

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. 262

- DATE:** Thursday, November 14, 2013
- TIME:** **6:30 P.M.**
- PLACE:** San Mateo County Transit District Office
1250 San Carlos Avenue, Second Floor Auditorium
San Carlos, CA
- PARKING:** Available adjacent to and behind building.
Please note the underground parking garage is no longer open.
- PUBLIC TRANSIT:** SamTrans
Caltrain: San Carlos Station.
Trip Planner: <http://transit.511.org>

- 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
- Receive a presentation from PG&E on gas system upgrades.
- 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. 261 dated October 10, 2013. ACTION p. 1
- 5.2 Review and accept the Quarterly Investment Report as of September 30, 2013. ACTION p. 7
- 5.3 Receive a clean copy of the C/CAG Bylaws. ACTION p. 13
- 5.4 Receive a clean copy of the FY 2013-14 C/CAG Investment Policy. ACTION p. 23
- 5.5 Review and approval of 2014 C/CAG Board Calendar. ACTION p. 39
- 5.6 Review and approval of Resolution No. 13-34 authorizing the C/CAG Chair to execute an agreement with Coffman Associates, in an amount not to exceed \$43,000, to prepare environmental documents related to the content of the *Draft Final Airport Land Use Compatibility Plan (ALUCP) for the environs of Half Moon Bay Airport* and further authorize the Executive Director to negotiate said agreement prior to final execution. ACTION p. 41
- 5.7 Review and approval of Resolution 13-35 authorizing the C/CAG Chair to execute a funding agreement between C/CAG and the City of Menlo Park for the Willow Road Improvements at Newbridge Street and Bayfront Expressway design project in the amount of \$89,096. ACTION p. 45
- 5.8 Review and approval of Resolution 13-36 authorizing the adoption of the San Mateo County Transportation Development Act (TDA) Article 3 Program for Fiscal Year 2013/2014 for \$1,600,000. ACTION p. 55
- 5.9 Review and approval of C/CAG Administrative Assistant salary. ACTION p. 61
- 5.10 Review and approve the appointment of Ray Towne to represent the City of San Mateo on the Congestion Management Program Technical Advisory Committee (CMP TAC) and Stormwater Committee on an interim basis. ACTION p. 67
- 5.11 Review and approval of the appointment of Council member Michael O’Neill of Pacifica to the Congestion Management & Environmental Quality (CMEQ) Committee and also approve the appointment of Council member Karen Ervin of Pacifica to the Legislative Committee. ACTION p. 71
- 6.0 REGULAR AGENDA
- 6.1 Review and approval of C/CAG legislative policies, priorities, positions, and legislative update. (A position may be taken on any legislation, including legislation not previously identified.) ACTION p. 79
- 6.2 Review and approval of appointments to the Geneva-Harney Bus Rapid Transit Community Advisory Committee (GHCAC) ACTION p. 81

- 6.3 Review and approval of an elected official appointment to the Bicycle and Pedestrian Advisory Committee (BPAC). ACTION p. 93
- 6.4 Review and approve the C/CAG investment portfolio. ACTION p. 97
- 6.5 Conduct public hearing and approval of Resolution 13-37 adopting the Final 2013 Congestion Management Program (CMP) for San Mateo County (Require Special Voting Procedures) ACTION p. 99
- 6.6 Review and approval to forego a special election to fill the vacancy that will be created when the current Chairperson ceases to be a member of the Board in December. ACTION p. 105

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@smcgov.org or download a copy from C/CAG’s website – www.ccag.ca.gov.

- 9.1 Letter from David F. Carbone, C/CAG staff, to Billy Gross, Associate Planner, City of South San Francisco, dated 10/31/13. RE: Response to Your Letter, RE: Need for C/CAG Review of Proposed Land Use Policy Actions Related to the Bay West Cove Project Near San Francisco International Airport (SFO). p. 107

10.0 ADJOURN

Next scheduled meeting: December 12, 2013 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: Sandy Wong 650 599-1409

Administrative Assistant: Nancy Blair 650 599-1406

FUTURE MEETINGS

Nov. 14, 2013	Finance Committee - SamTrans 2 nd Floor Auditorium - 5:30 p.m.
Nov. 14, 2013	C/CAG Board - SamTrans 2 nd Floor Auditorium - 6:30 p.m.
Nov. 20, 2013	Resource Management and Climate Protection Committee (RMCP) – 177 Bovet Rd, Ground Floor Conference Room, San Mateo – 2:00 p.m.
Nov. 21, 2013	CMP Technical Advisory Committee – SamTrans, 2 nd Floor Auditorium - 1:15 p.m.
Nov. 21, 2013	Stormwater Committee – SamTrans, 2 nd Floor Auditorium – 2:30 p.m.
Nov. 25, 2013	Administrators’ Advisory Committee - 555 County Center, 5 th Fl, Redwood City – Noon
Nov. 25, 2013	CMEQ Committee - San Mateo City Hall - Conference Room C - 3:00 p.m.

C/CAG

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BOARD MEETING MINUTES

Meeting No. 261
October 10, 2013

1.0 CALL TO ORDER/ROLL CALL

Chair Grotte called the meeting to order at 6:35 p.m. Roll Call was taken.

Elizabeth Lewis - Atherton
Clarke Conway - Brisbane (6:35)
Terry Nagel - Burlingame
David Canepa - Daly City
Ruben Abrica - East Palo Alto (6:37)
Art Kiesel - Foster City
Rick Kowalczyk - Half Moon Bay
J Benton - Hillsborough
Kirsten Keith - Menlo Park (6:36)
Wayne Lee - Millbrae
Maryann Moise Derwin – Portola Valley
Barbara Pierce - Redwood City
Irene O’Connell - San Bruno
Bob Grassilli - San Carlos
Brandt Grotte - San Mateo
Pradeep Gupta - South San Francisco

Absent,
Belmont
Colma
Pacifica
San Mateo County
Woodside

Others:
Sandy Wong, Executive Director C/CAG
Nancy Blair, C/CAG Staff
Lee Thompson, C/CAG Legal Counsel
Tom Madalena, C/CAG Staff
John Hoang, C/CAG Staff
Jean Higaki, C/CAG Staff
Matt Fabry, C/CAG Staff

ITEM 5.1

Wally Abrazaldo, C/CAG Staff
Kim Springer, San Mateo County
Papia Gambelin and Jennifer Stuart, PG&E
Jim Bigelow, Redwood City/San Mateo County Chamber, CMEQ Member
Nirit Eriksson, San Mateo County
Beth Bhatnagar, Public Citizen
Alice Kaufman, Public Citizen

3.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

C/CAG's Legal Counsel introduced a new staff member, Nirit Eriksson. Ms. Eriksson is a Deputy County Counsel for San Mateo County.

Representatives from PG&E provided an update, and answered questions on the major PG&E projects in San Mateo County. A written update will be provided to C/CAG's Executive Director. *[No update has been provided as of the date of printing.]*

The C/CAG Board has requested PG&E to provide more details in their reports. Some of which are:

- Overall assessment of safety of underground pipelines in the cities of San Mateo County.
- Assurance of what testing has been done to make sure the lines have been made safe.
- PG&E should proactively provide information, not to be provided upon request city by city.
- Status of the current lines and what condition they are in.

PG&E ensured they will come back to the Board with more in-depth information, including the following.

- Methodologies, used to test pipeline safety.
- Project prioritization process.
- How the work is done using PG&E's risk assessment process.
- A list of projects scheduled for 2014

PG&E would like to work with the cities' Public Works Departments to discuss the possibility of getting a blanket encroachment permit for leak repairs.

4.0 PRESENTATIONS/ ANNOUNCEMENTS

None.

5.0 CONSENT AGENDA

Board Member Benton MOVED approval of Items 5.1, and 5.2. Board Member Conway SECONDED. **MOTION CARRIED** 15-0-1. Board Member Nagel Abstained from the September 2013 minutes.

- 5.1 Approval of the minutes of regular business meeting No. 260 dated September 12, 2013. APPROVED
- 5.2 Review and approval of two MOUs with Strategic Energy Innovations for Climate Corps Bay Area Fellows, Kelly Harrison and Erica Kudbya, for an amount not to exceed \$22,700 each (for a total of \$45,400), for calendar year 2014. APPROVED

6.0 REGULAR AGENDA

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

There was no October C/CAG Legislative Committee. The last day of the legislative session was September 12, 2013, and the new session will reconvene on January 6, 2014. Most of the bills C/CAG is tracking are two-year bills.

Stormwater missed this year's session for legislative action. The committee will regather and decide what their legislative options are for next year. This item will be brought back to the November 14, 2013 C/CAG Board meeting.

No action was taken.

- 6.2 Review and approval of the call for projects guidelines and application for the C/CAG Priority Development Area (PDA) Planning Program. APPROVED

Board Member Nagel MOVED to approve Item 6.2 with the deadline extended to January 31, 2014, which would necessarily push back the other project-related deadlines for Item 6.2 by a month. Board Member Lee SECONDED. **MOTION CARRIED 16-0.**

- 6.3 Review and approval of an appointment to fill one vacant seat (Public) on the Resource Management and Climate Protection Committee (RMCP). APPROVED

The Board voted by ballot. Beth Bhatnagar was elected to fill the one vacant seat for a public member.

- 6.4 Review and approval of Resolution 13-33 adopting the FY 13-14 C/CAG Investment Policy. APPROVED

As shown in the staff report, it is recommended that C/CAG will not require to form the C/CAG Investment Advisory Committee, and instead recommends using the C/CAG Finance Committee for review and monitoring of the investments.

In addition to the recommended changes as shown in the staff report, staff also recommended to change the last sentence in the paragraph labeled 1 on page 57 as:

The portfolio should be analyzed not less than quarterly by the C/CAG Executive Director, and modified as appropriate periodically, as recommended by the Finance Committee and approved by the C/CAG Board, to respond to changing circumstances in order to achieve the Safety of Principle.

Staff will make the analysis, discuss this with the Finance Committee, and the C/CAG Board will make the final decision on any changes.

On page 60, there is a change to the language under ETHICS AND CONFLICTS OF INTEREST. The first line should begin:

The C/CAG ~~Investment Advisory~~ Finance Committee, Officers and employees . . .

The C/CAG Executive Director will bring a clean copy of the C/CAG Investment Policy back to the C/CAG Board at the November 14 meeting.

Board Member Conway MOVED to approve as amended pending verification of the revised copy. Board Member Canepa SECONDED. **MOTION CARRIED** 16-0.

- 6.5 Receive a presentation on C/CAG's FY 12-13 Highlights. INFORMATION

C/CAG's Executive Director provided a presentation and answered questions from the Board.

The Executive Director will email the power point presentation to the C/CAG Board, and have the document posted to the C/CAG website.

7.0 COMMITTEE REPORTS

- 7.1 Committee Reports (oral reports).

None.

- 7.2 Chairperson's Report

The C/CAG Chair announced he is not going to run for re-election in the Fall of 2013. Chair Grotte will step down from the City Council of the City of San Mateo on December 2, 2013. The C/CAG Bylaws provide that when the Chair position becomes vacant, the Vice Chair can fulfill the position. The C/CAG Board can follow this, or have a vote for a new Chair and Vice Chair. Or wait until March 2014 when the annual election of the C/CAG Chair and C/CAG Vice Chair takes place.

- 7.3 Board members Report

None.

8.0 EXECUTIVE DIRECTOR'S REPORT

The Executive Director mentioned that staff provided a handout, which is a list of on-going contracts, at each Board Member's seat.

9.0 COMMUNICATIONS - Information Only

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- 9.1 Letter from Sandy Wong, Executive Director, C/CAG to Sheila Jordan, Superintendent, Alameda County Office of Education, dated 9/24/13. RE: Support of Alameda County Office of Education application for the National Science Foundation Advanced Technological Education Grant.

10.0 ADJOURN

The meeting adjourned at 8:20 p.m.

C/CAG AGENDA REPORT

Date: November 14, 2013
To: C/CAG Board of Directors
From: Sandy Wong, Executive Director - C/CAG
Subject: Review and accept the Quarterly Investment Report as of September 30, 2013
(For further information, contact Sandy Wong at 650 599-1409)

RECOMMENDATION:

That the C/CAG Board of Directors review and accept the Quarterly Investment Report as of September 30, 2013.

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 September 30, 2013. The total portfolio value is \$17,325,281 producing a weighted average yield of 0.32%. The total portfolio value decreased from last quarter of \$18,356,210 primarily due to the transfer of LAIF investment portfolio to the checking account to for operating disbursements. The weighted average yield increased slightly from last quarter of 0.29%.

In August 2013, the County Treasurer sold the remaining holdings of Lehman interests resulting in a recovery amount of 24.957%. C/CAG received a distribution of \$55,447 from this sale, bringing the final total recovery to \$88,501 or 39.83% of the Lehman investment loss of \$222,171 incurred in 2009.

ATTACHMENT:

Quarterly Investment Report as of September 30, 2013

ITEM 5.2

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

Board of Directors Agenda Report

To: Sandy Wong, Executive Director
From: Tracy Kwok, Financial Services Manager
Date: November 1, 2013

SUBJECT: Quarterly Investment Report as of September 30, 2013

RECOMMENDATION:

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

ANALYSIS:

The attached investment report indicates that on September 30, 2013, funds in the amount of \$17,325,281 were invested producing a weighted average yield of 0.32%. Accrued interest earnings for this quarter totaled \$14,512.

Below is a summary of the changes in the portfolio:

	Qtr Ended 9/30/13	Qtr Ended 6/30/13	Increase (Decrease)
Total Portfolio	\$ 17,325,281	\$ 18,356,210	\$ (1,030,929)
Weighted Average Yield	0.32%	0.29%	0.03%
Accrued Interest Earnings	\$ 14,512	\$ 13,622	\$ 890
Lehman Recovery Payment	\$ 55,447	\$ 11,119	\$ 44,328

The total portfolio decreased primarily due to the transfer of funds from the LAIF investment portfolio to the checking account for operating disbursements. The slight increase in the weighted average yield resulted in an increase in accrued interest earnings.

In August 2013, the County Treasurer sold the remaining holdings of Lehman interests resulting in a recovery amount of 24.957%. C/CAG received a distribution of \$55,447 from this sale, bringing the final total recovery to \$88,501 or 39.83% of the Lehman investment loss of \$222,171 incurred in 2009.

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 September 30, 2013, 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 nine quarters.

