance Officer. Investment performance is monitored and provided to the C/CAG Investment Advisory Committee and C/CAG Board on a quarterly basis. Investment performance statistics and activity reports are generated on a quarterly basis for presentation to the C/CAG Investment Advisory Committee, and to the C/CAG Board. Annually, a statement of investment policy, and any proposed changes to the policy, will be rendered to the C/CAG Investment Advisory Committees and to the C/CAG Board for consideration at a public meeting.

C/CAG's investment portfolio is designed to at least attain a market average rate of return through economic cycles. The market average rate of return is defined as average return on the Local Agency Investment Fund (assuming the State does not adversely affect LAIF's returns due to budget constraints).

DELEGATION OF AUTHORITY

The Joint Powers Authority Agreement of the City and County Association of Governments of San Mateo County and the authority granted by the C/CAG Board, assign the responsibility of investing

unexpended cash to the Administrative Services Director. Daily management responsibility of the investment program may be delegated to the Finance Officer, who shall establish procedures for the operation consistent with this investment policy. For the longer term investments the C/CAG Fiscal Agent shall invest in accordance with the directions provided by the C/CAG Investment Advisory Committee.

C/CAG INVESTMENT ADVISORY COMMITTEE

C/CAG will establish an Investment Advisory Committee that will analyze the portfolio quarterly against the policy objectives and make recommendations as necessary for changes to the portfolio. The committee should include the C/CAG Chair or designee, and four public members with a financial background. Recommendations from the Committee should be unanimous. Quarterly Reports on the portfolio performance and the make-up of the County Pool and the Local Agency Investment Fund (LAIF) will be provided to the Committee. The Committee will consider input from the C/CAG Fiscal Agent and C/CAG staff in making their recommendations to the C/CAG Board. When formed and operating this Committee is referenced in this document as the C/CAG Investment Committee.

FISCAL AGENT INVESTMENT COMMITTEE

An investment committee consisting of the City of San Carlos Treasurer, City Manager, Assistant City Manager, and Administrative Services Director shall be established to provide general oversight and direction concerning the policy related to management of C/CAG's investment pool. The Finance Officer shall not be a member of the committee but shall serve in a staff and advisory capacity. The committee shall review and approve quarterly investment reports prepared by the Finance Department and reviewed by the Finance Officer or meet as necessary to discuss changes to the report or the investment strategy. The Investment Committee serving as the legislative body of the Investment Policy will have the quarterly reports for their review within thirty (30) days following the end of the quarter covered by the report as per Section 53646 (b)(1) of the California Government Code.

Only in the absence of the C/CAG Investment Advisory Committee will the Fiscal Agent (City of San Carlos) Investment Committee make the C/CAG investment decisions. When operating in accordance with this document this Committee is referenced in this document as the C/CAG Investment Committee.

ETHICS AND CONFLICTS OF INTEREST

The C/CAG Investment Advisory Committee, Officers, and employees involved in the investment process shall refrain from personal business activity that conflicts with proper execution of the investment program, or impairs their ability to make impartial investment decisions. Additionally the Administrative Services Director, the Finance Officer, and members of the C/CAG Investment Advisory Committee are required to annually file applicable financial disclosures (Form 700 etc.) as required by the Fair Political Practices Commission (FPPC).

SAFEKEEPING OF SECURITIES

To protect against fraud or embezzlement or losses caused by collapse of an individual securities dealer, all securities owned by C/CAG shall be held in safekeeping by a third party bank trust department, acting as agent for C/CAG under the terms of a custody agreement. All trades executed by a dealer will settle delivery versus payment (DVP) through C/CAG's safekeeping agent.

A receipt shall be provided for securities held in custody for C/CAG and shall be monitored by the Administrative Services Director to verify investment holdings.

INTERNAL CONTROL

Separation of functions between the Administrative Services Director or Finance Officer and/or the Senior Accountant is designed to provide an ongoing internal review to prevent the potential for converting assets or concealing transactions.

Investment decisions made by the C/CAG Investment Advisory Committee are executed by the Administrative Services Director or Finance Officer and confirmed by the Senior Accountant. All wire transfers initiated by the Administrative Services Director or Finance Officer must be reconfirmed by the appropriate financial institution by the Senior Accountant. Proper documentation obtained from confirmation and cash disbursement wire transfers is required for each investment transaction. Timely bank reconciliation is conducted to ensure proper handling of all transactions.

The investment portfolio and all related transactions are reviewed and balanced to appropriate general ledger accounts by the Senior Accountant on a monthly basis. An independent analysis by an external auditor shall be conducted annually to review and perform procedure testing on the Agency's cash and investments that have a material impact on the financial statements. The Administrative Services Director and/or C/CAG Investment Committee shall review and assure compliance with investment process and procedures.

REPORTING

The Administrative Services Director shall review and render quarterly reports to the C/CAG Investment Advisory Committee and to the C/CAG Board which shall include the face amount of the cash investment, the classification of the investment, the name of the institution or entity, the rate of interest, the maturity date, the current market value and accrued interest due for all securities. The quarterly reports will be submitted to the C/CAG Investment Advisory Committee within thirty (30) days following the end of the quarter covered by the report as per Section 53646 (b)(1) of the California Government Code. Once approved by the C/CAG Investment Advisory Committees, the quarterly reports shall be placed on C/CAG's meeting agenda for its review and approval no later than 75 days after the quarter ends.

QUALIFIED BROKER/DEALERS

C/CAG shall transact business only with banks, savings and loans, and with broker/dealers registered with the State of California or the Securities and Exchange Committee. The

broker/dealers should be primary or regional dealers. The Administrative Services Director will maintain a list of approved dealers. Investment staff shall investigate dealers wishing to do business with C/CAG's staff to determine if they are adequately capitalized, have pending legal action against the firm or the individual broker and make markets in the securities appropriate to C/CAG's needs. The Investment staff shall recommend additions to the approved dealer list to the C/CAG Investment Advisory Committee for approval.

The Administrative Services Director or Finance Officer shall annually send a copy of the current investment policy to all broker/dealers approved to do business with C/CAG. Confirmation of receipt of this policy shall be considered evidence that the dealer understands C/CAG's investment policies and intends to sell C/CAG only appropriate investments authorized by this investment policy.

COLLATERAL REQUIREMENTS

Collateral is required for investments in certificates of deposit. In order to reduce market risk, the collateral level will be at least 110% of market value of principal and accrued interest. Collaterals should be held by an independent third party. Collaterals should be required for investments in CDs in excess of FDIC insured amounts.

In order to conform with the provisions of the Federal Bankruptcy Code which provides for liquidation of securities held as collateral, the only securities acceptable as collateral shall be certificates of deposit, commercial paper, eligible banker's acceptances, medium term notes or securities that are direct obligations of, or are fully guaranteed as to principal and interest by, the United States or any agency of the United States.

AUTHORIZED INVESTMENTS

Investment of C/CAG's funds is governed by the California Government Code Sections 53600 et seq. The level of investment in all areas will be reviewed by the C/CAG Investment Advisory Committee. Within the context of the limitations, the following investments are authorized, as further limited herein:

1. United States Treasury Bills, Bonds, and Notes or those for which the full faith and credit of the United States are pledged for payment of principal and interest. There is no percentage limitation of the portfolio that can be invested in this category, although a five-year maturity limitation is applicable.
2. Obligations issued by the Government National Mortgage Association (GNMA), the Federal Farm Credit System (FFCB), the Federal Home Loan Bank Board (FHLB), the Federal National Mortgage Association (FNMA), the Student Loan Marketing Association (SLMA), and the Federal Home Loan Mortgage Corporation (FHLMC). Investments in these agencies shall be no more than 20% of the portfolio. It should be reviewed quarterly by the C/CAG Investment Advisory Committees, although a five-year maturity limitation is applicable.

Investments detailed in items 3 through 9 are further restricted to a percentage of the cost value of the portfolio in any single issuer name to a maximum of 5%. The total value invested in any one issuer shall not exceed 5% of the issuer's net worth. Again, a five-year maximum maturity limitation is applicable unless further restricted by this policy.

3. Bills of exchange or time drafts drawn on and accepted by commercial banks, otherwise known as banker's acceptances. Banker's acceptances purchased may not exceed 180 days to maturity or 30% of the cost value of the portfolio and no more than 5% of the portfolio to any one corporate borrower.
4. Commercial paper ranked P1 by Moody's Investor Services or A1+ by Standard & Poor's, and issued by domestic corporations having assets in excess of \$500,000,000 and having an AA or better rating on its' long term debentures as provided by Moody's or Standard & Poor's. Purchases of eligible commercial paper may not exceed 270 days to maturity nor represent more than 10% of the outstanding paper of the issuing corporation. Purchases of commercial paper may not exceed 15% of the cost value of the portfolio and no more than 5% of the portfolio to any one corporate borrower.
5. Negotiable Certificates of Deposit issued by nationally or state chartered banks (FDIC insured institutions) or state or federal savings institutions. Purchases of negotiable certificates of deposit may not exceed 30% of total portfolio with a one year maturity and 20 % with a one to five year maturity. A maturity limitation of five years is applicable and no more than 5% of the portfolio to any one corporate borrower.

Local Agency Investment Fund (LAIF) which is a State of California managed investment pool, and San Mateo County Investment pool, may be used up to the maximum permitted by California State Law. A review of the pool/fund is required when they are part of the list of authorized investments.

6. Time deposits, non-negotiable and collateralized in accordance with the California Government Code, may be purchased through banks or savings and loan associations. Since time deposits are not liquid, no more than 25% of the investment portfolio with a one year maturity and 20 % with a one to five year maturity may be invested in this investment type and no more than 5% of the portfolio to any one corporate borrower.
7. Medium Term Corporate Notes, with a maximum maturity of five years may be purchased. Securities eligible for investment shall be rated AA or better by Moody's or Standard & Poor's rating services. Purchase of medium term notes may not exceed 30% of the market value of the portfolio with a one year maturity and 20 % with a one to five year maturity and no more than 5% of the market value of the portfolio may be invested in notes issued by one corporation. Commercial paper holdings should also be included when calculating the 15% limitation. The C/CAG portfolio should not have more than 5% of its investment portfolio (cumulative for all categories of investment) in any one corporate borrower.
8. Ineligible investments are those that are not described herein, including but not limited to, common stocks and long term (over five years in maturity) notes and bonds are prohibited from use in this portfolio. It is noted that special circumstances may arise that necessitate

the purchase of securities beyond the five-year limitation. On such occasions, requests must be reviewed by the C/CAG Investment Advisory Committee and approved by the C/CAG Board prior to purchase.

9. Various daily money market funds administered for or by trustees, paying agents and custodian banks contracted by the City and County Association of Governments may be purchased as allowed under State of California Government Code. Only funds holding U.S. Treasury or Government agency obligations can be utilized.

The following summary of maximum percentage limits, by instrument, is established for C/CAG's total pooled funds portfolio:

<u>Investment Type</u>	<u>Percentage/Amount</u>
Repurchase Agreements	Not Allowed
Local Agency Investment Fund	\$10,000,000 per account
San Mateo County Investment Pool	\$10,000,000 per account
US Treasury Bonds/Notes/Bills	0 to 100%
US Government Agency Obligations	0 to 20%
Bankers' Acceptances	0 to 30%
Commercial Paper	0 to 5%
Negotiable Certificates of Deposit	0 to 30%
Time Certificates of Deposit	0 to 25%
Medium Term Corporate Notes	0 to 5%
Reverse Repurchase Agreements	0%

DERIVATIVE INVESTMENTS

Derivatives are investments whose value is "derived" from a benchmark or index. That benchmark can be almost any financial measure from interest rates to commodity and stock prices. The Joint Powers Authority will not invest directly in derivative investments. However, derivative investments could be made by the San Mateo County Pool or the Local Agency Investment Fund (LAIF) in which C/CAG invests. Therefore, the C/CAG Investment Advisory Committee may limit or prohibit how much is invested in the pools. Securities or investments classified as derivatives must be issued by an agency or entity authorized by this policy.

LEGISLATIVE CHANGES

Any State of California legislative action that further restricts allowable maturities, investment type, or percentage allocations will be incorporated into the City and County Association of Governments' Investment Policy and supersede any and all previous applicable language.

INTEREST EARNINGS

All moneys earned and collected from investments authorized in this policy shall be allocated quarterly based on statements received from LAIF, the San Mateo County Pool, and the Safekeeper.

LIMITING MARKET VALUE EROSION

The longer the maturity of securities, the greater their market price volatility. Therefore, it is the general policy of C/CAG to limit the potential effects from erosion in market values by adhering to the following guidelines:

All immediate and anticipated liquidity requirements will be addressed prior to purchasing all investments.

Maturity dates for long-term investments will coincide with significant cash flow requirements where possible, to assist with short term cash requirements at maturity.

All long-term securities will be purchased with the intent to hold all investments to maturity under then prevailing economic conditions. However, economic or market conditions may change, making it in C/CAG's best interest to sell or trade a security prior to maturity.

PORTFOLIO MANAGEMENT ACTIVITY

The investment program shall seek to augment returns consistent with the intent of this policy, identified risk limitations and prudent investment principals. These objectives will be achieved by use of the following strategies:

Active Portfolio Management. Through active fund and cash flow management, taking advantage of current economic and interest rate trends, the portfolio yield may be enhanced with limited and measurable increases in risk by extending the weighted maturity of the total portfolio.

Portfolio Maturity Management. When structuring the maturity composition of the portfolio, C/CAG shall evaluate current and expected interest rate yields and necessary cash flow requirements. It is recognized that in normal market conditions longer maturities produce higher yields. However, the securities with longer maturities also experience greater price fluctuations when the level of interest rates change.

Security Swaps. C/CAG may take advantage of security swap opportunities to improve the overall portfolio yield. A swap, which improves the portfolio yield, may be selected even if the transactions result in an accounting loss. Documentation for swaps will be included in C/CAG's permanent investment file documents. No swap may be entered into without the approval of the C/CAG Investment Advisory Committee and the C/CAG Board.

Competitive Bidding. It is the policy of C/CAG to require competitive bidding for investment transactions that are not classified as "new issue" securities. For the purchase of non-"new issue" securities and the sale of all securities at least three bidders must be contacted. Competitive bidding for security swaps is also suggested, however, it is understood that certain time constraints and broker portfolio limitations exist which would not accommodate the competitive bidding process. If a time or portfolio constraining condition exists, the pricing of the swap should be verified to current market conditions and documented for auditing purposes.

POLICY REVIEW

The City and County Association of Governments' investment policy shall be adopted by resolution of the C/CAG Board on an annual basis. This investment policy shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity and yield, and its relevance to current law and financial and economic trends. The Investment Policy, including any amendments to the policy shall be forwarded to the C/CAG Board for approval.

Glossary of Terms

Accrued Interest- Interest earned but not yet received.

Active Deposits- Funds which are immediately required for disbursement.

Amortization- An accounting practice of gradually decreasing (increasing) an asset's book value by spreading its depreciation (accretion) over a period of time.

Asked Price- The price a broker dealer offers to sell securities.

Basis Point- One basis point is one hundredth of one percent (.01).

Bid Price- The price a broker dealer offers to purchase securities.

Bond- A financial obligation for which the issuer promises to pay the bondholder a specified stream of future cash flows, including periodic interest payments and a principal repayment.

Bond Swap - Selling one bond issue and buying another at the same time in order to create an advantage for the investor. Some benefits of swapping may include tax-deductible losses, increased yields, and an improved quality portfolio.

Book Entry Securities - Securities, such stocks held in "street name," that are recorded in a customer's account, but are not accompanied by a certificate. The trend is toward a certificate-free society in order to cut down on paperwork and to diminish investors' concerns about the certificates themselves. All the large New York City banks, including those that handle the bulk of the transactions of the major government securities dealers, now clear most of their transactions with each other and with the Federal Reserve through the use of automated telecommunications and the "book-entry" custody system maintained by the Federal Reserve Bank of New York. These banks have deposited with the Federal Reserve Bank a major portion of their government and agency securities holdings, including securities held for the accounts of their customers or in a fiduciary capacity. Virtually all transfers for the account of the banks, as well as for the government securities dealers who are their clients, are now effected solely by bookkeeping entries. The system reduces the costs and risks of physical handling and speeds the completion of transactions.

Bearer and Registered Bonds - In the past, bearer and registered bonds were issued in paper form. Those still outstanding may be exchanged at any Federal Reserve Bank or branch for an equal amount of any authorized denomination of the same issue. Outstanding bearer bonds are interchangeable with registered bonds and bonds in "book-entry" form. That is, the latter exist as computer entries only and no paper securities are issued. New bearer and registered bonds are no longer being issued. Since August 1986, the Treasury's new issues of marketable notes and bonds are available in book-entry form only. All Treasury bills and more than 90% of all other marketable securities are now in book-entry form. Book-entry obligations are transferable only pursuant to regulations prescribed by the Secretary of the Treasury.

Book Value- The value at which a debt security is shown on the holder's balance sheet. Book value is acquisition cost less amortization of premium or accretion of discount.

Broker - In securities, the intermediary between a buyer and a seller of securities. The broker, who usually charges a commission, must be registered with the exchange in which he or she is trading, accounting for the name registered representative.

Certificate of Deposit- A deposit insured up to \$100,000 by the FDIC at a set rate for a specified period of time.

Collateral- Securities, evidence of deposit or pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposit of public moneys.

Constant Maturity Treasury (CMT)- An average yield of a specific Treasury maturity sector for a specific time frame. This is a market index for reference of past direction of interest rates for the given Treasury maturity range.

Coupon- The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value.

County Pool- County of San Mateo managed investment pool.

Credit Analysis- A critical review and appraisal of the economic and financial conditions or of the ability to meet debt obligations.

Current Yield- The interest paid on an investment expressed as a percentage of the current price of the security.

Custody- A banking service that provides safekeeping for the individual securities in a customer's investment portfolio under a written agreement which also calls for the bank to collect and pay out income, to buy, sell, receive and deliver securities when ordered to do so by the principal.

Delivery vs. Payment (DVP)- Delivery of securities with a simultaneous exchange of money for the securities.

Discount- The difference between the cost of a security and its value at maturity when quoted at lower than face value.

Diversification- Dividing investment funds among a variety of securities offering independent returns and risk profiles.

Duration- The weighted average maturity of a bond's cash flow stream, where the present value of the cash flows serve as the weights; the future point in time at which on average, an investor has received exactly half of the original investment, in present value terms; a bond's zero-coupon equivalent; the fulcrum of a bond's present value cash flow time line.

Fannie Mae- Trade name for the Federal National Mortgage Association (FNMA), a U.S. sponsored corporation.

Federal Reserve System- The central bank of the U.S. that consists of a seven member Board of Governors, 12 regional banks and 5,700 commercial banks that are members.

Federal Deposit Insurance Corporation (FDIC)- Insurance provided to customers of a subscribing bank that guarantees deposits to a set limit (currently \$100,000) per account.

Fed Wire- A wire transmission service established by the Federal Reserve Bank to facilitate the transfer of funds through debits and credits of funds between participants within the Fed system.

Fiscal Agent - The organization that is essentially the checkbook for C/CAG funds.

Freddie Mac- Trade name for the Federal Home Loan Mortgage Corporation (FHLMC), a U.S. sponsored corporation.

Ginnie Mae- Trade name for the Government National Mortgage Association (GNMA), a direct obligation bearing the full faith and credit of the U.S. Government.

Inactive Deposits- Funds not immediately needed for disbursement.

Interest Rate- The annual yield earned on an investment, expressed as a percentage.

Investment Agreements- An agreement with a financial institution to borrow public funds subject to certain negotiated terms and conditions concerning collateral, liquidity and interest rates.

Local Agency Investment Fund (LAIF) - State of California managed investment pool.

Liquidity- Refers to the ability to rapidly convert an investment into cash.

Market Value- The price at which a security is trading and could presumably be purchased or sold.

Maturity- The date upon which the principal or stated value of an investment becomes due and payable.

New Issue- Term used when a security is originally "brought" to market.

Perfected Delivery- Refers to an investment where the actual security or collateral is held by an independent third party representing the purchasing entity.

Portfolio- Collection of securities held by an investor.

Primary Dealer- A group of government securities dealers that submit daily reports of market activity and security positions held to the Federal Reserve Bank of New York and are subject to its informal oversight.

Purchase Date- The date in which a security is purchased for settlement on that or a later date.

Rate of Return- The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

Repurchase Agreement (REPO)- A transaction where the seller (bank) agrees to buy back from the buyer (C/CAG) the securities at an agreed upon price after a stated period of time.

Reverse Repurchase Agreement (REVERSE REPO)- A transaction where the seller (C/CAG) agrees to buy back from the buyer (bank) the securities at an agreed upon price after a stated period of time.

Risk- Degree of uncertainty of return on an asset.

Safekeeping- see custody.

Sallie Mae- Trade name for the Student Loan Marketing Association (SLMA), a U.S. sponsored corporation.

Secondary Market- A market made for the purchase and sale of outstanding issues following the initial distribution.

Settlement Date- The date on which a trade is cleared by delivery of securities against funds.

Time Deposit - A deposit in an interest-paying account that requires the money to remain on account for a specific length of time. While withdrawals can generally be made from a passbook account at any time, other time deposits, such as certificates of deposit, are penalized for early withdrawal.

Treasury Bills- U.S. Treasury Bills which are short-term, direct obligations of the U.S. Government issued with original maturities of 13 weeks, 26 weeks and 52 weeks; sold in minimum amounts of \$10,000 in multiples of \$5,000 above the minimum. Issued in book entry form only. T-bills are sold on a discount basis.

U.S. Government Agencies- Instruments issued by various US Government Agencies most of which are secured only by the credit worthiness of the particular agency.

Yield- The rate of annual income return on an investment, expressed as a percentage. It is obtained by dividing the current dollar income by the current market price of the security.

Yield to Maturity- The rate of income return on an investment, minus any premium or plus any discount, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond, expressed as a percentage.

Yield Curve- The yield on bonds, notes or bills of the same type and credit risk at a specific date for maturities up to thirty years.

RESOLUTION NO. 11-52

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CITY/ COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
ADOPTING THE FY 11-12 C/CAG INVESTMENT POLICY**

WHEREAS, the City of San Carlos is the Financial Agent for C/CAG; and

WHEREAS, the City of San Carlos invests the C/CAG funds under its control; and

WHEREAS, it is important for the C/CAG Board to provide clear Investment Policy direction

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County that the attached FY 11-12 C/CAG Investment Policy is approved and adopted.

PASSED, APPROVED, AND ADOPTED THIS 8TH DAY OF SEPTEMBER, 2011.

Bob Grassilli, Chair

C/CAG AGENDA REPORT

Date: September 8, 2011
To: City/County Association of Governments Board of Directors
From: Richard Napier, Executive Director
Subject: Review the attendance reports for the 2011 C/CAG Board and Committees.
(For further information or questions contact Richard Napier at 599-1420)

RECOMMENDATION

That the C/CAG Board review and accept the attendance reports for the 2011 C/CAG Board and Committees.

FISCAL IMPACT

None.

SOURCE OF FUNDS

Not applicable.

BACKGROUND/DISCUSSION

Periodically throughout the year the C/CAG Board receives reports of the attendance for the Board and its standing committees. There is no attendance requirement for the C/CAG Board because there is one seat designated for every member jurisdiction. However the C/CAG adopted attendance policy for its standing committees is as follows:

“During any consecutive twelve month period, members will be expected to attend at least 75% of the scheduled meetings and not have more than three consecutive absences. If the number of absences exceed these limits, the seat may be declared vacant by the C/CAG Chair.”

ATTACHMENTS

Calendar year 2011 attendance reports for the following:

- C/CAG Board
- Congestion Management & Environmental Quality (CMEQ)
- The Airport Land Use Committee (ALUC).
- Bicycle and Pedestrian Advisory Committee (BPAC)
- Congestion Management Program Technical Advisory Committee (TAC)
- National Pollutant Discharge Elimination System Technical Advisory Committee (NPDES TAC)
- Legislative Committee Attendance Report
- Resource Management & Climate Protection Committee (RMCP) Attendance Report

ITEM 5.7

C/CAG Attendance Report 2011

Agency	Representative / Alternate	1/13/11	2/10/11	3/10/11	4/14/11	5/12/11	6/9/11	7/14/11	8/11/11
Atherton	Jerry Carlson	M	X	X	X	X	X	N	X
	Kathy McKeithen	E						O	
Belmont	Christine Wozniak	E		X	X	X			X
	Coralin Feierbach	T						M	
Brisbane	Sepi Richardson	I		X	X	X	X	E	X
Burlingame	Terry Nagel	N	X	X	X	X	X	E	X
	Michael Brownrigg	G						T	
Colma	Joseph Silva				X	X	X	I	X
	Diana Colvin	C						N	
Daly City	Michael Guingona (Rep)1	A	X		X			G	
	David Canepa (Rep)2	N					X		X
	Carol Klatt	C						S	
East Palo Alto	Carlos Romero	E	X	X	X	X	X	C	X
	Ruben Abrica	L						H	
Foster City	Linda Koelling	L	X	X	X	X	X	E	X
	Art Kiesel	E						D	
Half Moon Bay	Naomi Patridge	D	X	X	X	X	X	U	X
	Marina Fraser							L	
	John Muller							E	
Hillsborough	Tom Kasten		X	X	X	X		D	
	Jay Benton						X		X
Menlo Park	Kirsten Keith		X	X	X	X	X		X
	Peter Ohtaki								

C/CAG Attendance Report 2011

Agency	Representative / Alternate	1/13/11	2/10/11	3/10/11	4/14/11	5/12/11	6/9/11	7/14/11	8/11/11
Millbrae	Marge Colapietro	M	X	X	X	X	X	N	X
	Gina Papan	E						O	
Pacifica	Mary Ann Nihart	E	X	X	X	X			X
	Len Stone	T						M	
Portola Valley	Maryann Moise Derwin	I	X	X	X		X	E	X
	Ted Driscoll	N						E	
Redwood City	Rosanne Foust	G	X					T	X
	Alicia Aguirre			X	X			I	
	Jeffrey Gee	C				X	X	N	
San Bruno	Irene O'Connell	A		X	X	X		G	X
	Jim Ruane	N							
San Carlos	Bob Grassilli	C	X	X	X	X	X	S	X
	Omar Ahmad (Alt) ³	E						C	
	Brad Lewis (Alt) ⁴	L						H	
San Mateo	Brandt Grotte	L	X	X	X		X	E	
	Jack Matthews	E						D	
San Mateo County	Carole Groom (Rep) ⁵	D	X	X		X		U	
	Don Horsley (Rep) ⁶						X	L	X
South San Francisco	Karyl Matsumoto			X	X	X		E	X
	Kevin Mullin		X				X	D	
Woodside	Deborah Gordon		X		X	X	X		X
SMCTA	Rosanne Foust		X						X
	Carole Groom			X		X			
SamTrans	Karyl Matsumoto			X	X	X			X

¹M. Guingona, Jan. - May 2011 ²D. Canepa, June - Aug 2011 ³O. Ahmad, Jan - May 2011 ⁴B. Lewis, June - Aug 2011 ⁵C. Groom, Jan - May 2011 ⁶D. Horsley, June - Aug 2011

CMEQ 2011 Attendance Record					
Name	Jan 31	Feb 28	Mar 28	Apr 25	Jun 27
Arthur Lloyd	Yes		Yes	Yes	Yes
Barbara Pierce	Yes	Yes	Yes	Yes	Yes
Daniel Quigg				Yes	
Gina Papan		Yes	Yes		Yes
Irene O'Connell	Yes	Yes	Yes	Yes	
Jim Bigelow	Yes		Yes	Yes	Yes
Kevin Mullin	NA	NA	NA	Yes	Yes
Lennie Roberts	Yes	Yes	Yes	Yes	Yes
Linda Koelling	Yes	Yes	Yes	Yes	Yes
Naomi Patridge	Yes	Yes	Yes	Yes	
Onnolee Trapp	Yes	Yes	Yes		Yes
Richard Garbarino	Yes	Yes	Yes	Yes	
Sepi Richardson	Yes	Yes	Yes		Yes
Steve Dworetzky	Yes	Yes	Yes		
Zoe Kersteen- Tucker		Yes	Yes	Yes	Yes
Vacant					

Airport Land Use Committee (ALUC) Attendance Report 2011

Member	Representative / Alternate	2/24/11
Brisbane	<u>Cyril Bologoff</u>	X
	Sepi Richardson	
Burlingame	<u>Ann Keighran</u>	X
	Jerry Deal	
Daly City	<u>Carol Klatt</u>	X
	Vacant	
Foster City	<u>Charlie Bronitsky</u>	
	Vacant	
Half Moon Bay	<u>Allan Alifano</u>	
	Naomi Patridge	
Millbrae	<u>Paul Seto</u>	X
	Nadia Holober	
Redwood City	<u>Jeffrey Gee</u>	
	Vacant	
City of San Bruno	<u>Ken Ibarra</u>	X
	Rico Medina	
San Carlos	<u>Matt Grocott</u>	
	Bob Grassilli	
County of San Mateo & Aviation Representative	<u>Vacant</u>	
	Carole Groom	
So. San Francisco	<u>Kevin Mullin</u>	
	Richard Garbarino	X
Aviation Representative	<u>Richard Newman*</u>	X
	Carol Ford*	
Half Moon Bay Airport Pilots Association	<u>George Auld*</u>	X
	Eddie Andreini, Jr.*	

*Indicates non-elected representative; all other names indicate elected representatives of their member agencies.

