SUBJECT: Report on Content and Quality of GM Memos and supporting documents in agenda packets (DS Memo No. 02-043)

RECOMMENDED ACTION: ☒ Information Only    ☐ Recommended Motion

Fiscal Impact: N/A

Background/Discussion: This information was prepared in response to Director Cross’ request for a report concerning the overall quality of written staff reports on Board and Committee agendas. The following information is provided:

(continued)

BOARD ACTION: Approved as Recommended [x] Other [ ]

Approved with Modification(s) [ ]

MOTION: PIRAS/HARPER to approve as presented.

Ayes: Directors Harper, Wallace, Creason, Cross, Vice President Peeples, President Williams - 6

Noes: None - 0

Abstain: Director Piras - 1

Absent: None - 0

The above order was passed and adopted on March 7, 2002.

Rose Martinez, District Secretary

By ______________________________
District Secretary’s Office

The AC Transit District Board sets policy direction for the District. GM Memos convey essential information to assist the Board in making legislative and executive decisions and to give the public a description of the proposed action. Additionally, the GM Memos and attachments become a part of the permanent public record. Therefore, the structure of the GM Memos is vitally important. GM Memos serve four fundamental purposes:

- Serves as the vehicle for requesting action by the Board to provide policy direction and/or enable staff to carry out District operations.
- Serves to convey information that warrants Board attention in a public setting.
- Serves to provide documentation for future reference.
- Serves to facilitate public participation in District matters.

The GM Memo template was recently modified in an effort to standardize the memo and achieve consistency throughout the District on memos that are submitted to the Board or Committees as part of the agenda packet. The format and the content of the GM Memos are extremely important. A standard format is preferred so that anyone following District issues, especially Board members, staff and the public, will be able to find key elements quickly and easily.

One of the changes to the template involved the addition of a section to the bottom of the first page of the memo that will eventually record the action that was taken either at the Board or Committee level. This feature will be helpful in maintaining an audit trail so that it is not necessary to search in various files to determine what action was taken when the item was agendized. Inserting this information in the memo will allow District Secretary staff to combine three labor-intensive functions into one—significantly reducing the time it takes to search for information as well as file the hard copy documents. Additionally, it can be a valuable tool for staff to be able to tell at a glance what action was taken as the issue progresses from committee to Board.

As you know, beginning with the February 7, 2002 meeting agendas the GM Memos were added to the District’s web site. The standardized memo format is also desirable for this application to ensure that the information published on the web is uniform and meets appropriate standards.

Service Development

Staff is currently working with a consultant who specializes in providing training in report writing for local government groups. The proposal is to provide training for Service Development staff and later expand the service to other groups in the District.
In the future, an agenda preparation manual will be developed as a guide for new hires as well as seasoned employees in preparing GM Memos. The goal is to provide guidelines for the preparation of memos that clearly and effectively communicate 1) the issue(s) and action(s) proposed; 2) the resources utilized; and 3) the outcomes to be achieved.

Attached for your information and review are samples of city council and special district memos and agendas that illustrate the type of information that is provided in their reports. At this juncture, staff has concluded that AC Transit’s revised templates and report formats compare favorably with those of other agencies, are comprehensive and provide essential information required for the decision making process.

**Prior Relevant Board Actions/Policies:**
None

**Attachments:**
- City of San Jose, Agenda
- City of Palo Alto Agenda Report
- Fremont City Council combined Agenda/Report
- East Bay Regional Park District Agenda
- East Bay Municipal Utility District Agenda
- SamTrans Agenda

**Approved by:** Rick Fernandez, General Manager

**Prepared by:** Rose Martinez, District Secretary

**Date Prepared:** February 8, 2002
SAN JOSE CITY COUNCIL
MEETING AGENDA
JANUARY 29, 2002

LINDA J. LE ZOTTE   DISTRICT 1   KEN YEAGER   DISTRICT 6
FORREST WILLIAMS   DISTRICT 2   GEORGE SHIRAKAWA, JR.   DISTRICT 7
CINDY CHAVEZ   DISTRICT 3   RON GONZALES   DISTRICT 8
CHUCK REED   DISTRICT 4   DAVID D. CORTESE   DISTRICT 9
NORA CAMPOS   DISTRICT 5   JOHN DIQUISTO   DISTRICT 10

Link to Welcome Letter

To arrange an accommodation under the Americans with Disabilities Act to participate in this public meeting, please call 1 (408) 277-4424 or 1 (408) 998-5299 (TTY) at least two business days before the meeting.

On occasion the City Council may consider agenda items out of order.

• Call to Order and Roll Call

9:30 a.m. - Closed Session, Room 600, City Hall

http://www.ci.san-jose.ca.us/cty_clk/1_29_02docs/1_29_02a.htm 1/23/02
See Separate Agenda

1:30 p.m. - Regular Session, Council Chambers, City Hall

- Invocation (District 1)
- Pledge of Allegiance
- Orders of the Day

1 CEREMONIAL ITEMS

2 CONSENT CALENDAR

Notice to the public: There will be no separate discussion of Consent Calendar items as they are considered to be routine by the City Council and will be adopted by one motion. If a member of the City Council, staff, or public requests discussion on a particular item, that item will be removed from the Consent Calendar and considered separately.

2.1 Approval of Minutes.

Recommendation: Approval of City Council Minutes for:

(a) Regular meeting of August 21, 2001

(b) General Plan 2020 Review of August 21, 2001

2.2 Final adoption of ordinances.

Recommendation: Final adoption of ordinances:

(a) ORD. NO. 26558 - Establishes an underground utility district bounded by South Fourth Street, South Fifth Street, and South Sixth Street, between East San Fernando Street and East Santa Clara Street.

(b) ORD. NO. 26559 - Amends Chapter 23 of Title 17 of the San José Municipal Code by adding a new Section 17.23.030 to require

http://www.ci.san-jose.ca.us/cty_clk/1_29_02/docs/1_29_02a.htm 1/23/02
that upon renting units subject to the Rental Dispute Ordinance, landlords inform tenants that they are subject to the ordinance and distribute City of San José rental dispute program tenant information brochures to their tenants.

2.3 Approval of an agreement for three automated teller machines at the Airport.

**Recommendation:** Approval of a concession agreement with Bank of the West to provide for the operation of three automated teller machines at the Norman Y. Mineta San José International Airport, on a month-to-month term for the period February 1, 2002 through January 31, 2007, with projected annual revenue to the City in the amount of $23,400. CEQA: Resolution No. 67380. (Airport)

2.4 Approval to amend the consultant agreement for environmental analysis of Airport issues and projects.

**Recommendation:** Approval of a fourth amendment to the consultant agreement with David J. Powers & Associates, Inc. for environmental analysis of Airport issues and projects, increasing the maximum cost of the agreement by $55,000, from $240,000 to $295,000. (Airport)

2.5 Approval of amendments to agreements regarding On-Airport Rental Car Operations.

**Recommendation:**

(a) Approval of second amendments to the On-Airport Rental Car Operations Agreement and Leases between the City of San José and: Alamo Rent-A-Car, LLC, Enterprise Rent-A-Car Company Of San Francisco, Fox Rent A Car, Inc., KRH Enterprises, Inc. dba Payless Rent A Car, and Thrifty Rent-A-Car System, Inc., to amend certain operational provisions of the agreements providing for additional rental car storage space and reimbursement by the City of common use rental car busing system costs. CEQA: Resolution No. 67380.