The primary objective of the investment policy of the CCAG remains to be the SAFETY OF PRINCIPAL. The permitted investments section of the investment policy also states:

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

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

Attachments

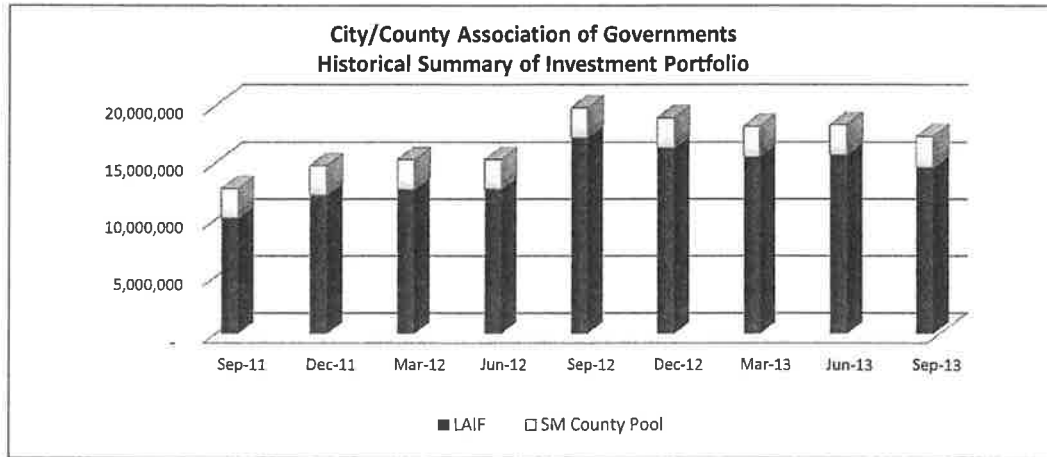
- 1 – Investment Portfolio Summary for the Quarter Ended September 30, 2013
- 2 – Historical Summary of Investment Portfolio

CITY & COUNTY ASSOCIATION OF GOVERNMENTS

SUMMARY OF ALL INVESTMENTS
For Quarter Ending September 30, 2013

Category	Weighted Average Interest Rate	HISTORICAL Book Value	GASB 31 ADJ Market Value
Liquid Investments:			
Local Agency Investment Fund (LAIF)	0.26%	14,603,467	14,611,752
San Mateo County Investment Pool (COPOOL)	0.67%	2,721,814	2,721,814
Agency Securities			
<i>none</i>			
Total - Investments	0.32%	17,325,281	17,333,566
GRAND TOTAL OF PORTFOLIO	0.32%	\$ 17,325,281	\$ 17,333,566
Total Interest Earned This Quarter			14,512
Total Interest Earned (Loss) Fiscal Year-to-Date			14,512

C/CAG Investment Report September 30, 2013



City/County Association of Governments Investment Portfolio

	Sep-11	Dec-11	Mar-12	Jun-12	Sep-12	Dec-12	Mar-13	Jun-13	Sep-13
LAIF	10,167,100	12,174,722	12,685,059	12,696,529	17,207,806	16,319,895	15,532,855	15,693,902	14,603,467
SM County Pool	2,588,438	2,596,189	2,602,633	2,621,911	2,627,815	2,641,320	2,646,873	2,662,308	2,721,814
Total	\$ 12,755,537	\$ 14,770,911	\$ 15,287,692	15,318,440	19,835,621	18,961,215	18,179,727	18,356,210	17,325,281

C/CAG AGENDA REPORT

Date: November 14, 2014
To: City/County Association of Governments Board of Directors
From: Sandy Wong, Executive Director
Subject: Receive a clean copy of the C/CAG Bylaws

(For further information or questions contact Sandy Wong at 599-1409)

RECOMMENDATION:

That the C/CAG Board receive a clean copy the C/CAG Bylaws as approved at the September 12, 2013 C/CAG Board meeting.

FISCAL IMPACT:

None.

SOURCE OF FUNDS:

NA.

BACKGROUND/DISCUSSION:

At the September 12, 2013 C/CAG Board meeting, the Board approved the revised C/CAG Bylaws. Modifications discussed verbally and approved at that meeting are incorporated in the attached clean copy.

ATTACHMENT:

Bylaws of C/CAG revised and approved on September 12, 2013 (clean copy)

ITEM 5.3

**BYLAWS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS
OF SAN MATEO COUNTY
(Revised on September 12, 2013)**

The County of San Mateo and the cities within the County of San Mateo have entered into a Joint Powers Agreement establishing the City/County Association of Governments of San Mateo County (hereinafter referred to as "C/CAG"). Section 3 (g) of the Joint Powers Agreement authorizes C/CAG to adopt bylaws. C/CAG hereby adopts the following bylaws for the purpose of providing for the orderly conducts of its affairs.

ARTICLE I. NAME

The name of the separate entity established by the Joint Powers Agreement is the "City/County Association of Governments of San Mateo County," and may be referred to as "C/CAG."

ARTICLE II. PURPOSES

Section 1. C/CAG shall have the following purposes operating through the Board of Directors for control, direction and administration:

- (a) Plan, organize, and maintain the work of C/CAG and be responsible for its overall operation.
- (b) Generate, receive, and distribute funding sources as needed and appropriate for each of C/CAG programs.
- (c) Advise City Councils and the Board of Supervisors of all significant activities of C/CAG.
- (d) Prepare, review, adopt, monitor, implement, and facilitate implementation by the member agencies, state mandated and Countywide plans and programs, including without limitation the following:
 - (1) Congestion Management Plan (serving as the designated Congestion

Management Agency, whose duties include directing and managing plan compliance);

- (2) Integrated Solid Waste Management Plan (serving as the Local Task Force);
 - (3) Airport Land Use Plan (serving as the designated Airport Land Use Commission);
 - (4) Water Pollution Prevention Program (implementing and facilitating implementation by member agencies of state mandated municipal storm water permits)
- (e) Perform such additional countywide planning and implementation activities as approved by or directed by two-thirds (2/3) of the members representing two-thirds (2/3) of the population of the County.

Section 2. C/CAG shall not participate in or endorse any political activity involving any individual candidate for public office. The selection of officers within Article IV herein shall not be considered a political activity subject to this section.

ARTICLE III. MEMBERSHIP

Section 1. The County of San Mateo and each city which has signed the Joint Powers Agreement shall be members of C/CAG.

Section 2. The Board of Directors of C/CAG shall consist of a member of the City Council of each participating city to be selected by that city and one member of the Board of Supervisors to be selected by the Board of Supervisors.

Section 3. Each member City Council and the Board of Supervisors may select one alternate member from its body who shall participate when the regular member is absent.

Section 4. If both the member and the alternate will be absent, the City Council or Board of Supervisors may designate a substitute for that meeting and notify C/CAG, in writing, of the designation.

Section 5. There shall be two (2) nonvoting ex-officio members: a member of the San Mateo County Transit District Board of Directors selected by its Board of Directors; and a member of the San Mateo County Transportation Authority selected by the Authority.

Section 6. Any member may withdraw from C/CAG by filing written notice of intention to do so with the Chairperson of C/CAG by September 30 of each year. The rights and obligations of any such member shall terminate at the end of the first full fiscal year for which such member has made its contribution following such notice having been given.

Section 7. If any member agency fails to make its contribution in accordance with Section 6 of the Joint Powers Agreement, that member shall forfeit its voting rights during the period of such nonpayment.

Section 8. If any Board member, or his/her designated alternate, fails to attend three consecutive meetings, without notification of the Chairperson or the Executive Director, the Chairperson will notify the City Council or Board of Supervisors to encourage future participation.

ARTICLE IV. OFFICERS

Section 1. The officers of the Board of Directors shall consist of a Chairperson and one Vice Chairperson.

Section 2. The Chairperson and Vice Chairperson shall be elected from among the nominees by the Board of Directors at the March meeting to serve for a term of twelve (12) months commencing on April 1. There shall be a two-term limit for each office. That is, a member may not serve more than two consecutive terms as the Chairperson, and not more than two consecutive terms as Vice Chairperson. An officer shall hold his or her office until he or she resigns, is removed from

office, is otherwise disqualified to serve, or until his or her successor qualifies and takes office.

Section 3. Nomination for officers of the Board of Directors shall be made from the floor only at the regular February Board meeting. Nominations shall be made only by voting members of the Board of Directors.

Section 4. The Chairperson and Vice Chairperson must be a regularly designated, voting member (e.g., not an alternate, or an ex-officio member) of the Board of Directors.

Section 5. Nominations and election of the Chairperson shall precede nominations and election of the Vice Chairperson. Voting shall be public for all offices.

Section 6. The Chairperson shall preside at all meetings of the Board, may call special meetings when necessary, and shall serve as the principal executive officer. The Chairperson shall have such other powers, and shall perform such other duties which may be incidental to the office of the Chairperson, subject to the control of the Board.

Section 7. In the absence or inability of the Chairperson to act, the Vice Chairperson shall exercise all of the powers and perform all of the duties of the Chairperson. The Vice Chairperson shall also have such other powers and shall perform such other duties as may be assigned by the Board of Directors.

Section 8. A special election to fill the vacant office shall be called by the Board of Directors if the Chairperson or the Vice Chairperson is unable to serve a full term of office.

Section 9. All officers shall serve without compensation.

Section 10. The Chairperson or the Vice Chairperson may be removed from office at any time by a majority vote of those members present at a duly constituted meeting of the Board.

ARTICLE V. EXECUTIVE DIRECTOR

Section 1. The Executive Director shall report to the full Board of Directors through the Chairperson.

Section 2. The Executive Director shall direct staff and serve as the liaison between the Board of Directors. .

Section 3. The Board of Directors shall develop a process for the review of the performance of the Executive Director on an annual basis.

ARTICLE VI. COMMITTEES

Section 1. The Board of Directors may establish and appoint members to committees and advisory boards wherever necessary. The following standing committees have been established to assist in accomplishing C/CAG's goals:

Administrators' Advisory

Airport Land Use (ALUC)

Bicycle & Pedestrian Advisory (BPAC)

Congestion Management & Environmental Quality (CMEQ)

Congestion Management Program Technical Advisory Committee (CMP TAC)

Finance

Legislative

NPDES Stormwater

NPDES Technical Advisory Committee

Resource Management and Climate Protection

Review & Compensation

Section 2. Persons who are not members of the Board of Directors, including other elected officials and public members, may be appointed to serve on any committee or advisory board established by the Board of Directors.

Section 3. During any consecutive twelve month period, committee 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 exceeds these limits, the seat may be declared vacant by the C/CAG Chair. Attendance by a committee member's designated alternate, where designated alternates are expressly included in the composition of the committee, will not count toward meeting the attendance requirements of the committee member. Appointments to fill the vacant seats will be made at the next regularly scheduled C/CAG meeting from existing waiting lists if available. If not, a recruitment process will be initiated and the appointment will be made as soon as practical.

Section 4. The composition of committees and appointments to fill vacancies on committees, should reflect a balanced representation from the different regions of the County. Although this is not always possible or appropriate (i.e., the committee address only specific regions of the county), it should be a prime consideration of the Board when conducting recruitments and making appointments.

Section 5. The C/CAG Executive Director will periodically report to the full Board on the attendance of committee meetings.

Section 6. Unless otherwise required by law, the Joint Powers Agreement, these bylaws, or directed or instructed by the full Board, each committee shall establish its own meeting and operating procedures.

ARTICLE VII. MEETINGS

Section 1. The Board of Directors shall establish by resolution the date, time, and place for regular C/CAG Board meetings.

Section 2. All meetings of the Board of Directors shall be held in accordance with the Brown Act, Government Code Section 54950 et seq.

Section 3. The Board of Directors shall have such other meetings as are deemed necessary.

ARTICLE VIII. CONDUCT OF BUSINESS

Section 1. A quorum shall consist of at least a majority of the voting members and shall be

required for all meetings of C/CAG.

Section 2. All decisions shall be by majority vote of those present unless the decisions involve the adoption of a countywide plan or any voting member requests the use of the special voting procedures set forth in Section 3.

Section 3. The special voting procedures shall be utilized upon the request of any voting member and for the final adoption of countywide plans. Special voting procedures shall be as follows: for a motion to be successful it must receive the votes of a majority of the voting members representing a majority of the population of the County. In determining the population of local governments, the most recent population figures adopted by Resolution shall be utilized.

Section 4. C/CAG shall not finally adopt any state-mandated countywide plan unless the plan has been introduced at a prior meeting held at least twenty-five (25) days earlier.

Section 5. Except as provided in these bylaws, or by a majority vote of those present, the most recent version of Rosenberg's Rules of Order shall constitute the parliamentary procedures for C/CAG.

ARTICLE IX. OTHER MATTERS

Section 1. No member shall receive compensation or reimbursement from C/CAG for expenses incurred in attending any meeting or other function.

Section 2. The Administrator's Advisory Committee members shall be: the C/CAG Chairperson; the C/CAG Vice Chairperson; the County Manager or his/her designee; the General Manager of Sam Trans or his/her designee; and one (1) city manager appointed by the City Manager's Association. The City Manager, or his/her designee, of the City whose Treasurer serves as the Treasurer for C/CAG shall be a non-voting ex-officio member. The C/CAG chairperson shall be the chairperson of the Administrator's Advisory Committee.

Section 3. The Treasurer shall be selected as may be determined by the Board of

Directors from time to time. In the absence of a specific separate selection process, the Treasurer shall be the entity or person identified and serving as Treasurer pursuant to a contract for such services.

Section 4. The Controller shall be selected as may be determined by the Board of Directors from time to time. In the absence of a specific separate selection process, the Controller shall be the entity or person identified and serving as Controller pursuant to a contract for such services.

C/CAG AGENDA REPORT

Date: November 14, 2014
To: City/County Association of Governments Board of Directors
From: Sandy Wong, Executive Director
Subject: Receive a clean copy of the FY 2013-14 C/CAG Investment Policy
(For further information or questions contact Sandy Wong at 599-1409)

RECOMMENDATION:

That the C/CAG Board receive a clean copy of the FY 2013-14 C/CAG Investment Policy as approved at the October 10, 2013 C/CAG Board meeting.

FISCAL IMPACT:

None.

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:

At the October 10, 2013 C/CAG Board meeting, the Board approved Resolution 13-33 adopting the C/CAG Investment Policy for fiscal year 2013-14. Due to modifications discussed verbally at that meeting, the Board directed staff to clean up the document, incorporate changes discussed at the meeting, and provide the Board with a clean copy at the next meeting.

In the attached document, changes discussed at the October 10, 2013 meeting are shown in **bold**.

ATTACHMENT:

C/CAG Investment Policy for FY 2013-14 (clean copy)

ITEM 5.4

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

INVESTMENT POLICY

Adopted on October 10, 2013

POLICY

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

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

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

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

SCOPE

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

PRUDENCE

The standard to be used by investment officials shall be that of a "prudent investor" and shall be applied in the context of managing all aspects of the overall portfolio. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall

act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law.

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

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

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

OBJECTIVES

Safety of Principal

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

MATURITY MATRIX

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

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

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

PERFORMANCE EVALUATION

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

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

DELEGATION OF AUTHORITY

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

investing unexpended cash to the City's Administrative Services Director. Daily management responsibility of the investment program may be delegated to the City's Financial Services Manager, who shall establish procedures for the operation consistent with this investment policy. For the longer term investments the C/CAG Fiscal Agent shall invest in accordance with the directions provided by C/CAG Board.

FISCAL AGENT INVESTMENT COMMITTEE

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

ETHICS AND CONFLICTS OF INTEREST

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

SAFEKEEPING OF SECURITIES

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

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

All exceptions to this safekeeping policy must be approved by the Administrative Services Director in written form and included in the quarterly reporting to the C/CAG Board.

INTERNAL CONTROL

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

Investment decisions are made by the Administrative Services Director, executed by the Administrative Services Director or Financial Services Manager and confirmed by the Senior Accountant. All wire transfers initiated by the Administrative Services Director or Financial Services Manager 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 Executive Director 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 Executive Director and to the C/CAG Board which shall include the face amount of the cash investment, the classification of the investment, the name of the institution or entity, the rate of interest, the maturity date, the current market value and accrued interest due for all securities. The quarterly reports will be submitted to the C/CAG Executive Director 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 Executive Director, 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 City's 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 Executive Director for approval.

The Administrative Services Director or Financial Services Manager 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 Executive Director. Within the context of the limitations, the following investments are authorized, as further limited herein:

1. United States Treasury Bills, Bonds, and Notes or those for which the full faith and credit of the United States are pledged for payment of principal and interest. There is no percentage limitation of the portfolio that can be invested in this category, although a five-year maturity limitation is applicable.
2. Obligations issued by the Government National Mortgage Association (GNMA), the Federal Farm Credit System (FFCB), the Federal Home Loan Bank Board (FHLB), the Federal National Mortgage Association (FNMA), the Student Loan Marketing Association (SLMA), and the Federal Home Loan Mortgage Corporation (FHLMC). There is no percentage limitation of the portfolio that can be invested in this category, although a five-year maturity limitation is applicable.