BPAC 2011 ATTENDANCE REPORT

Name	January 27	February 24	March 24	April 28	May 26	July 28	August 25	October 27
Matt Grocott	Yes	Yes	Yes	No	Yes	Yes		
Cathy Baylock	Yes	Yes	Yes	Yes	Yes	No		
Karyl Matsumoto	Yes	Yes	Yes	Yes	Yes	Yes		
Ian Bain	Yes	Yes	No	Yes	No	No		
Ken Ibarra	Yes	No	Yes	Yes	No	Yes		
Judi Mosqueda	Yes	Yes	Yes	Yes	Yes	Yes		
David Alfano	Yes	Yes	Yes	Yes	Yes	Yes		
Naomi Patridge	Yes	No	Yes	Yes	No	Yes		
Cory Roay	Yes	Yes	Yes	Yes	No	Yes		
Paul Grantham	Yes	Yes	No	Yes	No	Yes		
Frank Markowitz	Yes	Yes	Yes	Yes	Yes	Yes		
Steve Schmidt	Yes	Yes	Yes	Yes	Yes	Yes		
Marge Colapietro	Yes	Yes	Yes	Yes	Yes	Yes		
Cathleen Baker	Yes	Yes	Yes	Yes	No	Yes		
Vacant Elected								

Quorum = 8 + 4 elected officials

Yes = Present at meeting

No = Did not attend

2011 TAC Roster and Attendance

No.	Member	Agency	Jan	Feb	Mar	Apr	May	Jul	Aug
1	Jim Porter (Co-Chair)	San Mateo County Engineering	x	x		x		x	x
2	Joseph Hurley (Co-Chair)	SMCTA / PCJPB / Caltrain	x	x	x	x	x	x	x
3	Randy Breault	Brisbane Engineering	x	x	x	x	x	x	x
4	Syed Murtuza	Burlingame Engineering	x	x	x	x	x	x	x
5	Bill Meeker	Burlingame Planning			x				
6	Lee Taubeneck	Caltrans	x				x	x	x
7	Sandy Wong	C/CAG	x	x	x	x	x	x	x
8	Robert Ovidia	Daly City Engineering	x	x	x			x	
9	Tatum Mothershead	Daly City Planning	x	x	x	x		x	x
10	Ray Towne	Foster City Engineering	x	x	x	x	x		x
11	Mo Sharma	Half Moon Bay		x		x	x	x	x
12	Chip Taylor	Menlo Park Engineering	x	x	x	x		x	
13	Ron Popp	Millbrae Engineering	x		x	x	x	x	
14	Van Ocampo	Pacifica Engineering	x	x			x		x
15	Peter Vorametsanti	Redwood City Engineering	x	x	x	x	x	x	
16	Klara Fabry	San Bruno Engineering	x	x	x	x		x	
17	Larry Patterson	San Mateo Engineering	x	x		x	x		x
19	Steve Monowitz	San Mateo County Planning		x					
20	Dennis Chuck	South San Francisco Engineering	x	x	x	x	x	x	x
21	Kenneth Folan	MTC							

2011 NPDES TAC Attendance Record		Month											
AGENCY AND NAME	Telephone #	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
SMCWPPP/Brisbane													
Matt Fabry	415-508-2134	X		X	X	X		X					
EOA, Inc.													
Fred Jarvis	510 832-2852 x111	X		X	X	X		X					
Regional Board													
Sue Ma	510-622-2386	X			X								
Selina Louie		X			X								
Atherton													
Steve Tyler	752-0570	X				X		X					
Belmont													
Gilbert Yau	595-7425	X		X	X								
Leticia Alvarez	595-7469					X							
Dalia Corpus	595-7468							X					
Brisbane													
Randy Breault	415-508-2130				X			X					
Karen Kinser	415-508-2133					X							
Burlingame													
Jane Gomery	558-7230					X							
Victor Voong	558-7230	X		X	X			X					
Kiley Kinnon	342-3727			X	X	X		X					
Colma													
Muneer Ahmed	757-8888	X		X	X	X		X					
Daly City													
Cynthia Royer	991-8203	X			X	X		X					
Ward Donnelly	991-8208												
Jesse Myott	991-8054				X	X		X					
Mike Peterson	991-5752												
East Palo Alto													
Jaime Camacho	853-3189			X		X							
Lucy Chen	853-3191	X			X								
John Latu	853-3165												
Foster City													
Norm Dorais	286-3279				X			X					
Mike McElligott	286-8140												
Half Moon Bay													
Muneer Ahmed		X		X	X	X		X					
Hillsborough													
Dave Bishop	375-7588												
Jen Chen	375-7488	X		X	X	X							
Catherine Chan								X					
Menlo Park													
Jennifer Ng	330-6740	X		X	X	X		X					
Virginia Parks	330-6752												
Rebecca Fotu													
Shaun Mau													
Millbrae													
Khee Lim	259-2347					X		X					
Anthony Riddell	259-2337					X							
Kelly O'Dea	259-2448	X											

2011 NPDES TAC Attendance Record		Month											
AGENCY AND NAME	Telephone #	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Tanya Benedik					X								
Pacifica													
Raymund Donguines	738-3768	X			X			X					
Kathryn Farbstein													
Elizabeth Claycomb	738-7361			X									
Portola Valley													
Howard Young	851-1700x214	X				X							
Redwood City													
Marilyn Harang	780-7477			X	X								
Valerie Matonis	780-7280			X									
San Bruno													
Nader Dahu	616-7065												
Jim Shannon	616-7065												
Robert Howard	616-7179	X		X		X		X					
Gino Quinn	616-7169												
San Carlos													
Gavin Moynahan													
Robert Weil	650-802-4202	X		X									
Ray Chan					X								
San Mateo, City													
Vern Bessey	522-7342	X		X	X	X							
Shelli St. Clair	522-7342							X					
San Mateo, County													
Ann Stillman	599-1417												
Mark Chow	599-1489												
Dermot Casey	372-6257	X		X	X	X		X					
Camille Leung	363-1826												
Julie Casagrande	599-1457	X			X	X		X					
Sarah Pratt	372-6245												
Mary Bell Austin	372-6259												
Carole Foster	599-1219												
So. San Francisco													
Cassie Prudhel	829-3840	X			X			X					
Daniel Fulford													
Rob Lecel	829-3882					X							
Shoshana Wolf	829-3880			X									
Woodside													
Gratien Etchebehere	851-6790	X			X								
C/CAG													
Richard Napier	599-1406												
Caltrans													
John Michels	510-622-5996			X									
Guests/Public													
Jon Konnan, EOA	510-832-2852 X108			X									
Geoff Brosseau, CASQA	650-365-8620							X					
Attendance		23		20	25	22		22					

Legislative Committee 2011 Attendance Record							
Name	FEB	MAR	APR	MAY	JUNE	AUG	
Deborad Gordon	Yes	No	Yes	Yes	Yes	Yes	
Thomas Kasten	Yes	Yes	Yes	Yes			
Jerry Carlsen	Yes	Yes	Yes	Yes	Yes	Yes	
Irene O'Connell	Yes	Yes	No	Yes	No	Yes	
Andrew Cohen	Yes	Yes	Yes	Yes	Yes	Yes	
Linda Koelling (Art Kiesel)	Yes	Yes	Yes	Yes	Yes	Yes	
Kevin Mullin	Yes	Yes	Yes	Yes	Yes	Yes	
Mary Ann Nihard	Yes	Yes	No	Yes	No	No	
Gina Papan	Yes	Yes	Yes	Yes	Yes	No	
Sepi Richardson	No	Yes	Yes	Yes	Yes	Yes	
David Lim	Yes	No	No	Yes	No	No	
Bob Grassilli					Yes	Yes	

RMCP 2011 ATTENDANCE REPORT

* = Voting member

Quorum = 4 voting members

Blank space = Did not attend.

NA = Not a member during that time.

X = Meeting cancelled.

ALT = Alternate sent to meeting.

Vacant = Committee position is/was vacant.

Meeting Date		Jan 20	Feb 17	Mar 17	Apr 21	May 19	Jun 16	Jul 21	Aug 18	Sept 9	Oct 14	Nov 11	Dec 9
Elected Officials *	Name												
	Deborah Gordon * Chair	YES	YES	X	X	YES	X	X	YES				
	Maryann Moise Derwin * Vice - Chair	YES	YES	X	X		X	X	YES				
	Carole Groom *			X	X	ALT	X	X					
	Barbara Pierce *	YES		X	X	YES	X	X	YES				
	Sepi Richardson *		YES	X	X	YES	X	X	YES				
	Pedro Gonzalez *	YES	YES	X	X	YES	X	X	YES				
Stakeholder Representatives	Noelle Belle Energy	YES	YES	X	X	YES	X	X	YES				
	Nicole Sandkulla Water			X	X		X	X					
	Kathy Lavezzo Utility	YES	YES	X	X	YES	X	X	YES				
	Robert Cormia Nonprofit		YES	X	X		X	X					
	Vacant Large Business	Vacant	Vacant	X	X	Vacant	X	X	Vacant				
	Eric Sevim Small Business		YES	X	X		X	X					
	Jorge Jaramillo Chamber of Commerce	NA	YES	X	X		X	X	YES				

C/CAG AGENDA REPORT

Date: September 8, 2011
To: City/County Association of Governments Board of Directors
From: Richard Napier, Executive Director
Subject: Status report on the Pre-Tax Commuter Ordinance
(For further information contact Joseph Kott at 599-1453 or Christine Maley-Grubl at 588-8170)

RECOMMENDATION

That the C/CAG Board receive staff's status report on a Pre-Tax Commuter Benefits Ordinance.

FISCAL IMPACT

None.

BACKGROUND/DISCUSSION

On May 12, 2011 the C/CAG Board received a briefing on outreach efforts regarding a prospective Pre-Tax Commuter Benefits Ordinance requiring employers to offer a pre-tax commuter benefits program to encourage employees to use public transit or vanpools. In San Francisco, a similar ordinance covers employers with 20 or more full-time or part-time employees. Creation of a pre-tax commuter benefits program under existing Federal Tax Law 132(f) allows employees to use up to \$230 per month in pre-tax wages to purchase transit passes or vanpool rides. The public policy benefits of a Pre-Tax Commuter Benefits Ordinance include potential vehicle trip reduction during peak commuter periods, provision of more affordable travel choices to those who work in San Mateo County, resulting in greater use of public transit as a commuter alternative, and potential reduction in energy consumption and air emissions during peak commuter periods.

Christine Maley-Grubl of the Peninsula Traffic Congestion Relief Alliance and local business leader, C/CAG CMEQ Committee member Jim Bigelow, conducted extensive outreach to local business groups to inform them about pre-tax commuter benefits programs and to receive input. The results were encouraging. Based on the positive feedback from the business community, and recognizing the potential for carbon emissions reductions based on a proactive program that provides tax benefits for both employers and employees, staff is proceeding with development of a model Pre-Tax Commuter Benefits Ordinance for employers of 100 employees or more in San Mateo County. This model ordinance would be transmitted to each local jurisdiction in San Mateo County with a recommendation of adoption by the jurisdiction.

ITEM 5.8

NEXT STEPS

A draft Model Pre-Tax Commuter Benefits Ordinance is being drafted for review and comment by both the C/CAG CMEQ Committee and the business community in San Mateo County. Based on the feedback received from these groups, staff will prepare and recommend a final Model Pre-Tax Commuter Benefits Ordinance for consideration of the C/CAG Board. Of Directors this fall.

C/CAG AGENDA REPORT

Date: September 8, 2011
To: City/County Association of Government Board of Directors
From: Richard Napier, Executive Director - C/CAG
Subject: Review and Approval of Resolution 11-51 authorizing the C/CAG Chair to Execute an Agreement Between C/CAG and Kema, Incorporated for Consulting Services for Climate Action Planning Technical Support for a Not to Exceed Amount of \$60,000.

(For further information, contact Kim Springer at 650-599-1412 or Richard Napier at 650-599-1420)

RECOMMENDATION

Adopt Resolution No.11-51 authorizing the C/CAG Chair to execute an agreement between C/CAG and Kema, Incorporated for consulting services for Climate Action Planning Technical Support for a not to exceed amount of \$60,000.

FISCAL IMPACT

Up to \$30,000, potential matching cost for this contract.

SOURCE OF FUNDS

The cost of the technical support contract is paid for in part by a grant from PG&E (\$60,000). Additional funding comes from San Mateo Congestion Relief Plan funds.

Funding for staff work for the completion of the CAP Template project and deliverables for the BAAQMD and PG&E grants is paid through agreements between C/CAG and the County of San Mateo in FY2010-11 and FY2011-12, from the San Mateo Congestion Relief Plan funds.

BACKGROUND/DISCUSSION

On September 16, 2010, the C/CAG Board adopted Resolution No. 10-53 giving the Chair authority to sign Grant Agreement 2010-083 between C/CAG and the BAAQMD for \$50,000 to complete a Climate Action Plan (CAP) template project for the cities in San Mateo County and Cupertino. On March 10, 2011, the C/CAG Board adopted Resolution No. 11-11 for a PG&E Contract Work Authorization (Grant) No. 2500458103 between C/CAG and PG&E for \$125,000 for the same project.

On June 9, 2011, the C/CAG Board received a presentation on the CAP template project, which included the scopes of work, specifics on the deliverables associated with the aforementioned grants, and a start to finish timeline for the project.

On August 11, 2011, the C/CAG Board adopted Resolution No.11-39, authorizing the C/CAG

ITEM 5.9

Chair to execute an agreement with Hara Software, Inc. (Hara) for climate action planning (CAP) software for an amount not to exceed \$200,000.

The final contract required for the completion of this CAP Template project and associated grant deliverables is for technical support for C/CAG and five (5) cities to complete climate action plans.

The CAP Template document is nearly completed, with comments due back from the BAAQMD to be incorporated as soon as it is received. The CAP Template Software Tool development process is just getting underway. A draft User's Manual has been written and is undergoing review for finalization.

This new scope of work involves support to:

- Verify GHG emissions inventory fits BAAQMD rules; possible revisions
- Clarify inventory, forecast and city adopted GHG reduction targets
- Identify and qualify most cost effective measures to reduce GHG emissions through 2020
- Give direction on community and internal staff outreach in the development of the CAP
- See through the completion of a finished CAP and staff report

A proposed Scope of Work and Resolution No. 11-51 are provided as attachments to this staff report.

Specific Findings to Waive RFP Process:

Kema, Incorporated (Kema), with its depth of involvement in this project, is a unique contractor with regard to the required scope of work for this contract.

Kema, through a procurement process, won the contract to develop the aforementioned CAP Template Document. Further, Kema teamed with Hara Software, Inc.(Hara) in the customization of the CAP Template Software Tool and (as a subcontract to Hara) won that contract, largely due to the strength of Hara's public sector experience and Kema's existing knowledge base of the project.

Staff believes that it is in the best interest of C/CAG and the project to waive the RFP process, given Kema's existing qualifications and experience and the unlikely circumstance that an RFP process would yield any significant cost savings. Further, an RFP process could yield delays as a result of a new contractor needing to acquire an understanding of the project and existing deliverables. This recommendation is in accordance with the C/CAG procurement policy.

Attachments

Resolution No. 11-51

Proposed Scope of Work - Climate Action Plan Technical Assistance Project

RESOLUTION NO. 11-51

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) AUTHORIZING THE C/CAG CHAIR TO EXECUTE AN AGREEMENT BETWEEN C/CAG AND KEMA, INCORPORATED FOR CONSULTING SERVICES FOR CLIMATE ACTION PLANNING TECHNICAL SUPPORT FOR A NOT TO EXCEED AMOUNT OF \$60,000.

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

WHEREAS, C/CAG has entered into two grant agreements by action of the C/CAG Board: on September 16, 2010, by adopting Resolution No. 10-53, giving the Chair authority to sign Grant Agreement 2010-083 between C/CAG and the BAAQMD for \$50,000, and on March 10, 2011, adopting Resolution No. 11-11 for a PG&E Contract Work Authorization (Grant) No. 2500458103 between C/CAG and PG&E for \$125,000, to complete a CAP template project for the cities in San Mateo County and Cupertino; and

WHEREAS, C/CAG desires to obtain services from Kema, Inc. (Kema) for technical assistance to C/CAG and five cities in San Mateo County for the aforementioned CAP template project; and

WHEREAS, C/CAG staff desire to waive the RFP process and contract with Kema because it is in the best interest of C/CAG and the project given Kema's existing qualifications, experience and knowledge of this project, and because an RFP process will yield no significant cost savings and could cause time delays; and

WHEREAS, this is in accordance with the adopted C/CAG Procurement Policy;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County that the Chair is authorized to Execute an Agreement Between C/CAG and Kema, Incorporated for Consulting Services for Climate Action Planning Technical Support for a Not to Exceed Amount of \$60,000.

The C/CAG Board also authorizes the following:

- 1- Authorize the C/CAG Executive Director and Legal Counsel to negotiate the final agreement.

PASSED, APPROVED, AND ADOPTED THIS 8TH DAY OF SEPTEMBER, 2011.

Bob Grassilli, Chair



Climate Action Plan Technical Assistance Project Cost Proposal – Revised Version

Response to C/CAG San Mateo County (August 29, 2011)

Contact: Andrea Traber

510-891-0446

Andrea.Traber@kema.com

Experience you can trust.



1. Cover Letter

August 29, 2011

Mr. Richard Napier
Executive Director
City/County Association of Governments
County Office Building
555 County Center
Fifth Floor
Redwood City, CA 94063

Re: C/CAG of San Mateo County Climate Action Plan Technical Assistance Project:
Revised Version

Based on our telephone conversation with Kim Springer on Monday, August 29, 2011, KEMA, Services Inc. is providing an updated version of our Scope of Work and Cost Estimate to the City/County Association of Governments (C/CAG) of San Mateo to provide technical assistance for five cities and the C/CAG in developing climate action plans (CAPs) that will satisfy CEQA guidelines. This revised version includes additional assumptions regarding our scope of work in Tasks 2, 3, and 4, and an associated reduction in the cost estimate to \$59,710 (a total of \$9,952 per city and the same amount for the C/CAG).

Please let us know if this revised version does not meet your expectations. We look forward to hearing back from you and continuing our work on climate action planning projects with the C/CAG.

Sincerely,

A handwritten signature in cursive script, appearing to read "Andrea Traber", is written over a light gray grid background.

Andrea Traber, Principal

KEMA Services Inc.
155 Grand Avenue, Suite 500, Oakland, CA 94612



2. Introduction

The City/County of Association of San Mateo County is seeking consulting services to provide technical support to five cities and to the C/CAG in developing a Climate Action Plan (CAP) that will satisfy the regional CEQA guidelines released by the Bay Area Air Quality Management District (BAAQMD). The support will include guidance in the use of previously-developed tools and templates, including the Climate Action Plan Report Template, the List of Emission Reduction Measures, and the Measure Calculation Workbook. KEMA will not provide assistance with use of the software tool for tracking GHG emissions and measures that will be developed by Hara, Inc., but assumes that any technical assistance with the software tool will be provided by Hara, Inc. In this revised document, we present a detailed scope of work based on our project understanding, as well as a cost proposal and schedule.

In the Scope of Work presented below, KEMA has provided costs for each city and the C/CAG by subtask. Some cities may not need all the tasks and subtasks presented in the Scope of Work, and the total cost of services for those cities could be reduced upon appropriate reduction of the Scope of Work.

Some cities may require additional assistance for completing their CAP due to limited staff time and resources, or may request assistance for tasks that are not included in this scope of work, such as public outreach. KEMA understands that cities requiring additional assistance beyond the scope of work described below would enter into a separate contract with KEMA or another consultant for out-of-scope services.

3. Scope of Work

3.1 Deliverable 1: Review of GHG Emissions Inventories for Five Cities and for the C/CAG

The KEMA team will work with five cities and the C/CAG to review previously-developed community-wide greenhouse gas inventories. We will briefly review that the base year greenhouse gas inventory meets the requirements of BAAQMD for a qualified Greenhouse Gas Reduction Strategy. The BAAQMD requires the following sectors to be included:

- Commercial
- Industrial
- Residential
- Transportation (local roads, highway, and off-road vehicles)



- Solid waste
- Wastewater

KEMA proposes to identify whether the GHG inventory will meet BAAQMD and CEQA requirements and how the inventory may (or may not) be deficient. KEMA will provide recommendations for updating the inventory to each city and to C/CAG but will not provide any updates to the inventories. It is not expected, however, that substantial revisions will be needed since most cities completed their GHG inventories according to ICLEI's methodology.

We also propose to complete the GHG inventory forecast for each of the five cities and the C/CAG. Unless the cities or C/CAG has already adopted a different GHG reduction target, we recommend that each city and the C/CAG adopt the BAAQMD recommended GHG reduction target of 15 percent below 2005 levels by 2020.

Cost proposal:

- GHG inventory review: \$1,350 (per city)
- GHG inventory forecast: \$820 (per city)

3.2 Deliverable 2: Selection and Analysis of Emission Reduction Measures for Five Cities and for the C/CAG

For this task, KEMA assumes that each city and the C/CAG will develop draft deliverables, and KEMA will provide comments and technical assistance as needed as deliverables are finalized for each city's CAP and the C/CAG's CAP.

Each city and the C/CAG will begin by developing a list of emission reduction measures to include in their CAP, using the tools previously developed for the C/CAG. The KEMA team will work with five cities and the C/CAG to provide direction as the cities are developing their list of emission reduction measures, and will also review the cities' selection of measures. KEMA assumes that each city and the C/CAG will select and analyze no more than 20 measures for inclusion in each CAP. KEMA may conduct a limited amount of research on existing programs and policies to assist in the selection of potential measures, and will also draw upon our knowledge of which measures are more appropriate for each municipality's conditions and for the C/CAG's areas of influence.

KEMA understands that the C/CAG is planning to conduct a workshop with the various cities in order to introduce city representatives to the Climate Action Plan Report Template, the List of Emission Reduction Measures, and the Measure Calculation Workbook. The workshop will include training on the use of these tools. In addition, a Users Guide (still being finalized) will also be provided to each City. City representatives will be expected to attend training and thoroughly review the Users Guide prior to working with KEMA staff on the selection and analysis of the emission reduction measures.

KEMA assumes that no new emission reduction measures will be developed in the course of this project, but that the final version of the List of Measures and Manual of Calculations will be used for each of the five cities and for the C/CAG.

Each city and the C/CAG will then complete the Manual of Calculations for their selected emission reduction measures, with assistance from KEMA. KEMA staff will work with representatives from each municipality so they are able to gather any additional data needed to conduct the analysis, and will also provide support in conducting the analysis.

We assume that each of the five cities and the C/CAG will use the final version of the Manual of Calculations for this task, and no new analytical methodologies or calculation approaches will be developed. KEMA will support the analysis of up to twenty (20) emission reduction measures for each municipality included in this project, and for the C/CAG. KEMA assumes that the Hara Tool will enable cities to prioritize the measures once they are customized for each city. Therefore, no scope is included to assist cities with prioritizing measures for implementation.

Cost proposal:

- Background research and support in developing the final list of measures: \$1,820 (per city)
- Support in developing the cost-benefit analysis of 20 measures: \$2,740 (per city)



3.3 Deliverable 3: Support for Addressing Public and Staff Comments and Questions

KEMA staff will be available to provide a limited amount of additional technical support to respond to one round of questions and comments from the public and city staff for each of the five cities and the C/CAG. Questions and comments typically arise during review of the administrative draft and the public draft CAP. For issues that cannot be addressed by the City CAP project manager, KEMA will assist in reviewing the work completed to date and providing a written response. The technical support may also include one round of answering questions about proper procedures and sequence of steps for completing a qualified GHG Reduction Strategy per BAAQMD guidelines.

Cost proposal:

- Review work and provide written response: \$1,350 (per city)

3.4 Deliverable 4: Meetings

In addition to the three deliverables outlined above, we are including in the scope of work one in-person meeting for each of the five cities, and for the C/CAG. We assume two KEMA staff will attend each meeting. Two additional meetings will occur by teleconference.

KEMA assumes that limited preparation will be needed on the part of KEMA staff for the meetings because the city and C/CAG representatives will take the role of the overall project manager, with KEMA providing support. In addition, KEMA will not develop project schedules or work plans, but would provide comments and advice to cities and the C/CAG for schedules and work plans, as well as all other project management activities.

These meetings may include the following:

1. **Kick-off meeting:** The purpose of the kick-off meeting is to assist cities in launching their climate action plan projects with key internal stakeholders. The meeting will discuss city staff responsibilities and the scope of KEMA's technical assistance contract. KEMA will help cities to understand and identify project objectives, initial assessment of existing sustainability programs and initiatives and critical next steps.

-
2. **Mid-project meetings:** KEMA will attend and participate in two mid-project meetings. The purpose of these meetings will be to review project progress to-date, and answer questions about CAP measures selected and CAP measures analyzed.

Cost proposal:

- Preparation and attendance for one in-person meeting: \$1,292 (per city).
- Preparation and attendance for two meetings by conference call: \$580 (per city).



4. Cost Proposal

The KEMA team proposes to complete the work on a time-and-materials basis. The not-to-exceed budget for the project totals \$59,710, or \$9,952 per city and the same amount for the C/CAG, as shown in the below table by deliverable task. As noted in the Introduction, the Scope of Work for each city may vary, and some cities may not require the total budget of \$9,952 for technical assistance to complete their CAP.

	A. Traber	B. Seto	A. Jewel	D. Millar	E. Rohilla	N. Kinsey	Direct	Total Hrs	Total Cost	Hours per City and C/CAG:	Cost Per City and C/CAG:
	PIC	Project Mgr	Project Mgr	Analyst	Energy	Green Building	Travel/ Materials				
Hourly Billing Rate	\$190	\$150	\$140	\$140	\$120	\$100					
1. Greenhouse Gas Inventory Review and Forecast											
Review the base year inventory	0	18	18	0	24	0	\$ -	60	\$8,100	10	\$1,350
Complete the forecast year	0	12	12	0	12	0	\$ -	36	\$4,920	6	\$820
TOTAL TASK 1	0	30	30	0	36	0	\$ -	96	\$13,020	16	\$2,170
2. Selection and Analysis of Measures											
Review background materials and identify measures to include	6	18	18	6	6	30	\$ -	84	\$10,920	14	\$1,820
Conduct cost/benefit analysis	0	24	24	12	30	42	\$ -	132	\$16,440	22	\$2,740
TOTAL TASK 2	6	42	42	18	36	72	\$ -	216	\$27,360	36	\$4,560
3. Support for Questions/Comments											
Review work and provide written response	6	24	24	0	0	0	\$ -	54	\$8,100	9	\$1,350
TOTAL TASK 3	6	24	24	0	0	0	\$ -	54	\$8,100	9	\$1,350
4. Meetings											
Kick-off meeting (in person) (preparation and attendance)	18	14	14	0	0	0	\$ 270	46	\$7,750	8	\$1,292
Mid-project meetings 2 and 3 (conference call) (preparation and attendance)	0	12	12	0	0	0	\$ -	24	\$3,480	4	\$580
TOTAL TASK 4	18	26	26	0	0	0	\$ 270	70	\$11,230	12	\$1,872
TOTAL BASE PRICE	\$5,700	\$18,300	\$17,080	\$2,520	\$8,640	\$7,200	\$ 270	436	\$ 59,710	73	\$ 9,952

The proposed project will be completed by December 31, 2012.



The following table summarizes the hourly rates for each staff classification, and associated KEMA staff who will work on this project.

Staff Classification	Hourly rate	Name
Principal	\$190	Andrea Traber
Senior Consultant	\$150	Betty Seto
Consultant	\$140	Amy Jewel
Senior Analyst	\$130	Dave Millar
Energy Analyst	\$120	Eddie Rohilla
Sustainability Professional	\$100	Nathan Kinsey

C/CAG AGENDA REPORT

DATE: September 8, 2011

TO: City/County Association of Governments of San Mateo County (C/CAG)
Board of Directors

FROM: David F. Carbone, C/CAG Airport Land Use Committee (ALUC) Staff
TEL: 650/36304417; email: dcarbone@co.sanmateo.ca.us

SUBJECT: Consideration/Approval of a Comprehensive Airport Land Use Compatibility Plan (CLUP) Consistency Review of a Referral from the City of South San Francisco, Re: Proposed General Plan Amendment and Zoning Map Amendment for a Mixed-Use Development at 418 Linden Avenue

RECOMMENDATION

That the C/CAG Board of Directors, acting as the Airport Land Use Commission, determine that the relevant content of the General Plan Amendment and Zoning Map Amendment for a mixed-use development at 418 Linden Avenue is consistent with (1) the relevant recommended guidance from the *California Airport Land Use Planning Handbook January 2002*, (2) the text in the relevant Sections of California Public Utilities Code Division 9, Part 1, Chapter 4, Article 3.5, (3) the applicable airport/land use compatibility criteria for San Francisco International Airport, as contained in the 1996 *San Mateo County Comprehensive Airport Land Use Plan (CLUP)*, as amended, for San Francisco International Airport, and (4) the relevant content of the preliminary draft CLUP update for the environs of San Francisco International Airport (April 2011) based on the following conditions:

1. The City of South San Francisco should coordinate with San Francisco International Airport staff to ensure that the finished height (highest structural element) of the proposed project does not penetrate the critical airspace protection surfaces that are applicable to aircraft departures on Runways 28L/R at San Francisco International Airport prior to final approval of the project.
2. The City of South San Francisco should ensure that the proposed project complies with the interior noise level requirements of the 2010 California Building Code for multi-family construction and the relevant noise limits specified in the Noise Element of the City of South San Francisco General Plan related to aircraft noise prior to final approval of the project.
3. The City of South San Francisco should ensure that the proposed project does not include any of the following land use characteristics, prior to final approval of the project:
 - a. Sources of glare, such as highly reflective building materials or bright lights, including search lights, laser displays, etc.
 - b. Distracting lights that could be mistaken for airport identification lighting, runway edge lighting, runway end identification lighting, or runway approach lighting.

ITEM 5.10

RECOMMENDATION - continued

- c. Sources of dust, smoke, water vapor, or steam that may impair visibility.
 - d. Sources of electrical/electronic interference that could interfere with aircraft communications or navigation equipment.
 - e. Features or elements that create an increased attraction for wildlife, particularly flocks of birds, that is inconsistent with FAA rules and regulations, including but not limited to FAA Order 5200.5A, *Waste Disposal Sites On or Near Airports*, FAA Advisory Circular 150/5200-33B, *Hazardous Wildlife Attractants On or Near Airports*, and any successor or replacement orders of advisory circulars.
4. Include the following text in the conditions of approval for of the proposed project or in the General Plan Amendment text:
- “All properties for sale or lease at the project site are subject to the real estate disclosure requirement of Chapter 496, Statues 2002.”
5. Include the following text in the City Council resolution that adopts the proposed General Plan Amendment and Zoning Map Amendment for the proposed project at 418 Linden Avenue:
- “The goals, polices, and other relevant content contained in General Plan Amendment and Zoning Map Amendment the do not conflict with the with (1) the relevant guidance from the *California Airport Land Use Planning Handbook January 2002*, (2) the text in the relevant Sections of California Public Utilities Code Division 9, Part 1, Chapter 4, Article 3.5, (3) the applicable airport/land use compatibility policies and criteria contained in the 1996 *San Mateo County Comprehensive Airport Land Use Plan* document, as amended, for the environs of San Francisco International Airport and (4) the relevant content of the preliminary draft CLUP update (April 2011) for the environs of San Francisco International Airport.”