(b) Approval of second amendments to the Amended and Restated On-Airport Rental Car Operations Agreement and Leases between the City of San José and: Avis Rent A Car System, Inc., Budget Rent-A-Car Systems, Inc., Dollar Rent A Car Systems, Inc., and The Hertz Corporation, Inc. to amend certain operational provisions of the agreements, providing for additional rental car storage space and reimbursement by the City of common use rental car busing system costs.

(c) Adoption of a resolution authorizing the City Manager to negotiate and execute a second amendment to the On-Airport Rental Car Operations Agreement and Lease between the City of

http://www.ci.san-jose.ca.us/cty_clk/1_29_02docs/1_29_02a.htm
San José and National Car Rental System, Inc. to amend certain operational provisions of the agreement, providing for additional rental car storage space and reimbursement by the City of common use rental car busing system costs.

CEQA: Resolution No. 67380. (Airport)

2.6 Approval of various fiscal actions for Redevelopment Agency Capital Projects.

Recommendation: Adoption of appropriation ordinance and funding sources resolution amendments in the Services for Redevelopment Capital Projects Fund (City-side Redevelopment Fund) for the Alum Rock Streetscape Improvements Project with a net impact to the fund of $205,500. Council District 5. (City Manager’s Office)

2.7 Approval of an appropriation for the Library Department.

Recommendation: Adoption of appropriation ordinance and funding sources resolution amendments in the General Fund increasing the Library Grants appropriation to the Library Department by $77,693. (City Manager’s Office)

2.8 Adoption of the 2002 Public Art Workplan.

Recommendation: Adoption of the 2002 Public Art Workplan. (Conventions, Arts and Entertainment)

2.9 Approval of open purchase orders for the purchase of supplies, materials, equipment, and services.

Recommendation: Approval of award of open purchase orders for supplies, materials, equipment, and services for FY 2001-2002 #20, and authorization for the Director of General Services to execute the purchase orders. (General Services)

2.10 Approval to award the purchase of one Mobile Command Van for the Police Department.

Recommendation: Report on bids and award the purchase of one Mobile Command Van to the low bidder, Farber Motors, Inc., dba/Farber Specialty Vehicles, at a total cost of $270,516, including tax and freight, and authorization for the Director of General Services to execute the purchase order for the:

(a) Immediate purchase of one unit;

(b) Subsequent purchase of additional units at the same bid price, without further Council action other than the appropriation of necessary funds; and

http://www.ci.san-jose.ca.us/cty_clk/1_29_02docs/1_29_02a.htm 1/23/02
(c) Approval of a contingency in the amount of $13,500 for unforeseen engineering requirements that may arise subsequent to the publication of the bid specifications.

(General Services)

2.11 Approval of an agreement for janitorial services for park restrooms.

Recommendation: Adoption of a resolution authorizing the Director of General Services to negotiate and execute:

(a) One-year agreement for janitorial services for the maintenance of 46 park restrooms with Pacific Maintenance, Santa Clara, CA for a total annual cost not to exceed $350,000, which includes supplemental funds for unanticipated services and future park restroom facilities requiring on-going maintenance.

(b) Four one-year options for the renewal with an adjusted rate of compensation based on the Consumer Price Index and the Living Wage Policy not to exceed 7% per year with no further City Council action other than the appropriation of funding.

(General Services)

2.12 Approval of various actions related to the Country Hills housing development.

Recommendation: Adoption of a resolution to:

(a) Approve the subordination of the existing City permanent loan for the Country Hills apartment complex, an existing 152-unit housing development affordable to very low- and low-income households located at 124-142 Rancho Drive, to a new California Housing Finance Agency first deed of trust; and

(b) Extend the term of the existing City permanent loan from 27 to 30 years.

Council District 7. (Housing)

2.13 Approval of the hearing timeline for the FY 2002-03 Draft Consolidated Plan Annual Action Plan.

Recommendation: Approval of the hearing timeline for the FY 2002-03 Draft Consolidated Plan Annual Action Plan, which will include funding recommendations for the Community Development Block Grant (CDBG) Program, the HOME Investment Partnership Program, the Housing Opportunities for People with AIDS (HOPWA) Program, and the Emergency Shelter Grant (ESG) Program. (Housing/Parks, Recreation and Neighborhood Services)

http://www.ci.san-jose.ca.us/cty_clk/1_29_02docs/1_29_02a.htm 1/23/02
2.14 Approval of an ordinance extending the interim hiring rules for one year.

Recommendation: Approval of an ordinance extending the interim hiring rules for one year, from April 1, 2002 through March 31, 2003. (Human Resources)

2.15 Approval to submit a grant application for the Innovative Branch Service Model.

Recommendation: Approval to submit a National Leadership Grant application to the Institute of Museum and Library Services in an amount not to exceed $500,000, for the implementation of the Innovative Branch Service Model. (Library)

2.16 Approval of various fiscal actions related to the Vinci Park Play Area Renovation Project.

Recommendation: Adoption of the following appropriation ordinance amendments in the Parks and Recreation Bond Projects Fund:

(a) Establish an appropriation of $252,000 for the Vinci Park Play Area Renovation Project.

(b) Establish an appropriation of $44,000 for the Thousands Oaks Play Area Renovation Project.

(c) Decrease the Ending Fund Balance by $296,000.

Council Districts 4 and 9. (Parks, Recreation and Neighborhood Services/City Manager's Office)

2.17 Approval of finding that the use of CDBG funds for pro-active code enforcement efforts is appropriate and necessary.

Recommendation: Adoption of a resolution finding that the use of CDBG funds for pro-active code enforcement efforts in the residential neighborhood of Hillsdale, bordered by Senter Road, Lewis Road, Water Street, and Capitol Expressway, is appropriate and necessary. Council District 7. (Planning, Building and Code Enforcement)

2.18 Acceptance of the San José Arena Authority Ticket Distribution Program Report.

Recommendation: Acceptance of the Fourth Quarter 2001 San José Arena Authority Ticket Distribution Program Report. (San José Arena Authority)

3 STRATEGIC SUPPORT SERVICES

http://www.ci.san-jose.ca.us/cty_clerk/1_29_02docs/1_29_02a.htm

1/23/02
3.1 Report of the Study Session
Mayor Gonzales, Chair

Vice Mayor Shirakawa, Jr., Chair

(a) Redevelopment Agency items reported out at Redevelopment Agency meeting

(b) City Council

(1) Review January 29, 2001 Draft Agenda

(a) Additions

(2) Add New Items to January 22, 2001 Amended Agenda

(c) City Council Committees

(1) Amendments to Council Committee Agendas

(a) Finance and Infrastructure Committee

(b) Economic Development and Environment Committee

(c) Education, Neighborhoods, Youth, and Seniors Committee

(d) Meeting Schedules

(e) The Public Record

(f) Boards, Commissions and Committees

(g) Council Referrals for Assignment to Appropriate Committee, Administration, or Council Appointee