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.
6. 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.
7. Time deposits, non-negotiable and collateralized in accordance with the California Government Code, may be purchased through banks or savings and loan associations. Since time deposits are not liquid, no more than 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.
8. 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 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.
9. Ineligible investments are those that are not described herein, including but not limited to, common stocks and long term (over five years in maturity) notes and bonds are prohibited from use in this portfolio. It is noted that special circumstances may arise that necessitate the purchase of securities beyond the five-year limitation. On such occasions, requests must be reviewed by the C/CAG Executive Director and approved by the C/CAG Board prior to purchase.
10. Various daily money market funds administered for or by trustees, paying agents and custodian banks contracted by the City and County Association of Governments may be purchased as allowed under State of California Government Code. Only funds holding U.S. Treasury or Government agency obligations can be utilized.

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

<u>Investment Type</u>	<u>Percentage/Amount</u>
Repurchase Agreements	Not Allowed
Local Agency Investment Fund	\$ 40,000,000 per account
San Mateo County Investment Pool	\$ 40,000,000 per account
US Treasury Bonds/Notes/Bills	0 to 100%
US Government Agency Obligations	0 to 100%
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 Board 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 the cash balance in each fund at quarter end as percentage of the entire pooled portfolio.

LIMITING MARKET VALUE EROSION

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

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

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

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

PORTFOLIO MANAGEMENT ACTIVITY

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

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

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

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

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

POLICY REVIEW

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

Investment Policy, including any amendments to the policy shall be forwarded to the C/CAG Board for approval.

Glossary of Terms

Accrued Interest- Interest earned but not yet received.

Active Deposits- Funds which are immediately required for disbursement.

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

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

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

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

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

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

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

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

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

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

Certificate of Deposit- A deposit insured up to \$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 principle.

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

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

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

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

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

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

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

C/CAG AGENDA REPORT

Date: November 14, 2013
TO: C/CAG Board of Directors
From: Sandy Wong, Executive Director - C/CAG
Subject: Review and approval of the 2014 C/CAG Board calendar.

(For further information or response to questions, contact Sandy Wong at 650 599-1409)

Recommendation:

Review and approve the 2014 schedule for the monthly Board meetings.

Fiscal Impact:

None.

Background/Discussion:

The following schedule for the 2014 Board meetings is proposed. All meetings start at 6:30 p.m. unless otherwise noted.

January 9 (starts at 7:00 p.m.)
February 13
March 13
April 10
May 8
June 12
July - No meeting scheduled
August 14
September 11
October 9*
November 13
December 11

*Sukkot begins on October 8 and ends on October 15.

ITEM 5.5

C/CAG AGENDA REPORT

Date: November 14, 2013

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution No. 13-34 authorizing the C/CAG Chair to execute an agreement with Coffman Associates, in an amount not to exceed \$43,000, to prepare environmental documents related to the content of the *Draft Final Airport Land Use Compatibility Plan (ALUCP) for the environs of Half Moon Bay Airport* and further authorize the Executive Director to negotiate said agreement prior to final execution

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

RECOMMENDATION

That the C/CAG Board of Directors review and approve Resolution No. 13-34 authorizing the C/CAG Chair to execute an agreement with Coffman Associates to prepare environmental documents related to the content of the *Draft Final Airport Land Use Compatibility Plan (ALUCP) for the environs of Half Moon Bay Airport*, in an amount not to exceed \$43,000 and further authorize the Executive Director to negotiate said agreement prior to final execution.

FISCAL IMPACT

\$43,000.

SOURCE OF FUNDS

C/CAG General Fund and San Mateo County (Department of Public Works)

BACKGROUND/DISCUSSION

The C/CAG Board of Directors, in its designated role as the Airport Land Use Commission for the county, is responsible for preparing, adopting, and implementing an airport land use compatibility plan (ALUCP) for the environs of each of the three airports in the county: Half Moon Bay Airport, San Carlos Airport, and San Francisco International Airport, as required by State law. C/CAG initiated an update of the ALUCP for the environs of Half Moon Bay Airport in October 2012. Coffman Associates, the C/CAG ALUCP update consultant, in coordination with C/CAG staff and a Project Advisory Team (PAT), has prepared a document entitled, *Draft Final Airport Land Use Compatibility Plan (ALUCP) for the Environs of Half Moon Bay Airport*. The content of the Draft ALUCP document is subject to environmental review under the California Environmental Quality Act (CEQA).

ITEM 5.6

On August 29, 2013, C/CAG staff released a Request for Proposal (RFP) solicitation on the C/CAG website, as well as directly to ten consulting firms, to identify a preferred consultant to prepare the appropriate environmental documents, per the relevant provisions of CEQA. By the proposal submittal deadline of September 19, 2013, C/CAG staff received proposals from the following consulting firms:

TRA Environmental Sciences
ESA Airports

Ricondo & Associates, Inc.
Coffman Associates

C/CAG staff convened a consultant selection panel to review and evaluate the responses to determine which consultants should be invited to an interview. The panel members included a C/CAG staff member, a planner from the San Mateo County Planning and Building Department, and a planner from the San Mateo County Parks Department. The panel members were chosen based on their familiarity with the CEQA process. Based on the panel's review of the submitted proposals, all four responders to the RFP were invited to an interview. The interviews were held on Thursday, October 17, 2013.

The consultant selection process was very competitive. However, the selection panel identified Coffman Associates, as the preferred consultant to execute an agreement with C/CAG, for the following reasons: (1) Coffman Associates understands the complexity and policy details of the *Draft Plan* and the political sensitivities of the airport environs, (2) they are familiar with the relevant stakeholders, and (3) they have compiled the information needed to conduct a land use displacement analysis, which is a key component of the overall Scope of Work for this project.

Upon approval by the C/CAG Board of the consultant selection and Resolution No. 13-34, the C/CAG Executive Director will conduct final negotiations with Coffman Associates on the final contract agreement, including the Scope of Work. Upon execution of a final agreement with Coffman Associates, the C/CAG Executive Director will issue a Notice to Proceed (NTP) to allow the CEQA analysis to begin. The tentative project schedule consists of 24 weeks (6 months) from Notice to Proceed (NTP) to Notice of Determination (NOD) (project completion).

ATTACHMENTS

Resolution No. 13-34

RESOLUTION No. 13-34

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 WITH COFFMAN ASSOCIATES IN AN AMOUNT NOT TO EXCEED \$43,000 TO PREPARE ENVIRONMENTAL DOCUMENTS RELATED TO THE CONTENT OF THE *DRAFT FINAL AIRPORT LAND USE COMPATIBILITY PLAN (ALUCP) FOR THE ENVIRONS OF HALF MOON BAY AIRPORT* AND FURTHER AUTHORIZES THE C/CAG EXECUTIVE DIRECTOR TO NEGOTIATE SAID AGREEMENT PRIOR TO FINAL EXECUTION

WHEREAS, in its designated role as the Airport Land Use Commission for the county, the C/CAG Board of Directors is responsible for preparing, adopting, and implementing an airport land use compatibility plan (ALUCP) for the environs of each of the three airports in the county: Half Moon Bay Airport, San Carlos Airport, and San Francisco International Airport, as required by State law; and

WHEREAS, C/CAG has prepared a document entitled, *Draft Final Airport Land Use Compatibility Plan (ALUCP) for the Environs of Half Moon Bay Airport*; and

WHEREAS, the content of the *Draft Final Airport Land Use Compatibility Plan (ALUCP) for the Environs of Half Moon Bay Airport* is subject to environmental review under the California Environmental Quality Act (CEQA); and

WHEREAS, C/CAG staff conducted a consultant selection process, via a Request for Proposal (RFP) solicitation for consulting firms and conducted consultant interviews to identify a preferred consultant to prepare the required CEQA documents; and

WHEREAS, the outcome of the consultant selection process determined Coffman Associates to be the preferred consultant to perform the required Scope of Work;

NOW, THEREFORE, BE IT RESOLVED, that the C/CAG Board of Directors hereby authorizes the C/CAG Chair to execute an agreement with Coffman Associates to prepare the environmental documents related to the content of the *Draft Final Airport Land Use Compatibility Plan (ALUCP) for the Environs of Half Moon Bay Airport*, in an amount not to exceed \$43,000 and further authorizes the C/CAG Executive Director to negotiate said agreement with Coffman Associates prior to final execution by the C/CAG Chair, subject to approval by C/CAG Legal Counsel as to form.

PASSED, APPROVED, AND ADOPTED THIS 14TH DAY OF NOVEMBER 2013.

Brandt Grotte, C/CAG Chair

C/CAG AGENDA REPORT

Date: November 14, 2013
To: City/County Association of Governments Board of Directors
From: Sandy Wong, Executive Director
Subject: Review and approval of Resolution 13-35 authorizing the C/CAG Chair to execute a funding agreement between C/CAG and the City of Menlo Park for the Willow Road Improvements at Newbridge Street and Bayfront Expressway design project in the amount of \$89,096

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

RECOMMENDATION

Review and approval of Resolution 13-35 authorizing the C/CAG Chair to execute a funding agreement between C/CAG and the City of Menlo Park for the Willow Road Improvements at Newbridge Street and Bayfront Expressway design project in the amount of \$89,096.

FISCAL IMPACT

\$89,096 is included in the C/CAG adopted budget.

SOURCE OF FUNDS

AB 1546 (\$4 Vehicle Registration Fee)

BACKGROUND/DISCUSSION

2020 Peninsula Gateway Study

In July 2008, C/CAG completed the 2020 Peninsula Gateway Study, which evaluated potential traffic improvements and identified near, medium and long-term options for addressing traffic congestion issues relating to the approaches and connections to the Dumbarton Bridge and Highway 101 between Routes 84 and 85. The subsequent 2020 Peninsula Gateway – Phase 2 Action Plan, provided a framework for advancing both near-term improvements (implementation/design/construction) projects and long-term improvement projects that require additional planning and engineering analysis.

Willow Road and University Avenue Traffic Study (Traffic Study)

C/CAG, working together with the cities of Menlo Park and East Palo Alto, followed up the 2020 Peninsula Gateway Study by leading the Willow Road and University Avenue Traffic Operations Study (Traffic Study) effort. The Traffic Study, which was completed in July 2011,

evaluated existing and near-term conditions on the Willow Road and University Avenue corridors between US 101 and the Bayfront Expressway and identified conceptual plans for improving traffic operations and congestion along these roadways in addition to addressing safety for vehicles, pedestrians and bicyclists. The traffic study recommended specific improvements to Willow Road at the intersections of Newbridge Street and Bayfront Expressway.

Facebook Willow Road Improvement Project

Facebook, partnering with the City of Menlo Park, is currently heading up a roadway design and construction project to improve the intersections at Willow Road/Newbridge Street and Willow Road/Bayfront Expressway. In addition to design elements already included as part of the Facebook project to meet CEQA (California Environmental Quality Act) requirements are improvements recommended from the Traffic Study that are above the mitigation measures. Including the elements identified by the Traffic Study provides for more comprehensive near-term improvements to the intersections addressing additional sidewalk and bikeway work.

Facebook is paying for the design and construction of the Willow Road intersection improvement project, which incorporates minimum required elements. The improvements from the Traffic Study are additive to the Facebook project and outside the minimum required scope. The project description and incremental costs to include the Traffic Study recommendations are summarized below.

Willow Road and Newbridge Street Project Descriptions

Facebook Requirement

Add a third eastbound lane on Willow Road extending from the US 101 northbound off-ramp to Newbridge Street. The third lane would be added by widening the north side of Willow Road.

Traffic Study Recommendations

In order to complete additional work identified in the Traffic Study project, Willow would need to be further widened on the north side and the median would need to be realigned. Widening the roadway would also allow extending the eastbound left turn lane on Willow Road by approximately 75 feet. In addition to the widening, restrict left-turns onto Newbridge Street by placing a sign designed to be visible only to traffic exiting US 101 and not visible to the eastbound traffic on Willow Road. The left turn restriction on Newbridge Street will be in effect only on Monday to Friday between 4:00 p.m. and 7:00 p.m.

The additional cost for the Facebook design to include the Traffic Study design and Caltrans approval is \$57,110.

Willow Road and Bayfront Expressway Project Description

Facebook Requirement

Add a third right-turn lane for the eastbound right-turn movement by widening Willow Road, and convert the existing eastbound shared left-through lane to a through-only lane. Eliminate the split-phase signal operation. The proposed improvement will remove the short eastbound through bicycle lane segment approaching this intersection and replace it with an off street Class I bike path from the mini-storage driveway to Bayfront Expressway.

Traffic Study Recommendations

The Traffic Study project would extend the sidewalk from the mini-storage driveway along Willow Road, across the railroad tracks to Hamilton Avenue.

The additional costs for the Facebook design to include the additional work for the Traffic Study design and Caltrans approval is \$31,986.

C/CAG Funding

Per the AB 1546 (\$4 Vehicle Registration Fee) Countywide Traffic Congestion Management Fund Expenditure Plan (Resolution 12-71), approved by the Board on December 13, 2012, C/CAG reserved \$700,000 to assist jurisdictions with design and construction of capital projects located in regionally significant key corridors, and specifically included near-term projects identified from the 2020 Peninsula Gateway Study and the Willow Road/University Avenue Traffic Study.

Providing the City of Menlo Park a total of \$89,096 to pay for the incremental design cost of the Facebook Willow Road improvement project is in line with the C/CAG adopted AB1546 Expenditure Plan, in addition to being more cost effective than fully funding the project. It is anticipated that the City of Menlo Park will seek funding assistance for the construction phase of this project. A detailed calculation of the incremental construction cost for the Traffic Study portion of the improvements has not been completed at this time.

ATTACHMENTS

- Resolution 13-35
- Funding Agreement between C/CAG and City of Menlo Park for the Willow Road Improvements at Newbridge Street and Bayfront Expressway design project in the amount of \$89,096

RESOLUTION 13-35

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CITY/COUNTY ASSOCIATION OF GOVERNMENTS
OF SAN MATEO COUNTY (C/CAG) AUTHORIZING THE CHAIR TO
EXECUTE A FUNDING AGREEMENT BETWEEN C/CAG AND THE
CITY OF MENLO PARK FOR THE WILLOW ROAD IMPROVEMENTS
AT NEWBRIDGE STREET AND BAYFRONT EXPRESSWAY DESIGN
PROJECT IN THE AMOUNT OF \$89,096**

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

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

WHEREAS, the 2020 Peninsula Gateway Corridor Study, completed in July 2008, identified near, medium, and long-term options for addressing traffic congestion issues relating to the approaches and connections to the Dumbarton Bridge and US 101 vicinity; and

WHEREAS, the Willow Road and University Avenue Traffic Operations Study recommended near-term projects at the Willow Road/Newbridge Street and Willow Road/Bayfront Expressway intersections to improve traffic operations; and

WHEREAS, in December 2012, the C/CAG Board of Directors authorized the AB 1546 Countywide Traffic Congestion Management Fund Expenditure Plan which set aside up to \$700,000 to help fund projects located on regionally significant roadways such as Willow Road to reduce traffic congestion and improve safety; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County that the Chair is authorized to execute a Funding Agreement between C/CAG and City of Menlo Park for the Willow Road Improvements at Newbridge Street and Bayfront Expressway design project in the amount of \$89,096.

PASSED, APPROVED, AND ADOPTED THIS 14TH DAY OF NOVEMBER 2013.