BACKGROUND

I. Proposed General Plan Amendment and Zoning Map Amendment

The City of South San Francisco has submitted a proposed General Plan Amendment and Zoning Map amendment and a related proposed mixed-use development at 418 Linden Avenue to the C/CAG Board, acting as the Airport Land Use Commission, for a determination of the consistency of the proposed land use policy actions and related project with the relevant content of the *San Mateo County Comprehensive Airport Land Use Plan*, as amended, for San Francisco International Airport (see Attachment No. 1.A and 1.B). The referral is subject to review, pursuant to PUC Section 21676(b). The 60-day state-mandated review process will expire on September 23, 2011.

C/CAG Agenda Report, Re: Consistency Review of a Referral from the City of South San Francisco, Re: Proposed General Plan Amendment and Zoning Map Amendment for a Mixed-Use Development at 418 Linden Avenue

September 8, 2011

Page 3 of 7

BACKGROUND - continued

The project site is located in the central portion of South San Francisco north of Grand Avenue and west of U.S. Highway 101. The text in the *Initial Study and Proposed Negative Declaration* for the proposed actions includes the following land use policy action description:

“To accommodate the proposed project, the City’s General Plan and Zoning Map must be adjusted so the project site is located within the Downtown Commercial land use designation and Downtown Core zoning district.

The site is currently situated within the Downtown High Density Residential General Plan land use designation area, with a mixed-use Community Commercial designation overlay. This designation has no FAR limit on the high density residential and a 0.5 FAR for Community Commercial. The General Plan allows a maximum residential density of 40 Units/Acre. The proposed project includes an FAR of 3.0 and a density of 77 units/acre therefore, the applicant seeks to modify the General Plan boundary so that the site can be included in the Downtown Commercial designation. The Downtown Commercial designation allows for an FAR of 3.0 and the maximum density is limited by the FAR and development standards, which accommodates the project.

Similarly, the applicant is also seeking a change on the zoning map so the site is part of the Downtown Core (DC) zoning district, rather than the Downtown Mixed Use (DMX) zoning district. This change would allow the increased FAR and increase in density to support the project.”

II. Proposed Multi-Use Project

The project involves removal of the existing temporary public surface parking lot and the construction of a four-story building over subterranean parking, with up to 7,000 square feet of ground floor commercial space and approximately 20,000 square feet of residential space. The residential units will be comprised of 25 market rate condominiums, including a mix of one- and two-bedroom units. The proposed building will be approximately 60 feet in height and will cover the entire 14,000 square foot parcel. The residential entrance and parking garage entrance will be located on Lux Avenue and the parking garage will exit on Tamarack Lane (see Attachment No. 2).

III. Airport Influence Area (AIA) Boundary

An airport influence area (AIA) boundary defines the geographic area within which proposed local agency land use policy actions (i.e. general plans, general plan updates, general plan amendments, specific plans, specific plan amendments, zoning ordinances, rezonings, etc.) must be referred to the airport land use commission for a determination of the consistency of the those actions with the policies and criteria contained in the relevant airport/land use compatibility plan (CLUP) document. The Airport Influence Area for an airport is normally the area encompassed by a composite of the airport land use compatibility criteria: (1) height of structures, (2) aircraft noise impacts (noise contours), and (3) runway safety zones. The most geographic extensive compatibility concern is the airspace protection area defined by the outer boundary of the FAR Part 77 Conical Surface.

C/CAG Agenda Report, Re: Consistency Review of a Referral from the City of South San Francisco, Re: Proposed General Plan Amendment and Zoning Map Amendment for a Mixed-Use Development at 418 Linden Avenue

September 8, 2011

Page 4 of 7

BACKGROUND - continued

For the purposes of this report, ALUC Staff is using the term “preliminary airport influence area (AIA) boundary” to refer to the AIA boundary (Area A and Area B) for San Francisco International Airport that is included in the pending draft SFO CLUP update document (April 2011). Area A requires real estate disclosure per state law and Area B requires real estate disclosure per state law and formal airport land use commission (ALUC and C/CAG) review of proposed local agency land use policy actions and related projects. Area B is sometimes called the project referral boundary. The Area B boundary is based on the configuration of by the outer boundary of the FAR Part 77 Conical Surface, as adjusted for streets and property lines. The proposed land use policy actions and related project at 418 Linden Avenue are located within Airport Influence Area B (see Attachments No.3.A. and 3.B.).

IV. Consistency With Relevant Airport Land Use Compatibility Polices and Criteria

The *California Airport Land Use Planning Handbook January 2002* provides guidance to the C/CAG Board, acting as the Airport Land Use Commission and to C/CAG Staff, regarding the concept of “consistency” between a proposed local agency land use policy action (i.e. general plan amendment, zoning regulations) and the relevant content of an airport/land use compatibility plan (CLUP) as follows:

“As widely applied in airport land use planning, consistency does not require being identical. It means only that the concepts, standards, physical characteristics, and resulting consequences of a proposed action must not conflict with the intent of the law or the compatibility plan to which the comparison is being made.”

DISCUSSION

I. Airport/Land Use Compatibility Criteria

There are three airport/land use compatibility criteria that are relevant to the proposed land use policy actions for the proposed project at 418 Linden Avenue. These include: (a) Height of Structures/Airspace Protection, (b). Aircraft Noise Impacts, and (c). Safety Criteria. Each of these issues is addressed in the following sections.

A. Height of Structures/Airspace Protection

The Airport Land Use Commission (C/CAG Board) has adopted the provisions in the Code of Federal Regulations (CFR) Title 14: *Aeronautics and Space, Part 77–Safe Efficient Use of Navigable Airspace* to establish restrictions for height of structures and federal notification requirements for project sponsors, related to proposed development within the FAR Part 77 airspace boundaries for San Carlos Airport. The regulations contain the following key elements: (1.) standards for determining obstructions in the navigable airspace and designation of imaginary surfaces for airspace protection, (2.) requirements for project sponsors to provide notice to the FAA of certain proposed construction or alteration of structures that may affect the airspace in the airport environs, and (3.) initiation of aeronautical studies, by FAA staff, to determine the potential effect(s), if any, of proposed construction or alteration of structures on the safe and efficient use of the subject airspace.

DISCUSSION - continued

Any proposed structure that exceeds the federal maximum height limits for airspace protection is considered by the Airport Land Use Commission (C/CAG Board) to be an incompatible land use, unless the FAA determines otherwise (i.e. the FAA determines the height of the structure to be an airspace obstruction or no hazard to air navigation, via a formal airspace impact study). The proposed maximum structure height above ground (AGL) at the project site is 60 feet. This height appears well below the relevant airspace protection surfaces for the environs of San Francisco International Airport. However, the City of South San Francisco should coordinate with San Francisco International Airport staff to ensure that the highest structural element of the proposed project does not penetrate the critical airspace protection surfaces that for aircraft departures on Runways 28L/R at San Francisco International Airport prior to final approval of the project.

B. Aircraft Noise Impacts

The Community Noise Equivalent Level in decibels (dB CNEL) is a noise metric that represents the average daytime noise level during a 24-hour day, based on a compilation of individual noise events and adjusted to an equivalent level to account for the lower tolerance of people to noise during evening and nighttime hours, relative to the daytime period. The State of California and the FAA define an airport's noise impact boundary as the 65 dB CNEL aircraft noise level. This level is used by the Airport/Land Use Commission (C/CAG Board) to define the noise impact boundary for San Francisco International Airport and for the application of appropriate noise mitigation elements (sound insulation, etc).

The project site is not located within any current or future 65 dB CNEL aircraft noise contour or higher contour level as shown on the Airport's most recent Noise Exposure Map accepted by the FAA. However, the site may be subject to occasional noise from aircraft departures on Runways 28L/R on the Shoreline Departure route from so-called "wide" Shoreline turns¹ (see Attachment No. 4). The City of South San Francisco should ensure that the proposed project complies with the interior noise level requirements of the 2010 California Building Code for multi-family construction and the noise limits specified in the Noise Element of the City of South San Francisco General Plan related to aircraft noise prior to final project approval.

C. Safety Criteria

(1) Safety Zones. The project site is not located within any current or future runway end safety zones for San Francisco International Airport.

¹ The Shoreline Departure Route directs northbound and eastbound aircraft departures on Runways 28L/R at San Francisco International Airport to turn east of U.S. Highway 101, which takes them over the industrial area of the City. This procedure is only used under certain wind and visibility conditions. A "wide" Shoreline turn takes those aircraft west of U.S. Highway 101 over residential areas in the vicinity of the project site.

DISCUSSION - continued

(2) Land Uses Characteristics. Certain types of land use characteristics are recognized by the Airport Land Use Commission (C/CAG Board) as hazards to air navigation in the vicinity of San Francisco International Airport. Those characteristics include the following:

- a. Sources of glare, such as highly reflective building materials or bright lights, including search lights, laser displays, etc.
- b. Distracting lights that could be mistaken for airport identification lighting, runway edge lighting, runway end identification lighting, or runway approach lighting.
- c. Sources of dust, smoke, water vapor, or steam that may impair visibility.
- d. Sources of electrical/electronic interference that could interfere with aircraft communications or navigation equipment.
- e. Features or elements that create an increased attraction for wildlife, particularly flocks of birds, that is inconsistent with FAA rules and regulations, including but not limited to FAA Order 5200.5A, *Waste Disposal Sites On or Near Airports*, FAA Advisory Circular 150/5200-33B, *Hazardous Wildlife Attractants On or Near Airports*, and any successor or replacement orders of advisory circulars.

The City of South San Francisco should ensure that the proposed project does not include any of the land use characteristics listed above prior to final approval of the project:

II. Real Estate Disclosure

Chapter 496, Statutes of 2002 (formerly AB 2776 (Simitian)) affects the sale or lease of real property within an airport influence area (AIA) boundary. It requires a statement (notice) to be included in the property transfer documents that (1) indicates the subject property is located within an airport influence area (AIA) boundary and (2) that the property may be subject to certain impacts from airport/aircraft operations. The wording of the disclosure notice is as follows:

“NOTICE OF AIRPORT IN VICINITY

“This property is presently located within the vicinity of an airport, within what is known as an airport influence area. For that reason, the property may be subject to some of the annoyances or inconveniences associated with proximity to airport operations (for example: noise, vibration, or odors). Individual sensitivities to those annoyances can vary from person to person. You may wish to consider what airport annoyances, if any, are associated with the property before you complete your purchase and determine whether they are acceptable to you.”

The following text should be included in the conditions of approval for the proposed project or in the General Plan Amendment text:

“All properties for sale or lease at the project site are subject to the real estate disclosure requirement of Chapter 496, Statues 2002.”

DISCUSSION - continued

III. Compliance with California Government Code 65302.3

California Government Code Section 65302.3 states that a local agency general plan an/or any affected specific plan must be consistent with the applicable airport/land use compatibility criteria contained in the relevant adopted airport land use plan (CLUP). The proposed General Plan Amendment is subject to compliance with the above-referenced Government Code Section.

The following text should be included in the City Council resolution that adopts the proposed General Plan Amendment and Zoning Map Amendment:

“The goals, polices, and other relevant content contained in this General Plan Amendment do not conflict with the with (1) the relevant guidance from the *California Airport Land Use Planning Handbook January 2002*, (2) the text in the relevant Sections of California Public Utilities Code Division 9, Part 1, Chapter 4, Article 3.5, (3) the applicable airport/land use compatibility policies and criteria contained in the 1996 *San Mateo County Comprehensive Airport Land Use Plan* document, as amended, for the environs of San Francisco International Airport and (4) the relevant content of the preliminary draft CLUP update (April 2011) for the environs of San Francisco International Airport.”

IV. Guidance from the California Airport Land Use Planning Handbook

ALUC Staff reviewed the relevant content of the *California Airport Land Use Planning Handbook January 2002*, published the Caltrans Division of Aeronautics, to prepare this report. The staff analysis and recommendations contained herein are consistent with and guided by the relevant provisions contained in the *Handbook*.

ATTACHMENTS

- 1.A. Letter to David F. Carbone, Transportation Systems Coordinator, San Mateo County Planning and Building Department, from Linda Ajello, Associate Planner, City of South San Francisco, dated July 6, 2011, re: 418 Linden Avenue mixed-use development.
- 1.B. Letter to Linda Ajello, Associate Planner, City of South San Francisco, from David F. Carbone, C/CAG ALUC Staff, dated July 25, 2011, re: C/CAG/ALUC review of a proposed mixed-use development at 418 Linden Avenue.
2. 12 graphics, re: proposed mixed-use development at 418 Linden Avenue.
- 3.A. Graphic: Airport Influence Area B-Land Use Policy Action/Project Referral Area.
- 3.B. Graphic: Location of proposed mixed-use development at 418 Linden Avenue within Airport Influence Area B.
4. Generalized departure flight tracks for San Francisco International Airport.



DEPARTMENT OF ECONOMIC
AND COMMUNITY DEVELOPMENT
PLANNING DIVISION
(650) 877-8535
FAX (650) 829-6639
E-MAIL WEB-ECD@SSF.NET

Attachment No 1.A.

CITY COUNCIL 2011

KEVIN MULLIN, MAYOR
RICHARD A. GARBARINO, VICE MAYOR
MARK ADDIEGO, COUNCILMEMBER
PEDRO GONZALEZ, COUNCILMEMBER
KARYL MATSUMOTO, COUNCILMEMBER

BARRY M. NAGEL, CITY MANAGER

David F. Carbone, Transportation Systems Coordinator/Airport Environs Planning
San Mateo County Planning and Building Department
455 County Center, 2nd Floor
Redwood City, CA 94063

July 6, 2011

Subject: 418 Linden Avenue Mixed Use Development Project

Dear Dave:

As you know, the City of South San Francisco is moving forward with obtaining entitlements for a commercial/residential mixed-use project at 418 Linden Avenue. The proposed Project involves the removal of the existing temporary public surface parking lot and the construction of a 4-story building over subterranean parking with up to 7,000 square feet of ground floor commercial space, approximately 20,000 square feet of residential space and a 3,100 square foot residential rooftop courtyard. The residential units will be comprised of 25 market rate condominiums, including a mix of one- and two-bedroom units. The proposed building will be approximately 60 feet in height and will cover the entire 14,000 square foot parcel.

While the proposed mixed-use Project is permitted under the existing zoning district and General Plan designation, in order to accommodate the proposed density and height (60' instead of 50'), the City is proposing a General Plan Amendment and Rezone. Both the General Plan and Zoning changes are "map only" and will incorporate the Project site into the existing Downtown Core, which is immediately adjacent (see attached) to the site. No changes to existing development standards or allowed uses are proposed.

Since the General Plan Amendment and Rezone are both minor in nature and the proposed Project will not conflict with the height or other airport related standards, the City is requesting that the ALUC approve the Project at the staff level.

Regards,

Linda Ajello, AICP
Associate Planner

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SAN MATEO COUNTY
PLANNING AND BUILDING
DEPARTMENT

City/County Association of Governments of San Mateo County

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• Hillsborough • Menlo Park • Millbrae • Pacifica • Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo
• San Mateo County • South San Francisco • Woodside

July 27, 2011

Linda Ajello, Associate Planner
Department of Economic and Community Development
Planning Division
315 Maple Avenue
South San Francisco, CA 94083

Dear Linda:

RE: Response to Your Letter for ALUC Staff Review of a Proposed General Plan Amendment and Rezoning to Allow a Commercial/Residential Mixed-Use Development at 418 Linden Avenue

Thank you for your letter dated July 6, 2011, re: the above-referenced proposed land use policy actions and related mixed-use development project. I have reviewed the content of your letter and have determined that the proposed land use actions and related project require formal review by the C/CAG Airport Land Use Committee (ALUC) and the C/CAG Board of Directors, acting and the Airport Land Use Commission, based on the following:

Existing Condition and Proposed Project:

- The project site is located within the proposed Airport Influence Area B (Project Referral Boundary) for the environs of San Francisco International Airport
- Construction of the proposed project requires the approval of a general plan amendment and a rezoning by the City of South San Francisco; no changes to the existing develop standards or allowed uses are proposed
- The project site consists of a 14,000 square-foot public parking lot
- The proposed project consists of construction of a four-story building over subterranean parking with up to 7,000 square feet of ground floor commercial space, approximately 20,000 square feet of residential space, and 3,100 square feet of residential rooftop courtyard. The residential units will include 25 market rate condos that include a mix of one and two-bedroom units. The proposed building will be approximately 60 feet in height (above ground level (AGL)) and cover nearly the entire 14,000 square-foot parcel. The current zoning height limit is 50 feet AGL (SSF Zoning Ordinance)

Airport Land Use Committee

ALUC Chairperson:
Richard Newman
Aviation Representative

ALUC Vice Chairperson:
Ann Keighran, Council Member
City of Burlingame, California

C/CAG Airport Land Use Committee (ALUC) Staff:
David F. Carbone, Transportation Systems Coordinator/Airport Environs
Planning, County of San Mateo Planning and Building Department.

**Letter to Linda Ajello, Associate Planner, City of South San Francisco, Re:
Response to Her Request for ALUC Staff Review of a Proposed General Plan
Amendment and Rezoning to Allow a Commercial/Residential Mixed-Use
Development at 418 Linden Avenue
July 27, 2011**

Page 2 Of 2

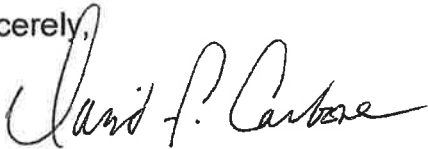
Preliminary Airport Land Use Compatibility Review:

- The proposed general plan amendment and related rezoning will change the existing use from a parking lot to a mixed-use commercial/residential development
- The proposed use includes high-density residential units
- The project site may receive occasional overflight from commercial aircraft departures on Runways 28 at San Francisco International Airport on the Shoreline Departure Route from "wide" Shoreline turns (north and eastbound turns that occur west of U.S. Highway 101) when that procedure is in use
- The project site is not located within any current or future airport noise contours
- The proposed project does not affect any runway safety parameters
- The maximum height of the proposed building appears well below current FAA airspace protection criteria

As I mentioned to you, this item is scheduled for review by the C/CAG Airport Land Use Committee (ALUC) on Thursday, August 18, 2011. It will be scheduled for review and action by the C/CAG Board of Directors on Thursday, September 8, 2011. The ALUC meeting is scheduled for 4:00 p.m. in the City Council Chamber at Burlingame City Hall, 501 Primrose Road, Burlingame, California. The C/CAG Board meeting is scheduled for 6:30 p.m. in the SamTrans Auditorium on the Second Floor at 1250 San Carlos Avenue in San Carlos, California. ALUC items are normally on the Consent Agenda at the C/CAG Board meetings.

Thank you for the opportunity to review and comment on the proposed action and project. If you have any questions, please contact me at 650/363-4417 (direct number) or via email at dcarbone@co.sanmateo.ca.us

Sincerely,



David F. Carbone,
C/CAG Airport Land Use Committee (ALUC) Staff

cc: Richard Napier, C/CAG Executive Director
Richard Newman, C/CAG Airport Land Use Committee (ALUC) Chairperson
C/CAG Airport Land Use Committee (ALUC) Members

ALUCstaffcomletSSF418LINDEN0711.doc

PROJECT DIRECTORY

OWNER/DEVELOPER

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Contact: Alan Katz
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Contact: Richard Rogers

CIVIL ENGINEER

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650.482.6300

Contact: Brian Scott

MEP ENGINEER

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Email: elaine.hsieh@US.KEMA.com

LEED PROVIDER

Davis Energy Group
123 C Street
Davis, CA 95618
530.753.1100

Contact: Pepper Davis
Email: pepper@davisenergy.com

SALES CONSULTANT

Pacific Marketing Associates
3727 Buchanan Street
San Francisco, CA 94123
415.346.7888

Contact: Paul Zager
Email: paul@prmateam.com

TELECOMMUNICATIONS CONSULTANT

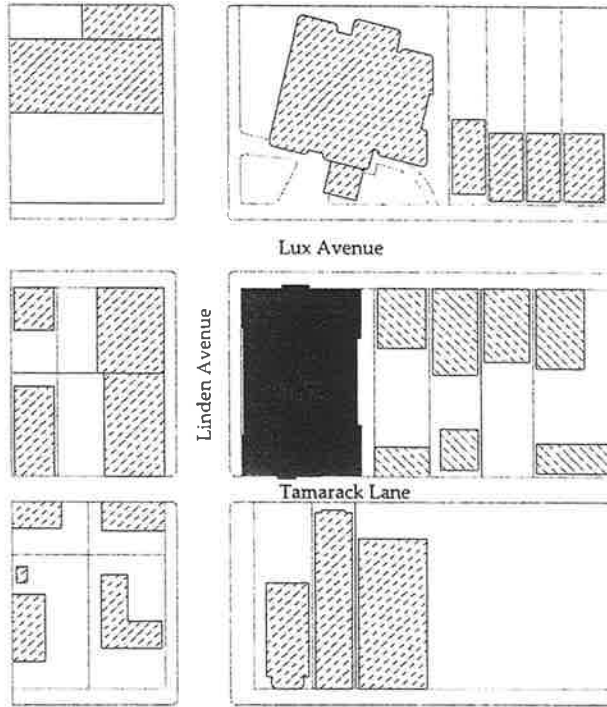
KC Future Planning Inc.
528 Washington Street
San Francisco, CA 94111
510.595.6941

Contact: Carl Beckles
Email: CBFUTURE@aol.com

ACOUSTICAL CONSULTANT

Charles M. Satter Associates Inc.
130 Sutter Street, Fifth Floor
San Francisco, CA 94104
415.397.0442

Contact: Robert Alvarado
Email: robert.alvarado@cmsatter.com

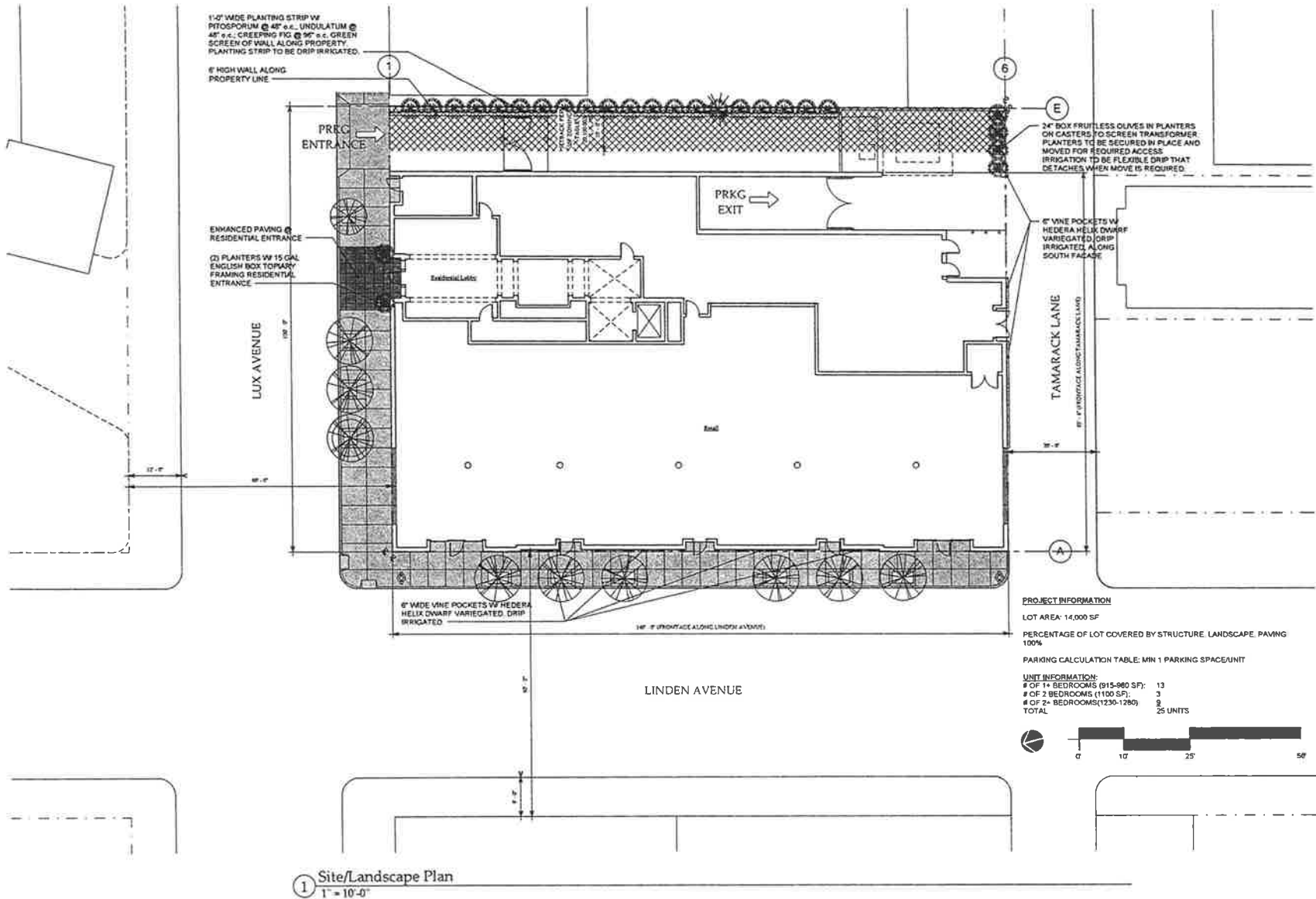


LOCATION MAP

DRAWING INDEX

- A0.1 Project Information
- A1.1 Site/Landscape Plan
- C1.0 Grading, Drainage, and Utility Plan
- A2.0 Basement Floor Plan
- A2.1 Ground Floor Plan
- A2.2 2nd & 3rd Floor Plans
- A2.4 4th Floor Plan
- A2.5 Roof Plan
- A3.1 Elevations
- A3.2 Elevations
- A3.3 Elevations
- A3.4 Building Sections
- A3.5 Garage Sections





1 Site/Landscape Plan
1" = 10'-0"

Site/Landscape Plan

A1.1



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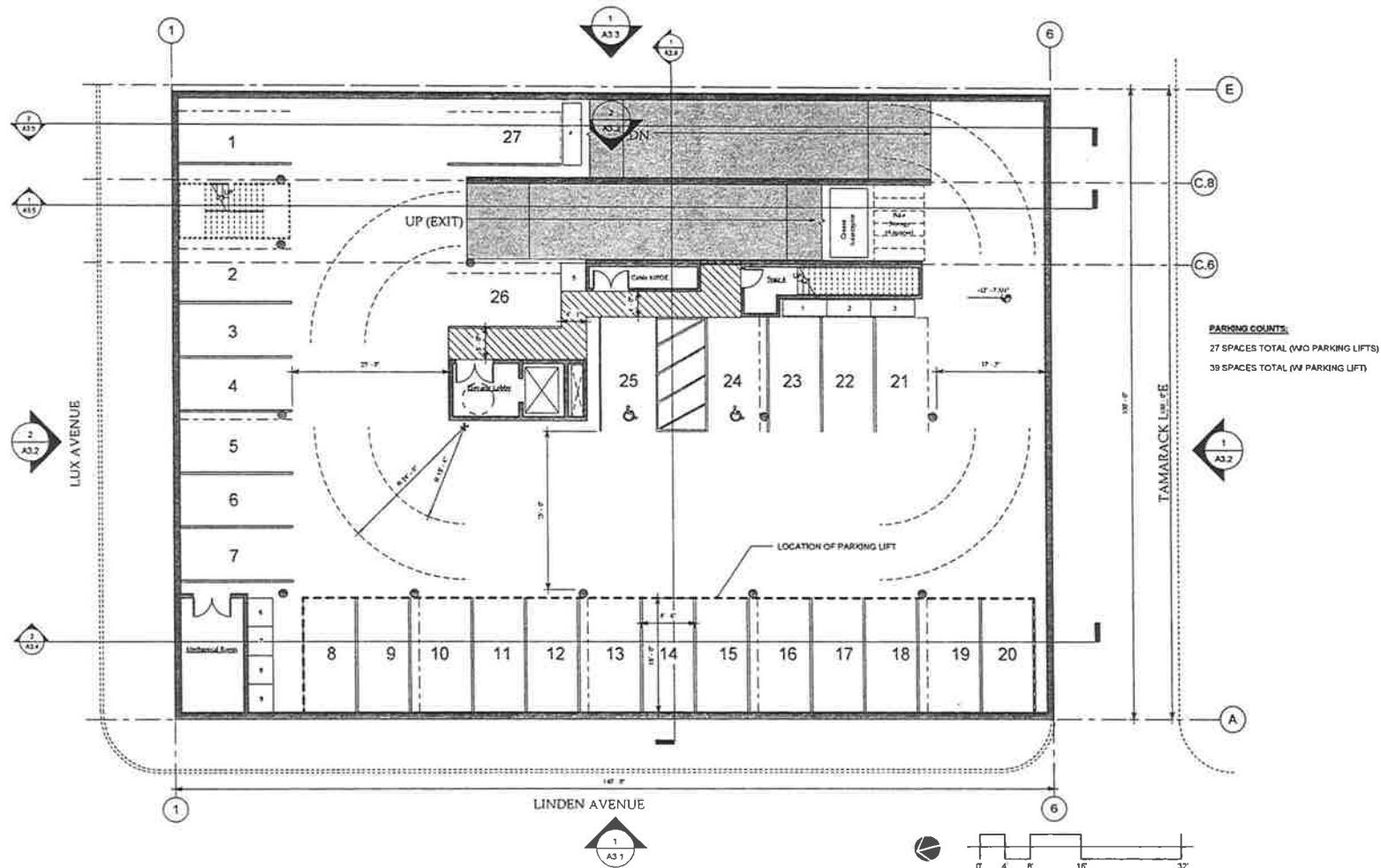
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1 GARAGE LEVEL PLAN
1/8" = 1'-0"