(1) Approve request for City Auditor to conduct a financial audit of the Office of Criminal Justice Planning Grant No. PR98017928

(2) Approve request for City Auditor to participate in the preparation of the Requests for Proposal for the Utility Billing System

http://www.ci.san-jose.ca.us/city_clk/1_29_02/docs/1_29_02a.htm
(h) Administrative Reviews and Approval

(1) Approve request from Council Member Yeager to use Council General funds to attend the California Working Families Policy Summit 2002 in Sacramento, CA, January 17-18, 2002

(2) Report on existing regulations and policies governing the timing and placement of discussion or referral items on a Rules Committee agenda

(i) Oral communications

(j) Adjournment

3.3 Report of the Finance and Infrastructure Committee

Council Member Dando, Chair

3.4 Approval of the proposed Supplemental Retiree Benefit Reserve (SRBR) distribution method.

Recommendation: Adoption of a resolution approving the proposed Police and Fire Retirement Plan Supplemental Retiree Benefit Reserve (SRBR) distribution method. (Board of Administration/Police & Fire Department Retirement Plan)

4 ECONOMIC & NEIGHBORHOOD DEVELOPMENT

4.1 Report of the Economic Development & Environment Committee

Council Member Williams, Chair

4.2 Approval of various tobacco control policies for programs funded by the Healthy Neighborhoods Venture Fund.

Recommendation: Adoption of the following tobacco control policies for programs funded by the Healthy Neighborhoods Venture Fund (HNVF):

(a) Comprehensive Smoke-free Environment Policy requiring HNVF funded programs to prohibit the use of tobacco products at any time in agency vehicles, buildings, and property;

(b) Disclosure of Tobacco Company Contributions Policy

http://www.ci.san-jose.ca.us/cty_clk/1_29_02docs/1_29_02a.htm
precluding the award of HNVF funds to applicants who receive or solicit funds, goods, or services from tobacco companies but not to applicants who receive or solicit funds, goods, or services from subsidiaries of tobacco companies;

(c) Fund Acknowledgement Policy requiring HNVF funded programs to acknowledge the receipt of funds from the City of San José HNVF Program and allowing programs that receive contributions from subsidiaries of tobacco companies to acknowledge receipt of funds from only the subsidiary, and not the parent company, in printed and other materials; and,

(d) Divestment from Tobacco Policy requiring HNVF funded programs to divest any stock or funds in companies that derive more than 15 percent of their revenues from tobacco companies and their subsidiaries.

(Parks, Recreation and Neighborhood Services)

(Deferred from 12/11/01 – Item 4.2 and 1/15/02 – Item 4.2)

4.3 Approval of various actions related to the Crescent Parc Townhomes.

Recommendation: Adoption of a resolution:

(a) Approving an increase in the maximum number of assisted units (affordable to moderate income households), from 31 to 46 units in the 62-unit Crescent Parc Townhomes ownership project located on the north side of Auzerais Avenue, between Meridian Avenue and Race Street.

(b) Approving an additional amount of up to $675,000 of the City’s acquisition and construction loan repayment amount for second mortgages for up to 15 additional moderate-income units.

Council District 6. (Housing)

4.4 Approval of various actions related to the Italian Gardens Family Apartments.

Recommendation: Adoption of a resolution approving business terms for a permanent loan of up to $4,851,000 to Mid-Peninsula Housing Coalition, or its designated partnership, for the development of the Italian Gardens Family Apartments, a 148-unit family housing development affordable to extremely low-income, very low-income, and moderate-income households on a 6.73-acre site located on the east side of Almaden Road, 800 feet south of Alma Avenue. Council District 7. (Housing)
5 RECREATION & CULTURAL SERVICES

5.1 Report of the Education, Neighborhoods, Youth, and Seniors Committee

Council Member Chavez, Chair

5.2 Approval to award a contract for the Cataldi, Capitol, and Melody Parks Play Area Renovation Projects.

Recommendation: Report on bids and award of contract for the Cataldi, Capitol, and Melody Parks Play Area Renovation Project to the low bidder, and approval of a ten percent (10%) contingency. CEQA: Exempt. Council Districts 2, 4, and 5. SNI: Capitol Park-East Valley/680 Community. (Public Works)

5.3 Approval to award a contract for the Silver Leaf and Murdock Parks Play Area Renovation Projects.

Recommendation: Report on bids and award of contract for the Silver Leaf and Murdock Parks Play Area Renovation Project to the low bidder, and approval of a ten percent contingency. CEQA: Exempt. Council District 1 and 2. (Public Works)

5.4 Approval of a Master Agreement for design consultant services for the Soccer Recreation Facility Bond Project.

Recommendation: Approval of a Master Agreement with Royston, Hanamoto, Alley and Abey, Inc. for design consultant services for the Soccer Recreation Facility Bond Project (Parks and Recreation bond funded) from the date of execution through April 30, 2004, in an amount not to exceed $800,000. (Public Works)

5.5 Approval of the Master Agreement for program management of the City Parks Bond Measure P.

Recommendation: Approval of the Master Agreement with Gilbane Building Company, Inc. for program management of the City Parks Bond Measure P, for a term from January 23, 2002 through December 31, 2009, in an amount not to exceed $8,995,000. (Public Works)

6 TRANSPORTATION SERVICES
7 ENVIRONMENTAL & UTILITY SERVICES

8 AVIATION SERVICES

8.1 Acceptance of the interim Taxicab Advisory Team report.

Recommendation: Acceptance of the interim Taxicab Advisory Team report.  
(Airport/City Manager's Office)

9 PUBLIC SAFETY SERVICES

10 JOINT COUNCIL/REDEVELOPMENT AGENCY

• Closed Session Report

• Notice of City Engineer's Pending Decision on Final Maps

• Open Forum—To be heard jointly with Redevelopment Agency Public Discussion.

• Adjournment
ENVIRONMENTAL & UTILITY SERVICES

8 AVIATION SERVICES

ST. AUGUSTINE AIRPORT AUTHORITY TEAM REPORT

Recommends that the Airport Manager's Office

PUBLIC SAFETY SERVICES

10 JOINT COUNCIL REDEVELOPMENT AGENCY

Closed Session Report

Notice of City Engineer's Pending Decision on Final Maps

Open Forum -- To be heard by Agency Public Discussion

Adjournment
HISTORIC PRESERVATION
STUDY PRIORITY 1 PROPERTIES: PRELIMINARY ASSESSMENTS

TO: HONORABLE CITY COUNCIL
FROM: CITY MANAGER
DEPARTMENT: PLANNING AND COMMUNITY ENVIRONMENT
DATE: NOVEMBER 2, 1998
CMR:417:98

SUBJECT: STUDY PRIORITY 1 PROPERTIES: PRELIMINARY ASSESSMENTS OF ELIGIBILITY FOR THE NATIONAL REGISTER OR CALIFORNIA REGISTER BASED ON DESIGN/CONSTRUCTION (ARCHITECTURE)

This is an informational report and no Council action is required.