Brandt Grotte, Chair

**FUNDING AGREEMENT
BETWEEN
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
AND CITY OF MENLO PARK
FOR THE
WILLOW ROAD IMPROVEMENTS AT NEWBRIDGE AVENUE AND BAYFRONT
EXPRESSWAY DESIGN PROJECT**

THIS AGREEMENT, entered into this _____ day of _____ 2013, by and between the CITY/COUNTY ASSOCIATION OF GOVERNMENTS, a Joint Powers Agency within the County of San Mateo, hereinafter called "C/CAG" and the CITY OF MENLO PARK, a public agency, hereinafter called "Menlo Park".

WITNESSETH

WHEREAS, the 2020 Peninsula Gateway Corridor Study, completed in July 2008, identified near, medium, and long-term options for addressing congestion issues relating to the approaches to the Dumbarton Bridge and US 101 vicinity; and

WHEREAS, the Willow Road and University Avenue Traffic Operations Study, completed July 2011, identified projects to improve traffic flow on Willow Road at Newbridge Street and Bayfront Expressway, hereinafter called "Project"; and

WHEREAS, in December 2012, the C/CAG Board of Directors authorized the AB 1546 Countywide Traffic Congestion Management Fund Expenditure Plan which set aside up to \$700,000 to help fund projects located on regionally significant roadways such as Willow Road to reduce traffic congestion and improve safety; and

WHEREAS, C/CAG will contribute \$89,096 to partially fund the design phase of the Project; and

WHEREAS, C/CAG and Menlo Park desire to enter into a funding agreement to specify each party's obligations for implementing and funding the Project.

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

1. SCOPE OF SERVICES

Menlo Park shall serve as the lead agency for the Project, coordinating and contracting with consultants to provide professional services required by the Project in the design phase. The Project is further described in Exhibit A attached hereto.

2. TIME OF PERFORMANCE

The services funded by this agreement shall commence on or after full execution of this agreement and shall be terminated by Project close out. Either party may terminate the Agreement without cause by providing thirty (30) days advance written notice to the other party.

3. FUNDING AND METHOD OF PAYMENT

- a) C/CAG agrees to reimburse Menlo Park up to \$89,096 towards the design phase of the Project.
- b) Menlo Park shall submit billings, on a quarterly basis, accompanied by the activity reports and paid invoices issued by contractor or progress payments as proof that services were rendered and paid for by the City. Upon receipt of the invoice and its accompanying documentation, C/CAG shall pay the amount claimed under each invoice, up to the maximum amount described by this agreement, within thirty (30) days of receipt of the invoice, delivered or mailed to C/CAG as follows:

City/County Association of Governments
555 County Center, 5th Floor
Redwood City, CA 94063
Attention: John Hoang

- c) Subject to duly executed amendments, it is expressly understood and agreed that in no event will the total funding commitment under this agreement exceed \$89,096, unless revised in writing and approved by C/CAG and Menlo Park.

4. AMENDMENTS

Any changes in the services to be performed under this Agreement shall be incorporated in written amendments, which shall specify the changes in work performed and any adjustments in compensation and schedule. All amendments shall be executed by C/CAG and Menlo Park. No claim for additional compensation or extension of time shall be recognized unless contained in a duly executed amendment.

5. NOTICES

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

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

To Menlo Park: Attention: Chip Taylor, Public Works Director
 City of Menlo Park
 701 Laurel Street
 Menlo Park, CA 94025

6. INDEPENDENT CONTRACTOR

Menlo Park and its employees, agents and consultants shall be deemed independent contractors of C/CAG. Nothing herein shall be deemed to create any joint venture or partnership arrangement between the C/CAG and Menlo Park.

7. HOLD HARMLESS

Menlo Park agrees to indemnify and defend C/CAG from any and all claims, damages and liability in any way occasioned by or arising out of the negligence of Menlo Park, or its employees, contractors, consultants or agents in the performance of this Agreement.

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

CITY OF MENLO PARK

CITY/COUNTY ASSOCIATION OF
GOVERNMENTS

City Manager

Brandt Grotte, C/CAG Chair

Attest:

City Clerk

Approved as to form:

City Attorney

Counsel for C/CAG

EXHIBIT A

Willow Road Improvement at Newbridge Avenue and Bayfront Expressway Design

- **Willow Road and Newbridge Street**

Add a third eastbound lane on Willow Road extending from the US-101 northbound off-ramp to Newbridge Street. The third lane would be added by widening the north side of Willow Road and realigning the raised median. Widening the roadway would also allow extending the eastbound left turn lane on Willow Road by approximately 75 feet. In addition to the widening, restrict left-turns onto Newbridge Street by placing a sign designed to be visible only to traffic exiting US-101 and not visible to the eastbound traffic on Willow Road. The left turn restriction on Newbridge Street will be in effect only on Monday to Friday between 4:00 p.m. and 7:00 p.m.

- **Willow Road and Bayfront Expressway**

Add a third right-turn lane for the eastbound right-turn movement by widening Willow Road, and convert the existing eastbound shared left-through lane to a through-only lane. Eliminate the split-phase signal operation. The proposed improvement will remove the short eastbound through bicycle lane segment approaching this intersection. Install proper signal to notify bicyclists that the bicycle lane ends and all bicyclists should use the bicycle path.

C/CAG AGENDA REPORT

Date: November 14, 2013
To: C/CAG Board of Directors
From: Sandy Wong, Executive Director
Subject: Review and approval of Resolution 13-36 authorizing the adoption of the San Mateo County Transportation Development Act (TDA) Article 3 Program for Fiscal Year 2013/2014 for \$1,600,000

(For further information or questions contact Tom Madalena at 599-1460)

RECOMMENDATION

That the Board review and approve Resolution 13-36 authorizing the adoption of the San Mateo County Transportation Development Act (TDA) Article 3 Program for Fiscal Year 2013/2014 for \$1,600,000.

FISCAL IMPACT

There is \$1,600,000 available for the Transportation Development Act (TDA) Article 3 Pedestrian and Bicycle Program for the FY 2013/2014 cycle.

SOURCE OF FUNDS

- TDA Article 3 funds are derived from the following sources:
 - Local Transportation Funds (LTF), derived from a ¼ cent of the general sales tax collected statewide
 - State Transit Assistance fund (STA), derived from the statewide sales tax on gasoline and diesel fuel.

BACKGROUND/DISCUSSION

TDA Article 3 funds are made available through State funds and are distributed by the Metropolitan Transportation Commission (MTC) to C/CAG on a formula basis annually. C/CAG acts as the program administrator in San Mateo County and issues a call for projects for eligible pedestrian and bicycle projects in San Mateo County. The cities, the County of San Mateo and joint powers agencies operating in San Mateo County are eligible applicants.

At the August 8, 2013 C/CAG Board of Directors meeting the Board approved the call for projects process and schedule for the TDA Article 3 Pedestrian and Bicycle Program for FY 2013/2014. The amount of TDA Article 3 funds available for this call is \$1,600,000. Staff issued the call for projects on August 9, 2013. An application workshop for project sponsors was held on August 14, 2013 and applications were due on September 16, 2013. Of the total \$1,600,000 available, there was \$1,400,000 available for capital projects and \$200,000 available

for Comprehensive Bicycle and Pedestrian Plans. The planning projects were scored separately from the capital projects during the review process by the Bicycle and Pedestrian Advisory Committee (BPAC).

The maximum grant for planning project was capped at \$100,000. The maximum allocation for any agency/jurisdiction for both capital and planning projects was capped at \$400,000.

There were a total of nineteen applications that were received. Of the nineteen applications received, fifteen were for capital projects and four were for planning projects. Staff invited project sponsors to present their project to the BPAC at the September 26, 2013 BPAC meeting. C/CAG staff then took the BPAC on a site visit tour on Saturday October 5th where staff from the project sponsor jurisdictions further presented the projects and answered questions in the field. The evaluation, scoring and ranking took place at the October 24, 2013 BPAC meeting. The attached funding recommendation spreadsheet provides the BPAC project ranking, scoring and recommended project list for funding to be provided to the Metropolitan Transportation Commission (MTC).

A goal for the TDA Article 3 Pedestrian and Bicycle Program for Fiscal Year 2013/2014 is to strive for a 50/50 split between pedestrian and bicycle projects. Of the seven capital projects being recommended for funding, six of the projects were for both bicyclists and pedestrians while one was a stand-alone bicycle project. This funding recommendation provides that eighty six percent (86%) of the recommended projects will have pedestrian components.

Due to the limited amount of funds available through TDA Article 3 many projects were unable to receive funding through this cycle. Project sponsors will be encouraged to apply for the upcoming San Mateo County Transportation Authority (TA) Measure A Bicycle and Pedestrian Program.

ATTACHMENTS

- Resolution 13-36
- TDA Article 3 Program Fiscal Year 2013/2014 Funding Recommendation
- San Mateo County Transportation Development Act (TDA) Article 3 Program Fiscal Year 2013/2014

RESOLUTION 13-36

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE ADOPTION OF THE SAN MATEO COUNTY TRANSPORTATION DEVELOPMENT ACT (TDA) ARTICLE 3 PROGRAM FOR FISCAL YEAR 2013/2014 FOR \$1,600,000

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

WHEREAS, C/CAG is the designated Congestion Management Agency responsible for the development and implementation of the Transportation Development Act (TDA) Article 3 Program for San Mateo County; and

WHEREAS, C/CAG has developed a TDA Article 3 Program for Fiscal Year (FY) 2013/2014 based on the recommendation by the Bicycle and Pedestrian Advisory Committee (BPAC); and

WHEREAS, C/CAG has undertaken a process that complies with the Metropolitan Transportation Commission (MTC) Resolution No. 875 (Revised); and

WHEREAS, C/CAG has accepted and approved the scoring and ranking process conducted by the BPAC; and

WHEREAS, C/CAG has considered the final recommendation of said BPAC; and

WHEREAS, C/CAG has voted to adopt the TDA Article 3 Program for FY 2013/2014.

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 adopt the TDA Article 3 Program for FY 2013/2014.

PASSED, APPROVED, AND ADOPTED THIS 14th DAY OF NOVEMBER 2013.

Brandt Grotte, Chair

TDA Article 3 Program Fiscal Year 2013/2014 Funding Recommendation

Rank	Score	Jurisdiction	Capital Project Description	Funding Request	Funding Recommendation	Project Type
1	85.91	City of South San Francisco	Oyster Point Blvd. Bike Lane Improvement Project	\$182,100	\$182,100	Capital
2	83.91	City of Daly City	Geneva Ave. Bicycle and Pedestrian Improvements	\$375,000	\$375,000	Capital
3	82.91	City of San Mateo	Pedestrian and Bicycle Infrastructure Upgrade Project	\$200,000	\$200,000	Capital
4	78.27	City of East Palo Alto	Bike/Ped Access to Services	\$108,820	\$108,820	Capital
5	78.18	City of Menlo Park	Citywide Bicycle and Pedestrian Enhancement Project	\$347,860	\$347,860	Capital
6	77.36	City of Pacifica	Warning Lights Crosswalk Project	\$140,000	\$140,000	Capital
7	76.27	City of Redwood City *	Safe Routes to School Improvement Project	\$400,000	\$46,220	Capital
8	75.55	City of South San Francisco	Citywide Bicycle Parking Program	\$51,400	\$0	Capital
9	74.82	City of San Bruno	El Camino and Angus Ave. Intersection Improvement Project	\$300,000	\$0	Capital
10	74.73	City of Menlo Park	Joint Bicycle and Pedestrian Connectivity Project	\$92,180	\$0	Capital
11	71.00	City of Belmont	Ruth Ave. Street Improvement Project	\$200,000	\$0	Capital
12	70.91	City of Pacifica	Rockaway Beach to Pacifica State Beach Class 1 Multi-purpose Trail Rehabilitation Project	\$250,000	\$0	Capital
13	69.36	City of Burlingame	Burlingame-ECR Pedestrian Access Improvement Project	\$385,000	\$0	Capital
14	63.18	City of Foster City	Rectangular Rapid Flashing Beacons	\$24,000	\$0	Capital
15	45.00	County of San Mateo	Pedestrian Access and Safety Improvement Project	\$361,914	\$0	Capital
Rank	Score	Jurisdiction	Planning Project Description	Funding Request	Funding Recommendation	Project Type
1	90.00	City of San Bruno	Bicycle and Pedestrian Master Plan	\$100,000	\$100,000	Planning
2	85.75	City of Belmont	Comprehensive Bicycle and Pedestrian Plan	\$37,500	\$37,500	Planning
3	76.25	City of Millbrae *	Bicycle and Pedestrian Transportation Plan	\$100,000	\$62,500	Planning
4	73.08	City of San Carlos	Pedestrian Master Plan	\$100,000	0	Planning

Total Amount Requested	\$3,755,774
Total Funding Recommendation	\$1,600,000

* Partially Funded

**San Mateo County Transportation Development Act (TDA) Article 3 Program
Fiscal Year 2013/2014**

Number	Jurisdiction	Project Description	Funds Requested	TDA Funds Awarded
1	City of South San Francisco	Oyster Point Blvd. Bike Lane Improvement Project	\$182,100	\$182,100
2	City of Daly City	Geneva Ave. Bicycle and Pedestrian Improvements	\$375,000	\$375,000
3	City of San Mateo	Pedestrian and Bicycle Infrastructure Upgrade Project	\$200,000	\$200,000
4	City of East Palo Alto	Bike/Ped Access to Services	\$108,820	\$108,820
5	City of Menlo Park	Citywide Bicycle and Pedestrian Enhancement Project	\$347,860	\$347,860
6	City of Pacifica	Warning Lights Crosswalk Project	\$140,000	\$140,000
7	City of Redwood City	Safe Routes to School Improvement Project	\$400,000	\$46,220
8	City of San Bruno	Bicycle and Pedestrian Master Plan	\$100,000	\$100,000
9	City of Belmont	Comprehensive Bicycle and Pedestrian Plan	\$37,500	\$37,500
10	City of Millbrae	Bicycle and Pedestrian Transportation Plan	\$100,000	\$62,500
Total			\$1,991,280	\$1,600,000

C/CAG AGENDA REPORT

Date: November 14, 2013
TO: C/CAG Board of Directors
From: Sandy Wong, Executive Director
Subject: Review and approval of the C/CAG Administrative Assistant salary

(For further information or response to questions, contact Sandy Wong at 650 599-1409)

RECOMMENDATION:

Review and approval of the C/CAG Administrative Assistant salary of \$6,554 per month.

FISCAL IMPACT:

The current C/CAG Administrative Assistant salary is \$78,648 per year. It has been included in the adopted C/CAG budget.

REVENUE SOURCE:

All C/CAG revenue sources.

BACKGROUND:

On February 11, 2010, the C/CAG Board approved the C/CAG Administrative Assistant salary structure and review process. At that time, the Administrative Assistant salary range was from \$3,467 to \$6,065 per month, mirroring what the City of Redwood has approved. C/CAG contracts with the City of Redwood for personnel services. Therefore, the C/CAG Executive Director and Administrative Assistant, for payroll purposes, are shown as employees of Redwood City, but the compensation for these positions are determined by C/CAG.

C/CAG has executed agreements with the City of Redwood to act as payroll agent for the Executive Director and Administrative Assistant. Although both positions show on the payroll for Redwood City neither has employee rights since they are classified as contract employees. There is an established MOU between the City of Redwood and the Redwood City Management Employees Association for the period between October 1, 2010 and September 30, 2013. That MOU covers the "Administrative Assistant" classification. Although expired, that MOU is still in effect until a new MOU is established. During that MOU period, the salary for Redwood City Administrative Assistant is between \$5,458 and \$6,554 per month.