Basement Floor Plan

A2.0



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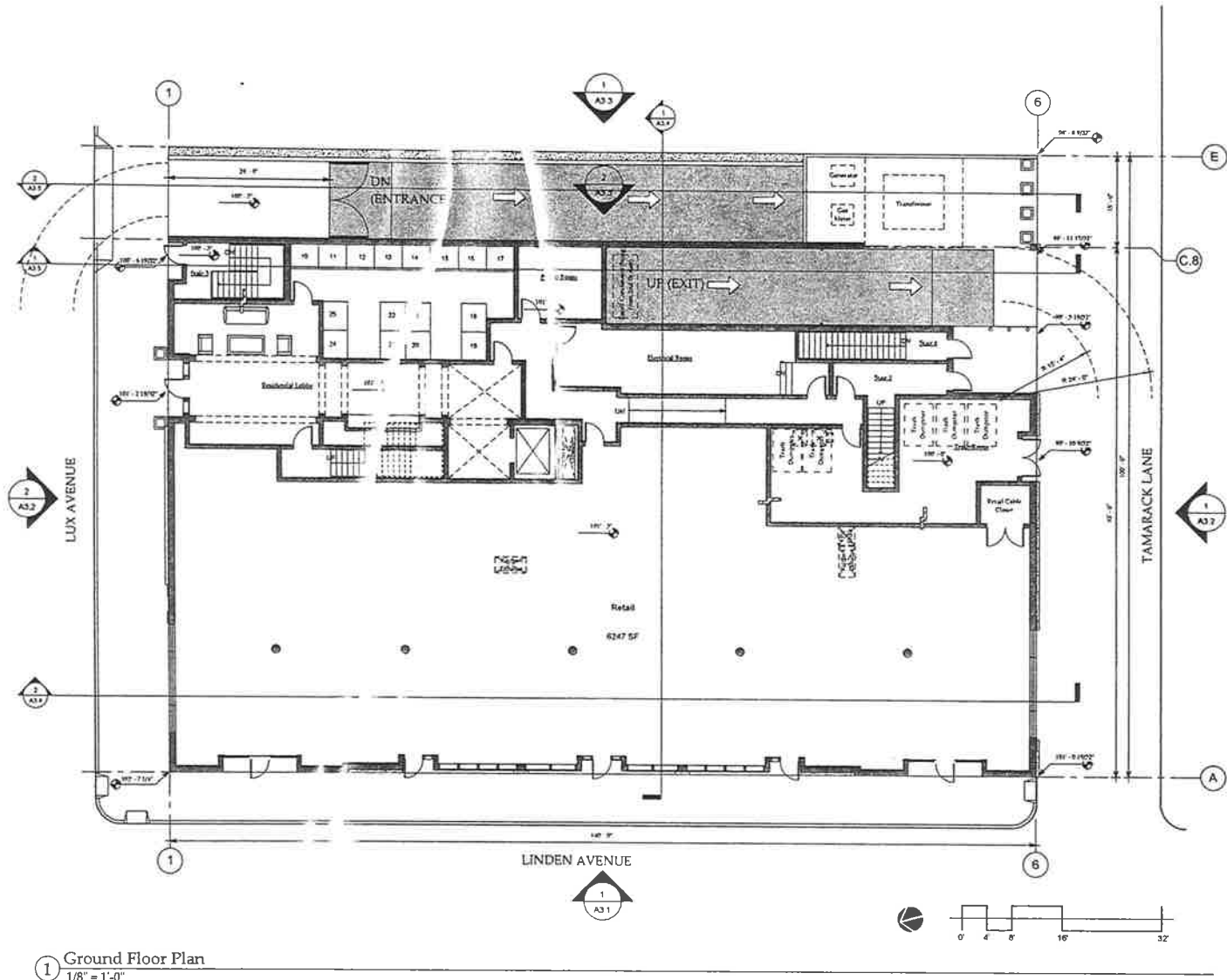
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① Ground Floor Plan
1/8" = 1'-0"

② Elevation Step Diagram
1" = 30'-0"

Ground Floor Plan

A2.1

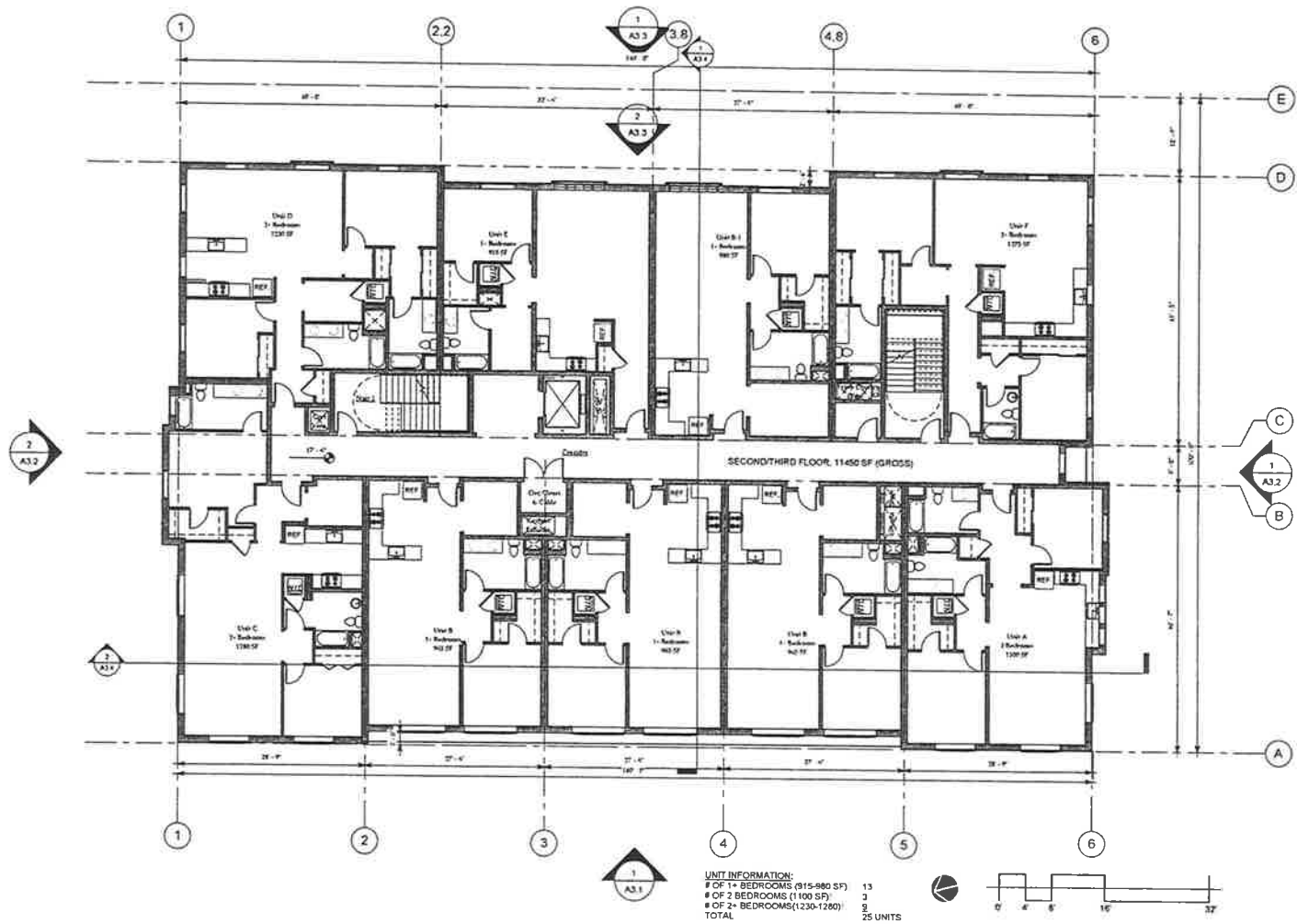


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Second/Third Floor Plan

① 2nd & 3rd Floor Plan
1/8" = 1'-0"

A2.2



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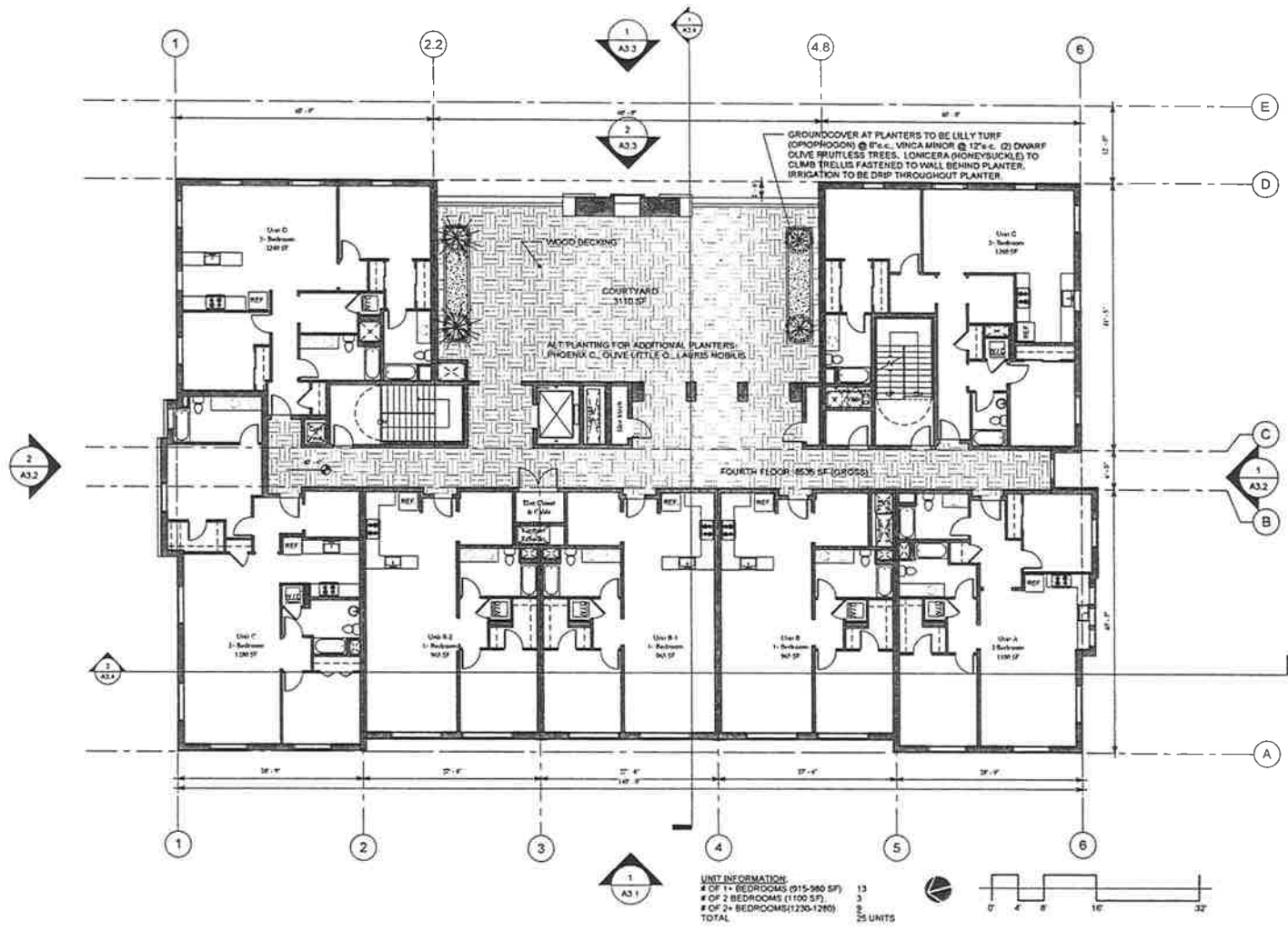
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① 4th Floor Plan
1/8" = 1'-0"

Fourth Floor Plan

A2.4

UNIT INFORMATION

# OF 1+ BEDROOMS (915-990 SF)	13
# OF 2+ BEDROOMS (1100-1240)	3
TOTAL	25 UNITS



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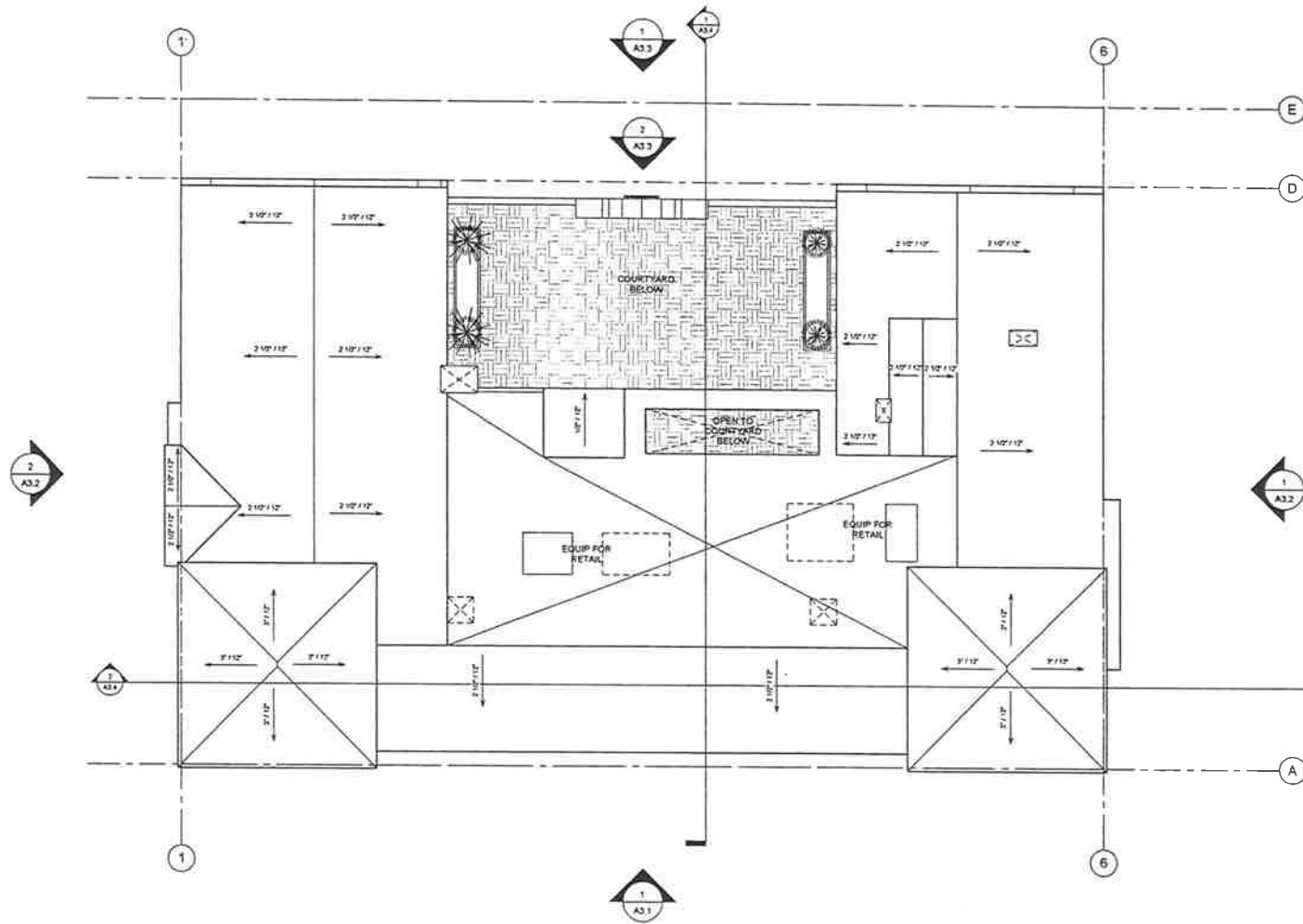
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SOUTH SAN FRANCISCO



① Roof Plan
1/8" = 1'-0"

Roof Plan

A2.5



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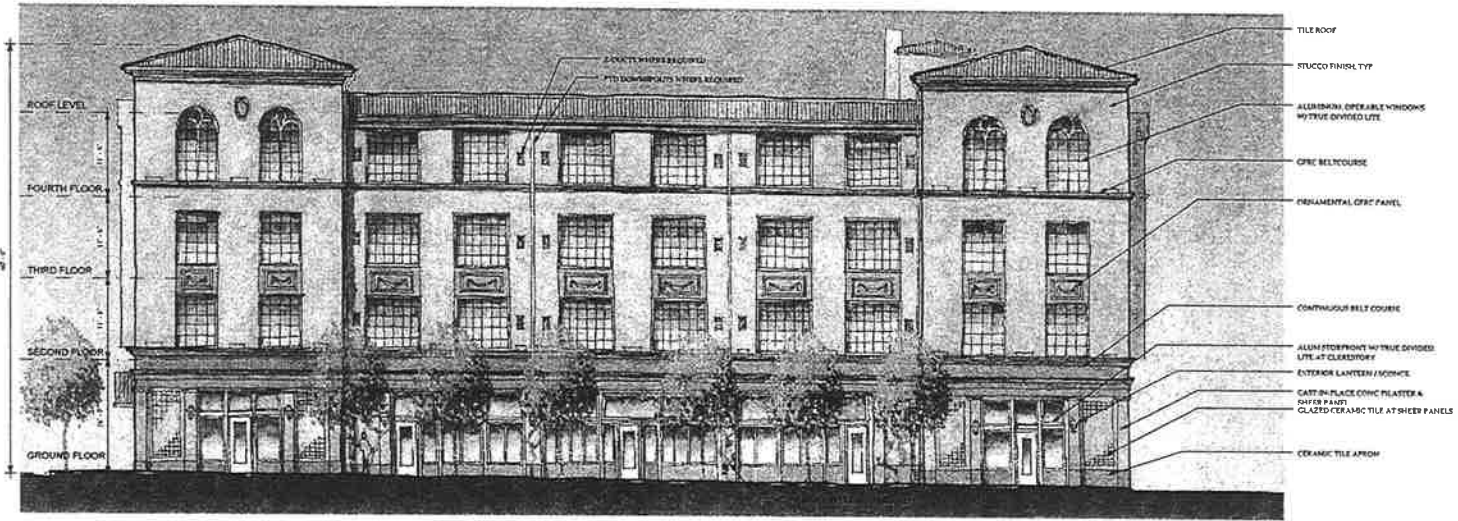
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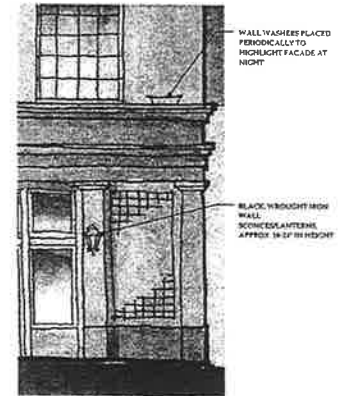
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① WEST FACADE (ALONG LINDEN AVENUE)
1/8" = 1'-0"



② LIGHTING NOTES
1/4" = 1'-0"

- TILE ROOF
- STUCCO FINISH TYP
- ALUMINUM OPERABLE WINDOWS W/ TRUE DIVIDED LITE
- CORNER BELT COURSE
- DECORATIVE CORNER PANEL
- CONTINUOUS BELT COURSE
- ALUMINUM STOREFRONT W/ TRUE DIVIDED LITE AT CLERESTORY
- EXTERIOR LANTERN / SCONCE
- CAST-IN-PLACE CONCRETE PILASTER & SHEER PANEL
- GLAZED CERAMIC TILE AT SHEER PANELS
- CERAMIC TILE APRON

Elevations

A3.1



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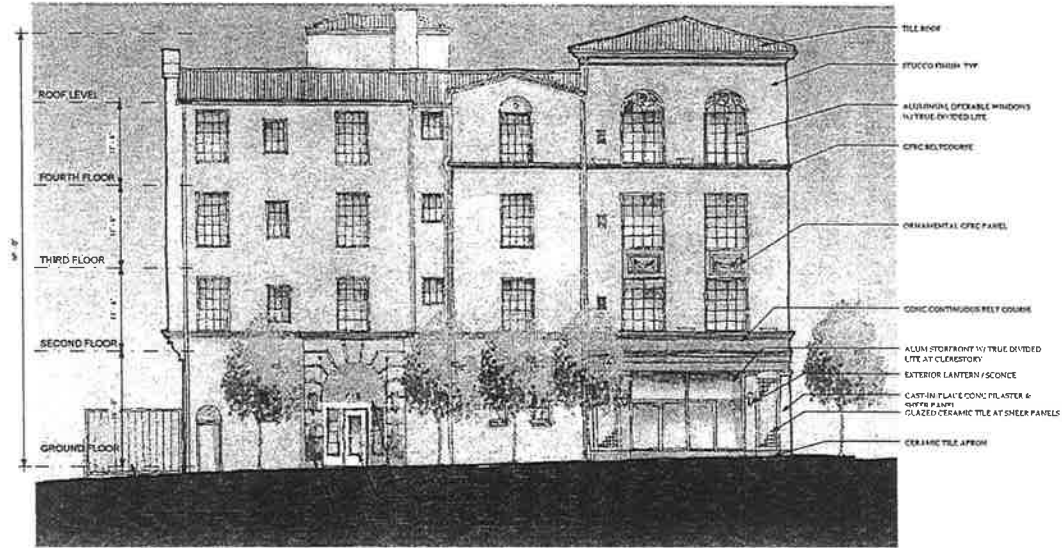
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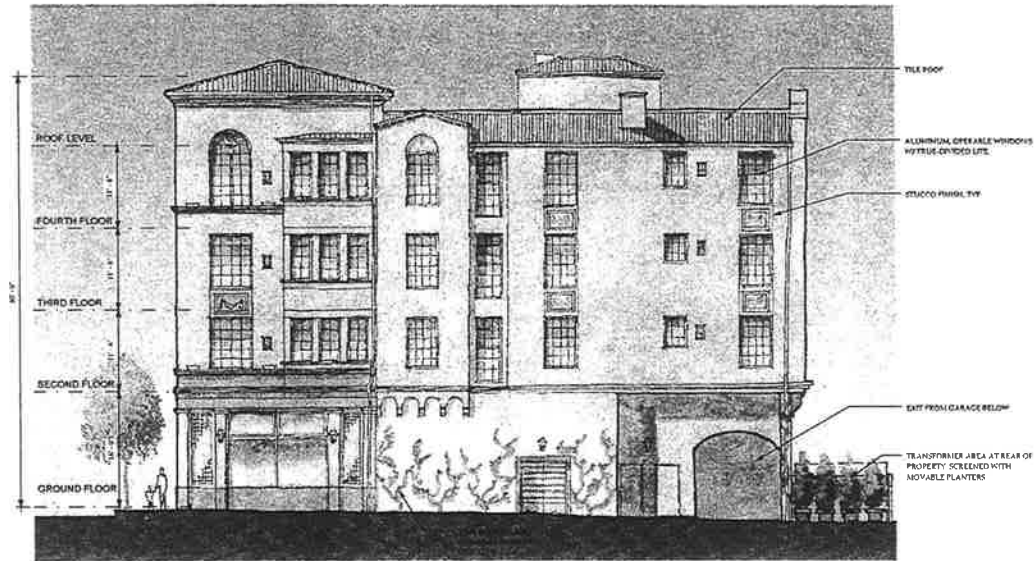
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SOUTH SAN FRANCISCO



② NORTH FACADE (ALONG LUX AVENUE)
1/8" = 1'-0"



① SOUTH FACADE (ALONG TAMARACK LANE)
1/8" = 1'-0"

Elevations

A3.2



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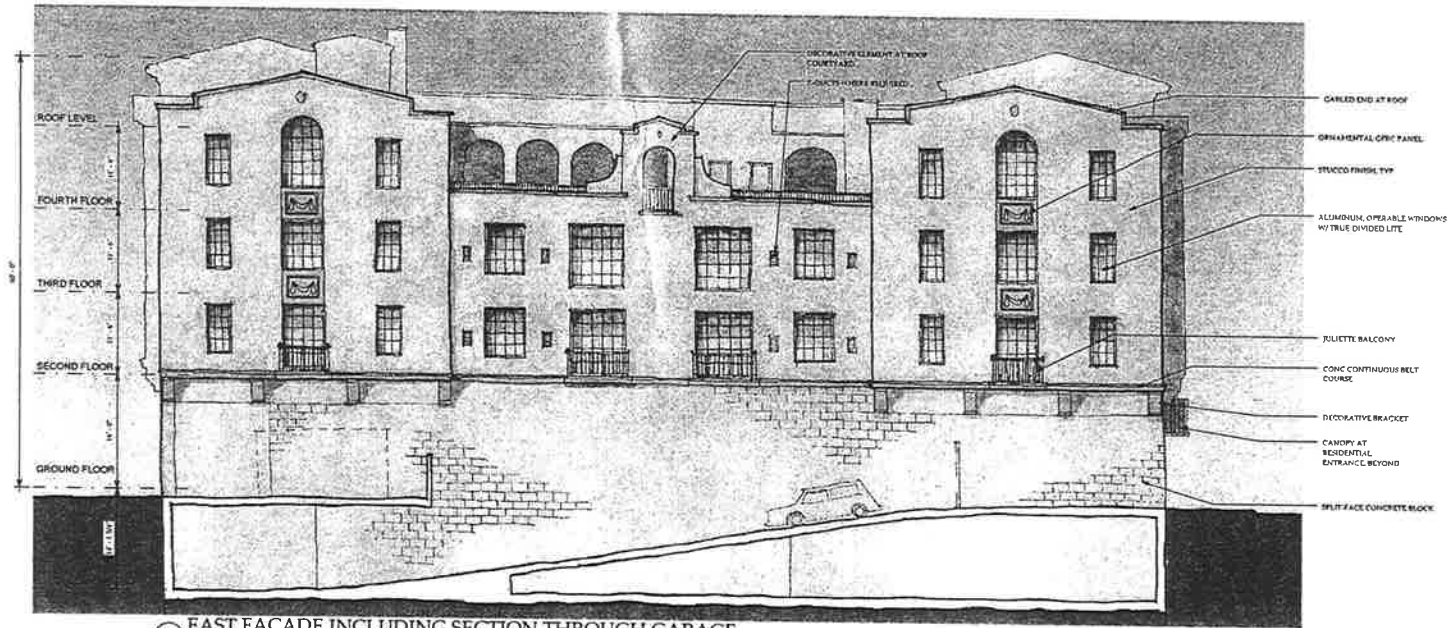
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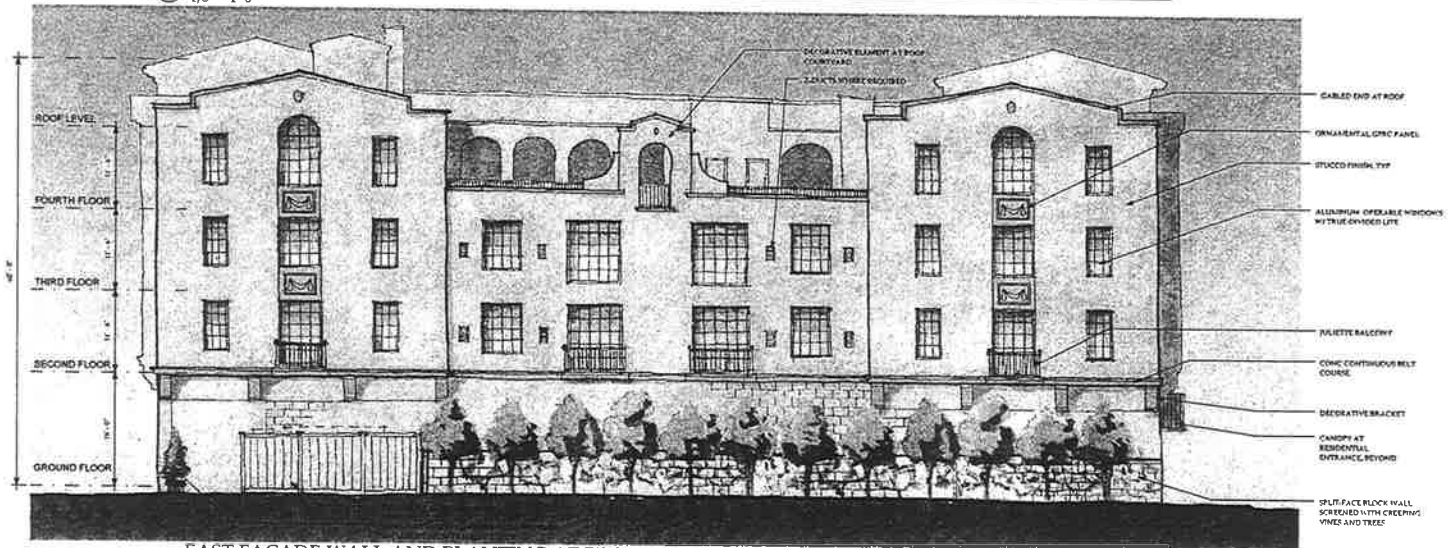
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SOUTH SAN FRANCISCO



② EAST FACADE INCLUDING SECTION THROUGH GARAGE
1/8" = 1'-0"



① EAST FACADE WALL AND PLANTING AT PROPERTY LINE
1/8" = 1'-0"