BACKGROUND
This staff report transmits to the City Council the report, "Study Priority 1 Properties: Preliminary Assessments of Eligibility For the National Register or California Register Based on Design/Construction (Architecture)," prepared by the historic survey consultants, Dames & Moore.

The Dames & Moore report is the first of two work products to be provided in this phase of the historic survey process. This study provides a more detailed architectural assessment of the 578 properties on the Study Priority 1 list. The second report, to be delivered to City staff on January 15, 1999, will complete the preliminary assessments of eligibility by addressing both of the following: 1) Study Priority 2 properties based on the architecture criterion, and 2) the two remaining criteria for determining historical significance (association with significant events and significant people) for both Study Priority 1 and 2 properties.

Study Priority 1 properties are those that appeared by visual observation of Dames & Moore to be potentially eligible for the National Register. Properties that did not appear to meet the standards for national significance but which appeared to have historic integrity, that is, they appeared to retain their significant original architectural characteristics, were designated Study Priority 2. (See Dames & Moore report, pages 1-3, for more detailed information about how the historic survey is being conducted.)

The preliminary assessment task is an intermediate step in the historic survey process. The purpose of this intermediate step is to further refine the Study Priority 1 and 2 lists in order to provide information about the numbers and types of properties, in aggregate, that are likely to be historically significant. This information will be available for consideration during the review and adoption of the permanent Historic Ordinance in February-March 1999. Preliminary assessments are based not just on visual qualities (as was the case in the initial reconnaissance survey) but also on a substantial amount of research and are,
therefore, a significant advancement over the earlier drive-by categorizations that established the Study Priority 1 and 2 lists. This refinement thus provides a better basis for use in revising the Historic Ordinance. However, before considering an individual property for the Historic Inventory, the archival research that is now underway would need to be completed and a final written evaluation of significance prepared for the property.

**DISCUSSION**

The Dames & Moore report includes the following:

- Discussion section, including a summary of findings, project overview, description and purpose of the preliminary assessment task, and next steps. (Pages 1-13)

- Eligibility Assessment Table. For each of the properties on the Study Priority 1 list that were studied, this table provides: the assessor's parcel number, construction date, California Register code indicating the type of property, and the preliminary assessment of eligibility for the National Register and for the California Register. (Appendix A)

- Status of Work Table. In addition to the information provided on the Assessment Table, this table shows the progress to date on the six survey research tasks for each property. (Appendix B)

- Changes to the Study Priority 1 List. This section includes additions, deletions and changes to the May 1, 1996, Study Priority 1 list, including 30 properties that were originally on the list but were subsequently removed for technical reasons, and identifies the reason for their removal. (Appendix C)

This phase of the survey project has further refined the Study Priority 1 list, based only on the architecture criterion. Of the 578 properties that were actually on the Study Priority 1 list, the survey architectural historian (Dames & Moore) has determined that 213 appear potentially eligible for the National Register and 278 appear potentially eligible for the California Register, due to local significance. That means 491 properties have been identified as likely to be eligible, after further study, for the City's Historic Inventory. An additional 43 properties are no longer considered individually eligible for historic designation based upon the architecture criterion, and 30 properties that were on the Study Priority 1 list were removed for technical reasons. Potential eligibility for 14 properties has not yet been established because they cannot be adequately viewed from public rights-of-way. That a substantial portion of the Study Priority 1 properties continue to be considered eligible for historic designation was expected, since the most selective standard, the appearance of potential eligibility for the National Register based on architecture, was the reason for a property being assigned to this group.

The historic survey is using standards of eligibility for the National Register and the California Register because that is the accepted methodology used by local agencies for identifying properties to add to their local historic inventories. The criteria for the National Register and the California Register are similar in wording, but application of the criteria is interpreted more broadly in the case of the California Register. The National Register being more selective, any property which is eligible for the National Register is also eligible for the California Register.

http://www.city.palo-alto.ca.us/government/planning/plandiv/historic/CMR417-98.html 2/8/02
However, there are many properties that are eligible for the California Register that are not eligible for the National Register. The California Register provides a standard that is accepted and applied statewide. Consequently, for the purposes of the Palo Alto survey, the California Register criteria will be used for identifying potential local significance. (See pages 7-8 of the Dames & Moore report.)

**What does the preliminary assessment mean?**

*Regulation.* No additional regulations apply to properties by virtue of being included on the preliminary assessments list provided in this task. For Study Priority 1 and 2 properties and for properties on this preliminary assessments list there are no special regulations, other than those that apply to all pre-1940 residences under the Interim Regulations in place since November, 1996.

*Not a Final Designation.* Inclusion on this preliminary assessments list is not a designation to the City's Historic Inventory. This current assessment of eligibility is preliminary. Therefore, in general, it is not a sufficient basis for adding individual properties to the Historic Inventory. Prior to an individual property being considered by the City Council for addition to the local historic inventory, the archival research and historic contexts research which is underway would need to be completed, and a final written evaluation of historic significance would need to be prepared for each property. (See pages 9-12 of the Dames & Moore report.)

**TIMELINE**

*Phase 1 Completion.* Dames & Moore is presently screening the 2,700 Study Priority 2 properties to reduce the number of properties. The results of this screening will be delivered to the City staff, on January 15, 1999, and will be available to the public within two to three weeks after that date, following City staff review. After completion of this second task in January 1999, the Study Priority Lists 1 and 2 will no longer exist. They will be replaced with a single preliminary assessment list of properties that are likely, pending further study, to be individually eligible for the National Register or for the California Register/local significance based on all three criteria: architecture, events, and people.

*Survey Completion.* When approving this phase of the historic survey project on August 10, 1998, the City Council deferred the decision of whether or not to continue to complete the historic survey until reviewing the results of Phase 1 in January. Phase 2, if approved by the City Council, would consist of preparation of final written evaluations and statements of significance, and completion of individual property Inventory forms (DPR523) for each property on the preliminary assessments list. This work, if authorized by Council, would be expected to be completed in September 1999. Formal consideration of individual properties onto the City's Historic Inventory could then follow. Designation of individual properties to the City's Historic Inventory requires a public review process, with notification of the property owner and a public hearing and action by the City Council.

**ATTACHMENT**

Dames and Moore report dated October 27, 1998, and entitled, "Study Priority 1 Properties: Preliminary Assessments of Eligibility for the national Register or California Register Based on Design/Construction (Architecture)"

2/8/02
City Council Agenda and Report
[Redevelopment Agency of Fremont]

General Order of Business

1. Preliminary
   • Call to Order-7:00 p.m.
   • Salute to the Flag
   • Roll Call
2. Consent Calendar
3. Ceremonial Items
4. Public Communications
5. Scheduled Items
   • Public Hearings
   • Appeals
   • Reports from Commissions, Boards and Committees
6. Report from City Attorney
7. Report from City Manager
8. Council Communications
9. Adjournment

Order of Discussion
Generally, the order of discussion after introduction of an item by the Mayor will include comments and information by staff followed by City Council questions and inquiries. The applicant, or their authorized representative, or interested citizens, may then speak on the item; each speaker may only speak once to each item. At the close of public discussion, the item will be considered by the City Council and action taken.