ATTACHMENT:

1. C/CAG Administrative Assistant Job Description
2. MOU between Redwood City and Redwood City Management Employees Association (provided on-line only at: <http://www.ccag.ca.gov/ccag.html>)

C/CAG ADMINISTRATIVE ASSISTANT

The Organization

The City/ County Association of Governments (C/CAG) is a joint power's authority consisting of San Mateo County and twenty cities within the county. A governing Board of Directors made up of one elected representative of each agency sets policy for the organization. The Executive Director and Administrative Assistant are the only full-time staff employed by C/CAG. All other staff functions are performed through contracts with local agencies and independent consultants.

C/CAG is the Congestion Management Agency for San Mateo County, the Airport Land Use Commission, the Stormwater Pollution Prevention Program Coordinator, and manages a variety of other countywide programs and activities by the Board of Directors.

The Position

The C/CAG Administrative Assistant performs a variety of highly responsible, confidential and complex administrative (including some secretarial) duties for the Executive Director. A key characteristic of the C/CAG Administrative Assistant position is the ongoing programmatic responsibility. Should have the ability to work without direct supervision.

This is an advanced level position. Positions at this level are distinguished by the degree of responsibility assumed and complexity, sensitivity and variety of duties that are assigned. The employee performs the most difficult and responsible types of duties, including support to the Executive Director, providing routine administrative support relating to an organization-wide activity or function, and serving as Secretary to the Board of Directors, under the supervision of the Executive Director.

Supervision received and exercised

Receives general supervision from the Executive Director or his/her designee.

May exercise some degree of supervision over temporary clerical staff.

As project manager exercise degree of supervision necessary to achieve project objectives.

Examples of Duties

Duties may include, but are not limited to the following:

Perform a wide variety of complex, responsible, and confidential administrative duties for the Executive Director and Board of Directors.

Ability to draft staff reports independently to the C/CAG Board and Committees.

Ability to be direct staff to a C/CAG Committee with minimal oversight by Executive Director.

Operate as a Project Manager for one or more of C/CAG functions with minimal oversight by the Executive Director. Provides oversight to one or multiple programmatic areas; ensures that work is completed in an appropriate manner and that program goals are met; recommends and implements policy or procedural changes related to the programmatic area(s); may develop the budget and time schedules for the programmatic area(s).

Maintain computerized project tracking databases such that they are current and accurate.

Work directly with local and regional governmental agencies as necessary to implement tasks.

Screen calls, visitors, and mail. Respond to requests for information and assistance, and, where possible, resolve member and public concerns and complaints.

Interpret C/CAG policies, procedures and regulations in response to inquiries and complaints. Refer inquiries, as appropriate.

Participate in budget preparation and administration. Prepare cost estimates for budget recommendations. Submit justification for budget items, monitor and control expenditures.

Independently respond to letters and general correspondence of a routine nature.

Make travel arrangements, maintain appointment schedules and calendars, and arrange meetings, conferences and C/CAG functions, maintain master calendar of meeting schedules.

Transcribe dictation, type in word processing and assemble letters, reports, agendas, mailing lists, manuals, and other materials.

Participate and assist in the administration of the office.

Research, compile and analyze data for special projects and various comprehensive reports.

Perform necessary purchasing of office supplies and administrative activities.

Evaluate operations and activities of assigned responsibilities. Recommend organizational or procedural improvements and modifications affecting support activities. Prepare various reports on operations and activities.

Assemble communications and agenda packets and related materials. Maintain log of communications sent.

Initiate and maintain a variety of files and records for information such as, meeting minutes, agendas, resolutions, committee lists, budget records. Maintain manuals and resource materials.

Serve as the Secretary to the Board of Directors under the direction of the Executive Director. Assist in the preparation of the agenda and assemble background materials, attend meetings and transcribe minutes and perform related support and follow-up services.

Order and maintain office supplies, stationary, business cards and supplies for administrative staff as required.

Maintain petty cash fund. Prepare purchase orders and payment vouchers.

Maintain all official C/CAG records.

Qualifications

Knowledge of:

Excellent oral and written skills, including proper use of the English language, spelling, grammar and punctuation.

Modern office methods, practices, procedures and computer equipment.

Knowledge of and experience with Office software technologies, including the Microsoft Office Suite, to include Word, Excel, PowerPoint and Access.

Written skills to include appropriate business letter writing and basic report preparation.

Must be organized and familiar with basic office procedures and operating detail of public agencies.

Familiarity with and use of basic principles and procedures of record keeping.

Principles of supervision, training and performance evaluation.

Principles of project management.

Knowledge of project management principles; familiarity with project management software a plus.

Ability to do the following:

Perform reasonable, complex secretarial work involving the use of independent judgment.

Understand the organization and operation of C/CAG and outside agencies, as necessary, to assume assigned responsibilities.

Communicate clearly, courteously, and concisely, both orally and in writing.

Work cooperatively with other staff, city and county officials and outside agencies.

Learn, interpret and apply C/CAG policies and regulations.

Apply project management principles to meet programmatic objectives, budget, and schedules.

Maintain computerized project tracking databases such that they are current and accurate.

Maintain confidential data and information for executive staff. Independently prepares correspondence and memorandums.

Use a computer word processor at a speed necessary for successful job performance.

Transcribe dictation at a speed necessary for successful job performance.

Have a working knowledge of computer spreadsheet and database programs.

Work independently with minimal supervision.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Analyze situations carefully and adopt effective courses of action.

Compile and maintain complex and extensive records and prepare reports.

Physical Requirements

Applicants must be free from conditions which would preclude satisfactory performance of the essential functions of the job.

Experience and Education

High School Diploma

Any combination of education and experience and training that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and ability would be:

Six years of increasingly responsible administrative experience, particularly project management experience with a public agency.

A minimum of four years experience with C/CAG is desired.

Education or training equivalent to the completion of Bachelor of Arts in Political Science or Public Administration.

Compensation and Benefits

Salary Range: \$5,458 to \$6,554 per month

Hours: The normal work week is 40 hours. Attendance at one evening Board of Directors meeting each month is required. Flexible scheduling will be considered.

Benefits will be in accordance with the plan of the agency providing the personnel support function to C/CAG.

Holidays: 12 days in on calendar year.

Vacation: 10 days after one year, 15 days after five years. Probationary employees accrue vacation but may not take or be paid for it until they have completed 6 months of employment.

Sick Leave: 1 day per month.

Bereavement Leave: 3 working days per occurrence

Health Insurance: Various Plans are available with C/CAG contributing the major portion of the monthly premium.

Dental Insurance: Coverage including orthodontia for employees and their dependents through Dental Plan with C/CAG contributing major portion of coverage.

Retirement: PERS

Probation: Employees must successfully complete a six month probationary period.

Any remaining benefits not specified here will be the same as those provided to Administrative Assistants in the City of Redwood City as described in the Memorandum of Understanding between the City of Redwood City and the Redwood City Management Employees Association October 1, 2012 – September 30, 2013, or its successor document.

C/CAG AGENDA REPORT

Date: November 14, 2013

To: City/County Association of Governments Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approve the appointment of Ray Towne to represent the City of San Mateo on the Congestion Management Program Technical Advisory Committee (CMP TAC) and Stormwater Committee on an interim basis

(For further information or questions contact Matthew Fabry at 599-1419)

RECOMMENDATION

Review and approve the appointment of Ray Towne, Interim Public Works Director for the City of San Mateo, to the CMP TAC and Stormwater Committee on an interim basis.

FISCAL IMPACT

None.

BACKGROUND/DISCUSSION

The City of San Mateo has been represented on C/CAG's CMP TAC and Stormwater Committee by Larry Patterson, Public Works Director. Mr. Patterson was recently appointed Interim City Manager for San Mateo for a six-month period, requiring that he appoint a replacement on these two committees during his interim appointment. Ray Towne, former Public Works Director for the City of Foster City, has been hired by the City of San Mateo as Interim Public Works Director. Mr. Patterson provided a letter to C/CAG (attached) recommending Mr. Towne replace him as the City of San Mateo's appointee on both of these committees. Staff recommends the C/CAG Board appoint Mr. Towne as San Mateo's representative for both committees on an interim basis.

ATTACHMENTS

1. October 21, 2013 Letter to C/CAG from Interim City Manager Larry Patterson
2. Current Roster for the CMP TAC
3. Current Roster for the Stormwater Committee

ITEM 5.10



October 21, 2013

Ms. Sandy Wong
Executive Director
City/County Association of Governments
555 County Center
Fifth Floor
Redwood City, CA 94063

Subject: Temporary Representative Assignment for City of San Mateo

Dear Ms. Wong:

With this letter I am requesting that Ray Towne be permitted to serve in my place as the City of San Mateo representative on the C/CAG Technical Advisory Committee. This change in the City's representation on the TAC and associated Storm Water Committee is expected to apply over the next six months while I am serving as the Interim City Manager for the City of San Mateo.

Sincerely,

Larry A. Patterson
Interim City Manager

Cc: City Council
Ray Towne, Interim Director of Public Works

Attachment 2 – CMP TAC Roster

2013 TAC Roster		
No.	Member	Agency
1	Jim Porter (Co-Chair)	San Mateo County Engineering
2	Joseph Hurley (Co-Chair)	SMCTA / PCJPB / Caltrain
3	Afshin Oskoui	Belmont Engineering
4	Randy Breault	Brisbane Engineering
5	Syed Murtuza	Burlingame Engineering
6	Bill Meeker	Burlingame Planning
7	Lee Taubeneck	Caltrans
8	Sandy Wong	C/CAG
9	John Fuller	Daly City Engineering
10	Tatum Mothershead	Daly City Planning
11	Brad Underwood	Foster City Engineering
12	Mo Sharma	Half Moon Bay Engineering
13	Paul Willis	Hillsborough Engineering
14	Chip Taylor	Menlo Park Engineering
15	Van Ocampo	Pacifica Engineering
16	Shobuz Iqbal	Redwood City Engineering
17	Klara Fabry	San Bruno Engineering
18	Jay Walter	San Carlos Engineering
19	Larry Patterson	San Mateo Engineering
20	Steve Monowitz	San Mateo County Planning
21	Brian McMinn	South San Francisco Engineering
22	Gerry Beaudin	South San Francisco Planning
23	Paul Nagengast	Woodside Engineering
24	Kenneth Folan	MTC

Attachment 3 – Stormwater Committee Roster

2013 Stormwater Committee Roster		
Agency	Representative	Position
Atherton	Gordon Siebert	Public Works Director
Belmont	Afshin Oskoui	Public Works Director
Brisbane	Randy Breault	Public Works Director/City Engineer
Burlingame	Syed Murtuza	Public Works Director
Colma	Brad Donohue	Director of Public Works and Planning
Daly City	Patrick Sweetland	Director of Water & Wastewater
East Palo Alto	Kamal Fallaha	City Engineer
Foster City	Brad Underwood	Director of Public Works
Half Moon Bay	Mo Sharma	City Engineer
Hillsborough	Paul Willis	Public Works Director
Menlo Park	Charles Taylor	Public Works Director
Millbrae	Khee Lim	City Engineer
Pacifica	Van Ocampo	Public Works Director/City Engineer
Portola Valley	Howard Young	Public Works Director
Redwood City	Shobuz Ikbal	City Engineer/Engineering Manager
San Bruno	Klara A. Fabry	Public Services Director
San Carlos	Jay Walter	Public Works Director
San Mateo	Larry Patterson	Public Works Director
South San Francisco	Terry White	Public Works Director
Woodside	Paul Nagengast	Deputy Town Manager/Town Engineer
San Mateo County	Jim Porter	Public Works Director
Regional Water Quality Control Board	Tom Mumley	Assistant Executive Officer

C/CAG AGENDA REPORT

Date: November 14, 2013
To: City/County Association of Governments Board of Directors
From: Sandy Wong, Executive Director
Subject: Review and approval of the appointment of Council member Michael O'Neill of Pacifica to the Congestion Management & Environmental Quality (CMEQ) Committee and also approve the appointment of Council member Karen Ervin of Pacifica to the Legislative Committee.

(For further information or questions contact Sandy Wong at 599-1409 or Jean Higaki at 599-1462)

RECOMMENDATION

That the Board review and approve the appointment of Council member Michael O'Neill of Pacifica to the Congestion Management & Environmental Quality (CMEQ) Committee and also approve the appointment of Council member Karen Ervin of Pacifica to the Legislative Committee.

FISCAL IMPACT

None.

BACKGROUND/DISCUSSION

Currently, there is one vacant elected seat on the Congestion Management and Environmental Quality Committee (CMEQ) Committee, vacated by former Council member Nadia Holober of Millbrae. There are also two vacant elected seats on the Legislative Committee, vacated by Council member David Lim of San Mateo and Council member Bob Grassilli of San Carlos.

Recruitment letters were sent on September 4, 2013 to all elected officials in San Mateo County with a request for letters of interest by October 18, 2013. Letters of interest were received from Council member Michael O'Neill of Pacifica for the CMEQ Committee and from Council member Karen Ervin of Pacifica for the Legislative Committee.

The CMEQ committee provides advice and recommendations to the full C/CAG Board on all matters relating to transportation planning, congestion management, and selection of projects for state and federal funding. The Committee also has the specific responsibility for the development and updating of the Congestion Management Program and the Countywide Transportation Plan.

ITEM 5.11

The Legislative Committee provides advice and recommendations to the full C/CAG Board on all matters dealing with State and Federal legislation, ballot measures, and positions to take on specific bills. The Legislative Committee is also the liaison with C/CAG's advocating firm.

ATTACHMENTS

- Roster for the CMEQ Committee
- Roster for the Legislative Committee
- Letter from Council member Michael O'Neill
- Letter from Council member Karen Ervin

CMEQ May 2013 ROSTER

Chair - Richard Garbarino
 Vice Chair - Gina Papan
 Staff Support: Sandy Wong (slwong@co.sanmateo.ca.us)
 (650) 599-1409

Name	Representing
Jim Bigelow	Business Community
Zoe Kersteen-Tucker	San Mateo County Transit District (SamTrans)
Arthur Lloyd	Peninsula Corridor Joint Powers Board (CalTrain)
Lennie Roberts	Environmental Community
Onnolee Trapp	Agencies with Transportation Interests
Steve Dworetzky	Public Member
Naomi Patridge	City of Half Moon Bay
Gina Papan	City of Millbrae
Barbara Pierce	City of Redwood City
Irene O'Connell	City of San Bruno
Rich Garbarino	City of South San Francisco
Alicia Aguirre	MTC
Elizabeth Lewis	City of Atherton
Mark Olbert	City of San Carlos
Clifford Lentz	City of Brisbane
Vacant	

Legislative Committee 2013 Roster

Chair - Deborah Gordon
 Vice Chair -
 Staff Support: Jean Higaki (jhigaki@smcgov.org)
 (650) 599-1462

Name	Representing
Irene O'Connell	City of San Bruno
Art Kiesel	City of Foster City
Deborah Gordon	Town of Woodside
Gina Papan	City of Millbrae
Mary Ann Nihart (C/CAG Vice Chair)	City of Pacifica
Laurence May	Town of Hillsborough
Brandt Grotte (C/CAG Chair)	City of San Mateo
Vacant	
Vacant	



Scenic Pacifica

CITY MANAGER'S OFFICE

TEL. (650) 738-7301

FAX (650) 359-6038

CITY ATTORNEY

TEL. (650) 738-7409

FAX (650) 359-8947

CITY CLERK

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CITY HALL

170 Santa Maria Avenue • Pacifica, California 94044-2506

www.cityofpacifica.org

MAYOR
Len Stone

MAYOR PRO TEM
Mary Ann Nihart

COUNCIL

Sue Digre

Karen Ervin

Mike O'Neill

Ms. Sandy Wong, Executive Director
City/County Association of Governments
555 County Center, 5th Floor
Redwood City, CA 94063

RE: Letter of Interest C/CAG Vacancies-
Congestion Management and
Environmental Quality Committee

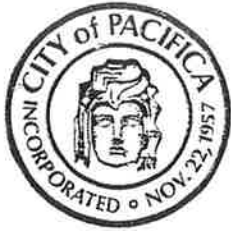
Dear Ms. Wong

I am writing to request consideration for appointment to C/CAG's CMEQ Committee.