Elevations

A3.3



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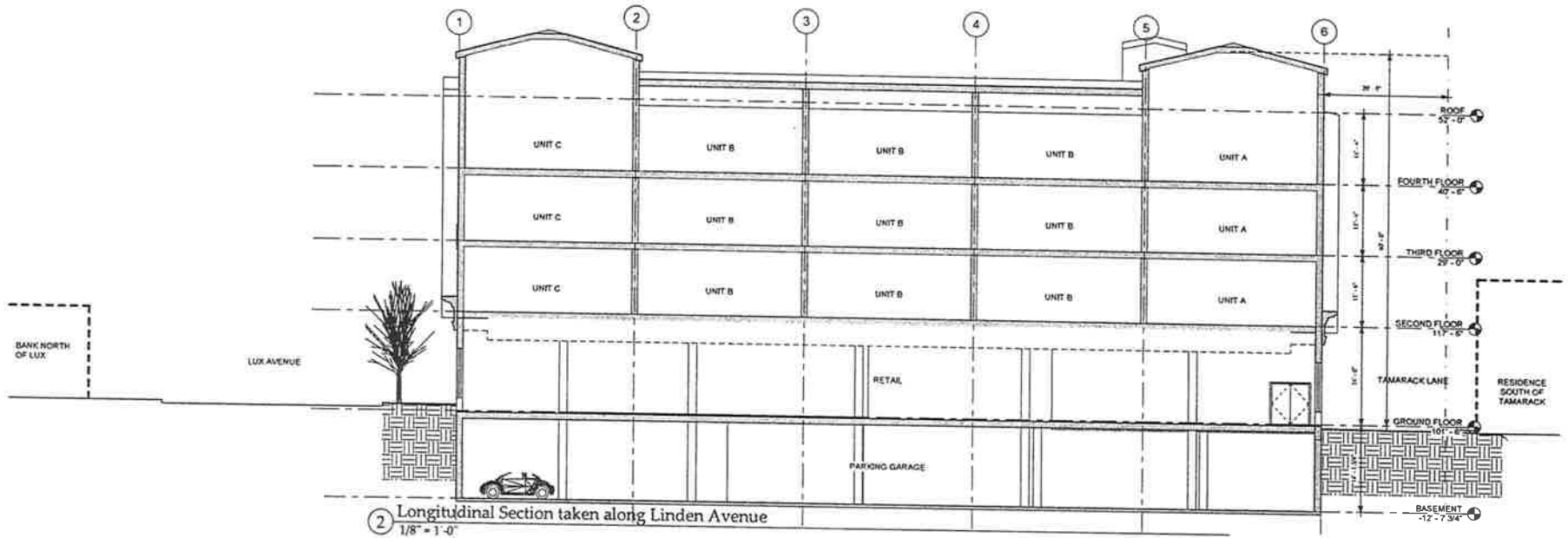
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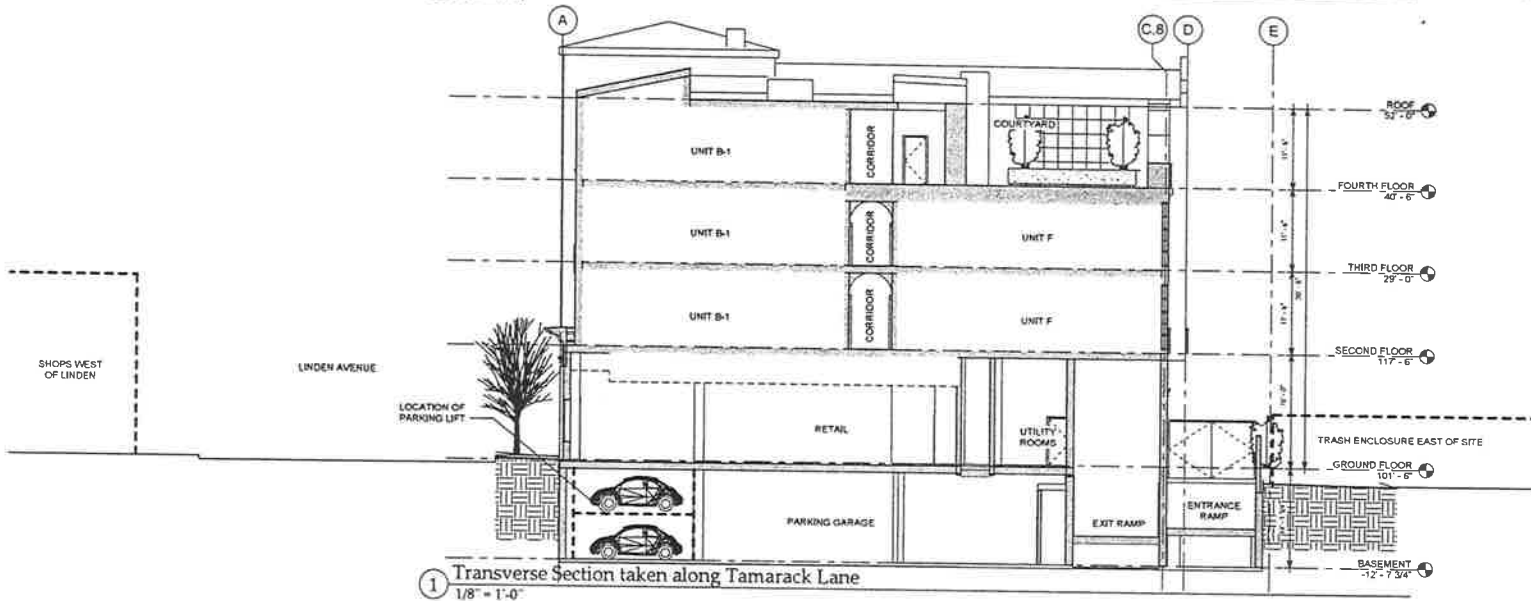
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SOUTH SAN FRANCISCO



② Longitudinal Section taken along Linden Avenue
1/8" = 1'-0"



① Transverse Section taken along Tamarack Lane
1/8" = 1'-0"

Sections

A3.4



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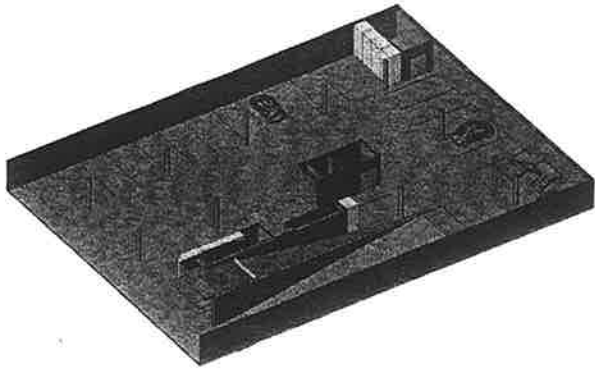
418 LINDEN AVE RESIDENCES- PLANNING SUBMITTAL, DRB ADDENDA

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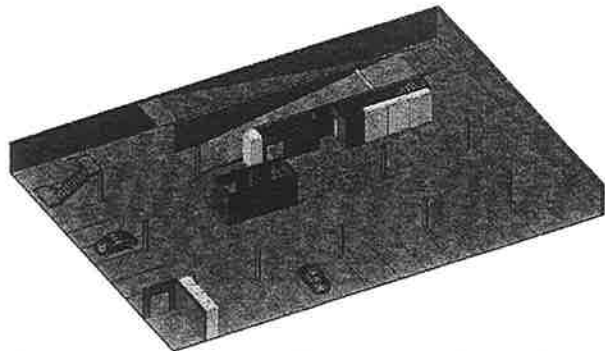
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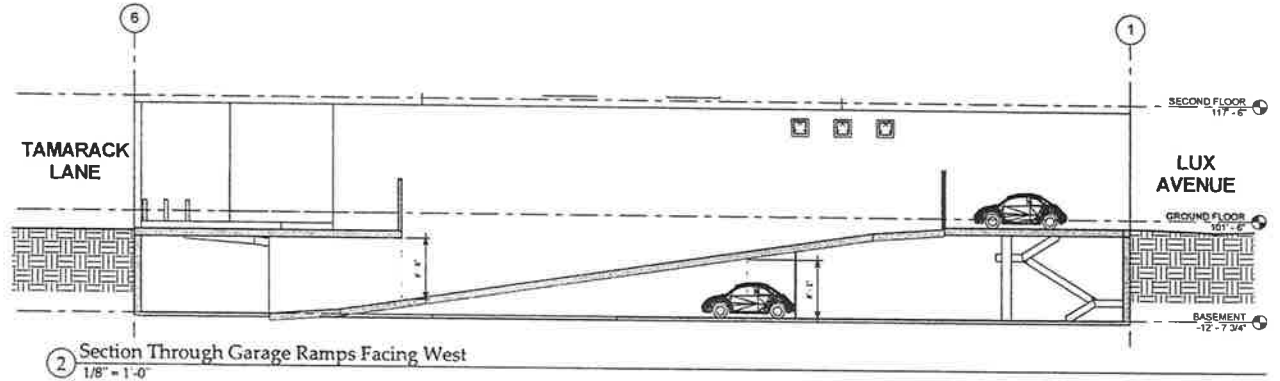




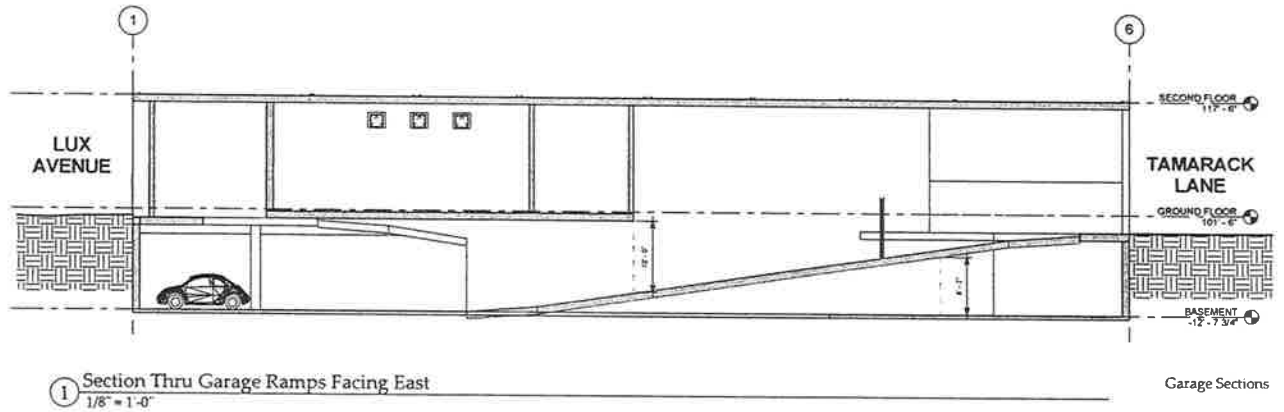
4 Garage Level Axonometric from Southeast Corner Looking Northwest



3 Garage Level Axonometric from Northwest Corner Looking Southeast



2 Section Through Garage Ramps Facing West
1/8" = 1'-0"



1 Section Thru Garage Ramps Facing East
1/8" = 1'-0"

Garage Sections

A3.5



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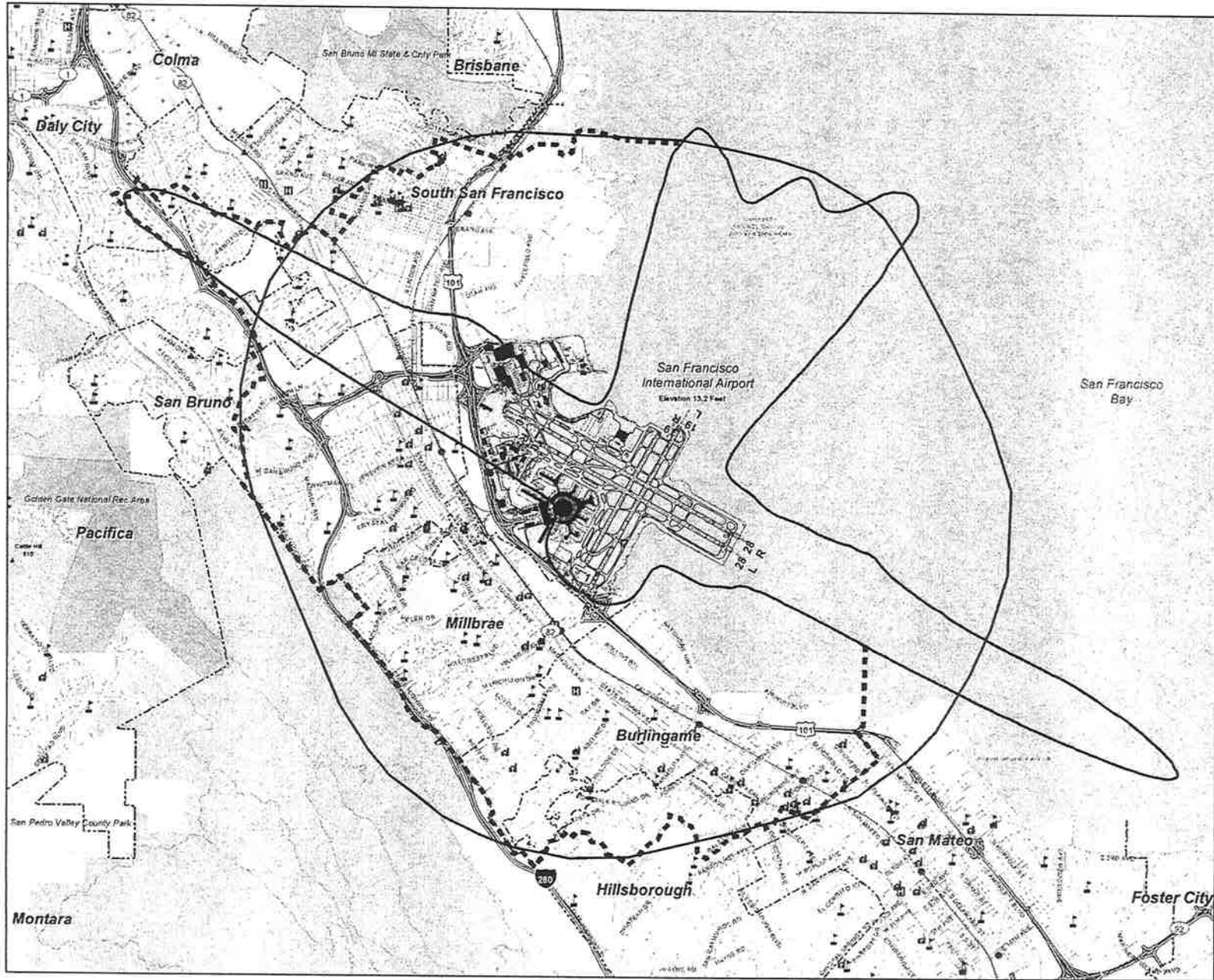
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- LEGEND**
- ■ ■ ■ Boundary for Airport Influence Area B
 - Composite 65 CNEL Contour, 2001 and 2006 NEMs
 - FAR Part 77 Conical Surface
 - Airport Property
 - ▲ BART Station
 - CALTRAIN Station
 - ⌂ School
 - ⌂ Place of Worship
 - ⌂ Hospital
 - Municipal Boundary
 - Railroad
 - Freeway
 - Road
 - Local Park, Golf Course, Cemetery
 - ▨ Regional Park or Recreation Area
 - ▨ Open Space

Sources:
 FAR Part 77 Surfaces: City and County of San Francisco, Ricordo & Associates, Inc. 2007

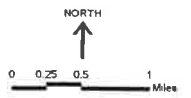
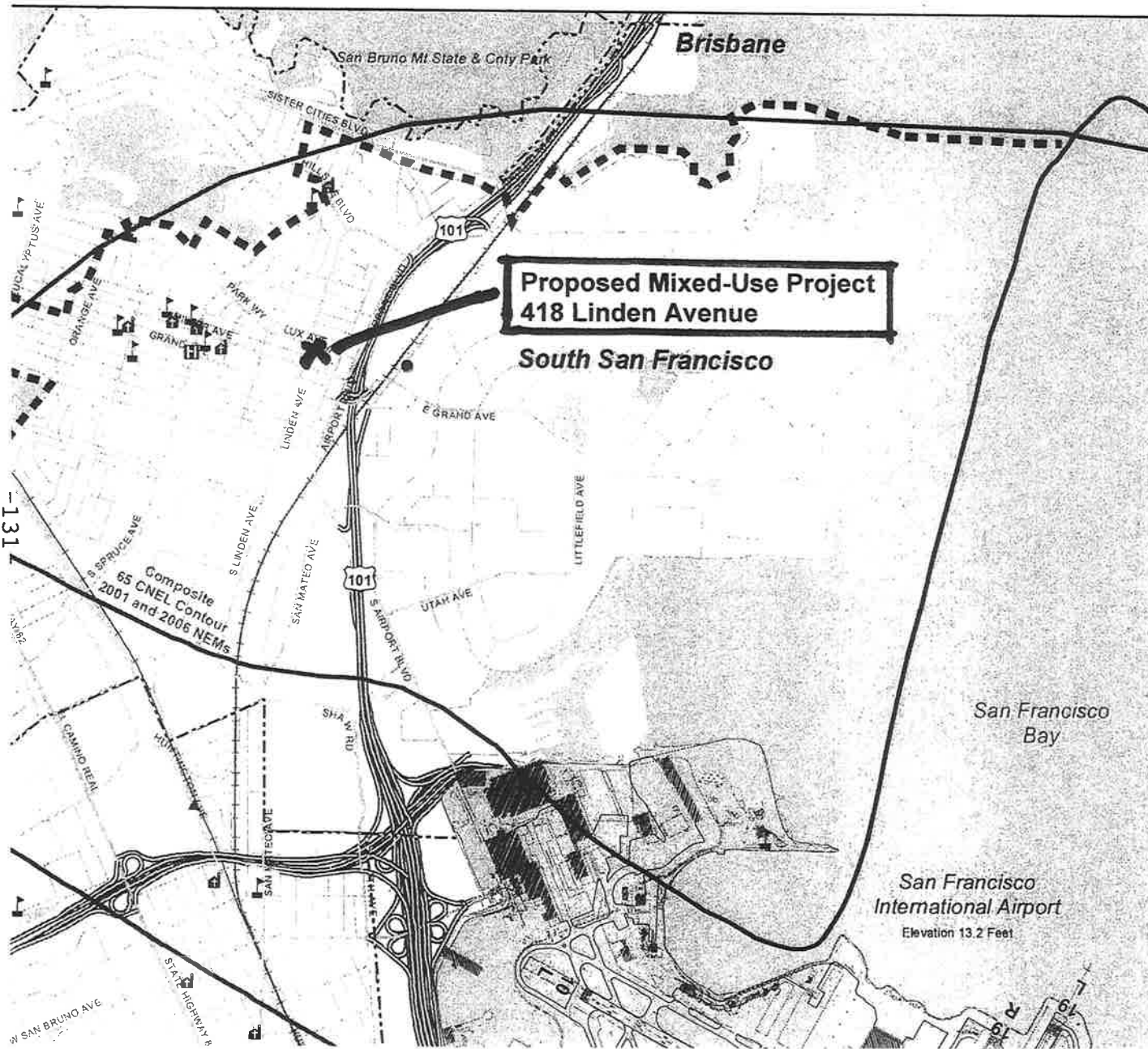


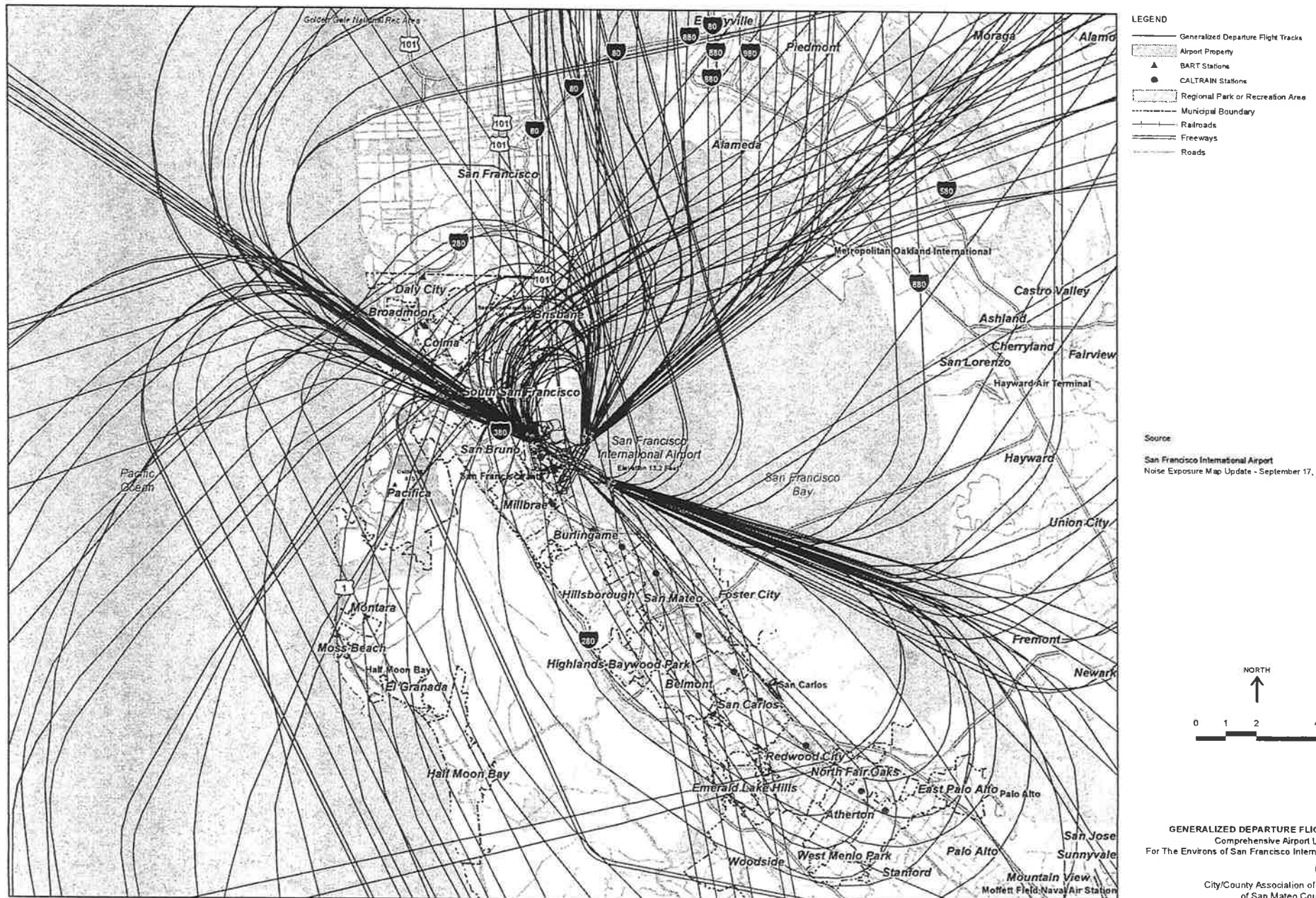
Figure 4-2
AIRPORT INFLUENCE AREA B – LAND USE POLICY ACTION/PROJECT REFERRAL AREA
 Comprehensive Airport Land Use Plan
 For The Environs of San Francisco International Airport
C/CAG
 City/County Association of Governments
 of San Mateo County, California



Sources:

FAR Part 77 Surfaces: City and County of San Francisco, Ricondo & Associates, Inc. 2007

Attachment No. 3.B.



C/CAG AGENDA REPORT

DATE: September 8, 2011

TO: City/County Association of Governments of San Mateo County (C/CAG)
Board of Directors

FROM: David F. Carbone, C/CAG Airport Land Use Committee (ALUC) Staff
TEL: 650/36304417; email: dcarbone@co.sanmateo.ca.us

SUBJECT: Consideration/Approval of a Comprehensive Airport Land Use Compatibility Plan (CLUP) Consistency Review of a Referral from the City of San Carlos,
Re: *San Carlos Zoning Ordinance Public Hearing Draft July 2011*

RECOMMENDATION

That the C/CAG Board of Directors, acting as the Airport Land Use Commission, determine that the relevant content of the *San Carlos Zoning Ordinance Public Hearing Draft July 2011*, is consistent with (1) the recommended guidance from the *California Airport Land Use Planning Handbook January 2002*, (2) the text in the relevant Sections of California Public Utilities Code Division 9, Part 1, Chapter 4, Article 3.5, and (3) the applicable airport/land use compatibility criteria, as contained in the *San Mateo County Comprehensive Airport Land Use Plan December 1996*, as amended, for the environs of San Carlos Airport, based on the following condition:

The following text should be added to the *San Carlos Zoning Ordinance Public Hearing Draft July 2011* document, as shown on pp. 1 and 2 of the attached document entitled, "Zoning Ordinance Update – Errata" prepared by San Carlos city staff, prior to adoption of the *Zoning Ordinance* document by the San Carlos City Council (see Attachment No. 4)

- Page 213, the following is added to Chapter 18.21 Performance Standards:

18.21.150 Airspace Protection

The following applies within Airport Influence Area (AIA) 'B' as adopted by the San Mateo County Airport Land Use Commission and subsequent revisions thereto, for the environs of San Carlos Airport.

- A. Federal Airspace Protection Surfaces.** Maximum height of structures shall not penetrate the "Civil airport imaginary surfaces" as defined by the Federal Aviation Administration (FAA) Title 14 CFR Part 77 Surfaces.
- B. Flight Hazards.** Proposed land use actions that include land uses that may cause visual, electronic, or wildlife hazards may be permitted only if the uses are consistent with FAA rules and regulations. Proof of consistency with FAA rules and regulations must be provided to the Airport Land Use Commission by the sponsor of the proposed land use action. Specific characteristics that may create hazards to aircraft in flight and which shall be prohibited include:

ITEM 5.11

RECOMMENDATION - continued

1. Sources of glare, such as highly reflective buildings or building features, or bright light, including search lights or laser displays, which would interfere with the vision of pilots;
2. Distracting lights that could be mistaken for airport identification lighting, runway edge lighting, runway end identification lighting, or runway approach lighting;
3. Sources of dust, smoke, water vapor, or steam that may impair visibility;
4. Sources of electrical interference with aircraft communications or navigation equipment;
5. Any use use that creates an increased attraction for wildlife, particularly large flocks of birds that is inconsistent with FAA rules and regulations.

Although not a recommended condition to determine the consistency of the relevant content of the Zoning Ordinance update with the content of the comprehensive airport land use plan (CLUP) for the environs of San Carlos Airport, staff recommends that San Carlos city staff review the list of Use Restrictions in Section 18.09.020 Airport District to determine if the items on that list should be the same as the items on the list of Flight Hazards that is proposed to be added to the Zoning Ordinance update by city staff.

FISCAL IMPACT

None.

BACKGROUND

The City of San Carlos has referred its *San Carlos Zoning Ordinance Public Hearing Draft July 2011* document to the C/CAG Board of Directors, acting as the Airport Land Use Commission, for a determination of the consistency of the content of the document with the relevant airport/land use compatibility criteria contained in the *San Mateo County Comprehensive Airport Land Use Plan December 1996*, as amended for the environs of San Carlos Airport (see Attachment No. 1). The concept of “consistency” is described in the Section I on the next page of this report. The *San Carlos Zoning Ordinance Public Hearing Draft July 2011* document is subject to ALUC/C/CAG review, pursuant to PUC Section 21676 (b). The 60-day review period will expire on September 12, 2011. Due to scheduling issues, this referral was not reviewed by the C/CAG Airport Land Use Committee (ALUC).

State law requires a zoning ordinance to be consistent with the general plan and any applicable specific plan. The *City of San Carlos Zoning Ordinance Public Hearing Draft July 2011* document is the result of a complete update of the City’s zoning regulations to achieve that consistency.

BACKGROUND - continued

I. Consistency With Relevant Airport Land Use Compatibility Policies and Criteria

The *California Airport Land Use Planning Handbook January 2002* provides guidance to the C/CAG Board, acting as the Airport Land Use Commission and to C/CAG Staff, regarding the concept of “consistency” between a proposed local agency land use policy action (i.e. general plan amendment, zoning regulations) and the relevant content of an airport/land use compatibility plan (CLUP). The *Handbook* guidance states the following:

“As widely applied in airport land use planning, consistency does not require being identical. It means only that the concepts, standards, physical characteristics, and resulting consequences of a proposed action must not conflict with the intent of the law or the compatibility plan to which the comparison is being made.”

Source: *California Airport Land Use Planning Handbook January 2002*, p. 5-3

II. Airport Influence Area (AIA) Boundaries

State law requires airport land use commissions to adopt planning area boundaries, which are also known as airport influence area (AIA) boundaries. The AIA boundary defines the geographic area within which relevant airport/land use compatibility policies and criteria apply to proposed local agency land use policy actions and related development.

The C/CAG Board of Directors, acting as the Airport Land Use Commission, has adopted the concept of a two-part AIA boundary that includes an Area A and an Area B for the environs of San Carlos Airport. Area A defines a geographic area within which state-mandated real estate disclosure of potential airport/aircraft impacts is required, as part of the sale of real property within the boundary. Area B defines a geographic area within which (1) state-mandated real estate disclosure is required and (2) proposed local agency land use policy actions that affect real estate within Area B, must be referred to the ALUC/C/CAG for formal review. The adopted AIA Area A boundary for the environs of San Carlos Airport includes the entire city boundary of San Carlos. Over half of the city is located within the AIA Area B boundary (see Attachments No. 2A and 2B.).

DISCUSSION

The *City of San Carlos Zoning Ordinance Public Hearing Draft July 2011* document includes a separate Airport District that only applies to the property occupied by the San Carlos Airport (see Attachment No. 3). As noted in the draft text in Section 18.09.010 Purpose, the Airport District is established to:

DISCUSSION - continued

- A. Protect land uses around San Carlos Airport from potential hazards to airport operations
- B. Identify a range of uses compatible with airport accident hazards and airport noise exposure
- C. Prohibit the development of incompatible uses that are detrimental to the general health, safety, and welfare and to existing and future airport operations
- D. Comply with Federal Aviation Administration (FAA) regulations

I. Airport/Land Use Compatibility Issues

There are three airport/land use compatibility issues addressed in the *San Mateo County Comprehensive Airport Land Use Plan December 1996*, as amended, for San Carlos Airport that relate to the draft zoning ordinance document. These include: (a.) Height of Structures/Airspace Protection, (b.) Aircraft Noise Impacts, and (c.) Safety Criteria. The following sections address each issue.

Height of Structures/Airspace Protection. The Airport Land Use Commission (C/CAG Board) has adopted the provisions in the Code of Federal Regulations (CFR) Title 14: *Aeronautics and Space, Part 77 – Safe Efficient Use of Navigable Airspace*¹ to establish restrictions for height of structures and federal notification requirements for project sponsors, related to proposed development within the FAR Part 77 airspace boundaries for San Carlos Airport. The regulations contain the following key elements: (1) standards for determining obstructions in the navigable airspace and designation of imaginary surfaces for airspace protection, (2) requirements for project sponsors to provide notice to the FAA of certain proposed construction or alteration of structures that may affect the airspace in the airport environs and (3) initiation of aeronautical studies, by FAA staff, to determine the potential effect(s), if any, of proposed construction or alteration of structures on the safe and efficient use of the subject airspace.

The text in the proposed zoning ordinance does not specifically address height of structures related to airspace protection for the environs of San Carlos Airport beyond the height criteria in the proposed Airport District. ALUC staff discussed this matter with Deborah Nelson, San Carlos Planning Manager. Based on that discussion, she has added relevant text to a document entitled, “Zoning Ordinance Update – Errata” that contains recommended additional new and/or modified amendments to the *Zoning Ordinance* and other titles to the San Carlos Municipal Code (see Attachment No. 4). The recommended errata includes the following addition to the text in Chapter 18.21 Performance Standards:

¹ This federal regulation was formerly known as Federal Aviation Regulations FAR Part 77, “Objects Affecting Navigable Airspace.”

DISCUSSION - continued

Page 213, the following is added to Chapter 18.21 Performance Standards:

18.21.150 Airspace Protection

The following applies within Airport Influence Area (AIA) 'B' as adopted by the San Mateo County Airport Land Use Commission and subsequent revisions thereto, for the environs of San Carlos Airport.

A. Federal Airspace Protection Surfaces. Maximum height of structures shall not penetrate the "Civil airport imaginary surfaces" as defined by the Federal Aviation Administration (FAA) Title 14 CFR Part 77 Surfaces.

Aircraft Noise Impacts. The 65 dB CNEL (Community Noise Equivalent Level) aircraft noise contour defines the federal threshold for aircraft noise impacts and the boundary on which noise mitigation actions and related federal funding are based. This contour boundary is also used by the State as the threshold for airport/land use compatibility for noise-sensitive land uses. However, airport land use commissions can set a lower CNEL threshold for aircraft noise compatibility based on local conditions (aircraft type, airport traffic pattern, runway length, etc.). The 55 dB CNEL aircraft noise contour defines the aircraft noise compatibility threshold for aircraft operations at San Carlos Airport, as established many years ago by the Airport Land Use Commission.