Consent Calendar
Items on the Consent Calendar are considered to be routine by the City Council and will be enacted by one motion and one vote. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which case the item will be removed from the Consent Calendar and considered separately. Additionally, other items without a “Request to Address the City Council” card in opposition may be added to the consent calendar. The City Attorney will read the title of ordinances to be adopted.

City Council
Gus Morrison, Mayor
Judith Zlatnik, Vice Mayor
Bob Wasserman
Bill Pease
Steve Cho

City Staff
Jan Perkins, City Manager
Harvey E. Levine, City Attorney
David Millican, Deputy City Manager
Lynn Dantzer, Asst. City Manager
Lynn Macy, Asst. City Mgr./City Clerk
Daren Fields, Economic Development Director
Dave Jensen, Chief Technology Officer
Dan Lydon, Fire Chief
Dan Marks, City Planner
Jack Rogers, Maintenance & Recreation Services Director
Suzanne Shenfield, Human Services Director
Craig Steckler, Chief of Police
Craig Whitton, Redevelopment Director
Rob Wilson, City Engineer
Addressing the Council
Any person may speak once on any item under discussion by the City Council after receiving recognition by the Mayor. Speaker cards will be available at the speaker’s podium prior to and during the meeting. To address City Council, a card must be submitted to the City Clerk indicating name, address and the number of the item upon which a person wishes to speak. A handicapped podium and microphone can be reached from the fourth floor elevator exit. When addressing the City Council, please walk to the lectern located in front of the City Council. State your name. In order to ensure all persons have the opportunity to speak, a time limit will be set by the Mayor for each speaker (see instructions on speaker card). In the interest of time, each speaker may only speak once on each individual agenda item; please limit your comments to new material; do not repeat what a prior speaker has said.

Oral Communications
Any person desiring to speak on a matter which is not scheduled on this agenda may do so under the Oral Communications section of Public Communications. Please submit your speaker card to the City Clerk prior to the commencement of Oral Communications. Only those who have submitted cards prior to the beginning of Oral Communications will be permitted to speak. Please be aware the California Government Code prohibits the City Council from taking any immediate action on an item which does not appear on the agenda, unless the item meets stringent statutory requirements. The Mayor will limit the length of your presentation (see instructions on speaker card) and each speaker may only speak once on each agenda item.

To listen to a recorded message listing upcoming City Council, Planning Commission and Recreation Commission Agenda Items: Phone 494-4849

To leave a voice message for all Councilmembers and the Mayor simultaneously, dial 494-4895, then dial 5811 when prompted.

The City Council Agendas may be accessed by computer at the following Worldwide Web Address: www.ci.fremont.ca.us

Information
Copies of the Agenda and Report are available in the lobbies of the Administrative Center, 39100 Liberty Street and the Development Services Center, 39550 Liberty Street, on Friday preceding a regularly scheduled City Council meeting. Supplemental documents relating to specific agenda items are available at the Office of the City Clerk.

Hearing impaired earphones are available from the City Clerk 15 minutes prior to the meeting. A driver’s license will be held as a deposit.

The regular meetings of the Fremont City Council are broadcast on Cable Television Channel 27.

Council meetings are open captioned for the deaf in the Council Chambers and closed captioned for home viewing.

Information about the City or items scheduled on the Agenda and Report may be referred to:

City Clerk
City of Fremont
39100 Liberty Street
Fremont, California 94538
Telephone: (510) 494-4620.

Your interest in the conduct of your City’s business is appreciated.
AGENDA
FREMONT CITY COUNCIL REGULAR MEETING, FEBRUARY 5, 2002
CITY GOVERNMENT BUILDING, 7:00 P.M.

1. PRELIMINARY

1.1. Call to Order
1.2. Salute to the Flag
1.3. Roll Call
1.4. Announcements by Mayor / City Manager

2. CONSENT CALENDAR

Items on the Consent Calendar are considered to be routine by the City Council and will be enacted by one motion and one vote. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which event the item will be removed from the Consent Calendar and considered separately. Additionally, other items without a “Request to Address Council” card in opposition may be added to the consent calendar. The City Attorney will read the title of ordinances to be adopted.

2.1 Motion to Waive Further Reading of Proposed Ordinances. (This permits reading the title only in lieu of reciting the entire text.)

2.2 Approval of Minutes – Regular Meetings of January 15, 2002 and January 22, 2002.

2.3 Approval of Plans and Specifications and Award of Contract for Citywide Miscellaneous Drainage Repairs, City Project No. 7926K (PWC)

Contact Person:

Rob Wilson
City Engineer

Connie Louie
Associate Civil Engineer

Dept.: Development & Environmental Services

Development & Environmental Services

Phone: 510-494-4723

510-494-4682

E-Mail: rwilson@ci.fremont.ca.us
clouie@ci.fremont.ca.us

RECOMMENDATIONS:

1. Approve the plans and specifications for Citywide Miscellaneous Drainage Repairs, City Project No. 7926K (PWC).

2. Accept the bid and award the contract for Citywide Miscellaneous Drainage Repairs, City Project No. 7926K (PWC) to the lowest responsible bidder, Lucas Concrete,
Inc., in the amount of $83,636.80 and authorize the City Manager to sign the contract.

2.4 Stevenson Boulevard Widening from Gallaudet Drive to Mission Boulevard, Approval of Resolution Authorizing City Manager to Execute Agreement with Union Pacific Railroad for At-Grade Crossing Construction, City Project No. 8220D (PWC)

Contact Person:

Rob Wilson  
City Engineer

Jeanne Suyeishi  
Associate Civil Engineer

Dept.:  
Development & Environmental Services

Development & Environmental Services

Phone:  
510-494-4723  
510-494-4728

E-Mail:  
rwilson@ci.fremont.ca.us  
jsuyeishi@ci.fremont.ca.us

RECOMMENDATION: Adopt a resolution authorizing the City Manager or designee to execute the agreement with Union Pacific Railroad for the New Public Highway Crossing Agreement on Stevenson Boulevard.

2.5 Approval of an Agreement for Street Improvements for Parcel Map 7869 – Stevenson Boulevard

Contact Person:

Rob Wilson  
City Engineer

Craig Weady  
Senior Engineering Specialist

Dept.:  
Engineering

Engineering

Phone:  
510-494-4723  
510-494-4720

E-Mail:  
rwilson@ci.fremont.ca.us  
cweady@ci.fremont.ca.us

RECOMMENDATION: Approve Improvement Agreement for Parcel Map 7869, with the developer, Balch Enterprises, Inc. and authorize the City Manager to execute the agreement on behalf of the City, and approve a cash deposit (in lieu of surety bonds) in the amount of $60,000 for performance and $30,000 for labor and materials.