I believe it is essential that we reduce congestion and better manage our mobility issues, not only for the sake of the quality of our lives and for the sake of our economy, but also for the legacy we leave our children. I look forward to the opportunity to contribute to these important programs and am dedicated to implementing effective and measurable policies to achieve them.

Over the past 16 years I have been involved in congestion management and environmental issues in Pacifica As a member of the Pacifica School Board we were during our remodeling looking for ways to have a greener footprint for the environment. Congestion was also an issue we tried to mitigate with varied start times for school and the School Calendar. I have also over the years participated in beach cleanup and other local environmental events.

I was elected to my first term on Council last November, after 14 years as an elected school board member, and am retired from a career in banking. I also work, on a part-time basis, in the Jefferson Union High School District Transportation Division. I have direct practical experience on the impact a bus has in relieving congestion. In my professional work as a Real Estate Agent I understand the impact commute has the family life of a family as they decide which community to purchase their home. My banking background provides the experience to evaluate proposals and their effectiveness; my current part-time position provides first-hand knowledge of mobility and congestion realities in this region, and my experience in Real Estate bring the decisions made by government directly to the needs of the



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TEL. (650) 738-3767

FAX (650) 738-3003

• **Field Services**

TEL. (650) 738-3760

FAX (650) 738-9747

individual . I feel I am in a position to contribute to the good work of CMEQ Committee/ I have the ability to look at the issues at a Macro and Micro level having experienced the impacts of decision made in the past.

Thank you for your consideration, and I welcome the opportunity to speak with you further. My cell phone is 650-302-3470.

Respectfully submitted,

Michael O'Neill, Council member

City of Pacifica



Scenic Pacifica

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City/County Association of Governments
555 County Center, 5thFloor
Redwood City, CA 94063

RE: Letter of Interest to serve on the C/CAG
Legislative Committee

Dear Ms. Wong

I am writing to express my interest in serving on the Legislative Committee.

In this age, the quality of government at the local level increasingly is affected by actions in Sacramento and Washington, DC. I long have appreciated the work C/CAG has done to protect and advocate for local interests and would be pleased to assist in that important effort.

I am a first term Council member in Pacifica, following 4 years service as an elected school board member for the Pacifica School District. I also served on the Pacifica Financing City Services Task Force since 2008. This task force was created in order to develop and recommend a five-year financial plan for our city. Currently, I serve on the following committees as a city council representative:

- San Mateo County JPA, Advance Life Support
- Pacifica School Volunteers
- PSD/JUHSD/City of Pacifica Joint Articulation Committee
- Library Foundation Subcommittee
- Alternate for the Emergency Service Council of SMC

I am employed as a Senior Research Associate at Genentech and have been for over twelve years. Here we work on the development of pharmaceutical drugs for unmet medical needs.

I understand that state laws in California have significant impacts on counties and cities in very significant ways and it is imperative that city representatives have a voice in these decisions. I would be honored to serve on the Legislative Committee for C/CAG.

Thank you for your consideration, and I welcome the opportunity to speak with you further. You may reach me at ervink@ci.pacifica.ca.us or my personal cell phone (650) 483-2692.

Respectfully submitted,

Karen Ervin, Council member
City of Pacifica

C/CAG AGENDA REPORT

Date: November 14, 2013
To: City/County Association of Governments Board of Directors
From: Sandy Wong, Executive Director
Subject: Review and approval of C/CAG legislative policies, priorities, positions, and legislative update (A position may be taken on any legislation, including legislation not previously identified)

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

RECOMMENDATION

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

FISCAL IMPACT

Unknown.

SOURCE OF FUNDS

NA.

BACKGROUND/DISCUSSION

This year, the last day of the legislative session was September 12, 2013. The legislature reconvenes next year on January 6, 2014.

Stormwater

C/CAG was unsuccessful in obtaining legislation in the 2013 session to enable C/CAG to pursue a countywide funding initiative for stormwater compliance activities. The biggest hurdle was getting consensus from the State's Legislative Counsel and Senate Governance and Finance Committee staff on the need for enabling legislation. Legislative Counsel provided a formal opinion that the State's Joint Powers Code does not provide C/CAG with explicit taxation authority, while committee staff believed other state statutes give C/CAG the authority it needs to pursue a special tax or property-related fee.

Although C/CAG staff evaluated various options to pursuing legislation, none appear feasible without additional legislative action. As such, C/CAG staff has drafted revised enabling legislation that is intended to address concerns raised by legislative committee staff and is working with C/CAG's legislative advocacy team to introduce it at the beginning of next year's

session. C/CAG's advocacy team is working with the local delegation to identify what existing legislative vehicles are potentially available, or whether C/CAG's draft legislation needs to be introduced as a new bill. Staff intends to pursue inclusion of an urgency clause on the proposed legislation in an effort to maximize C/CAG's flexibility from a timing perspective in proceeding with a potential funding initiative. Staff anticipates providing more details, including the draft legislation, at the December Board and Legislative Committee meetings.

C/CAG AGENDA REPORT

Date: November 14, 2013
To: City/County Association of Governments Board of Directors
From: Sandy Wong, Executive Director
Subject: Review and approval of appointments to the Geneva-Harney Bus Rapid Transit Community Advisory Committee (GHCAC)

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

RECOMMENDATION

That the Board review and approve appointments to the Geneva-Harney Bus Rapid Transit Community Advisory Committee (GHCAC) by the following two actions:

1. Approve appointments for the city seats recommended by the respective cities:
 - a. City of Brisbane - Cliff Lentz and Susan Sullivan Maynard
 - b. City of Daly City - Xenia Gutowski and Mae Swanbeck
2. Appoint the At-large seat representing San Mateo County

FISCAL IMPACT

There are no fiscal impacts associated with the appointments for the to the GHCAC

SOURCE OF FUNDS

N/A

BACKGROUND/DISCUSSION

C/CAG, the San Mateo County Transportation Authority, Caltrain, and the cities of Brisbane and Daly City have been collaborating with the San Francisco County Transportation Authority (SFCTA) and San Francisco agencies over the past several years on transportation planning projects in the vicinity of the San Mateo/San Francisco County Line, including the Bi-County Transportation Study and the Bayshore Station Area Study. In 2012, the SFCTA was awarded a Caltrans Planning Grant for the Geneva-Harney Bus Rapid Transit (BRT) Feasibility Study (Study), which is a conceptual planning and community consensus-building process to prepare the Geneva-Harney BRT project for the environmental clearance phase.

ITEM 6.2

The BRT corridor crosses multiple jurisdictions, with its western and eastern ends located in San Francisco and its middle portions in Daly City and Brisbane.

The study will generate descriptions and illustrations of proposed improvements, develop capital and operating cost estimates, and address potential funding strategies, building on the work of the Bi-County Transportation Study. This BRT project was identified as a high-priority transportation project in the recently completed Bi-County Transportation Study.

The budget for the Geneva Harney BRT Study is \$550,000 with \$300,000 to be provided from the Caltrans planning grant, \$200,000 matching contributions from the SFCTA, and \$25,000 each from the Caltrain and C/CAG. Staff is currently working with SFCTA staff on development of the Memorandum of Agreement between the agencies and will present the agreement to the Board for review and approval in the next few months.

GHCAC Description

As part of the Study, a Geneva-Harney Community Advisory Committee (GHCAC) is being formed to provide sustained input on the project and advice on reaching the broader community. Specifically, the CAC members will advise on:

- Study scope and objectives, particularly where prioritization, trade-offs, or other policy input is needed
- Designs for improvements as develop within the Study, including ranges of alternatives to be generated
- Evaluation of project benefits and impacts
- Strategies to communicate project progress to stakeholders and solicit broad feedback on the project

The CAC will meet on a quarterly basis during the duration of the Study – approximately 18 months - to monitor the Study’s process, review key products, and discuss critical issues. Appointed members will serve for the duration of the Study.

The proposed Geneva-Harney CAC structure features 13 seats, to represent San Francisco, Brisbane, and Daly City neighborhoods adjacent to the corridor as well as traveler and other community interests. Eight (8) members would be appointed by the SFCTA to represent San Francisco interests; five (5) members would be appointed by C/CAG to represent Brisbane (2 members), Daly City (2 members), and one at-large position representing San Mateo County interests, as shown below.

Representation	Seats on GHCAC	Appointing Body
Neighborhood Seats (geographic)		
Bayview, Hunters Point	1	SFCTA
Executive Park, Little Hollywood, Sunnydale, Visitacion Valley	2	SFCTA
Crocker Amazon, Excelsior, Outer Mission	2	SFCTA
Oceanview, Merced, Ingleside (OMI)	1	SFCTA

Daly City	2	C/CAG
Brisbane	2	C/CAG
At-Large Seats (travel modes/interests)		
Transit Riders, Pedestrians, Cyclists, Commuters,	2	SFCTA
Youth, Seniors, Businesses, the Youth, Seniors,	1	C/CAG
Businesses, the Disabled, the Environment		

GHCAC Appointments

In August and September, the SFCTA issued a call for applications for the GHCAC broadly targeting the San Francisco neighborhoods along the entire corridor to fill all of the San Francisco seats. The call for application efforts also reached residents of Brisbane and Daly City.

Separately, C/CAG staff asked the cities of Brisbane and Daly City to go through their respective recruitment processes and provide names of two candidates from each city for C/CAG appointment considerations. Both cities went through their separate selection processes and provided C/CAG the following GHCAC appointment recommendations to fill the city seats:

- City of Brisbane: Cliff Lentz, Susan Sullivan Maynard
- City of Daly City: Mae Swanbeck, Xenia Gutowski

To fill the At-Large Seat for San Mateo County, C/CAG is considering interested residents from Brisbane and Daly City who submitted applications through the SFCTA CAC solicitation process. The applicants received are listed as follows:

- Avi Hoen, Brisbane
- Ana Vasuedo, Brisbane
- Marion Reed Brown, Daly City

ATTACHMENT

Applications for Avi Hoen, Ana Vasudeo, and Marion Reed-Brown

**Geneva-Harney Bus Rapid Transit (BRT)
Feasibility Study Community Advisory Committee (GHCAC)**

1455 Market Street, 22nd Floor
San Francisco, California 94103
415.522.4800 FAX 415.522.4829
info@sfcta.org www.sfcta.org



Application for Membership

Applications are due at the Authority's offices by 5 PM on Tuesday, September 3, 2013.
Options for submitting this application are provided at the end of the form.

COMPLETE FORM, PRINT, SIGN, AND FAX, EMAIL OR MAIL. PLEASE TYPE OR PRINT LEGIBLY.

IF USING ADOBE ACROBAT TO COMPLETE THE FORM, SAVE TO A NEW FILE NAME BEFORE BEGINNING.
IF USING ACROBAT READER, YOU CAN ONLY PRINT, NOT SAVE.

CONTACT INFORMATION AND PLACE OF RESIDENCE

NAME: Avi Hoen

HOME ADDRESS: 715 Sierra Point Road

CITY/STATE/ZIP: Brisbane, CA, 94005

HOME SUPERVISORIAL DISTRICT: N/A NEIGHBORHOOD OF RESIDENCE: N/A

HOME PHONE: 415-467-1836 EMAIL ADDRESS: avi_hoen@me.com

PLACE OF WORK (IF APPLICABLE)

WORK/BUSINESS ADDRESS: _____

CITY/STATE/ZIP: _____

WORK SUPERVISORIAL DISTRICT: _____ NEIGHBORHOOD OF WORKPLACE: _____

WORK PHONE (IF APPLICABLE): _____

If you work along the Geneva-Harney Corridor, are you:
(PLEASE CHECK ONE)

- BUSINESS OWNER MANAGER EMPLOYEE

QUALIFICATIONS AND INTEREST

Can you commit to attending regular meetings (about once every two or three months)? Yes

Relationship to the Geneva-Harney Corridor (e.g., transit rider, cycling advocate, pedestrian advocate, environmental advocate, business owner, student, resident, etc.):

I'm a student who attends SOTA, and I commute by bus along Geneva everyday to school

OPTIONAL INFORMATION

Gender: Male

Are you a member of an underrepresented community (for example, seniors, disability community, language or ethnic group)? If so, please specify which group:

Brisbane, CA, being small, tends to be looked over, and forgotten when it comes to public transit.

(please continue on to the next page)

BRIEF STATEMENT

Please provide a short summary statement of your qualifications for membership.
You may attach a resume. Please limit your attachment to no more than three pages.

I have ridden the bus since I was in seventh grade, and spent a majority of my time commuting. I know Geneva Avenue very well and commute up and down it everyday. I am a hard worker and work diligently in school. I believe that I have some good ideas to bring to the table, and that I would represent a town that is usually under-represented.

GOALS AND OBJECTIVES

Please provide a short statement about your objectives and goals if you are accepted for membership on the Geneva-Harney Bus Rapid Transit Feasibility Study CAC (GHCAC).

If I am accepted for this program, I would like to voice my input on how to effectively serve the neighborhoods on the Geneva corridor. Also, I can speak for students who commute along Geneva, and who make up a large percentage of MUNI riders. My goal would be to better serve the Avenue and communities along it by listening to others, and speaking to the group about commuting along Geneva as a High School student.

COMPLETED APPLICATIONS SHOULD BE SUBMITTED TO THE AUTHORITY AT THE FOLLOWING ADDRESS:

San Francisco County Transportation Authority
Attn.: Geneva-Harney BRT Feasibility Study CAC Recruitment
1455 Market Street, 22nd Floor
San Francisco, CA 94103

Applications may also be submitted via fax to 415.522.4829 or emailed to genevabrt@sfcta.org.
Applications are due September 3, 2013, at 5 PM.

PRIVACY NOTICE AND SIGNATURE

Please note that the information you include in this application, and resumes and other material provided in connection with it, will be made available to the public. If you do not want a home address, telephone number, e-mail address, or fax number disclosed, please indicate that fact in the space below the signature line. The information will be redacted from the publicly available copies. Where residence is relevant, a portion of the address (such as street name and zip code) may be disclosed.

SIGNATURE:

Art J. Hoeh

DATE:

8-29-13

I DO NOT WISH MY HOME ADDRESS, TELEPHONE NUMBER, EMAIL ADDRESS, OR FAX NUMBER DISCLOSED



**Geneva-Harney Bus Rapid Transit (BRT)
Feasibility Study Community Advisory Committee (GHCAC)**

Application for Membership

Applications are due at the Authority's offices by 5 PM on Tuesday, September 3, 2013.
Options for submitting this application are provided at the end of the form.

COMPLETE FORM, PRINT, SIGN, AND FAX, EMAIL OR MAIL. PLEASE TYPE OR PRINT LEGIBLY.

IF USING ADOBE ACROBAT TO COMPLETE THE FORM, SAVE TO A NEW FILE NAME BEFORE BEGINNING.
IF USING ACROBAT READER, YOU CAN ONLY PRINT, NOT SAVE.