Chapter 18. 21 Performance Standards in the *San Carlos Zoning Ordinance Public Hearing Draft July 2011* document contains a section on noise (18.21.050) (see Attachment No. 5.). This section includes a table (Table 18.21.050-B) Noise Exposure – Land Use Requirements and Limitations) and the following key text:

"C. Acoustic Study. The Director may require an acoustic study for any proposed project that could cause any of the following:

1. Locate new residential uses within the 55 CNEL impact area of the San Carlos Airport;
2. Cause noise levels to exceed the limits in Section 18.21.050-A;
3. Create a noise exposure that would require an acoustic study and noise attenuation measures listed in Table 18.21.050-B, Noise Exposure-Land Use Requirements and Limitations; or
4. Cause the Ldn at noise-sensitive uses to increase three dBA or more.

E. Noise Attenuation Measures. Any project subject to the acoustic study requirements of paragraph (C) may be required as a condition of approval to incorporate noise attenuation measures deemed necessary to ensure that noise standards are not exceeded.

DISCUSSION - continued

1. New noise-sensitive uses (e.g., schools, hospitals, churches, and residences) shall incorporate noise attenuation measures to achieve and maintain an interior noise level of 45 dBA.
2. Noise attenuation measures identified in an acoustic study shall be incorporated into the project to reduce noise impacts to satisfactory levels.
3. Emphasis shall be placed upon site planning and project design measures. The use of noise barriers shall be considered and may be required only after all feasible design-related noise measures have been incorporated into the project.”

It is important to note two key points here: (1) the text in the Performance Standards for noise in Section C on the previous page gives the San Carlos Community Development Director discretion to require the preparation of an acoustic study for any proposed project that includes “...new residential uses in the 55 CNEL impact area of the San Carlos Airport.” and (2) the text in the Performance Standards in Section E above requires noise attenuation measures to achieve and maintain an interior noise level of 45 dBA for new noise sensitive land uses (e.g. schools, hospitals, churches and residences) and those noise attenuation measures shall be incorporated into the project to reduce noise impacts to satisfactory levels. The text in these two sections is consistent with guidance from the *California Airport Land Use Planning Handbook (January 2002 - Ch. 7)* and the airport noise compatibility criteria in the comprehensive airport land use plan for the environs of San Carlos Airport.

Safety Criteria. Certain types of land use characteristics are recognized by the Airport Land Use Commission (C/CAG Board) as hazards to air navigation in the vicinity of San Carlos Airport. These land uses are listed in the comprehensive airport land use plan CLUP for the environs of San Carlos Airport and include the following:

- Any use that would direct a steady or flashing light of white, red, green, or amber color toward an aircraft engaged in an initial straight climb following takeoff or toward an aircraft engaged in a final approach for landing, other than an FAA-approved navigational lights.
- Any use that would attract concentrations of birds within approach/climbout areas
- Any use that would cause sunlight to be reflected toward an aircraft engaged in an initial straight climb following takeoff or toward an aircraft engaged in a final approach for landing.
- Any use that would generate electrical interference that may affect aircraft communications or aircraft instrumentation.

These land use characteristics would be considered in a formal FAA airspace impact review and as part of a formal CLUP consistency review by the ALUC and C/CAG.

DISCUSSION - continued

The text in the draft *Zoning Ordinance* document does not specifically address safety criteria for new development in the environs of San Carlos Airport beyond the proposed Airport District. ALUC staff discussed this matter with Deborah Nelson, San Carlos Planning Manager. Based on that discussion she has added relevant text to a document entitled, “Zoning Ordinance Update – Errata” that contains recommended additional new and/or modified amendments to the draft Zoning Ordinance and other titles to the San Carlos Municipal Code (see Attachment No. 4). The recommended errata includes the following addition to the text in Chapter 18.21 Performance Standards:

- Page 213, the following is added to Chapter 18.21 Performance Standards:

18.21.150 Airspace Protection

The following applies within Airport Influence Area (AIA) ‘B’ as adopted by the San Mateo County Airport Land Use Commission and subsequent revisions thereto, for the environs of San Carlos Airport.

B. Flight Hazards. Proposed land use actions that include land uses that may cause visual, electronic, or wildlife hazards may be permitted only if the uses are consistent with FAA rules and regulations. The sponsor of the proposed land use action must provide proof of consistency with FAA rules and regulations to the Airport Land Use Commission. Specific characteristics that may create hazards to aircraft in flight and which shall be prohibited include:

1. Sources of glare, such as highly reflective buildings or building features, or bright light, including searchlights or laser displays, which would interfere with the vision of pilots;
2. Distracting lights that could be mistaken for airport identification lighting, runway edge lighting, runway end identification lighting, or runway approach lighting;
3. Sources of dust, smoke, water vapor, or steam that may impair visibility;
4. Sources of electrical interference with aircraft communications or navigation equipment;
5. Any use that creates an increased attraction for wildlife, particularly large flocks of birds, that is inconsistent with FAA rules and regulations.”

This is a slightly revised version of the list contained in the comprehensive airport land use plan (CLUP) for the environs of San Carlos Airport.

DISCUSSION - continued

II. Disclosure of Potential Airport/Aircraft Impacts

Real estate disclosure of potential airport/aircraft related impacts on real property in California is mandated, per Chapter 496 Statutes of 2002 (formerly AB 2776 (Simitian)). The *California Airport Land Use Planning Handbook (January 2002)* states “ALUCs are encouraged to adopt policies defining the area within which information regarding airport noise impacts should be disclosed as part of real estate transactions.” Both AIA Area A and AIA Area B require real estate disclosure.

III. Relevant Guidance From the *California Airport Land Use Planning Handbook January 2002*

ALUC Staff reviewed the relevant content of the *California Airport Land Use Planning Handbook January 2002*, prepared and published by the Caltrans Division of Aeronautics, to prepare this report. The staff analysis and recommendation contained herein are consistent with and guided by the relevant content of the *Handbook*.

ATTACHMENTS

1. Letter to David Carbone, C/CAG Airport Land Use Committee (ALUC) Staff, from Deborah Nelson, Planning Manager, City of San Carlos, dated July 8, 2011, re: ALUC and C/CAG review of the *City of San Carlos Zoning Ordinance Public Hearing Review Draft July 2011*, with two attachments: (1) Draft Zoning Ordinance Table of Contents and (2) City of San Carlos Zoning Map.
- 2.A. Revised Airport Influence Area Boundary for San Carlos Airport Area A & B (October 2004) adopted by the C/CAG Board on October 14, 2004.
- 2.B. Revised Airport Influence Area Boundary for San Carlos Airport – Area B (approved by the C/CAG Board on October 14, 2004).
3. *San Carlos Zoning Ordinance Public Hearing Review Draft July 2011* Chapter 18.09 Airport District.
4. City of San Carlos Zoning Ordinance Update – Errata.
5. *San Carlos Zoning Ordinance Public Hearing Review Draft July 2011* Chapter 18.21. Performance Standards (includes Section 18.21.050 Noise).

CITY HALL
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SAN CARLOS, CA 94070-1309



Attachment No. 1
PLANNING DEPARTMENT
TELEPHONE (650) 802-4263
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WEB: <http://www.cityofsancarlos.org>

July 8, 2011

David Carbone, Transportation Systems Coordinator/Airport Environs Planning
City and County Association of Governments
Airport Land Use Committee
555 County Center, 5th Floor
Redwood City, CA 94063
(650) 599-1406
dcarbone@co.sanmateo.ca.us

RE: ALUC and C/CAG Review of the City of San Carlos Zoning Ordinance

Dear Mr. Carbone:

The City of San Carlos released the San Carlos Draft Zoning Ordinance and amendments to the San Carlos Municipal Code in July 2011. These draft documents are scheduled for Public Hearing before the Planning Commission (August 1, 2011) and City Council (tentatively September 12 and 26, 2011.)

At this juncture, it is requested that the drafts of the Zoning Ordinance and San Carlos Municipal Code amendments be reviewed for consistency with the Comprehensive Airport Land Use Plan.

The documents may be found at the following website:

http://www.cityofsancarlos.org/planning/zoning_ordinance_update/default.asp

The Planning Commission Agenda and supporting materials for the August 1, 2011 Public Hearing will be available on e-packets <http://www.epackets.net/> on July 28, 2011.

As additional documents are prepared and available for the formal hearings, these are also posted on e-packets, the Thursday preceding the meeting.

Thank you for your assistance and please feel free to contact me directly either by email dnelson@cityofsancarlos.org or phone 650 802-4264.

Sincerely,

Deborah Nelson, Planning Manager

cc. Public Notice and Zoning Map

RECEIVED
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SAN CARLOS CITY PLANNING

PUBLIC
HEARING
DRAFT

San Carlos Zoning Ordinance

Prepared for
The City of San Carlos

by
DYETT & BHATIA
Urban and Regional Planners

July 2011

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CITY OF SAN CARLOS ZONING MAP

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- RS-3: Single Family, Low Density
- RS-6: Single Family
- RM-20: Multi-Family, Low Density
- RM-59: Multi-Family, Medium Density
- MU-NB: Mixed Use North Boulevard
- MU-SB: Mixed Use South Boulevard
- MU-D: Mixed Use Downtown
- MU-DC: Mixed Use Downtown Core
- MU-N: Neighborhood Mixed Use
- MU-SA: Mixed Use Station Area
- MU-SC: Mixed Use San Carlos Ave
- IL: Light Industrial
- IH: Heavy Industrial
- IA: Industrial Arts
- IP: Industrial Professional
- GCI: General Commercial/Industrial
- NR: Neighborhood Retail
- PD
- A: Airport
- P: Public
- PK: Park
- OS: Open Space
- Neighborhood Hub Overlay
- City Boundary

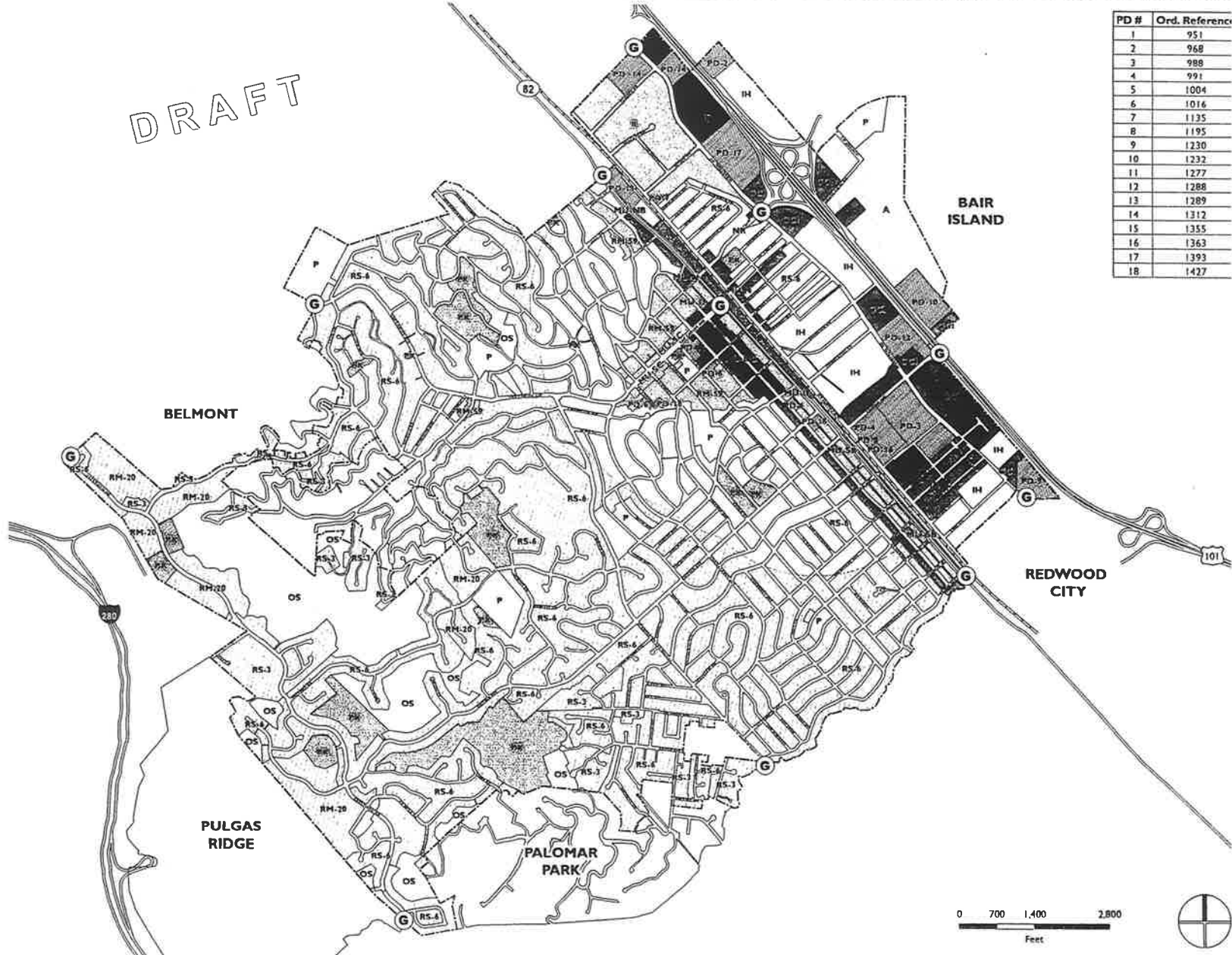
G Gateway Overlay District

JULY, 2011

Source: City of San Carlos, 2010; Dyett & Bhatia, 2011.

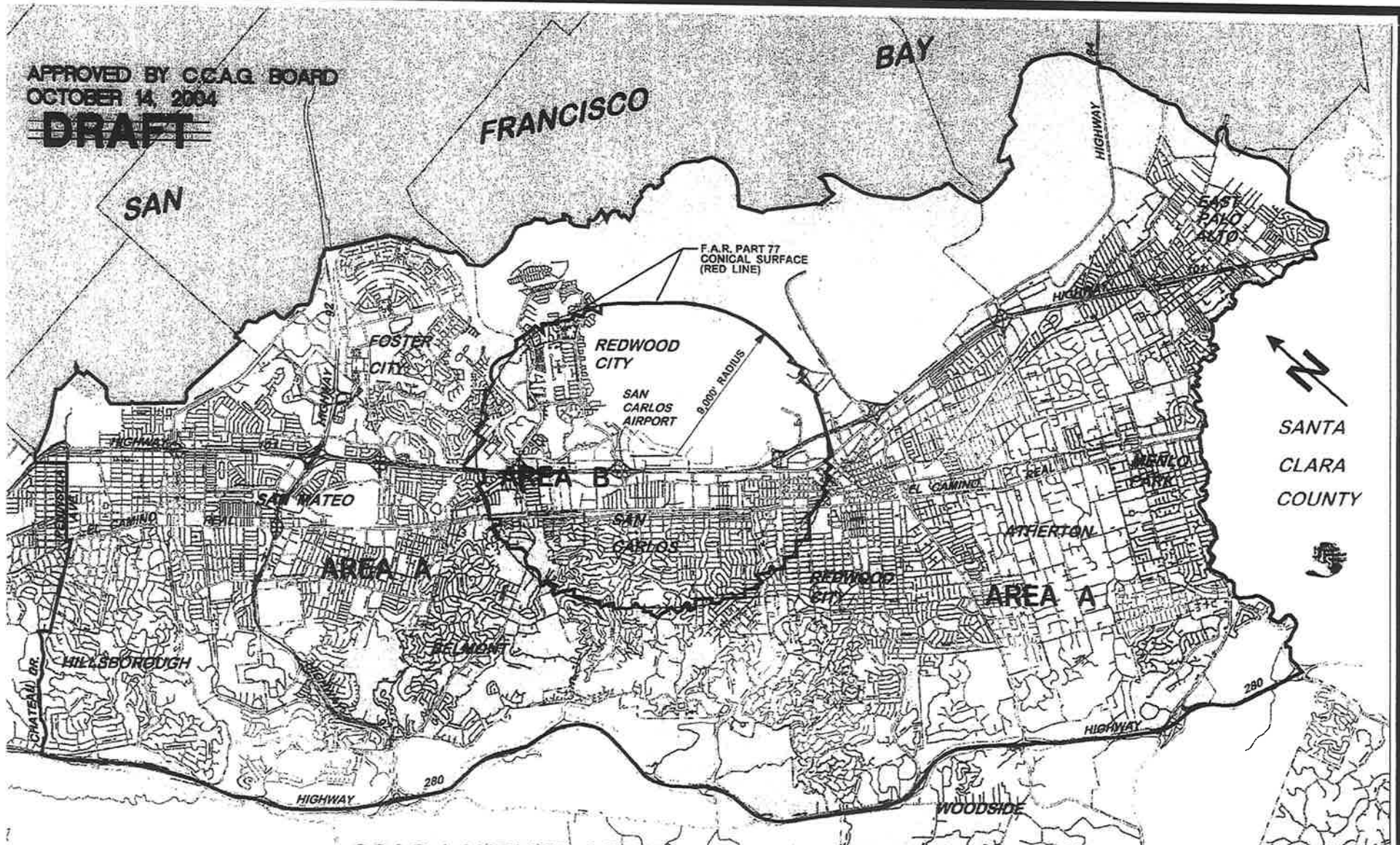
Map Amendments	
Ordinance	Date

PD #	Ord. Reference
1	951
2	968
3	980
4	991
5	1004
6	1016
7	1135
8	1195
9	1230
10	1232
11	1277
12	1288
13	1289
14	1312
15	1355
16	1363
17	1393
18	1427



APPROVED BY CCAG BOARD
OCTOBER 14, 2004

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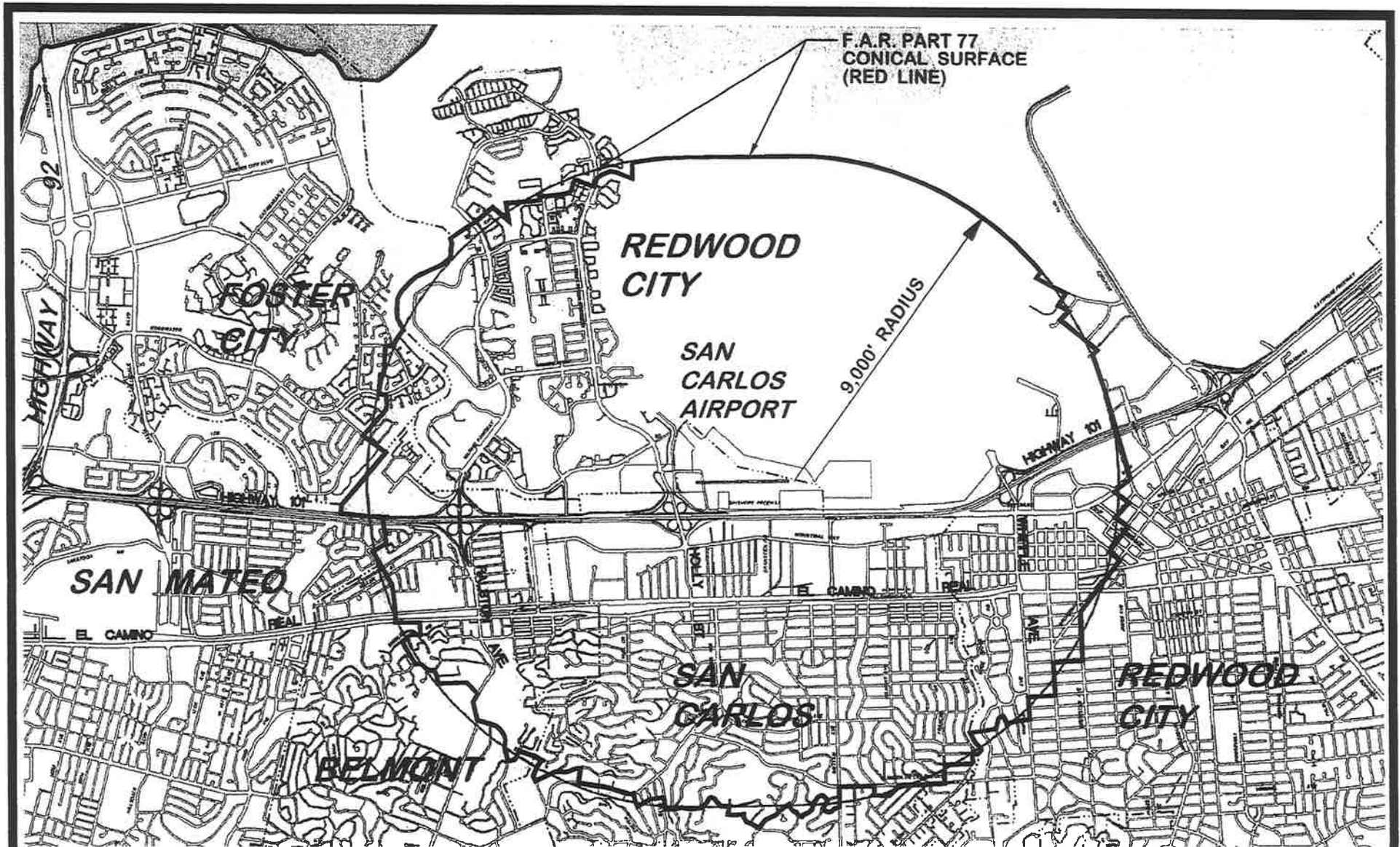
**CCAG LANDUSE COMMITTEE RECOMMENDATION
REVISED AIRPORT INFLUENCE AREA BOUNDARY
FOR SAN CARLOS AIRPORT -- AREAS A & B (OCTOBER 2004)**

AREA A: PROPOSED REVISED AIRPORT INFLUENCE AREA (AIA) BOUNDARY (real estate disclosure only)

AREA B: PROPOSED CCAG/ALUC REVIEW AREA BOUNDARY* (real estate disclosure and formal CCAG/ALUC review)

* This boundary is a refinement of the current CCAG/ALUC review boundary.

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**REVISED AIRPORT INFLUENCE AREA BOUNDARY
FOR SAN CARLOS AIRPORT -- AREA B
(APPROVED BY C.C.A.G. BOARD OCTOBER 14, 2004)**

AREA B: PROPOSED CCAQ/ALUC REVIEW AREA BOUNDARY •
(real estate disclosure and formal CCAQ/ALUC review)

• This boundary is a refinement of the current CCAQ/ALUC review boundary.

Attachment No. 3**Chapter 18.09 Airport District**

Sections:

- 18.09.010 Purpose
- 18.09.020 Use Restrictions
- 18.09.030 Land Use Regulations
- 18.09.040 Development Standards

18.09.010 Purpose

The Airport District is established to:

- A. Protect land uses around the San Carlos Airport from potential hazards of airport operations.
- B. Identify a range of uses compatible with airport accident hazard and airport noise exposure.
- C. Prohibit the development of incompatible uses that are detrimental to the general health, safety and welfare and to existing and future airport operations.
- D. Comply with Federal Aviation Administration (FAA) regulations.

18.09.020 Use Restrictions

Notwithstanding any other provisions of this chapter, no use may be made of land or water within the Airport District in such a manner that would:

- A. Create a "Hazard to Air Navigation" as determined by the FAA;
- B. Result in glare in the eyes of pilots using the airport;
- C. Make it difficult for pilots to distinguish between airport lights and others;
- D. Impair visibility in the vicinity of the airport;
- E. Create steam or other emissions that cause thermal plumes or other forms of unstable air;
- F. Create electrical interference with navigation signals or radio communication between the airport and aircraft;
- G. Create an increased attraction for wildlife. Of particular concern are landfills and certain recreational or agricultural uses that attract large flocks of birds that pose bird strike hazards to aircraft in flight; or

- H. Otherwise in any way endanger or interfere with the landing, takeoff or maneuvering of aircraft intending to use the airport.

18.09.030 Land Use Regulations

Table 18.09.030 below prescribes the land use regulations for the Airport District. The regulations for the Airport District are established by letter designations as follows:

“P” designates permitted uses.

“M/C” designates uses that are permitted after review and approval of a Minor Use Permit by the Zoning Administrator when uses will be located within an existing building, but requires review and approval of a Conditional Use Permit by the Planning Commission when proposed to be located within a newly constructed building.

“(#)” numbers in parentheses refer to specific limitations listed at the end of the table.

Land uses not specifically listed in Table 18.09.030 shall be evaluated by the Director based on a use that is substantially similar in character. Uses not listed in the table or not found to be substantially similar to the uses below are prohibited.

TABLE 18.09.030: LAND USE REGULATIONS—AIRPORT DISTRICT

Use	A
Airports and Heliports	P
Vehicle rental, sales or leasing services	M/C(1)
Flight training and other instruction facilities, including aircraft operation, maintenance and repair and the repair and service of instruments and radios	M/C(1)
Maintenance, repair and testing of local and transient aircraft and aircraft engines	M/C(1)
Reconstruction, assembly, repair and servicing of aircraft and other facilities or equipment related to aircraft or aircraft operation	M/C(1)
Restaurant and on-sale liquor establishment	M/C(1)
Sale, lease, rental or charter of aircraft and aircraft equipment, including fixed-base operations	M/C(1)
Testing, calibration and repair of radios and navigational instruments	M/C(1)
Professional sales, general business and executive offices, and accessory uses	M/C(1)
Hotel or motel	M/C(1)
Warehouse and indoor storage	M/C(1)
Research laboratories	M/C(1)
Prototype development	M/C(1)
Automobile parking lot or structure	M/C
Public and quasi-public uses and facilities, including fire protection, policing, and the furnishing of utility services	M/C

Specific Limitation: 1. Shall be conducted entirely within an enclosed building.

- A. **Required Findings.** In addition to any other findings that this Ordinance requires, in order to approve any Use Permit for a use or facility subject to regulations of this

chapter, the Review Authority must find that the use or uses support the airport, are airport-dependent, or that there is no potential detriment to the airport in terms of population concentrations, interference with airport activities and uses, and height or other safety requirements.

18.09.040 Development Standards

Table 18.09.040 prescribes the development standards for the Airport District. Additional regulations are denoted in the right hand column. Section numbers in this column refer to other sections of this Ordinance, while individual letters refer to subsections that directly follow the table.

TABLE 18.09.040: DEVELOPMENT STANDARDS—AIRPORT DISTRICT		
Standard	A	Additional Regulations
Maximum Height (ft)	50 (A)	
Site Area (sq ft)	20,000	
Minimum Yards (ft)		
<i>Front</i>	15 (B)	
<i>Interior Side</i>	0	
<i>Street-side</i>	15 (B)	
<i>Rear</i>	0	
Maximum Lot Coverage (% of lot)	60	See Chapter 18.03, Rules of Measurement

Additional Development Standards:

- A. **Maximum Height.** The maximum height of buildings, structures and vegetation shall not exceed the regulations established in the San Mateo County Airport Use Plan for the San Carlos Airport, and in no case shall exceed 50 feet.
- B. **Front and Street-side Yards.** All front and street-side yards are subject to the following standards:
 - 1. A landscaped planter, a minimum of five feet in width, shall be provided along all front and exterior side property lines, excluding walkways and accessways;
 - 2. Off-street parking may be located within the portion of required front and exterior side yards outside of the required landscaped planter; and
 - 3. Drives and walks for ingress and egress shall not exceed 40 percent of any required yard.

Zoning Ordinance Update – Errata

This errata contains recommended additional new and/or modified amendments to the Zoning Ordinance and other titles of the San Carlos Municipal Code. These changes are based on further review by City staff and consultants.

This errata summarizes the recommended changes and modifications to Exhibits A-B of Attachment 2, "Zoning Ordinance and Zoning Map, Exhibits A-F of Attachment 3, "Resolution of the Planning Commission regarding amendments to the San Carlos Municipal Code" and Exhibit C of Attachment 4, "2030 General Plan and Climate Action Plan Implementation Matrix". The source of each change, as well as the page number within the respective Exhibit is included.

New language is shown with **bold underline**. Removed language is shown in **~~bold strikethrough~~**.

Attachment 2, Resolution of the Planning Commission No. 2011-03 Exhibit A and B: Zoning Ordinance and Zoning Map Amendments

Exhibit A: Zoning Ordinance

- Page 98, Automobile/Vehicle Sales and Leasing IH and IP - C (5) Note 5. = Limited to properties between Industrial Rd. and Hwy 101, and between Shoreway Rd. and Hwy 101.
- Page 213, the following is added to Chapter 18.21 Performance Standards:

18.21.150 Airspace Protection

The following applies within Airport Influence Area (AIA) 'B' as adopted by the San Mateo County Airport Land Use Commission and subsequent revisions thereto, for the environs of San Carlos Airport.

- A. **Federal Airspace Protection Surfaces.** Maximum height of structures shall not penetrate the "Civil airport imaginary surfaces" as defined by the Federal Aviation Administration (FAA) Title 14 CFR Part 77 Surfaces.

1 | Errata – Zoning Ordinance and San Carlos Municipal Code Amendments
Planning Commission August 1, 2011

B. **Flight Hazards.** Proposed land use actions that include land uses that may cause visual, electronic, or wildlife hazards may be permitted only if the uses are consistent with FAA rules and regulations. Proof of consistency with FAA rules and regulations must be provided to the Airport Land Use Commission by the sponsor of the proposed land use action. Specific characteristics that may create hazards to aircraft in flight and which shall be prohibited include:

1. Sources of glare, such as highly reflective buildings or building features, or bright light, including search lights or laser displays, which would interfere with the vision of pilots;
2. Distracting lights that could be mistaken for airport identification lighting, runway edge lighting, runway end identification lighting, or runway approach lighting;
3. Sources of dust, smoke, water vapor, or steam that may impair visibility;
4. Sources of electrical interference with aircraft communications or navigation equipment;
5. Any use that creates an increased attraction for wildlife, particularly large flocks of birds that is inconsistent with FAA rules and regulations.

Exhibit B: Zoning Map

Airport Way/Skyway Road – Location to be corrected.

Exhibit C: 2030 General Plan and Climate Action Plan Implementation Matrix

See Errata - Attachment 4 below.

Attachment 3, Resolution of the Planning Commission No. 2011-04 Exhibit A- F: San Carlos Municipal Code Amendments

Exhibit F: Title 17 - Subdivision

- Page 2, Exhibit F, Attachment 3: Section 17.16.030 Lots-Size Requirements.

