

# C/CAG

## CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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### C/CAG BOARD MEETING NOTICE and SAN MATEO COUNTY AIRPORT LAND USE COMMISSION MEETING NOTICE

Meeting No. 323

**DATE:** Thursday, September 12, 2019

**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.

**PUBLIC TRANSIT:** SamTrans  
Caltrain: San Carlos Station.  
Trip Planner: <http://transit.511.org>

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- 1.0 CALL TO ORDER/ ROLL CALL
- 2.0 PLEDGE OF ALLEGIANCE
- 3.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA  
*Note: Public comment is limited to two minutes per speaker.*
- 4.0 PRESENTATIONS/ ANNOUNCEMENTS
  - 4.1 Receive an update on Commute.org programs and the joint effort on Carpool 2.0  
INFORMATION p. 1
  - 4.2 Receive a presentation on the San Mateo County's Disposable Food Service Ware Ordinance.  
INFORMATION p. 2

## 5.0 ACTION TO SET AGENDA AND APPROVE CONSENT AGENDA ITEMS

This item is to set the final consent and regular agenda, and to approve the items listed on the consent agenda. All items on the consent agenda are approved by one action. There will be no separate discussion on these items unless members of the Board, staff or public request specific items to be removed for separate action.

- 5.1 Approval of the minutes of regular business meeting No. 322 dated July 11, 2019.  
ACTION p.3
- 5.2 Review and approval of the response letter to the Honorable Judge Donald J. Ayoob RE: C/CAG's response to the 2018-2019 Grand Jury Report on "Crystal Springs Regional Trail – Where Do We Go From Here?"  
ACTION p.8
- 5.3 Review and approval of the response letter to the Honorable Judge Donald J. Ayoob RE: C/CAG's response to the 2018-2019 Grand Jury Report on "Planning for the County's Waste Management Challenges"  
ACTION p. 12
- 5.4 Review and approval of Resolution 19-54 authorizing the C/CAG Chair to execute Amendment No.1 extending the agreement with Michael Baker International for C/CAG website services through June 30, 2020 and adding an amount not to exceed \$5,000 for a new total of \$25,000.  
ACTION p. 16
- 5.5 Review and approval of the Finance Committee's recommendation of no change to the investment portfolio and accept the Quarterly Investment Report as of June 30, 2019.  
ACTION p. 24
- 5.6 Review and approval of Resolution 19-55 adopting the C/CAG Investment Policy Update.  
ACTION p. 30
- 5.7 Review and approval of Resolution 19-56 authorizing the C/CAG Chair to execute a Cooperative Agreement with Bay Area Infrastructure Financing Authority (BAIFA), San Mateo County Transportation Authority (TA), and the San Mateo County Express Lanes Joint Power Authority (SMCEL-JPA) for the design of tolling infrastructure on US 101.  
ACTION p. 33
- 5.8 Review and approval of Resolution 19-66 authorizing the C/CAG Chair to execute Amendment No.2 to an agreement with DNV GL Energy Services USA, Inc. adding \$9,050 for a new total amount not to exceed \$358,310.  
ACTION p. 38
- 5.9 Review and approval of Resolution 19-58 authorizing the C/CAG Chair to execute Amendment No. 2 to Iteris Smart Corridor ITS Network Monitoring and Maintenance Support Agreement to add \$34,438 for a new total amount of \$146,744. ACTION p. 45
- 5.10 Review and approval of Resolution 19-59 determining that the Jefferson Unified High School District (JUHSD) Faculty and Staff Housing Project, including General Plan and Zoning Amendments and related entitlements at 699 Serramonte Boulevard, Daly City, is conditionally consistent with the Comprehensive Airport Land Use Compatibility Plan

for the Environs of San Francisco International Airport. ACTION p. 51

5.11 Review and approval of Resolution 19-61 authorizing the C/CAG Chair to execute an agreement with Toole Design Group for the San Mateo County Comprehensive Bicycle and Pedestrian Plan Update in an amount of \$196,492. ACTION p. 67

5.12 Review and approval of amendments to three on-call consultant service agreements for airport/land use consistency review in the previously approved aggregate amount of \$140,000 to be shared amongst three firms and to extend contract term to September 30, 2021:

5.12.1 Review and approval of Resolution 19-62 authorizing the C/CAG Executive Director to issue task orders in full compliance with the terms and conditions of the on-call airport/land use consistency review service agreements. ACTION p. 70