CONTACT INFORMATION AND PLACE OF RESIDENCE

NAME: Ana Vasudeo
HOME ADDRESS: 113 Swallowtail Court
CITY/STATE/ZIP: Brisbane, CA 94005
HOME SUPERVISORIAL DISTRICT: District 5 NEIGHBORHOOD OF RESIDENCE: Altamar at the Ridge, Brisbane
HOME PHONE: 202-315-8507 EMAIL ADDRESS: ana.cajina@gmail.com

PLACE OF WORK (IF APPLICABLE)

WORK/BUSINESS ADDRESS: _____
CITY/STATE/ZIP: _____
WORK SUPERVISORIAL DISTRICT: _____ NEIGHBORHOOD OF WORKPLACE: _____
WORK PHONE (IF APPLICABLE): _____

If you work along the Geneva-Harney Corridor, are you:

(PLEASE CHECK ONE)

BUSINESS OWNER MANAGER EMPLOYEE

QUALIFICATIONS AND INTEREST

Can you commit to attending regular meetings (about once every two or three months)? yes

Relationship to the Geneva-Harney Corridor (e.g., transit rider, cycling advocate, pedestrian advocate, environmental advocate, business owner, student, resident, etc.):

commuter, resident, environmental advocate

OPTIONAL INFORMATION

Gender: F

Are you a member of an underrepresented community (for example, seniors, disability community, language or ethnic group)? If so, please specify which group:

Yes, Latino

(please continue on to the next page)

Geneva-Harney Bus Rapid Transit (BRT) Feasibility Study Community Advisory Committee (GHCAC)
Application for Membership, *continued*

SUMMARY STATEMENT

Please provide a short summary statement of your qualifications for membership. You may attach a resume. Please limit your attachment to no more than three pages.

I have a degree in land use and environmental planning from Cornell University and I am deeply concerned about the lack of transit connectivity between Brisbane, Daly City, and San Francisco. I have used the SamTrans shuttle to get to Balboa Bart and the other shuttle service to get to Bayshore Caltrain from my neighborhood, Altamar at the Ridge in Brisbane. Both of these shuttles do not pass frequently enough to make an impact on the reduction of automobile use in our neighborhood. It is still very difficult for residents in Brisbane to be connected to mass transit. Also, the area where the proposed Geneva-Harney Bus Transit Corridor would be located is not as pedestrian friendly as it should be. I would feel unsafe riding my bike there given how fast traffic flows in this area. For more about my qualifications, please see my resume attached.

GOALS AND OBJECTIVES

Please provide a short statement about your objectives and goals if you are accepted for membership on the Geneva-Harney Bus Rapid Transit Feasibility Study CAC (GHCAC).

I would like to use my environmental planning and land use planning background to help create a more pedestrian friendly and mass transit friendly Geneva Harney Bus Rapid Transit Corridor. As a Brisbane resident, it is easy to feel isolated from San Francisco and Daly City even though we are a neighboring city. I would like to be a part of this group so that we can brainstorm better ways to connect our cities via improved bike paths and mass transit connections. As a strong environmental advocate, I would like to make sure that the services that result from this proposed corridor really make an impact on reducing automobile dependency.

COMPLETED APPLICATIONS SHOULD BE SUBMITTED TO THE AUTHORITY AT THE FOLLOWING ADDRESS:

San Francisco County Transportation Authority
Attn.: Geneva-Harney BRT Feasibility Study CAC Recruitment
1455 Market Street, 22nd Floor
San Francisco, CA 94103

Applications may also be submitted via fax to 415.522.4829 or emailed to genevabrt@sfcta.org. Applications are due September 3, 2013, at 5 PM.

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SIGNATURE: _____

DATE: _____

9/3/13

I DO NOT WISH MY HOME ADDRESS, TELEPHONE NUMBER, EMAIL ADDRESS, OR FAX NUMBER DISCLOSED

Cornell University, Ithaca, New York
Clarence S. Stein Research Fellow

August 2012 – September 2013

Performed on-site and academic research about high-rise development in Mumbai, India and its impact on historic sites and affordable housing. Worked with professors at Cornell University and Indian land use professionals on a publication and conference based on my research. Designed an academic blog about housing issues in Mumbai (<http://girgaumchawls.wordpress.com/>).

The Green Science Academy (TGSA) Oakland, California

Sr. Environmental Planning Consultant

November 2011– May 2013

Provided consulting services to TGSA clients in land-use and environmental planning, sustainable economic development, and sustainable transportation services. Drafted and implemented green jobs initiatives for public sector clients. Created environmental design strategies in compliance with the California Environmental Quality Act (CEQA) and the California Public Utilities Commission's (CPUC's) California Energy Efficiency Plan (CEESP). Drafted Request For Proposals and Qualifications (RFPs and RFQs) responses. Represented TGSA at speaking engagements, conferences, and panels. Supervised planning consultants and interns.

Green for All, Oakland, California

CAP Senior Associate

August 2010 – October 2011

Managed Green for All's (GFA) Capital Access Program (CAP), a national green business incubation program for minority or women owned companies. Served as principal consultant for Seattle's Community Power Works Program (CPW), a neighborhood-based energy upgrade initiative. Completed the City of Seattle's green jobs and green business study for the CPW. Advised GFA's green start-up network on strategic business planning and financing for green companies. Supervised and implemented GFA's Green Business Coaching and Business Mentorship Programs, serving as lead administrator by recruiting, screening, and pairing green entrepreneurs with coaches and Accenture business consultants. Managed GFA's Business Academies (green business conferences) in conjunction with the Apollo Group (University of Phoenix). Represented GFA at speaking engagements, conferences, panels, and symposia related to energy efficiency, green business development, and green business finance. Worked with the Strategic Growth Department to identify and cultivate new donors and funders to support CAP's programs. Supervised associates and interns.

Cornell University, Ithaca, New York

Green Jobs Researcher

August 2009-December 2009

Under the guidance of Professor Susan Christopherson, conducted research and counseled local governments in upstate New York on how to enact policies that increase energy efficiency. Advised various economic development offices in upstate New York on green job training programs in the construction industry. Trained local leaders on how to implement energy efficiency policies, similar to the City of Berkeley's energy financing district model and energy audits, in New York State. Produced a working paper and hosted a webinar to help policymakers and local officials learn how various programs in energy efficiency operate. Worked with the local SUNY Greens program to design a green jobs training curriculum for local community colleges.

The World Bank, Washington, DC

Carbon Finance Paralegal

October 2006 – June 2009

Drafted, revised, and reviewed contracts, including Letters of Intent (LoIs) and Emissions Reductions Purchase Agreements (ERPAs), between the World Bank (the "Bank"), acting as trustee for twelve international carbon funds and facilities, and third-party project entities. Managed the LoI database for all the World Bank carbon funds. Participated in negotiation meetings between the project entities and the Bank's deal managers and attorneys. Evaluated the project entities' contractual compliance with the Kyoto Protocol and drafted memos discussing status thereof. Served as liaison between the Bank's Carbon Finance Unit and the Carbon Finance Legal team, specifically, by handling legal questions from the deal managers. Conducted legal research related to carbon finance matters.

U.S. Federal Trade Commission, Washington, DC

Honors Paralegal

July 2005 – October 2006

As part of a government program for recently graduated college students with superior academic achievement, assisted attorneys and economists in the Bureau of Competition on international and

domestic antitrust investigations by interviewing witnesses, reviewing Hart-Scott-Rodino filings, writing memoranda, and preparing exhibits and affidavits for trial. Additional duties included organizing a conference for the FTC's International Antitrust Technical Assistance Program in relation to CAFTA, reviewing competition laws for the Federal Governments of Nicaragua, Guatemala, El Salvador and Colombia, and drafting documents for the Chairman's official visit to Mexico in February 2006.

Strategic Economics, Berkeley, California

Research Assistant Intern

June 2002 – July 2002

Researched housing market trends in the South Salt Lake City region between 1940-2000 for use by the Governor of Utah's office to advance the state's development plan - *Envision Utah*. Used FARES and US Census data to run regression models and analyze demand for multi-family housing projects in the region.

Skills

Languages	Spanish (Fluent)
Computer	Salesforce, Geographic Information Systems (GIS), Excel, PowerPoint, Word, AutoCAD, Lexis-Nexis Legal Research, EMFAC and CALINE-4 air quality analysis
Interests	Land-use and Environmental Planning, Community Engagement, Sustainable Transportation

**Geneva-Harney Bus Rapid Transit (BRT)
Feasibility Study Community Advisory Committee (GHAC)**

1455 Market Street, 22nd Floor
San Francisco, California 94103
415.522.4800 fax 415.522.4829
info@sftca.org www.sftca.org



Application for Membership

Applications are due at the Authority's offices by 5 PM on Tuesday, September 3, 2013.
Options for submitting this application are provided at the end of the form.

COMPLETE FORM, PRINT, SIGN, AND FAX, EMAIL OR MAIL. PLEASE TYPE OR PRINT LEGIBLY.

IF USING ADOBE ACROBAT TO COMPLETE THE FORM, SAVE TO A NEW FILE NAME BEFORE BEGINNING.
IF USING ACROBAT READER, YOU CAN ONLY PRINT, NOT SAVE.

CONTACT INFORMATION AND PLACE OF RESIDENCE

NAME: Marion D. Reed-Brown
HOME ADDRESS: 2 Jennifer Court
CITY/STATE/ZIP: Daly City, California, 94014
HOME SUPERVISORIAL DISTRICT: Dist. 5 - SMateo NEIGHBORHOOD OF RESIDENCE: Bayshore District/Daly City
HOME PHONE: (415) 583-1459 EMAIL ADDRESS: edgely5@yahoo.com

PLACE OF WORK (IF APPLICABLE)

WORK/BUSINESS ADDRESS: _____
CITY/STATE/ZIP: _____
WORK SUPERVISORIAL DISTRICT: _____ NEIGHBORHOOD OF WORKPLACE: _____
WORK PHONE (IF APPLICABLE): _____

If you work along the Geneva-Harney Corridor, are you:

(PLEASE CHECK ONE)

- BUSINESS OWNER MANAGER EMPLOYEE

QUALIFICATIONS AND INTEREST

Can you commit to attending regular meetings (about once every two or three months)? Yes

Relationship to the Geneva-Harney Corridor (e.g., transit rider, cycling advocate, pedestrian advocate, environmental advocate, business owner, student, resident, etc.):

Resident

OPTIONAL INFORMATION

Gender: Female

Are you a member of an underrepresented community (for example, seniors, disability community, language or ethnic group)? If so, please specify which group:

I am an African-American, and a senior with disabilities

(please continue on to the next page)

Geneva-Harney Bus Rapid Transit (BRT) Feasibility Study Community Advisory Committee (GHCAC)
Application for Membership, continued

SUMMARY STATEMENT

Please provide a short summary statement of your qualifications for membership. You may attach a resume. Please limit your attachment to no more than three pages.

I was born and raised in S.F., and have been a resident of the Bayshore District community in Daly City for over 30 years. I have served on various 'stakeholder' committees in Visitation Valley, and in Daly City. I participated in the Bayshore Intermodal Station Access Study in 2011, (pg. 45 Final Report). Prior to this, I was member to Stakeholder Committee - Bayshore Community-Based Transportation Plan sponsored by San Mateo County Transit District in 2008. I still maintain access to reports, and contact with City of Daly City council. In 2006, I became affiliated with the Bayshore Residents Association as Vice President, and have served my community in various capacities since. I am a former employee of Southern Pacific Transportation Company, San Francisco, from 1971 -1986 worked two of my best years at the Bayshore Yard, Plant Manager's Office for the Mechanical Department as Stenographer/Clerk -1982 -84. I am very familiar with the Bayshore Area, the residents and governing bodies. At present, I volunteer for ASK Academy(www.askacademy.org) as Honorary Chairwoman for the "Stop Bullying System." Program, here in Daly City since 2007.

GOALS AND OBJECTIVES

Please provide a short statement about your objectives and goals if you are accepted for membership on the Geneva-Harney Bus Rapid Transit Feasibility Study CAC (GHCAC).

It would benefit Bayshore, and our surrounding neighborhoods (Visitation Valley to the north, and Brisbane to our South) to be able to utilize all transit routes in our area specifically Geneva Avenue which supports access either way.

If I am accepted as a member on the Geneva-Harney Bus Rapid Transit Feasibility Study, I would work as community liaison, and advocate for better planning strategies, considering information from the total demographic/population of all neighborhoods impacted by this plan.

Thank you for the opportunity to again serve my community. We need an improved transportation center such as the Bayshore Intermodal Station that can not only integrate communities, commerce and alternate routes of travel, but as a result, can transform lives as well.

COMPLETED APPLICATIONS SHOULD BE SUBMITTED TO THE AUTHORITY AT THE FOLLOWING ADDRESS:

San Francisco County Transportation Authority
 Attn.: Geneva-Harney BRT Feasibility Study CAC Recruitment
 1455 Market Street, 22nd Floor
 San Francisco, CA 94103

Applications may also be submitted via fax to 415.522.4829 or emailed to genevabrt@sfcta.org. Applications are due September 3, 2013, at 5 PM.

PRIVACY NOTICE AND SIGNATURE

Please note that the information you include in this application, and resumes and other material provided in connection with it, will be made available to the public. If you do not want a home address, telephone number, e-mail address, or fax number disclosed, please indicate that fact in the space below the signature line. The information will be redacted from the publicly available copies. Where residence is relevant, a portion of the address (such as street name and zip code) may be disclosed.

SIGNATURE:

Marion D. Reed-Brown

DATE: August 30, 2013

I DO NOT WISH MY HOME ADDRESS, TELEPHONE NUMBER, EMAIL ADDRESS, OR FAX NUMBER DISCLOSED

C/CAG AGENDA REPORT

Date: November 14, 2013
To: C/CAG Board of Directors
From: Sandy Wong, Executive Director
Subject: Review and approval of an elected official appointment to the Bicycle and Pedestrian Advisory Committee (BPAC).

(For further information please contact Tom Madalena at 650-599-1460)

RECOMMENDATION

That the C/CAG Board review and appoint an elected official to the Bicycle and Pedestrian Advisory Committee (BPAC).

FISCAL IMPACT

There will be no fiscal impact.

SOURCE OF FUNDS

Not applicable

BACKGROUND/DISCUSSION

Currently the Bicycle and Pedestrian Advisory Committee (BPAC) has one vacant seat for an elected official. Staff distributed a recruitment letter to the elected officials and city managers in San Mateo County on September 4, 2013 requesting letters of interest for appointment to the BPAC. Staff received two letters of interest for the elected official seat on the BPAC. The letters of interest were received from Don Horsley, Supervisor on the San Mateo County Board of Supervisors and from Lawrence May, Councilmember on the Town of Hillsborough City Council. Staff has offered the opportunity for both candidates to speak before the C/CAG Board regarding their interest to be on the BPAC.

ATTACHMENTS

- Bicycle and Pedestrian Advisory Committee letter of interest from Don Horsley
- Bicycle and Pedestrian Advisory Committee letter of interest from Lawrence May
- BPAC Member Roster 2013

ITEM 6.3

DON HORSLEY

Board of Supervisors, Third District
County of San Mateo

September 10, 2013

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

Dear Sandy:

I would very much like to be considered for appointment to the **Bicycle and Pedestrian Advisory Committee (BPAC)**.

I understand there is one open seat on this standing committee of the City/County Association of Governments.

Sincerely,



Don Horsley, President
San Mateo County Board of Supervisors
Third District

County Government Center
400 County Center
Redwood City, CA 94063



Direct (650) 363-4569
Coastside (650) 573-2222
Fax (650) 363-1856
DHorsley@smcgov.org



TOWN OF HILLSBOROUGH

1600 FLORIBUNDA AVENUE

HILLSBOROUGH

CALIFORNIA

94010-6418

October 3, 2013

Sandy Wong
Executive Director
City/County Association of Governments
555 County Center, 5th Floor
Redwood City, CA 94063

Dear Sandy:

I am writing to express my interest in serving on the C/CAG Bicycle and Pedestrian Advisory Committee.