A. **Applicability and Exemptions.** The provisions of this title shall apply to all proposals for subdivisions, except the conversion of multiple-family dwellings existing on the effective date of the ordinance codified in this title, **and** to community housing **and/or condominium subdivisions.**

- Page 3, Exhibit F, Attachment: Table 17.16.030 Lot Size Standards.

Table 17.16.030 Lot Size Standards				
Site Cross Slope	Minimum Lot Area	Minimum Width*	Minimum Depth	Percent of Total Subdivision Area to Remain Ungraded
0— 9.9 % <u>(1&2)</u>	10,000 square feet	65'	100'	0 %
10 — 14.9 % <u>(1 & 2)</u>	10,000 square feet	65'	100'	20 %
15 — 19.9 % <u>(1 & 2)</u>	10,000 square feet	65'	100'	30 %
20 — 24.9 %	12,000 square feet	90'	130'	40 %
25 — 29.9 %	20,000 square feet	120'	150'	60 %
30 — 34.9 %	40,000 square feet	150'	200'	70 %
35 +	2 acres	200'	200'	80 %

(1) New lots in the RS-6, RM-20, Zoning District and/or Small Lot Subdivisions shall meet the minimum lot size and width requirements pursuant to Chapter 18.04 Residential Districts.

(2) New lots in a Mixed Use (MU), Commercial, Industrial Arts (IA), Light Industrial (IL) Zoning District shall meet the minimum lot size and width requirements pursuant or Chapter 18.05 Mixed Use Districts, or Chapter 18.06 Commercial Districts, or Chapter 18.07 Industrial Districts.

- Page 6, Exhibit F, Attachment 3: Section 17.40.010 B Application and Review Procedures

B. Application Requirements. Applications for a conditional exception shall be filed with the Planning Division with the tentative map or the tentative parcel map for which the exception is requested on the prescribed application forms in accordance with the procedures in Chapter 17.24 Tentative Maps and Tentative Parcel Maps and shall be reviewed and processed concurrently with said map. In addition to any other application requirements, the application for a conditional exception shall include data or other evidence showing that the requested conditional exception conforms to the required findings set forth in Section 17.40.020, Required Findings.

- Page 8, Exhibit F, Attachment 3: Section 17.40.020 A 5 Conversions – Submittal Requirements

5. A plan providing sufficient detail demonstrating compliance with the regulations of Title 18 Zoning pertaining to **Transportation Demand Management (TDM)**, landscaping, parking and loading, fences and walls, lighting and illumination, trash and recycling collection areas.

- Page 9, Exhibit F, Attachment 3: Section 17.40.030 B Planning Commission and City Council approval criteria

B. **Transportation Demand Management (TDM)**, landscaping, parking and loading, fences and walls, lighting and illumination, trash and recycling collection areas are consistent or provisions have been made to be consistent with the regulations as specified in Title 18 Zoning unless otherwise approved by the Planning Commission.

- Page 15, Exhibit F, Attachment 3: Section 17.52.020 A 4 Map and Plan Requirements

4. A plan demonstrating compliance with the lot and density development standards of the site's underlying zoning district and the regulations pertaining to **Transportation Demand Management (TDM)**, landscaping, parking and loading, fences and walls, lighting and illumination, trash and recycling collection areas all in accordance with Title 18 Zoning.

- Page 16, Exhibit F, Attachment 3: Section 17.52.030 C Planning Commission and City Council approval criteria

B. **Transportation Demand Management (TDM)**, landscaping, parking and loading, fences and walls, lighting and illumination, trash and recycling collection areas are consistent or provisions have been made to be consistent with the regulations as specified in Title 18 Zoning unless otherwise approved by the Planning Commission.

Exhibit G: 2030 General Plan and Climate Action Plan Implementation Matrix

See Errata - Attachment 4 below.

Attachment 4, Exhibit C: 2030 General Plan/CAP Matrix

Exhibit C: Resolution No. 2011-03 and Exhibit G – Resolution No. 2011-04 August 2011

- Page 5, Exhibit C, Attachment 4: LU-4.3

<p>LU-4.3</p>	<p>Annexation of undeveloped parcels shall be in substantial compliance with the following criteria:</p> <p>a. The parcels are contiguous to parcels located in the City of San Carlos and contiguous or provisions have been made to become contiguous to city streets.</p> <p>b. Require minimum lot size in hillside areas considered for subdivision or annexation to be larger than lots on flat areas to minimize slope instability, erosion and drainage impacts. Lots shall meet, or shall be merged to meet, the minimum lot size established in the subdivision ordinance.</p> <p>c. c. Parcels with development potential of five or more lots shall cluster single-family detached homes utilizing the Planned Community P-C zone to the degree feasible. In such cases the density may not exceed the density permitted by the lot size standards of the San Carlos Subdivision Ordinance. Further, the provisions related to portions of the development which must remain ungraded shall apply. Only the lot size requirements may vary. In such cases, the minimum lot size shall be 10,000 square feet.</p>		<input type="checkbox"/>		<input type="checkbox"/> <input type="radio"/>	<p>As above. Chapter 17.16 (SCMC) Subdivisions</p> <p><u>Chapter 18.12 Hillside Overlay District</u></p>
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Attachment No. 5**Chapter 18.21 Performance Standards**

Sections:

- 18.21.010 Purpose
- 18.21.020 Applicability
- 18.21.030 General Standard
- 18.21.040 Location of Measurement for Determining Compliance
- 18.21.050 Noise
- 18.21.060 Vibration
- 18.21.070 Odors
- 18.21.080 Heat and Humidity
- 18.21.090 Air Contaminants
- 18.21.100 Liquid or Solid Waste
- 18.21.110 Fire and Explosive Hazards
- 18.21.120 Hazardous and Extremely Hazardous Materials
- 18.21.130 Electromagnetic Interference
- 18.21.140 Radioactivity

18.21.010 Purpose

The purposes of this chapter are to:

- A. Establish permissible limits and permit objective measurement of nuisances, hazards, and objectionable conditions;
- B. Ensure that all uses will provide necessary control measures to protect the community from nuisances, hazards, and objectionable conditions;
- C. Protect industry from arbitrary exclusion from areas of the City; and
- D. Protect and sustain the natural environment by promoting conservation of energy and natural resources, improving waste stream management, and reducing emission of greenhouse gases.

18.21.020 Applicability

The minimum requirements in this section apply to all land uses in all zoning districts, unless otherwise specified.

18.21.030 General Standard

Land or buildings shall not be used or occupied in a manner creating any dangerous, injurious, or noxious fire, explosive or other hazard that would adversely affect the surrounding area.

18.21.040 Location of Measurement for Determining Compliance

Measurements necessary for determining compliance with the standards of this chapter shall be taken at the lot line of the establishment or use that is the source of a potentially objectionable condition, hazard, or nuisance.

18.21.050 Noise

- A. **Noise Limits.** No use or activity shall create noise levels that exceed the following standards. The maximum allowable noise levels specified in Table 18.21.050-A, Noise Limits, do not apply to noise generated by automobile traffic or other mobile noise sources in the public right-of-way.

TABLE 18.21.050-A: NOISE LIMITS					
Land Use Receiving the Noise	Noise-Level Descriptor	Exterior Noise Level Standard in Any Hour (dBA)		Interior Noise-Level Standard In Any Hour (dBA)	
		Daytime (7am-10pm)	Nighttime (10pm-7am)	Daytime (7am-10pm)	Nighttime (10pm-7am)
Residential	L ₅₀	55	45	40	30
	L _{max}	70	60	55	45
Medical, convalescent	L ₅₀	55	45	45	35
	L _{max}	70	60	55	45
Theatre, auditorium	L ₅₀	-	-	35	35
	L _{max}	-	-	50	50
Church, meeting hall	L ₅₀	55	-	40	40
	L _{max}	-	-	55	55
School, library, museum	L ₅₀	55	-	40	-
	L _{max}	-	-	55	-

- 1. **Adjustments to Noise Limits.** The maximum allowable noise levels of Table 18.21.050-A, Noise Limits, shall be adjusted according to the following provisions. No more than one increase in the maximum permissible noise level shall be applied to the noise generated on each property.
 - a. *Ambient Noise.*
 - i. If the measured ambient noise level exceeds that permissible, the allowable noise standard shall be increased to reflect the ambient noise levels.

- ii. If the ambient noise level at a noise-sensitive use is 10 dBA or more below the standard, the allowable noise standard shall be decreased by five decibels.
- b. *Duration.* The maximum allowable noise level (L₅₀) shall be increased as follows to account for the effects of duration:
 - i. Noise that is produced for no more than a cumulative period of 15 minutes in any hour may exceed the noise limit by five decibels; and
 - ii. Noise that is produced for no more than a cumulative period of five minutes in any hour may exceed the noise limits by 10 decibels;
 - iii. Noise that is produced for no more than a cumulative period of one minute in any hour may exceed the noise limits by 15 decibels.
- c. *Character of Sound.* If a noise contains a steady audible tone or is a repetitive noise (such as hammering or riveting) or contains music or speech conveying informational content, the maximum allowable noise levels shall be reduced by five decibels.
- d. *Prohibited Noise.* Noise for a cumulative period of 30 minutes or more in any hour which exceeds the noise standard for the receiving land use.

B. Noise Exposure – Land Use Requirements and Limitations. Table 18.21.050-B Noise Exposure–Land Requirements and Limitations, describes the requirements and limitations of various land uses within the listed Day/Night Average Sound Level (Ldn) ranges.

TABLE 18.21.050-B: NOISE EXPOSURE–LAND USE REQUIREMENTS AND LIMITATIONS

<i>Land Use</i>	<i>Day/Night Average Sound Level (Ldn)</i>	<i>Requirements and Limitations</i>
Residential (I) and other Noise Sensitive Uses (e.g. schools, hospitals, and churches)	Less than 60	Satisfactory
	60 to 75	Acoustic study and noise attenuation measures required
	Over 75	Acoustic study and noise attenuation measures required
Auditoriums, Concert Halls, Amphitheaters	Less than 70	Acoustic study and noise attenuation measures required
	Over 70	Not allowed
Commercial and Industrial	Less than 70	Satisfactory
	70 to 80	Acoustic study and noise attenuation measures required
	Over 80	Airport-related development only; noise attenuation measures required

TABLE 18.21.050-B: NOISE EXPOSURE-LAND USE REQUIREMENTS AND LIMITATIONS

<i>Land Use</i>	<i>Day/Night Average Sound Level (Ldn)</i>	<i>Requirements and Limitations</i>
Outdoor sports and recreation, parks	Less than 65	Satisfactory
	65 to 80	Acoustic study and noise attenuation measures required; avoid uses involving concentrations of people or animals
	Over 80	Limited to open space; avoid uses involving concentrations of people or animals

Notes:

1. New residential development in noise impacted areas are subject to the following noise levels:
 - a. For new single-unit residential development, maintain a standard of 60 Ldn for exterior noise in private use areas.
 - b. For new multi-unit residential development maintain a standard of 65 Ldn in community outdoor recreation areas. Noise standards are not applied to private decks and balconies and shall be considered on a case-by-case basis in the MU-DC District.
 - c. Where new residential units (single and multi-family) would be exposed to intermittent noise levels generated during train operations, maximum railroad noise levels inside homes shall not exceed 45 dBA in bedrooms or 55 dBA in other occupied spaces. These single event limits are only applicable where there are normally four or more train operations per day.

- C. **Acoustic Study.** The Director may require an acoustic study for any proposed project that could cause any of the following:
 1. Locate new residential uses within the 55 CNEL impact area of the San Carlos Airport;
 2. Cause noise levels to exceed the limits in Section 18.21.050-A;
 3. Create a noise exposure that would require an acoustic study and noise attenuation measures listed in Table 18.21.050-B, Noise Exposure-Land Use Requirements and Limitations; or
 4. Cause the Ldn at noise-sensitive uses to increase three dBA or more.

- D. **Establishing Ambient Noise.** When the Director has determined that there could be cause to make adjustments to the standards, an acoustical study shall be performed to establish ambient noise levels. In order to determine if adjustments to the standards should be made either upwards or downwards, a minimum 24-hour duration noise measurement shall be conducted. The noise measurements shall collect data utilizing noise metrics that are consistent with the noise limits presented in Table 18.21.050-A (e.g., L_{max} 0 minutes), L_{02} (1 minute), L_{08} (5 minutes), L_{25} (15 minutes) and L_{50} (30 minutes). An arithmetic average of these ambient noise levels during the three quietest hours shall be made to demonstrate that the ambient noise levels are regularly 10 or more decibels below the respective noise standards. Similarly, an arithmetic average of ambient noise levels during the three loudest hours should be made to demonstrate that ambient noise levels regularly exceed the noise standards.

- E. **Noise Attenuation Measures.** Any project subject to the acoustic study requirements of paragraph (C) may be required as a condition of approval to incorporate noise attenuation measures deemed necessary to ensure that noise standards are not exceeded.
1. New noise-sensitive uses (e.g., schools, hospitals, churches, and residences) shall incorporate noise attenuation measures to achieve and maintain an interior noise level of 45 dBA.
 2. Noise attenuation measures identified in an acoustic study shall be incorporated into the project to reduce noise impacts to satisfactory levels.
 3. Emphasis shall be placed upon site planning and project design measures. The use of noise barriers shall be considered and may be required only after all feasible design-related noise measures have been incorporated into the project.

18.21.060 Vibration

No vibration shall be produced that is transmitted through the ground and is discernible without the aid of instruments by a reasonable person at the lot lines of the site. Vibrations from temporary construction, demolition, and vehicles that enter and leave the subject parcel (e.g., construction equipment, trains, trucks, etc.) are exempt from this standard.

18.21.070 Odors

No use, process, or activity shall produce objectionable odors that are perceptible without instruments by a reasonable person at the lot lines of a site. Odors from temporary construction, demolition, and vehicles that enter and leave the site (e.g., construction equipment, trains, trucks, etc.) are exempt from this standard.

18.21.080 Heat and Humidity

Uses, activities, and processes shall not produce any emissions of heat or humidity that cause distress, physical discomfort, or injury to a reasonable person, or interfere with ability to perform work tasks or conduct other customary activities. In no case shall heat emitted by a use cause a temperature increase in excess of five degrees Fahrenheit on another property.

C/CAG AGENDA REPORT

Date: September 8, 2011

To: City/County Association of Governments Board of Directors

From: Richard Napier, C/CAG Executive Director

Subject: Approval of C/CAG Legislative priorities, positions, and legislative update.
(A position may be taken on any legislation, including legislation not previously identified.)

(For further information or questions contact Joseph Kott at 599-1453)

RECOMMENDATIONS

Receive, review, and discuss reports on State budget and legislation received from C/CAG's Sacramento legislative advocates.

LEGISLATIVE PRIORITY

The C/CAG staff and State legislative lobbyist are guided by Legislative Priorities as established by the C/CAG Board.

The following measure is recommended for an *Oppose* position:

AB 438 (Williams)

The following measure is recommended for a *Support* position:

SB 791 (Steinberg)

The following measure is recommended for *Watch* position:

AB 1164 (Gordon)

BACKGROUND/DISCUSSION

The C/CAG Board receives monthly written reports and oral briefings from the C/CAG State legislative advocates. For this month, our State legislative advocates have provided a Monthly

555 County Center, 5th Floor, Redwood City, CA 94063 PHONE: 650.599.1406 FAX: 650.361.8227

ITEM 6.1

Report (Attachment A).

AB 438 would impose specified requirements if the board of trustees, common council, or other legislative body of a city or the board of trustees of a library district intends to withdraw from the county free library system and operate the city's or library district's library or libraries with a private contractor that will employ library staff to achieve cost savings, unless the library or libraries are funded only by the proceeds of a special tax imposed by the city or library district. These requirements, until January 1, 2019, would include, but not be limited to, publishing notice of the contemplated action in a specified manner, clearly demonstrating that the contract will result in actual overall cost savings to the city or library district for the duration of the entire contract, prohibiting the contract from causing existing city or library district employees to incur a loss of employment or specified benefits or an involuntary transfer, and imposing specified requirements on contracts for library services in excess of \$100,000 annually.

C/CAG staff is concerned that AB 438 infringes upon local control of library and by extension in the future other municipal operations. AB 438 would limit the flexibility of local jurisdictions to contract for library services, as well as represent a precedent for further State action to take away control held by local elected officials to structure and operation municipal services in the interest of their constituents. Given the impact to local government and in accordance with C/CAG policy and priorities, C/CAG Executive Director Richard Napier sent a letter of opposition to AB 438 to all the members of the San Mateo County State legislative delegation (Attachment C).

SB 791 would authorize a metropolitan planning organization (e.g. the Metropolitan Transportation Commission), subject to majority voter approval, to impose, for up to 30 years, a regional transportation congestion reduction charge on purchasers of motor vehicle fuel in all or part of its jurisdiction, C/CAG staff recommends that intelligent transportation systems (ITS) projects be eligible. MTC and C/CAG staff recommends a support position.

AB 1164 would authorize, until September 30, 2015, loans from the State Highway Account of other specified federal transportation funds to fund bond-funded projects pursuant to the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006, if it has determined the loans will not impact the funding other programs or projects, as specified, and only under circumstances in which federal funds might otherwise be lost, as specified. While the bill's intent is reasonable, the language is too broad. As written it could apply to other fund sources. MTC has suggested language to address this issue. C/CAG staff recommends a watch position until MTC language is incorporated.

ATTACHMENTS

- A. Monthly Legislative Report
- B. AB 438 Information
- C. Letter from Richard Napier Opposing AB 438

ATTACHMENT A
MONTHLY LEGISLATIVE REPORT



ADVOCATION



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

August 26, 2011

TO: Board Members, City/County Association of Governments, San Mateo County
FROM: Advocaton, Inc. – Shaw / Yoder / Antwih, Inc.

RE: STATE LEGISLATIVE UPDATE-AUGUST

The legislature reconvened from its Summer Recess on August 15. It will be a sprint to the finish to act upon legislature before Session adjourns for the year on September 9. The following is a list of issues of interest to C/CAG that we will be monitoring over the course of the final weeks.

Regional Fee Proposal

In 2010, the Senate's original version of a "gas tax swap" bill included a set of provisions authorizing regional transportation planning entities to conduct an election, to raise a fee on gasoline (by majority vote), for purposes of implementing SB 375 (Steinberg). At the time, the C/CAG board debated that specific proposal, and ultimately decided that it would be supportive if the funding was intended to supplement rather than supplant state funding. The proposal was however an attempt to devolve responsibility for transit funding to the regional level and essentially abdicate the state's role in provide funding directly to transit operators. In essence, the proposal did attempt to supplant rather than supplement funding for public transportation and would have been perilous considering the voter requirement to retain funding.

The final "gas tax swap" package (AB 6 and 9, 8th Extraordinary Session) however, did *not* contain the regional fee idea, and although it ultimately eliminated three of the four major tax revenue streams historically flowing to the Public Transportation Account (PTA) in order to create capacity to pay for transportation bond debt service, it retained and enhanced the sales

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tax on diesel fuel – which supports a State Transit Assistance (STA) program at historic funding levels.

We were recently notified by the Senate pro Tempore's office about an effort to revisit the regional fee issue through SB 791 (Steinberg) in order to provide supplemental funding to both highway and transit programs. The concept of the bill would authorize a Metropolitan Planning Organization (MPO), subject to receiving majority voter approval from the voters within its jurisdiction, to impose a regional congestion reduction charge on vehicle fuel to fund transportation improvements necessary to reduce vehicular traffic congestion within the MPO's region.

The legislation requires that projects adopted in the regional transportation plan be funded and directly provide a benefit to the motorist within the region. Local streets and roads, transit operations, bicycle and pedestrian programs and SHOPP projects would be among the list of eligible expenditures. It is apparently written to comply with the provisions of Proposition 26 in order to tab the proceeds as a fee rather than a tax. We will keep you posted on the developments of this issue.

Federal Gas Tax Expiration/Extension

Reports out of Washington, DC suggest that the pending reauthorization of the federal program is in jeopardy, carrying with it the possible expiration of a major portion of the federal gas tax. Currently, the federal gas tax is 18.4 cents per gallon, of which 4.3 cents is permanent, but 14.1 cents is tied to reauthorization of the program.

California has Rev & Tax Code Section 7360 which authorizes an immediate backfill in the event that the federal gas tax is reduced or eliminated, but, it was enacted in 1989, prior to later increases in the federal tax rate. Therefore, the state backfill is limited to 9 cents per gallon, rather than the additional 9 cents that was realized as a result of the passage of Proposition 111 (1990).

A similar issue exists with the federal diesel tax, which is 24.4 cents per gallon, of which 4.3 cents is permanent; 20.1 cents is at risk in the face of failure to reauthorize. State law authorizes a backfill of 20.1 cents per gallon of the federal diesel tax.

Caltrans is aware of this issue and believes that current law (Section 7360 of the Rev and Tax Code) contains a trigger that is too narrowly drafted. It would not protect the state from a loss of federal revenue unless the precise conditions in that statute are met (i.e., federal excise tax is reduced below nine cents and federal transportation funding to the state is reduced or eliminated). The Board of Equalization would be responsible for pulling the trigger.

Caltrans states that if the federal excise tax were reduced or eliminated, they would "sound the alarm very loudly and notify the Legislature and several "key players" all at once. The department was empathetic however that the BOE is the entity that would need to carry out the responsibility to pull the trigger.

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Caltrans also pointed out that it would probably take six months for the state to receive any replacement revenue from the increased state excise tax that BOE would put into place. There are similar sections in the Rev and Tax Code that apply to the federal excise tax on diesel.

Our main challenge is to develop a legislative strategy to increase the backfill of the federal gas tax, which legislative sources indicate will require a 2/3 vote. We plan on working with the Legislature and Administration, as well as a broad statewide a coalition of stakeholders, including MTC, the League of Cities, CALCOG, CSAC, California Alliance for Jobs, Self-Help Counties Coalition, Transportation California, Associated General Contractors to try and resolve the issue.

It appears that the legislature will wait until September 30 to provide the federal government an opportunity to extend the tax prior to initiating state legislation. After September 9, if the legislature were to reconvene it would have to be through Special Session to address the issue.

Bond Funds

We are pleased to report that \$214 million in proceeds that remain from last November's bond sale will be re-allocated to fund Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) projects. As a result, six PTMISEA projects proposed by SamTrans will receive funding:

- San Bruno Bus Stop Improvements-\$201,600
- Daly City Bus Stop Improvements, \$187,181
- Additional Bus Stop Improvement in the County, \$196,867
- San Bruno Belle Air Transit Improvements \$151,251
- San Bruno Senior Shuttle Purchase, \$100,000
- Pacifica Senior Bus Purchase, \$56,221

The District can expect to receive additional funding after the state conducts a bond sale this Fall.

ATTACHMENT B

INFORMATION ON SELECTED PENDING LEGISLATIVE

AB 438 (Williams) An act to amend Sections 19104 and 19116 of, and to add and repeal Section 19104.5 of, the Education Code, relating to libraries.

Summary:

Existing law provides that the county boards of supervisors may establish and maintain, within their respective counties, county free libraries pursuant to specified provisions of law. Existing law provides that the board of trustees, common council, or other legislative body of any city or the board of trustees of any library district may, on or before January 1st of any year, notify the county board of supervisors that the city or library district no longer desires to be a part of the county free library system, as specified. This bill would impose specified requirements if the board of trustees, common council, or other legislative body of a city or the board of trustees of a library district intends to withdraw from the county free library system and operate the city's or library district's library or libraries with a private contractor that will employ library staff to achieve cost savings, unless the library or libraries are funded only by the proceeds of a special tax imposed by the city or library district. These requirements, until January 1, 2019, would include, but not be limited to, publishing notice of the contemplated action in a specified manner, clearly demonstrating that the contract will result in actual overall cost savings to the city or library district for the duration of the entire contract, prohibiting the contract from causing existing city or library district employees to incur a loss of employment or specified benefits or an involuntary transfer, and imposing specified requirements on contracts for library services in excess of \$100,000 annually. The bill would also provide that its provisions do not preclude a city, library district, or local government from adopting more restrictive rules regarding the contracting of public services.

Status:

8/22/2011 Read second time. Ordered to third reading.

League of California Cities Position:

Oppose.

Recommendation:

Oppose.

SB 791 (Steinberg) Regional congestion reduction charge.

Summary:

Existing law provides various funding sources for transportation programs and capital improvement projects. Existing law provides for designation of transportation planning agencies throughout the state with various transportation planning and programming responsibilities, including preparation of a regional transportation plan. Certain of these agencies are also designated as metropolitan planning organizations under federal law. This bill would authorize a metropolitan planning organization, subject to majority voter approval, to impose, for up to 30 years, a regional transportation congestion reduction charge on purchasers of motor vehicle fuel in all or part of its jurisdiction, which would be collected by the fuel retailer or wholesaler and transmitted to the State Board of Equalization. The bill would define motor vehicle fuel for these purposes to include gasoline and diesel. A corresponding vehicle registration charge would be imposed on electric vehicles licensed to be driven on public roads, which would be collected by the Department of Motor Vehicles. Prior to adopting a regional congestion reduction charge, the metropolitan planning organization would be required to make certain determinations, including that the transportation demand reduction projects funded by the charge would directly and specifically benefit motorists within the region by reducing vehicle congestion so as to increase overall mobility for motorists who are paying the charge. The bill would impose various other requirements. This bill contains other related provisions.

Status:

8/25/2011 Read third time and amended. Ordered to third reading. Re-referred to Com. on RLS. pursuant to Assembly Rule 77.2.

MTC Position:

Support.

Recommendation:

Support.

AB 1164 (Gordon) Federal transportation funds.

Summary:

Existing law generally provides for programming and allocation of state and federal transportation capital improvement program funds pursuant to the state transportation improvement program process administered by the California Transportation Commission. This bill would enact similar provisions authorizing the department, until September 30, 2015, to make loans from the State Highway Account of other specified federal transportation funds to fund bond-funded projects pursuant to the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 , if the department has determined the loans will not impact the funding other programs or projects, as specified, and only under circumstances in which federal

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funds might otherwise be lost, as specified . The bill would appropriate those federal transportation funds in the State Highway Account for these purposes and would require those funds to be obligated to advance the bond-funded projects, as specified. The bill would require the loans to be repaid to the State Highway Account within 3 years from the proceeds of bonds sold pursuant to the bond act and would provide for the appropriation of those repaid funds to the department for use on projects in the state highway operation and protection program or the local assistance program, as specified. The bill would require the department to report to the Joint Legislative Budget Committee each year that federal transportation funds are loaned pursuant to these provisions. This bill contains other existing laws.

Status:

8/17/2011 Read second time. Ordered to third reading.

MTC Position:

Watch.

Recommendation:

Watch.

ATTACHMENT C

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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

August 24, 2011

The Honorable Rich Gordon
The Honorable Jerry Hill
The Honorable Fiona Ma
The Honorable Joe Simitian
The Honorable Leleand Yee
State Capitol
Sacramento, CA 95814

RE: AB 438 (Williams) – County free libraries: withdrawal: use of private contractors.

Dear Members of the San Mateo County State Legislative Delegation,

The City/ County Association of Governments of San Mateo County (C/CAG) is composed of elected representatives from the County of San Mateo and all 20 cities in the County. The Association was created in 1990, via a Joint Powers Agreement (JPA), to address a number of issues, including municipal control and flexibility in carrying out important public functions.

C/CAG opposes AB 438 since it infringes upon local control of municipal operations. Our concern includes but far transcends library operations. AB 438 would limit the flexibility of local jurisdictions to contract for library services, as well as represent a precedent for further State action to take away control held by local elected officials to structure and operation municipal services in the interest of their constituents.

This can end up bankrupting cities and would give public employee unions even greater power over how public funds can be allocated. Municipalities must have the ability to reduce long term

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fiscal liabilities as well as achieve short term cost reductions. AB 438 would erode that ability and reduce the control that local communities have over their own destinies. This matter comes up for a vote tomorrow in the Legislature. We ask that you vote to oppose AB 438.

Respectfully,

A handwritten signature in cursive script that reads "Richard Napier".

Richard Napier
Executive Director

C/CAG AGENDA REPORT

Date: September 8, 2011

To: City/County Association of Governments Board of Directors

From: Richard Napier, Executive Director

Subject: Review and approval of the Draft 2011 Congestion Management Program (CMP) and Monitoring Report and authorize its release for distribution and comments

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

RECOMMENDATION

That the C/CAG Board review and approve the Draft 2011 Congestion Management Program (CMP) and Monitoring Report and authorize its release for distribution and comments.

FISCAL IMPACT

It is not anticipated that the changes in the 2011 document will result in any increase in the current fiscal commitment that C/CAG has made to the Program.

BACKGROUND/DISCUSSION

Overview

Every two years, C/CAG as the Congestion Management Agency for San Mateo County, is required to prepare and adopt a Congestion Management Program (CMP). The Draft 2011 CMP (attached to this report) includes updated information and changes from the adopted 2009 CMP. The majority of the document is unchanged from the 2009 CMP. Updated and new texts are shown as underlined in the document (deleted or superseded text are shown as strike through). Some key updates are highlighted as follows:

- Updated Chapter 5 – Trip Reduction and Travel Demand Element
 - Reflects the current Transportation Demand Element (TDM) and Transportation System Management (TSM) measures.
- Updated Chapter 7 – Deficiency Plan Guidelines
 - Reflects updated 2011 monitoring results and San Mateo County Congestion Relief Plan (CRP).
- Chapter 8 – Seven Year Capital Improvement Program
 - Reflects the “preliminary draft” 2012 State Transportation Improvement Program (STIP) project list.

ITEM 6.2

- Updated Chapter 9 – Database and Travel Model
 - Includes new write up for the CCAG/VTA Bi-County Travel Demand Model
- Updated Chapter 11 – Vehicle Registration Fee (VRF) Program
 - Reflects current \$4 VRF program totals as well as the addition of the new Measure M (\$10 VRF).
- Appendices that were updated includes the following:
 - Appendix F - 2011 CMP Monitoring
 - Appendix I - Land Use Guidelines and Compliance Monitoring (Program Compliance List)
 - Appendix K - Checklist for Modeling Consistency for the CCAG/VTA Bi-County Model *(will be added during the circulation period)*
 - Appendix M – Measure M Implementation Plan

In addition to the above updates, the Metropolitan Transportation Commission (MTC) also provided guidance for consistency and compatibility with the Regional Transportation Plan (RTP). The proposed additional information recommend by MTC for inclusion in the CMP includes:

- A description of the new regional coordinated land use and transportation planning process as directed through SB 375
- An updated Travel Demand Modeling Checklist that recognizes the new regional tour-based model and updates to the model consistency requirements
- Reference to the newly released Highway Capacity Manual 2010 as a regionally consistent option for analysis of level of service
- Reference to the Bay Area 2010 Clean Air Plan as adopted by the Bay Area Air Quality Management District
- Reference to the revision in statutes to enable cities and counties to enforce Parking Cash-Out (Section 43845 of the Health and Safety Code); and
- Updates to the table noting achievement of the Transit Oriented Development (TOD) requirements by Res. 3434 transit extension projects

2011 Traffic Level of Service and Performance Monitoring

C/CAG is also required to measure the roadway segments and intersections on the Congestion Management Program roadway network to determine the change in LOS from one period to the next. As part of the 2011 CMP update, C/CAG has retained Jacobs Engineering Group to monitor the roadway segments and intersections on the Congestion Management Program roadway network. As a result of this monitoring, C/CAG is required to determine what location(s), if any, has (have) exceeded the LOS standard that was established by C/CAG in 1991.