3. CEREMONIAL ITEMS

3.1 Presentation: Update from Ron Russo, East Bay Regional Park District, on District-wide Ballot Measure for March 5, 2002 Election

4. PUBLIC COMMUNICATIONS

4.1 Written Communications – None.

4.2 Oral Communications
REDEVELOPMENT AGENCY – The Redevelopment Agency Board will convene at this time and take action on the agenda items listed on the Redevelopment Agency Agenda. See separate agenda (yellow paper).

PUBLIC FINANCING AUTHORITY – None.

CONSIDERATION OF ITEMS REMOVED FROM CONSENT CALENDAR

5. SCHEDULED ITEMS – None.

6. REPORT FROM CITY ATTORNEY

6.1 Report Out from Closed Session of Any Final Action

7. REPORT FROM CITY MANAGER

7.1 Review of Status of Child Care in Fremont and Discussion of Options for Additional City Support

Contact Person:
Dan Schoenholz
Management Analyst III
Dept.: Human Services
Phone: 510-494-4848
E-Mail: dschoenholz@ci.fremont.ca.us

RECOMMENDATION:

1. Take no immediate action due to financial constraints.
2. Direct staff to bring the issue of support for child care back to Council at some later date when the City’s financial situation allows for the possibility of funding new programs.
REDEVELOPMENT AGENCY

The Redevelopment Agency Board will convene at 4:00 pm and take action on the agenda items listed on the Redevelopment Agency Agenda. The separate study session (yellow part) .

PUBLIC FINANCING AUTHORITY - None

CONSIDERATION OF ITEMS REMOVED FROM CONSENT

CALFINDER

SCHEDULED ISSUE - None

REPORT FROM CITY ATTORNEY

Resolution for Exempt Status of Arena Final Action

REPORT FROM CITY MANAGER

Review of State: City of Chula Vista's Request for Determination of Davey Water Control

RECOMMENDED ACTION

I. Fill an item on the agenda for final action.
II. Discuss your role in the process of supporting the agenda items and make any comments or recommendations.

Signed: [Signature]
Chula Vista City Council Meeting Agenda
6 June 2003
Meetings: Agenda 12/5/00

The Board of Directors of the East Bay Regional Park District will hold a regular meeting at the EBRPD Headquarters, 2950 Peralta Oaks Court, Oakland, CA, commencing at 6:00 p.m. for Closed Session and 7:00 p.m. for Open Session, Tuesday, December 5, 2000. Agenda for the meeting is listed below. Times for agenda items are approximate only. If you wish to testify on an item please complete a speakers form and submit it to the Clerk of the Board. A copy of the background material concerning these agenda items is available at the meeting for review by the public. Agendas for Board Committee Meetings are available to the public upon request. If you wish to be placed on the mailing list to receive future agendas for a specific Board Committee, please call the Clerk of the Board’s Office at (510) 544-2021.

BART ACCESS: Free shuttle service to and from the San Leandro BART Station may be arranged by calling EBRPD Headquarters at (510) 544-2102, the day before the Board Meeting.

AGENDA
REGULAR MEETING
BOARD OF DIRECTORS
EAST BAY REGIONAL PARK DISTRICT

Tuesday, December 5, 2000

(NOTE TIME CHANGE)

6:00 p.m.

ROLL CALL

CLOSED SESSION

1. Conference with Labor Negotiator:

Agency Negotiator: Pat O'Brien and Dave Collins
Employee Organizations: AFSCME Local 2428, Police Officers Association

Unrepresented Employees: Managers and Confidentials

2. Conference with Real Property Negotiator Regarding Price and/or Terms of Payment:

APN/Address; Property Owner; Park/Trail: 099B-5475-001, -002-01; Timothy A. and Janeen M. Weaver, Trustees; Brushy Peak

3. Conference with Legal Counsel—Existing Litigation:

a. EBRPD vs. CCWD, CC Superior Court No. C-99-04250

7:00 P.M.

OPEN SESSION

A. APPROVAL OF AGENDA

B. APPROVAL OF MINUTES OF THE BOARD MEETINGS OF NOVEMBER 7, 2000 AND NOVEMBER 21, 2000

7:05 p.m.

C. BUSINESS BEFORE THE BOARD

1. CONSENT CALENDAR

a. Approval of 70 percent Office Assistant Position in Recreation Services Unit (Collins/Gonzales) (Resolution)

b. Authorization to Grant a Storm Drain Easement to Alameda County: Redwood Regional Park (Wenninger/Doyle) (Resolution)

c. Approval of Management Administrative Leave Policy (Gonzales/Collins) (Resolution)

d. Final Approval to Establish Membership of Classifications in the CalPERS 2 percent at 55 Retirement Plan and to Transfer Related Plan Assets to CalPERS (Gonzales/Collins) (Resolution)

http://www.ebparks.org/district/agendas/12_05_00.htm 1/23/02
7:15 p.m.

2. BOARD OF DIRECTORS

a. Election of Board Officers for 2001 (Siri) (Resolution)

7:25 p.m.

3. GENERAL MANAGER

a. FIRST PUBLIC HEARING

Proposed Fiscal Year 2001 Budget (O'Brien/Rankin/Henry)

7:50 p.m.

4. LAND DIVISION

a. Authorization to Exercise the Option to Purchase Fee Interest in Real Property from The Weaver Family Trust, et al.: Brushy Peak Regional Preserve (Wenninger/Doyle) (Resolution)

8:00 p.m.

5. BOARD AND STAFF REPORTS

a. Actions Taken by Other Jurisdictions Affecting the Park District (O'Brien)

6. GENERAL MANAGER'S COMMENTS AND COMMUNICATIONS

7. ANNOUNCEMENTS FROM THE CLOSED SESSION

8:20 p.m.

8. PUBLIC COMMENTS

a. Trails for Richmond Action Committee (TRAC) (10 Minutes)

9. BOARD COMMENTS

10. BOARD COMMITTEE REPORTS

a. Regional Parks Foundation (8/18)(Severin)
b. Finance (10/25) (Wieskamp)

c. Finance (11/15) (Wieskamp)

**D. BOARD COMMUNICATIONS**

**E. PUBLIC COMMENTS**

9:00 p.m.

**F. ADJOURNMENT**
AGENDA
Wednesday, February 13, 2002

REGULAR CLOSED SESSION: 11:00 A.M., BOARD ROOM

ROLL CALL:

PUBLIC COMMENT: The Board of Directors is limited by State law to providing a brief response, asking questions for clarification, or referring a matter to staff when responding to items that are not listed on the agenda.