I have been on the Hillsborough City Council since 2010 and am currently the Vice Mayor. I would appreciate the opportunity to serve on the C/CAG Bicycle and Pedestrian Advisory Committee. I am a dedicated cyclist and walker.

Please feel free to contact me at lmay@hillsborough.net or 650-375-0535.

Sincerely,

Laurence May
Vice Mayor
Town of Hillsborough

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*

Bicycle and Pedestrian Advisory Committee Members 2013

Member	City
Steve Schmidt (Chair)	Menlo Park
Joel Slavitt (Vice-Chair)	San Carlos
Naomi Patridge	Half Moon Bay
Karyl Matsumoto	South San Francisco
Ken Ibarra	San Bruno
Marge Colapietro	Millbrae
Cathy Baylock	Burlingame
Matt Grocott	San Carlos
Len Stone	City of Pacifica
Frank Markowitz	San Mateo
Aaron Faupell	Belmont
Norm Picker	East Palo Alto
Jeffrey Tong	San Bruno
Andrew Boone	East Palo Alto

Staff Support:

Tom Madalena (650) 599-1460 tmadalena@smcgov.org

Sandy Wong (650) 599-1409 slwong@smcgov.org

C/CAG AGENDA REPORT

Date: November 14, 2013
To: C/CAG Board of Directors
From: Sandy Wong, Executive Director - C/CAG
Subject: Review and approve the C/CAG investment portfolio
(For further information, contact Sandy Wong at 650 599-1409)

RECOMMENDATION:

That the C/CAG Board of Directors review and approve the C/CAG investment portfolio as follows. Any additional modified recommendation from the C/CAG Finance Committee will be provided to the C/CAG Board at the November 14, 2013 meeting.

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

FISCAL IMPACT:

Modification to the C/CAG investment portfolio may yield a different return on investments.

REVENUE SOURCE:

All C/CAG revenue sources.

BACKGROUND:

In accordance with the adopted C/CAG investment policy, "The portfolio should be analyzed not less than quarterly by the C/CAG Executive Director, and modified as appropriate periodically as recommended by the Finance Committee and approved by the C/CAG Board, to respond to changing circumstances in order to achieve the Safety of Principal".

As of September 30, 2013, the C/CAG investment portfolio consists of:

Local Agency Investment Fund (LAIF)	\$14,603,467	(84.29%)
San Mateo County Investment Pool (COPOOL)	<u>\$2,721,814</u>	(15.71%)
Total:	\$17,325,287	

Based on the September 2013 Quarterly Investment Report from the County Treasurer, the past earning rates ending 9/30/2013 are as follows:

	COPOOL	LAIF
1 month	0.88%	0.26%
3 month	0.79%	0.26%
6 month	0.76%	0.25%
1 year	0.81%	0.28%

ITEM 6.4

Since 2009, the C/CAG investment amount in COPOOL fund has been at approximately \$2.5 million, without change, while the investment amount in LAIF fund has been increased over the years. However, during that same period, the COPOOL fund has out-performed the LAIF fund in rates of return.

The LAIF fund has no limit in terms of transaction (withdrawal and deposit), while COPOOL is limited to 5 transactions per month, with a maximum total amount of transactions be no more than 20% of last month's balance. As a result the LAIF fund's flexibility, C/CAG fiscal agent's practice has been depositing unexpended cash in the LAIF fund and withdrawing from LAIF fund to cover cash needs.

The C/CAG authorized maximum investments in fund type, also in accordance with state law, are:

LAIF	\$40,000,000
COPOOL	\$40,000,000

Staff recommendation

That the C/CAG Board directs the San Carlos Administrative Services Director to reallocate the C/CAG investment portfolio as follows. The dollar amounts shown below are based on the September 30th fund balance. Actual amount fluctuates from time to time, based on cash flow need as well as interest earned each month.

Local Agency Investment Fund (LAIF)	\$11,325,281+/-	(approx. 65%)
San Mateo County Investment Pool (COPOOL)	<u>\$6,000,000+/-</u>	(approx. 35%)
Total:	\$17,325,281	

Due to transaction limits by the COPOOL, it is likely that San Carlos staff will continue to use the LAIF fund as a float for day-to-day C/CAG cash needs.

ATTACHMENT:

None.

C/CAG AGENDA REPORT

Date: November 14, 2013

To: City/County Association of Governments Board of Directors

From: Sandy Wong, Executive Director

Subject: Conduct public hearing and approval of Resolution 13-37 adopting the Final 2013 Congestion Management Program (CMP) for San Mateo County (Require Special Voting Procedures)

(For further information contact John Hoang 363-4105)

RECOMMENDATION

That the C/CAG Board:

- Conduct a Public Hearing and consider comments on the Final 2013 Congestion Management Program (CMP) for San Mateo County.
- Approve Resolution 13-37 adopting the Final 2013 CMP for San Mateo County

FISCAL IMPACT

It is not anticipated that the changes in the 2013 CMP will result in any increase in the current fiscal commitment that C/CAG has made to the Program.

SOURCE OF FUNDS

Not applicable.

BACKGROUND/DISSION

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) for San Mateo County. The CMP is prepared in accordance with state statutes, which also establish requirements for local jurisdictions to receive certain gas tax subvention funds. The CMP's conformance with regional goals enable San Mateo County jurisdictions to qualify for state and federal transportation funding.

The Metropolitan Transportation Commission (MTC) also provides guidance for consistency and compatibility with the Regional Transportation Plan (RTP). MTC's findings for the consistency of CMPs focus on five areas:

ITEM 6.5

- Goals and objectives established in the RTP,
- Consistency of the system definition with adjoining counties,
- Consistency with federal and state air quality plans,
- Consistency with the MTC travel demand modeling database and methodologies; and
- RTP financial assumptions.

For this year’s update, MTC recommended additional information for inclusion in the CMP which includes:

- References to statutory requirements MAP-21 for RTP and air quality conformity requirements
- References to the Plan Bay Area and performance targets in the latest adopted RTP

2013 CMP Update

The C/CAG Board approved the Draft 2013 CMP on September 12, 2013 and authorized its release for review and comments. The Draft 2013 CMP and the notices of its availability for review were issued on September 17, 2013 to all interested parties including local and regional transportation agencies and local jurisdictions. Comments were due by October 16, 2013. In addition to comments received from the TAC, CMEQ, and Board, C/CAG also received comments from the City of Menlo Park. Comments were taken into consideration and incorporated into the Draft Final 2013 CMP as feasible.

Since the draft version was presented to the CMEQ Committee in August, minor editorial changes were made to the 2013 CMP and appendices in addition to the following items of note:

- Updated Table 5-1: San Mateo County Employed Residents (Mode of Transportation to Work)

Mode	2000	% of Total	2010	% of Total	2012	% of Total
Drive Alone	256,066	72%	248,192	70%	261,259	70%
Carpool	45,367	13%	39,750	11%	37,323	10%
Public Transportation	26,029	7%	28,430	8%	33,488	9%
Walked	7,609	2%	11,023	3%	8,976	2%
Motorcycle	878	0%				
Bicycle	2,896	1%	7,567*	2%	9,493*	3%
Other Means	2,406	1%				
Work at Home	12,845	4%	17,722	5%	20,099	5%
TOTAL	354,096		352,684		370,638	
Total Population	707,161		718,451		739,311	

Source: 2000 Census; US Census Bureau; American Community Survey 1-Year (2010, 2012)

* Available data provided combined Motorcycle, Bicycle, and Other Means

** There are several private companies located within the county offering private bus/shuttle services for their employees that contribute in the reduction of “Drive Alone” trips.

- Updated Table 5-2: San Mateo County’s Employment and Employed Residents

	2010	2015	2020	2025	2030
Employment (Total Jobs)	345,200	374,920	407,557	414,558	421,558
Employed Residents	349,183	374,526	406,029	412,475	417,876
Ratio of Employment to Employed Residents*	1.01	1.00	1.00	0.99	0.99

Source: ABAG Projections 2013

* An ideal ratio is 1.0, which indicates that every resident seeking a job can find one within the community.

- Updated Table 8-1: Proposed 2014 State Transportation Improvement Program (STIP) to include the latest project list (Attachment)

2013 CMP approval schedule

On September 24, 2013, MTC released the updated CMP schedule as follows (*updates in italics*):

<u>Date</u>	<u>Activity</u>
August 15	Draft CMP to TAC
August 26	Draft CMP to CMEQ
September 12	Draft CMP to Board
<i>September 17</i>	<i>Distribute Draft CMP for comments</i>
October 17	Final CMP to TAC
October 28	Final CMP to CMEQ
<i>November 11</i>	<i>CMP due to MTC (draft or final)</i>
November 14	Final CMP to Board
<i>December 18</i>	<i>MTC’s Consistency Findings and approval of 2014 RTIP</i>

The Draft Final 2013 CMP and Appendix are provided electronically only and can also be downloaded from the following webpage <http://ccag.ca.gov/studies-2013CongMgmtPrg.html>

ATTACHMENT

- Resolution 13-37
- Final 2013 Congestion Management Program (CMP) for San Mateo County (Report 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)

RESOLUTION 13-37

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) ADOPTING THE FINAL 2013 CONGESTION MANAGEMENT PROGRAM (CMP) FOR SAN MATEO COUNTY

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

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

WHEREAS, C/CAG has developed a Congestion Management Program for 2013 and has circulated it for comment to local jurisdictions and other interested parties; and

WHEREAS, C/CAG has conducted a Public Hearing in compliance with the requirements for adoption of a Congestion Management Program; and

WHEREAS, C/CAG has considered the comments received in writing and at the Public Hearing; and

WHEREAS, C/CAG has voted to adopt the 2013 Congestion Management Program for San Mateo County.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of C/CAG hereby adopts the 2013 Congestion Management Program for San Mateo County.

PASSED, APPROVED, AND ADOPTED THIS 14TH DAY OF NOVEMBER 2013.

Brandt Grotte, Chair

C/CAG AGENDA REPORT

Date: November 14, 2013
To: C/CAG Board of Directors
From: Sandy Wong, Executive Director and Lee Thompson, Legal Counsel
Subject: Review and approval to forego a special election to fill the vacancy that will be created when the current Chairperson ceases to be a member of the Board in December.

(For further information contact Sandy Wong at (650)599-1409 or Lee Thompson at (650)363-4697)

RECOMMENDATION

That the C/CAG Board of Directors approve to forego a special election to fill the vacancy that will be created when the current Chairperson ceases to be a member of the Board in December.

FISCAL IMPACT None

BACKGROUND/DISCUSSION

The current Chairperson of the Board of Directors of C/CAG, Brandt Grotte, is not running for re-election to his seat on the City of San Mateo City Council and will therefore no longer be a city councilman nor eligible to serve on the C/CAG Board or as a C/CAG officer once his current term ends in early December 2013. Accordingly, as of early December the office of the Chairperson for C/CAG will be vacant.

Article IV, Section 8 of the C/CAG bylaws provides: "A special election to fill the vacant office shall be called by the Board of Directors if the Chairperson or the Vice Chairperson is unable to serve a full term of office." There is no prescribed process for a special election, but it would appear that the earliest schedule would have nominations at the December meeting and Election at the January meeting. The regular annual election for C/CAG officers is scheduled to take place at the Board meeting in March 2014, with nominations made at the February meeting. The newly elected officers begin their 12-month term of office on April 1. If the special election were conducted as quickly as possible, there would be a January special election to fill the vacancy, followed by a regular election just two months later. If the special election were in any way delayed, the elections would be in successive months.

ITEM 6.6

Article IV, Section 7 of the C/CAG bylaws provides: "In the absence or inability of the Chairperson to act, the Vice Chairperson shall exercise all of the powers and perform all of the duties of the Chairperson." Accordingly, it is the recommendation of Staff, that rather than holding a special election only a month or two before the regular annual election, the Board take no action to fill the vacant office of the Chairperson and thus have the Vice Chairperson to exercise the powers of the Chairperson through the current term of office.

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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October 31, 2013

Billy Gross, Associate Planner
City of South San Francisco
Planning Division
315 Maple Ave.
South San Francisco, CA 94083

Dear Mr. Gross:

RE: Response to Your Letter, Re: Need for C/CAG Review of Proposed Land Use
Policy Actions Related to the Bay West Cove Project Near San Francisco
International Airport (SFO)

Thank you for your letter, dated October 24, 2013, that provides additional information regarding the proposed land use policy actions related to the Bay West Cove project in the East of 101 area near San Francisco International Airport (SFO) (Bay West Cove Specific Plan amendment for Planning Area 1, Britannia Tech Center Specific Plan amendment for Planning Areas 2 and 3, and a proposed Bay West Cove Zoning District amendment). As explained in your letter, the proposed specific plan amendments include a floor area ratio (FAR) transfer across Planning Areas 1a, 2, and 3, a reduction in the number of proposed hotel rooms from 300 to 250, and a relocation of the hotel parcel. The letter further explains the proposed zoning district amendment "...provides for the coordinated development of all of the planning areas by incorporating specific development standards and requirements, including building height, FAR, setback and yard requirements, parking requirements, and transportation demand requirements." As noted in your letter, the proposed amendments to the specific plans and the zoning district "...would not result in any changes to the currently allowed height of structures and would not introduce any new uses or design features that would create a noise or safety impact." You verbally indicated the relocated hotel parcel is not located within the projected SFO 2020 65 dB CNEL or higher aircraft noise contour.

As noted in my prior comments, the project site is located within Airport Influence Area B for San Francisco International Airport (SFO). Proposed land use policy actions (i.e. general plan amendments, specific plan amendments, and zoning ordinance amendments, etc.) that result in a land use change and/or a land use intensity change in Area B must be referred to the C/CAG Board, in its designated role as the Airport Land Use Commission, for a formal SFO ALUCP consistency review. The C/CAG Airport Land Use Committee (ALUC) and the C/CAG Board reviewed the original land use policy actions and related project over 12 years ago. More recently, C/CAG staff commented on a Draft Subsequent EIR (DSEIR) on the revised project, via a letter to you, dated May 13, 2013.

ITEM 9.1

**Letter to Billy Gross, Associate Planner, City of South San Francisco, Re: Response to His Letter, Re: Need for C/CAG Review of Proposed Land Use Policy Actions Related to the Bay West Cove Project Near San Francisco International Airport (SFO)
October 31, 2013**

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In this case, the land use policy actions and the proposed project are situated outside of the projected SFO 2020 65 dB CNEL or higher aircraft noise contour and are not located within any runway end safety zones. Although the project site is located within the critical airspace protection surfaces for SFO, your recent height analysis, using the iALP Airspace Tool (Appendix J in the adopted SFO ALUCP), verifies the proposed building heights do not penetrate any of the SFO critical airspace surfaces.

Based on the additional information you provided and the results of the airspace analysis, the proposed specific plan amendments and zoning district amendment do not include any components that affect airport land use compatibility (i.e. height of structures/airspace protection impacts, aircraft noise impacts, safety zone issues) nor any land use changes or land use intensity changes that would require a formal C/CAG Airport Land Use Committee (ALUC)/C/CAG Board SFO ALUCP consistency review. Therefore, per C/CAG staff review, a formal SFO ALUCP consistency review is not needed for the proposed land use policy actions.

Thank you for providing the additional project clarifications and information. If you have any further questions, please contact me at 650/599-1453, T-TH 8 a.m.-3 p.m., or via email, at dcarbone@smcgov.org

Sincerely,



David F. Carbone, C/CAG Staff

cc: Sandy Wong, C/CAG Executive Director
C/CAG Airport Land Use Committee (ALUC)
John Bergener, SFO Planning Manager

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