Countywide Deficiency Plan

In determining conformance with the LOS standards, C/CAG can exclude traffic impacts attributable to the following:

- Interregional travel.
- Construction, rehabilitation, or maintenance of facilities that impact the system.
- Freeway ramp metering.

- Traffic signal coordination by the state or multi-jurisdictional agencies.
- Traffic generated by the provision of low-income and very low income housing.
- Traffic generated by high-density residential development or mixed-use development (half of the mixed use development must be used for high density residential) within one-fourth mile of a fixed rail passenger station.

If, after applying the above exclusions, a deficient location is identified; the C/CAG Travel Demand Forecasting Model would be used to determine the origins of the traffic at the deficient locations to determine which jurisdictions must participate in the development of a deficiency plan. A jurisdiction must participate if the traffic it is contributing is greater than ten percent (10%) of the capacity of the deficient location.

To address deficiency plans, C/CAG’s San Mateo County Congestion Relief Plan (CRP), originally adopted in 2002, fulfills the requirement of a Countywide Deficiency Plan for all roadway segment and intersection deficiencies identified through the monitoring done for the 1999 through the current Congestion Management Program. The CRP was reauthorized in 2010 for an additional four years. With the CRP in place, no jurisdiction will be required to develop a deficiency plan as a result of this monitoring report.

Roadway Segments

In calculating the LOS for the CMP network, C/CAG identifies the deficient locations after deducting for interregional travel (all trips originating outside San Mateo County). Based on the monitoring report and after the exclusions for interregional traffic was applied, one (1) out of the 53 roadway segments exceeded the LOS standard. The segment in violation of the LOS Standard in 2011 is:

- SR 92, I-280 to US 101

The analysis and reductions applied in the 2011 Monitoring used the most recent CCAG/VTA Bi-County Model with ABAG Projections 2009 to identify traffic volumes for local versus regional origin-destinations for the 2005 base horizon year. It is noted that reductions for the 2001 through 2005 CMP Monitoring Reports were based on the 2000 C/CAG travel demand forecasting model’s estimations. For the 2007 and 2009 Monitoring Reports, the reductions were updated based on the updated 2005 C/CAG travel demand forecasting model.

A summary of the number of deficient roadway segments from 1999 to the current CMP is as follows:

Year	No. of Deficiencies	Year	No. of Deficiencies	Year	No. of Deficiencies
1999	10	2005	5	2011	1
2001	9	2007	2		
2003	4	2009	2		

Intersections

For the 16 intersections monitored, the 2011 traffic volumes, lane configurations, and signal phasing were used as inputs to the intersection level of service calculations. The 2011 monitoring only used the 2000 Highway Capacity Manual method (average control delay) to calculate the LOS results. Although both the 2000 HCM (average control delay in sec/vehicle) and Circular 212 (volume to capacity ratio) methodologies were used in parallel the past three CMP updates, the Circular 212 method was discontinued for this year. Reductions for inter-regional travel were also applied to the intersection volumes this year.

All 16 CMP intersections were in compliance with the LOS Standard. There were no LOS standard violations for intersections in 2009 also.

A summary of the number of roadway segments and intersections with a LOS F (F designated the worse possible congestion) since the 1999 CMP are as follows:

Year	LOS F*		Year	LOS F*	
	Roadways	Intersections**		Roadways	Intersections**
1999	18	3	2007	14	2
2001	16	1	2009	10	3
2003	13	0	2011	15	2
2005	12	0			

* Without Exemption

** Majority of intersections monitored are along Route 82 (El Camino Real)

Travel Time

Travel times were also measured for the U.S. 101 corridor between the San Francisco and Santa Clara County Lines. The U.S. 101 corridor was selected because, in addition to mixed-flow lanes, it includes High Occupancy Vehicle (HOV) lanes, bus routes, and passenger rail.

The total travel time for carpools was estimated by adding the travel time in the HOV lanes between the Santa Clara County Line and Whipple Avenue to the travel time in the mixed-flow lanes between Whipple Avenue and the San Francisco County Line. Travel times for bus and passenger rail modes were estimated based on SamTrans and Caltrain published schedules. SamTrans bus route KX operates in the U.S. 101 corridor. This route provides service through San Mateo County from San Francisco to Palo Alto. Travel times were based on the average travel time between County lines during the commute hours. Travel time via Caltrain was calculated in a similar manner.

Travel time for single occupancy automobile travel identified as part of the 2011 monitoring indicates an increase of 11 minutes in the southbound (P.M.) and six (6) minutes in southbound (A.M) commute periods. Carpool travel increased up to eight (8) minutes in the southbound (P.M.) commute periods. Results for the 2011 travel time surveys are summarized as follows.

Average Travel Time in US 101 Corridor (in minutes)
(Between San Francisco and Santa Clara County Lines)

Mode	AM - Morning Commute Peak Period										PM - Evening Commute Peak Period									
	Northbound					Southbound					Northbound					Southbound				
	2011	2009	2007	2005	2003	2011	2009	2007	2005	2003	2011	2009	2007	2005	2003	2011	2009	2007	2005	2003
Auto - Single Occ.	29	30	26	31	29	34	28	35	38	37	32	33	33	33	39	40	29	30	35	30
Carpool - HOV Lane	28	30	26	30	28	30	26	31	31	29	30	32	31	32	34	35	27	29	32	25
Caltrain (combined local and express)	35	35	35	42	43	31	31	34	42	49	34	34	38	42	49	35	35	34	42	46
SamTrans Route KX	76	79	75	72	68	81	85	78	72	74	81	83	80	79	75	78	89	81	75	72

Transit Ridership

The final annual total and average weekday transit ridership figures are not yet available as of this draft CMP but will be included in the Final CMP. A summary of historical ridership figures are indicated below.

	Annual Total				Average Weekday			
	2005	2007	2009	2011	2005	2007	2009	2011
SamTrans	14,189,548	14,351,402	14,951,949		46,797	47,535	49,950	
Caltrain	9,454,467	10,980,802	12,691,612	12,673,420	29,270	34,867	40,066	39,909
BART (Colma & Daly City)	6,211,514	6,864,974	7,026,186		20,992	23,214	23,711	
BART (SFO Ext. Stations)	6,788,036	7,662,450	9,900,626		22,196	24,516	31,485	
Combined Transit	36,643,565	39,859,628	44,570,373		119,255	130,132	145,212	

The complete Monitoring Report is included in Appendix F of the Draft 2011 Congestion Management Program.

CMP approval schedule

<u>Date</u>	<u>Activity</u>
August 18	Draft Report to TAC – <i>Recommended approval</i>
August 29	Draft Report to CMEQ – <i>Recommended approval</i>
September 8	Draft Report to Board
October 14	Draft 2011 CMP due to MTC
October 20	Final Report to TAC
October 29	Final Report to CMEQ
November 4	MTC performs Consistency Findings
November 10	Final to Board
Nov/Dec	MTC approval of 2012 RTIP

ATTACHMENT

- Draft 2011 San Mateo County Congestion Management Program (CMP)

(Provided to C/CAG Board members only. Public members may contact John Hoang at 650-363-4105 if interested in receiving the document.)

C/CAG AGENDA REPORT

Date: September 8, 2011
To: City/County Association of Governments Board of Directors
From: Bicycle and Pedestrian Advisory Committee (BPAC)
Subject: Review and Adoption of the Final San Mateo County Comprehensive Bicycle and Pedestrian Plan (**Special voting procedures apply**)

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

RECOMMENDATION

That the C/CAG Board review and adopt the San Mateo County Comprehensive Bicycle and Pedestrian Plan.

FISCAL IMPACT

\$200,000

SOURCE OF FUNDS

Transportation Development Act (TDA) Article 3, Measure A

BACKGROUND/DISCUSSION

C/CAG and the San Mateo County Transportation Authority (SMCTA) partnered together to develop the CBPP to address planning, design, funding, and implementation of bicycle and pedestrian projects located within San Mateo County that have county significance. The goal of the new San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP) is to update the previous bicycle plan, adopted in 2000, and expand the document to include a new pedestrian component.

CBPP Development Outreach

During the initial phase of the CBPP development process, beginning in July 2010, the 20 cities and County were asked to complete a survey indicating the state of bicycle and pedestrian projects within each respective jurisdiction. As needed, follow-up interviews and meetings were held with jurisdictions. As part of the process, the C/CAG BPAC has been relied upon to provide input and guidance towards the development of the CBPP over multiple meetings, between July 2010 and February 2011.

A Public Open House was held in October 2010 to allow members of the public, bicycle advocacy groups, and local agency staff to review and discuss the Countywide Bikeway Network (CBN), pedestrian demand analyses and improvement needs, and the vision/goals/policies. Additional input (e-mails and letters) was received from individuals and bicycle advocacy groups.

ITEM 6.3

Administrative Draft CBPP

All the comments received from the outreach efforts indicated above were taken into consideration in the development of the Administrative Draft CBPP. The purpose of the Admin Draft, which was only distributed to the 20 cities and County in January 2011, was to provide the jurisdictions (project sponsors) the opportunity to review the document and make the necessary revisions prior to generating the Draft CBPP that would be made available to the public.

Draft CBPP for Public Review

The Draft CBPP (Main Report, Appendices, and accompanying Resource Guide) was released on February 24, 2011 for public review and comments. The Draft CBPP was also been made available to the cities and the County staff and the respective bicycle and pedestrian committees as well as Caltrans, the Metropolitan Transportation Commission (MTC), and other interested agencies and individuals. A downloadable version of the Draft CBPP was also posted on the project website at <http://www.sanmateocountybikepedplan.org/smccbpmpp/project-documents/>. Comments were due on April 15, 2011. We continued to receive comments through June.

C/CAG received over 170 individual comments from 36 individuals, local jurisdictions, and groups including the following: Cities of San Mateo, East Palo Alto, Half Moon Bay, Millbrae, Redwood City, San Bruno, South San Francisco; County of San Mateo (Health System and Public Works); Caltrans; MTC; TA and SamTrans; Mid Coast Community Council; Sierra Club; Bike San Mateo County; Silicon Valley Bicycle Coalition; Group of 19 bicyclists; and 14 individual public members.

Most of the comments focused on modifications to the proposed County Bikeway Network (CBN), refinements to the Bicycle Key Corridors and Pedestrian Focus Areas definitions, and enhancement to information contained in the document. A meeting was held on June 23, 2011, with local advocacy groups that provided comments to recapitulate key issues and concerns. C/CAG provided the approach to addressing comments.

Finalizing the CBPP

Over the past several months C/CAG has incorporated comments, as appropriate, to finalize the CBPP. Once adopted by the Board, the complete CBPP and associated documents will be posted on the C/CAG website.

ATTACHMENTS

- Final San Mateo County Comprehensive Bicycle and Pedestrian Plan (Main Report and Appendices only)

(Provided for C/CAG Board and Alternate members only and submitted separately. Other interested parties may contact John Hoang at 650-363-4105 for copies)

C/CAG AGENDA REPORT

Date: September 8, 2011
To: City/County Association of Governments Board of Directors
From: Congestion Management and Environmental Quality Committee (CMEQ)
Subject: Review and recommend approval of the Draft 2012 State Transportation Improvement Program (STIP) for San Mateo County.

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

RECOMMENDATION

That the C/CAG Board review and recommend approval of the Draft 2012 State Transportation Improvement Program (STIP) for San Mateo County.

FISCAL IMPACT

None to the direct C/CAG budget.

SOURCE OF FUNDS

The 2012 State Transportation Improvement Program (STIP) fund will come from State and Federal fund sources.

BACKGROUND/DISCUSSION

C/CAG is the designated agency responsible to develop the regional share of the State Transportation Improvement Program (STIP) for San Mateo County. STIP candidate projects must be consistent with the Regional Transportation Plan as well as the County's Congestion Management Plan. In addition, projects must have an approved Project Study Report (PSR) or PSR Equivalent.

The STIP is a five-year document adopted every two years that displays commitments of transportation funds for improving highway, transit, and other transportation systems. On June 22, 2011, Caltrans presented the draft STIP Fund Estimates for the five-year STIP period (FY 2012/13 through FY 2016/17) to the California Transportation Commission (CTC). The CTC is expected to adopt this estimate at their August 10, 2011 meeting.

The adopted 2010 STIP covered the period between FY 2009/10 through 2014/15. Funds previously programmed for highway and transit projects as adopted in the 2010 STIP are still

ITEM 6.4

committed.

It is expected that San Mateo County will be able to program approximately \$20.3 mil of additional funds to the 2012 STIP. Although counties/regions can request to program these new funds in the earlier years, the CTC will likely push funds to the outer two years of the five-year cycle.

Staff collaborated with the San Mateo County Transportation Authority (SMCTA) and Caltrans staff and recommend the Proposed Draft 2012 STIP as attached. Here are some highlights:

1. The SR 92 Slow Vehicle Lane Improvement project, as programmed in the 2010 STIP, is recommended to be deleted from the 2012 STIP as a cost effective solution for this location has not been identified.
2. Construction phase funds have been added to the US101/Broadway Interchange project, based on project readiness.
3. Construction phase funds for the Willow Interchange has been moved to FY 14/15 to match the project schedule. Design phase funds for this project have been added to FY 12/13.
4. Construction phase funds for the Calera Parkway project has been moved from FY14/15 to FY 13/14 to match the project schedule.
5. Construction phase funds for the Countywide Intelligent Transportation Systems (ITS) project were moved to FY 13/14 and additional new funds for construction were added in FY 15/16 in anticipation of phased construction.
6. The SR 92 Improvement from I-280 to US 101 is added as a new project. Phase 1 is the improvement of the SR 92/ El Camino Real (SR 82) interchange. Phase 2 is the environmental study for the improvement of the SR 92/ US 101 interchange vicinity.
7. Transportation Enhancement (TE) funds continue to be programmed in reserve with the intent to eventually fund a "Grand Boulevard Initiative" complete street project in partnership with the San Mateo County Transit District (SamTrans). On June 9, 2011 the C/CAG Board conceptually approved of investing up to \$2,000,000 in accumulated Transportation Enhancement (TE) funds towards the construction phase of a Complete Street project on the El Camino Real/Mission Street, designed through the SamTrans Tiger II complete streets design case study effort.

On August 18, 2011, the draft 2012 STIP was presented to the Congestion Management Technical Advisory Committee (TAC) for review. The TAC recommended approval of the proposed draft 2012 STIP.

On August 29, 2011, the draft 2012 STIP was presented to the Congestion Management and Environmental Quality Committee (CMEQ) for review. The CMEQ recommended approval of the proposed draft 2012 STIP.

Upon approval by the C/CAG Board, the Proposed 2012 STIP for San Mateo County will be forwarded to the Metropolitan Transportation Commission (MTC) for inclusion in the Bay

Area regional STIP proposal. If approved by the MTC as scheduled in November 2011, the proposal will be forwarded to the California Transportation Commission (CTC) for approval in December 2011. During the coming months, it is anticipated Bay Area-wide and statewide negotiations will take place regarding the exact amount of funds available for each county in each fiscal year.

ATTACHMENT

- Proposed Draft Summary of 2012 STIP for San Mateo County

PROPOSED DRAFT SUMMARY of 2012 STIP FOR SAN MATEO COUNTY
(\$1,000's)

Lead Agency	Rte	PPNO	Project	Total	(Info Only) Prior Year	(Info Only) 11-12	12-13	13-14	14-15	15-16	16-17
Caltrans	101	658B	Auxiliary Lanes Segment 1, University to Marsh Road (CMIA)	9,172	9,172						
Caltrans	101	658C	Auxiliary Lanes Segment 2, Embarcadero to University (CMIA)	5,049	5,049						
SMCTA	101	702A	US 101/Broadway Interchange	23,218	4,218			19,000			
Caltrans	82	645C	Menlo Park-Millbrae, interconnect signals, phase 2	7,331	7,331						
SMCTA	101	690A	US 101/Willow interchange reconstruction	28,951	2,509	4,500	1,471				
Caltrans	92	669B	SR 92 Slow Vehicle Lane Improvements (grf)	13,563	1,023		20,471		20,471		
Caltrans		0700C	Aux Lane Landscaping #700B- 2-yr plant establishment	33		33				12,540	
SMCTA/ Pacifica	1	632C	SR 1 Calera Parkway - Pacifica	13,800				6,900	6,900		
SMCTA/ Pacifica	1	2140H	Hwy 1 San Pedro Creek Bridge Replacement - New project	3,000		3,000					
San Mateo	92/82	New	Phase 1 of SR 92 Improvement from I-280 to US 101 - Construction of Operational Improvement at the SR 92/EI Camino Real Interchange - New								5,000
SM C/CAG	92	New	Phase 2 of SR 92 Improvement from I-280 to US 101 - Environmental Study for Improvement at the SR 92/US 101 Interchange Vicinity - New							2,411	
SM C/CAG	VAR	2140E	Countywide ITS Project	7,033			1,977	1,977	5,056		
SM C/CAG	VAR	2140F	Smart Corridor Segment (TLSP)	10,000	10,000						
SM C/CAG	VAR	2140F	Smart Corridor Segment (STIP)	11,000	11,000						
			SUBTOTAL - HIGHWAY (2012/13 thru 2016/17):	89,765							
JPB		2140J	CalTrain San Bruno Ave Grade Separation (HSRCSA)	19,203	19,203						
BART		1003J	Daly City BART station improvement, elevator, lighting	900		200	700				
			SUBTOTAL - PTA ELIGIBLE (2012/13 thru 2016/17):	900							
SM C/CAG			TE Reserve	5,964	200	1,000	1,000	745	2,490	1,146	1,128
SM County			TE funded - County of San Mateo Bike lane (C/CAG TOD commitment)	200	200						
San Bruno			TE funded - City of San Bruno ECR median (C/CAG TOD commitment)	779	779						
Half Moon Bay			TE funded - City of Half Moon Bay, Rte 1 landscaping	223	223						
Brisbane			TE funded - City of Brisbane Bayshore bike lane	803	803						
MTC		2140	Planning, programming, and monitoring	382		60	60	62	64	67	69
SM C/CAG		2140A	Planning, programming, and monitoring	2,418		690	353	353	355	205	462
			Grand Total:	79,283		9,483	2,584	28,292	28,436	3,829	6,659

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C/CAG AGENDA REPORT

Date: September 8, 2011
To: City/ County Association of Governments Board of Directors
From: Richard Napier, Executive Director - C/CAG
Subject: Review and approval of Packet Content Policy

(For further information or response to questions, contact Richard Napier at 650 599-1420)

Recommendation:

Review and approval of Packet Content Policy in accordance with the staff recommendation.

Fiscal Impact:

None.

Source of Revenue:

All C/CAG revenue sources.

Background/ Discussion:

The C/CAG packet has been 200-300 pages on average. Part of this is due to attachments such as contracts and plans. The complete Board Packet is also posted on the C/CAG web site (www.CCAG.CA.GOV/ccag.html). Therefore, any information not included in the packet would still be available on the C/CAG web site.

Staff would propose the Board approve the C/CAG Packet Guidelines in Attachment A. The main changes are as follows:

- 1- Contracts would not be provided with the Board packet.
- 2- Minor attachments would not be provided with the Board packet. At the discretion of the Executive Director
- 3- Budget Details would not be provided with the Board packet.
- 4- Planning Documents - Draft would not be provided with the Board packet.

The last packet was over 300 pages. If this policy had been in effect it would have reduced the packet to less than 200 pages. This will better focus the material for the Board to read on the most pertinent information for the decision being asked of the Board.

Attachment:

Attachment A - C/CAG Packet Guidelines

ITEM 6.5

Alternatives:

- 1- Review and approval of Packet Content Policy in accordance with the staff recommendation.
- 2- Review and approval of Packet Content Policy in accordance with the staff recommendation with modifications.
- 3- No action.

ATTACHMENT A - C/CAG PACKET GUIDELINES

C/CAG PACKET GUIDELINES

The following shows where the Board Meeting material will be provided.

Packet - Included in the packet which is the primary document for Board Meetings.

Separate - Is not included in the Packet but is provided separately in the mailing to the Board.

Web Site - Material is provided on C/CAG Web Site - www.CCAG.CA.GOV/ccag.html

	Packet	Separate	Web Site
Staff Reports	X		X
Resolutions	X		X
Attachments Key	X		X
Attachments Support		X(Special ED)	X
Contracts			X
Communications		X(Board Only)	X
Budget Overview	X		X
Budget Details		X(Upon Request)	X
Planning Documents - Draft		X(Upon Request)	X
Planning Documents - Final		X	X
Miscellaneous		X	
Executive Directors		X(Board Only)	

Special ED - Executive Director's Discretion

Board Only - Only Sent to Board Members and Alternates

Upon Request - Hard copies available upon request

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August 22, 2011

Jess Brown
Enterprise Energy Solutions and Services
245 Market Street
San Francisco, CA 94105

RE: PG&E Discussion with the C/CAG Board at the August 11, 2011 Board Meeting

Dear Mr. Brown:

On behalf of the City/County Association of Governments of San Mateo County (C/CAG), I want to thank you for taking time out of your busy schedule to frame the issues facing Pacific Gas and Electric (PG&E). Your willingness to discuss it with the C/CAG Board at the August 11, 2011 C/CAG Board Meeting is appreciated. Your frankness on the issues was refreshing and helpful as the Board tries to establish a constructive dialogue with PG&E. Overall I feel the discussion was worthwhile. Clearly, regular communications would be useful to both C/CAG and PG&E, and hopefully you will get the support needed from top management. The C/CAG Board looks forward to participating in a regular dialogue with PG&E.

Thank you again for your support. The C/CAG contact is Richard Napier, C/CAG Executive Director, at 650 599-1420.

Sincerely,



Bob Grassilli
C/CAG Chair

ITEM 9.1

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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August 12, 2011

Metropolitan Transportation Commission
101 Eighth Street
Oakland, CA 94607

Attention: Steve Heminger, Executive Director

Subject: One Bay Area Grant Proposal

Dear Mr. Heminger;

I appreciate the opportunity to review and provide input to your initial release of the OneBayArea Grant proposal dated July 8, 2011. I wanted to share some additional thoughts and suggestions regarding the One Bay Area Grant Proposal.

While I appreciate the deletion of hard limits between programs as per Cycle 1, I still have major concerns about the 70% requirement of funds spent in a PDA. I would reiterate that it is important to stay focused on the policy you want implemented and not be distracted by too many specific project details.

With this in mind, I would like to propose the following changes to your proposal with supporting arguments:

1. I would propose that Local Streets and Roads (LS&R) funding be exempt from the 70% minimum requirement.
 - MTC should honor its "Fix It First" principle. Applying the 70% PDA rule to the LS&R fund would undo the "Fix It First" principle as relatively few federal aid eligible roads are located in a PDA. Most roads that are located in the PDA are either under state jurisdiction or are already well maintained. Forcing percentage of work in the PDA will only lead to rework on already well performing roads while letting the rest of the system deteriorate to a point of requiring very expensive repairs. Local agencies are in the best position to determine where roadway maintenance funds should be focused in their jurisdictions.

ITEM 9.2

- The C/CAG Board adopted a funding commitment for Local Streets and Roads in February 2010 that included both Cycle 1 and Cycle 2 funds for Local Streets and Roads program. Most of the road projects funded under Cycle 1 were in jurisdictions with PDA's. However, Cycle 2 commitments were made to many (8 out of 14 jurisdictions) without PDAs. This C/CAG Board decision was reported to MTC on April 1, 2010. C/CAG must follow through with those commitments made for Cycle 2 funding.
2. The "Priority Development Area (PDA) Minimum Section", under the "Distribution Formula for the OneBayArea Grant," should be revised as follows (additions in *italics*, deletions in ~~striketrough~~):

2. Priority Development Area(PDA) Minimum Range: Require ~~that at least 70%~~ *a range of 50%-75%* of funding be spent on projects in *support of* Priority Development Areas....

- Regarding the Regional Bicycle program (RBP), Transportation for Livable Communities (TLC) program, and Safe Routes to School (SR2S), there are few route segment that can be located completely in the footprint of a PDA. If MTC's real objective is to encourage the use of alternative modes of transportation it would be more productive to allow for projects that support PDAs as well as alternative transportation to and from employment areas or other transit systems. Improvements such as pedestrian and bike improvements are not really useful nor utilized if it is limited to the housing development areas and cannot connect people to work or to key destinations.
 - Although we can strive to meet 70% of projects in a PDA, it is very unlikely that our jurisdictions will be able to produce enough projects in PDAs to utilize the available funds in the time frame required. Often projects located in a PDA, by the nature of the location and type of project, require long timeframes to develop and deliver, and do not fit well with the typical two year funding cycle timeframes.
3. The "Supportive Local Transportation and Land-Use Policies", under "Performance and Accountability," should be revised as follows (additions in *italics*, deletions in ~~striketrough~~):

Supportive Local Transportation and Land-Use Policies: Staff recommends that local agencies be required to ~~have at least two~~ *report on the adoption status* of the following four policies ~~adopted in order to be eligible for~~ *that have been accomplished as a result of the Cycle 2 grant funds:...*

4. The "Approved Housing Element", under "Performance and Accountability," should be revised as follows (additions in *italics*, deletions in ~~striketrough~~):

Approved Housing Element: Any ~~Also, a HCD approved housing element consistent with RHNA/SB375 law is a proposed condition for any jurisdiction receiving Cycle 2~~

OneBayArea grants *must submit a report regarding the status of the adoption of one of the following:*...

- I believe that the Performance and Accountability should remain a performance and accountability and not an eligibility requirement.
- It is acceptable to request that local jurisdictions adopt bicycle/ pedestrian and complete streets policies but it should not be specified to be as part of a “general plan” which is generally not revised for many years and entails a very long process to modify. The intent is that a jurisdiction is in the process of adopting multimodal supporting policies.

Your consideration of these comments in developing One Bay Area Grant is appreciated. If there are any questions please contact Richard Napier at 650 599-1420.

Sincerely,



Richard Napier
Executive Director
City/ County Association of Governments



METROPOLITAN
TRANSPORTATION
COMMISSION

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August 1, 2011

Adrienne J. Tissier, Chair
San Mateo County

Amy Rein Worth, Vice Chair
Cities of Contra Costa County

Tom Azumbrado
U.S. Department of Housing
and Urban Development

Tom Bates
Cities of Alameda County

David Campos
City and County of San Francisco

Dave Cortese
Santa Clara County

Bill Dodd
Napa County and Cities

Dorene M. Giacomini
U.S. Department of Transportation

Federal D. Glover
Contra Costa County

Mark Green
Association of Bay Area Governments

Scott Haggerty
Alameda County

Anne W. Halsted
San Francisco Bay Conservation
and Development Commission

Steve Kinsey
Marin County and Cities

Sam Liccardo
Cities of Santa Clara County

Jake Mackenzie
Sonoma County and Cities

Kevin Mullin
Cities of San Mateo County

Bijan Sartipi
State Business, Transportation
and Housing Agency

James P. Spering
Solano County and Cities

Scott Wiener
San Francisco Mayor's Appointee

Steve Heminger
Executive Director

Ann Flemer
Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

Bob Grassilli, Chair
City/County Association of Governments of San Mateo County
555 County Center, 5th Floor
Redwood City, CA 94063

Dear Mr. Grassilli:

Please accept my apology for this very late response to your thoughtful letter of May 26 in support of MTC's "fix-it-first" policy.

As you know, the maintenance of the Bay Area's existing transportation network has long been a top Commission priority. This commitment to preserving our existing assets will be reaffirmed in the development of the new *Plan Bay Area*, which is slated for adoption by the Commission in 2013.

In the meantime, we at MTC — as well as our partners at the Association of Bay Area Governments, the Bay Area Air Quality Management District and the Bay Conservation and Development Commission — look forward to working with you and your staff as development of *Plan Bay Area* moves into subsequent stages.

Sincerely,

Doug Kimsey
Director, Planning

ITEM 9.3

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August 5, 2011

Sandra Padilla
TransForm, Safe Routes to Transit
436 14th Street, Suite 600
Oakland, CA 94612

RE: **Safe Routes to Transit Grant Program Application**
San Bruno Transit Corridor Pedestrian and Bike Connection Project

Dear Ms. Padilla,

On behalf of the City/County Association of Governments of San Mateo County (C/CAG), I am writing to express support for the City of San Bruno's application for the Safe Routes to Transit grant program. The San Bruno Transit Corridor Pedestrian and Bike Connection project will effectively address pedestrian and bicycle safety and access between employment, housing, and shopping centers and two key regional transit stations – the San Bruno BART and Caltrain stations.

The proposed improvements enabled by the Safe Routes to Transit grant program will transform the pedestrian and bicycle environment in the transit station areas. The installation of pedestrian and bicycle facilities enhancements, such as improved roadway crossings, a Class III bike route on San Bruno Avenue, curb ramps, lighting, landscaping, and traffic calming features, will add significant safety and aesthetic value to the transit corridor area and encourage more residents, commuters, and visitors to walk or bike to a regional transit station rather than using their automobile. The City is also preparing a Transit Corridor Specific Plan for the project area to define guidelines for pedestrian and bicycle safety and connectivity enhancements. This Plan will provide policy-level support for the project. Upon completion, the project will provide crucial links between high-density housing and major commercial centers and the regional BART and Caltrain stations. With the improved effectiveness of the pedestrian environment, this project will support alternative modes of commuting; reduce vehicle commute trips, including on Bay Area bridge corridors; and lessen traffic congestion and associated vehicle emissions.

We believe that the City of San Bruno is well positioned to improve the non-motorized transportation system adjacent to transit corridors, as the project will fill a gap for pedestrian and bicycle connectivity and safety at two key regional transit stations. C/CAG fully supports the City of San Bruno's grant request for much needed pedestrian improvements within the transit corridor area.

Thank you for your consideration.

Sincerely,



Richard Napier
Executive Director

ITEM 9.4