ANNOUNCEMENT OF CLOSED SESSION AGENDA:

1. Existing litigation pursuant to Government Code section 54956.9(a):
   a. State Water Contractors et al v. East Bay Municipal Utility District, Sacramento County Superior Court, Case No. 01CS01076 (Consolidated Actions)
   b. State Water Resources Control Board/OCC File A-1396; Appeal of San Francisco Bay Regional Water Quality Control Board Order No. 01-072, NPDES Permit No. CA0037702
   c. David S. Castro, Inc. dba Horizon Construction Company v. East Bay Municipal Utility District, Alameda County Superior Court, Case No. 2001-029679

(The Board will hold Closed Session in Conference Room 8A/B)

REGULAR BUSINESS MEETING: 1:15 P.M., BOARD ROOM

ROLL CALL:

BOARD OF DIRECTORS:

- Pledge of Allegiance

ANNOUNCEMENTS FROM CLOSED SESSION:

PUBLIC COMMENT: The Board of Directors is limited by State law to providing a brief response, asking questions for clarification, or referring a matter to staff when responding to items that are not listed on the Agenda.
CONSENT CALENDAR: (Single motion and vote approving 8 recommendations, including 1 Resolution)


2. File correspondence with the Board.

3. Award a contract to the lowest responsible, responsive bidder, Prime Pump Corporation in the amount of $226,728 including tax, for supplying two motors, one motor control center, and two turbine pumps under Proposal No. 0217.

4. Award a contract to Diede Construction, Inc. in the amount of $411,488 for construction of the Camanche South Shore Tank Replacement under Specification 1865.

5. Rescind a contract awarded to Culinary Specialists and award a contract to Elite Catering and Food Services in an amount not to exceed $100,000 per year, to provide food service management and operation of the Adeline Maintenance Center Complex Cafeteria for a period beginning February 15, 2002 through June 30, 2003 with an option to extend for a one-year period.

6. Award a contract to ALSTOM Power Conversion, Inc. in an amount not to exceed $850,000 for the purchase and installation of drive controls.

7. Authorize an agreement with Lee & Ro, Inc. in an amount not to exceed $200,000 for the final design of the Adeline Interceptor Relocation Project.

8. Appoint a Senior Public Information Representative in Public Affairs with a starting date of March 4, 2002. (Resolution)

DETERMINATION AND DISCUSSION:

9. Legislative Update:
   - Receive Legislative Report No. 14 and consider positions on the following bills: AB 117 (Migden) – Electrical Restructuring: Aggregation; AB 1122 (Corbett) – Taxation: Federal Conformity; AB 1770 (Papan) – Eminent Domain Proceedings; AB 1797 (Harman) – Conflicts of Interest: Disqualification; AB 1865 (Canciamilla) – Local Government Finance; AJR 31 (Thomson) – Antiterrorism Funding; SB 1231 (Torlakson) – Validations; SB 1232 (Torlakson) – Validations; SB 1233 (Torlakson) – Validations; H.R. 3208 (Calvert) – Western Water Security Enhancement Act; S. 1768 (Feinstein/Boxer) – CALFED Bay-Delta Authorization Act.
   - Update on Legislative Issues of Interest to EBMUD

10. Approve the water supply assessment requested by the Oakland Base Reuse Authority under the California Water Code 10910 and the California Environmental Quality Act Guidelines, Section 15083.5.
Determinations and Discussion: (Continued)

11. Approve creation of a Joint Powers Agreement (JPA) between the District and the Sacramento County Water Agency and appoint two Directors to serve on the JPA Board of Directors; and designate an alternate Director for each appointee. (Resolution)

12. Accept a report from RW Beck on a pre-feasibility review of ways that EBMUD could be involved in public power, and direct staff to expand public outreach to seek input on the report findings and policy issues.

13. Adopt a resolution fixing the ward boundaries from which EBMUD Directors are elected to address population changes identified as a result of the 2000 federal census. (Resolution)

14. General Manager’s Reports:
   • Claremont Tunnel Update
   • Water Supply Update

Reports and Director Comments:

15. Committee Reports:
   • Legislative/Human Resources
   • Finance/Administration
   • Planning

16. Director Comments.

Adjournment:

The next Regular Meeting of the Board of Directors will be held at 1:15 p.m. on Tuesday, February 26, 2002, in the Administration Center Board Room, 375 Eleventh Street, Oakland, California.
DETERMINATION AND RECOMMENDATIONS (Continued)

11. Approve comment #2 from Power Agreement (P/A) between the District and PGE regarding the District's right to discharge water from two fish passes at specific times.

12. Accept a Motion to refrain from proposing further actions to manage the EMU Hill until completion of the 2002 Habitat Improvement Program.

13. Solicit information on how the District's EMU Hill Program can be expanded to include other riparian and wetland areas.

14. Consider recommendations from the 2002 Habitat Improvement Program.

EXHIBITS AND DOCUMENTS IN SUPPORT:

- 2002 Habitat Improvement Program
- Final Environmental Impact Report
- Water Supply Data
- General Manager's Office

ADJOURNMENT

The meeting adjourned at the request of the Board at 11:45 a.m. on May 16, 2002.
Committees and Board of Directors
Meeting Agendas

SAMTRANS ADMINISTRATIVE OFFICE
2nd FL. AUDITORIUM
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA

Wednesday, February 13, 2002

The Board of Directors' meeting follows its Committee meetings (Community Relations, Finance, Legislative, Planning and Development) which begin at 2 p.m. Each meeting immediately follows the preceding one.

COMMUNITY RELATIONS COMMITTEE
COMMITTEE OF THE WHOLE
(Accessibility, Senior Services, and Community Issues)

2:00 P.M.

PLEDGE OF ALLEGIANCE

ACTION
1. Approval of Community Relations Committee Minutes of January 9, 2002

INFORMATIONAL
2. PCC and PCC Advocacy Reports (by Bill Welch)
3. Citizens Advisory Committee Liaison Report
4. Redi-Wheels Performance Report (by Chuck Harvey)
5. Multimodal Ridership Report, December 2001 (by Chuck Harvey)
6. Verbal Report on Safe Harbor Program (by Chuck Harvey)

Committee Members: Nevin, Harris, Teglia

NOTE:

- This Committee meeting may be attended by Board Members who do not sit on this Committee. In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the Full Board of Directors as a prerequisite to its legal enactment.
- All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

FINANCE COMMITTEE
COMMITTEE OF THE WHOLE

2:15 p.m.

http://www.samtrans.com/samtrans/2_13_02bodagenda.html

2/12/02
ACTION

1. Approval of Finance Committee Minutes of January 9, 2002
2. Approval of Statement of Revenues and Expenses for December 2001 (by Roger Contreras)
3. Approval of Setting Precautionary Public Hearing on Possible Fare Adjustments (by John Ficarra)
5. Reduction of FY 2002 Capital Budget by $155,451 for a New Total Budget of $46,791,175 to Reflect Reduction in Procurement of Replacement Revenue Vehicles and Reduction of Sales Tax Requirement for the Clean Fuel Bus Demonstration Program (by April Chan)
6. Authorization to Dispose of Surplus Rolling Stock and Related Equipment by Sale or Transfer to Local Agencies in San Mateo or by Public Auction (by Chuck Harvey)

Contracts:

7. Rejection of All Monetary Bids Received for Furnishing and Delivery of Ultra-Low Sulfur Diesel Fuel (by George Cameron)
8. Award of Contract to Cambridge Systematics, Inc. for Consultant Services for the Preparation of the SamTrans Strategic Plan and Ten-Year Short Range Transit Plan at a Cost Not to Exceed $370,000 (by Corinne Goodrich)

Committee Members: Janney, Guingona, Harris

NOTE:

- *This Committee meeting may be attended by Board Members who do not sit on this Committee. In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the Full Board of Directors as a prerequisite to its legal enactment.
- All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

LEGISLATIVE COMMITTEE
COMMITTEE OF THE WHOLE

2:30 P.M.
*or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Legislative Committee Meeting of January 9, 2002

INFORMATIONAL

http://www.samtrans.com/samtrans/2_13_02bodagenda.html

2/12/02
2. Report on State Legislative Affairs (by Ian McAvoy)
3. Report on Federal Legislative Affairs (by Ian McAvoy)

Committee Members: Lloyd, Nevin, Schmidt

NOTE:

- This Committee meeting may be attended by Board Members who do not sit on this Committee. In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment.
- All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

PLANNING AND DEVELOPMENT COMMITTEE
COMMITTEE OF THE WHOLE

2:45 P.M.
*Or immediately following previous Committee meeting

ACTION

1. Approval of Minutes of Planning and Development Committee Meeting of January 9, 2002

INFORMATIONAL

2. Report on C/CAG Countywide Congestion Relief Plan (by Howard Goode)

Committee Members: Barbour, Guingona, Schmidt

NOTE:

- This Committee meeting may be attended by Board Members who do not sit on this Committee. In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the Full Board of Directors as a prerequisite to its legal enactment.
- All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

SAN MATEO COUNTY TRANSIT DISTRICT
BOARD OF DIRECTORS

3:00 p.m.
*or immediately following Committee meetings

1. CALL TO ORDER/ROLL CALL

2. CONSENT CALENDAR

http://www.samtrans.com/samtrans/2_13_02bodagenda.html

2/12/02
A. MOTIONS
   i. Adoption of Minutes of Board of Directors Meeting of January 9, 2002
   ii. Approval of Statement of Revenues & Expenses Report, December 2001

3. PUBLIC COMMENT

4. REPORT OF THE CHAIR

5. REPORT OF THE GENERAL MANAGER/CEO
   Annual Operations and Maintenance Safety Awards

6. COMMUNITY RELATIONS COMMITTEE
   (Accessibility, Senior Services, and Community Issues)
   A. MOTION
      i. Approval of Minutes of Community Relations Committee Meeting of January 9, 2002

   B. SUBJECTS DISCUSSED
      i. PCC and PCC Advocacy Reports
      ii. Citizens Advisory Committee Liaison Report
      iii. Redi-Wheels Performance Report
      iv. Multimodal Ridership Report, December 2001
      v. Verbal Report on Safe Harbor Program

7. FINANCE COMMITTEE
   A. RESOLUTIONS
      ii. Authorization to Dispose of Surplus Rolling Stock and Related Equipment by Sale or Transfer to Local Agencies in San Mateo or by Public Auction
      iii. Award of Contract to Cambridge Systematics, Inc. for Consultant Services for the Preparation of the SamTrans Strategic Plan and Ten-Year Short Range Transit Plan at a Cost Not to Exceed $370,000

   B. MOTIONS
      i. Approval of Minutes of Finance Committee Meeting of January 9, 2002
      ii. Approval of Setting Precautionary Public Hearing on Possible Fare Adjustments
      iii. Rejection of All Monetary Bids Received for Furnishing and Delivery of Ultra-Low Sulfur Diesel Fuel

8. LEGISLATIVE COMMITTEE
   A. MOTION
      i. Approval of Minutes of Legislative Committee Meeting of January 9,
2002

B. SUBJECTS DISCUSSED
   i. Report on State Legislative Affairs
   ii. Report on Federal Legislative Affairs

9. PLANNING AND DEVELOPMENT COMMITTEE
   A. MOTION
      i. Approval of Minutes of Planning and Development Committee Meeting
         of January 9, 2002

   B. SUBJECT DISCUSSED
      i. Report on C/CAG Countywide Congestion Relief Program

10. GENERAL COUNSEL PROPOSAL
    A. Closed Session: Existing Litigation – Closed Session pursuant to Government
       Code Section 54956.9(a): San Mateo County Transit District v. Luis
       Yribarren/Chevron.

11. WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

12. BOARD MEMBER REQUESTS

13. DATE AND TIME OF NEXT MEETING: March 14, 2002 (THURSDAY) - 2:00 p.m.

14. ADJOURNMENT

INFORMATION TO THE PUBLIC

If you have questions on the agenda, please contact the Board Secretary at 650-508-6223. Assisted listening devices are available upon request. Agendas are posted on the SamTrans website at www.samtrans.com

SamTrans Board and Citizens Advisory Committee meeting schedule is posted on the website and advertised in the local newspaper the week before the meeting.

- **Date and Time of Board and Advisory Committee Meetings**
  - San Mateo County Transit District (SamTrans) Committees and Board: Second Wednesday of the month, 2 p.m.;
  - SamTrans Citizens Advisory Committee: First Wednesday of the month, 6:30 p.m. Date, time and location of meetings may be changed as needed.

- **Location of Meeting**
  - The SamTrans Administrative Office is located at 1250 San Carlos Ave., San Carlos, which is one block west of the San Carlos Caltrain Station on El Camino Real, accessible by SamTrans bus routes: 390, 391, 295, 260, 261, KX.

- **Public Comment**
  - If you wish to address the Board, please fill out a speaker's card located on the agenda table. If you have anything that you wish distributed to the Board and included for the official record, please hand it to the Board Secretary, who will distribute the information to the Board members and staff.

http://www.samtrans.com/samtrans/2_13_02bodagenda.html

2/12/02
2005

SUBJECTS DISCUSSED

I. Report on Legislative Affairs
II. Report on Economic Development Affairs
III. Planning and Development Committee

A. Motion
   I. Approve Minutes of Planning and Development Committee Meeting
      on January 8, 2005

SUBJECT DISCUSSED

I. Report on CAAC Community Conservation Retail Program

I. GENERAL CONCISE PROPOSAL

II. Written Communication to the Board of Directors

II. BOARD MEMBER QUESTIONS

III. DATE AND TIME OF NEXT MEETING: Monday, March 14, 2005 (THURSDAY) - 7:00 PM

III. ADJOURNMENT

COMMUNICATION TO THE PUBLIC

When you attend hearings on the proposed program, please make these comments:

1. Support expanded services in the area.
2. Request more information about the proposed program.
3. Support the community's needs and interests in the area.

COMMUNICATION TO THE BOARD

When you attend hearings on the proposed program, please make these comments:

1. Support expanded services in the area.
2. Request more information about the proposed program.
3. Support the community's needs and interests in the area.

COMMUNICATION TO THE COUNCIL

When you attend hearings on the proposed program, please make these comments:

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