5.12.2 Review and approval of Resolution 19-63 authorizing the C/CAG Chair to execute Amendment No. 3 to the agreement with Ricondo & Associates for airport/land use consistency review services to extend the contract term to September 30, 2021. ACTION p. 73

5.12.3 Review and approval of Resolution 19-64 authorizing the C/CAG Chair to execute Amendment No. 3 to the agreement with Coffman Associates for airport/land use consistency review services to extend the contract term to September 30, 2021. ACTION p. 80

5.12.4 Review and approval of Resolution 19-65 authorizing the C/CAG Chair to execute Amendment No. 3 to the agreement with ESA Airports for airport/land use consistency review services to extend the contract term to September 30, 2021. ACTION p. 86

## 6.0 REGULAR AGENDA

6.1 Review and approve the C/CAG legislative policies, priorities, positions, and legislative update. (A position may be taken on any legislation, including legislation not previously identified). ACTION p. 93

6.2 Receive the Draft 2020 State Transportation Improvement Program (STIP) for San Mateo County. INFORMATION p. 97

6.3 Determination on Formation of a Sub-Region for the Cycle 6 Regional Housing Needs Allocation (RHNA) Process. ACTION p. 101

6.4 Update on countywide Reach Code adoption effort. INFORMATION p. 114

## 7.0 COMMITTEE REPORTS

7.1 Committee Reports (oral reports)

7.2 Chairperson's Report

7.3 Board Members Report/ Communication

8.0 EXECUTIVE DIRECTOR'S REPORT

9.0 COMMUNICATIONS - Information Only

9.1 Letter from Maryann Moise Derwin, Chair, City/County Association of Governments, to The Honorable Kevin Mullin, Speaker Pro Tempore, California State Assembly, dated 8/14/19. RE: Multi-Benefit Stormwater Capture Budget Request p. 115

9.2 Letter from Maryann Moise Derwin, Chair, City/County Association of Governments, to The Honorable Gavin Newsom, Governor, State of California, dated 8/29/19. RE: AB 825 (Mullin) – San Mateo County Flood and Sea Level Rise Resiliency District – SPPORT REQUEST FOR SIGNATURE p. 116

10.0 ADJOURNMENT

Next scheduled meeting October 10, 2019

PUBLIC NOTICING: All notices of C/CAG regular Board meetings, standing committee meetings, and special meetings will be posted at the San Mateo County Transit District Office, 1250 San Carlos Ave., San Carlos, CA, and on C/CAG's website at: <http://www.ccag.ca.gov>.

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

PUBLIC PARTICIPATION: Public comment is limited to two minutes per speaker. Persons with disabilities who require auxiliary aids or services in attending and participating in this meeting should contact Mima Guilles at (650) 599-1406, five working days prior to the meeting date.

If you have any questions about this agenda, please contact C/CAG staff:

Executive Director: Sandy Wong (650) 599-1409

Administrative Assistant: Mima Guilles (650) 599-1406

**C/CAG AGENDA REPORT**

Date: September 12, 2019

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Receive an update on Commute.org programs and the joint effort on Carpool 2.0  
(For further information, contact John Hoang at 650-599-1409)

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**RECOMMENDATION**

That the Board receive an update on Commute.org programs and the joint effort on Carpool 2.0.

**FISCAL IMPACT**

There no fiscal impact for the presentation.

**SOURCE OF FUNDS**

N/A

**BACKGROUND**

The Peninsula Traffic Congestion Relief Alliance, also known as Commute.org, operates the San Mateo Countywide Voluntary Trip Reduction Program to assist private and public sectors with Transportation Demand Management (TDM) by connecting their employees and customers with transportation systems that provide an alternative to driving single occupancy vehicles. C/CAG provides Transportation Fund for Clean Air (TFCA) and Congestion Relief Plan (CRP) funding to Commute.org and collaborates with Commute.org on various TDM and alternative commute projects and programs.

In fall 2018, C/CAG partnered with Commute.org to implement the Carpool 2.0 Program. The Program, budgeted at \$400,000, is funded by \$375,000 from TFCA and \$25,000 from Commute.org. Commute.org's role is to oversee the day-to-day management of the Program. The Program began in October 2018 and will end in December 2019.

**ATTACHMENTS**

None.

## C/CAG AGENDA REPORT

**Date:** September 12, 2019

**To:** City/County Association of Governments of San Mateo County Board of Directors

**From:** Sandy Wong, Executive Director

**Subject:** Receive a presentation on the San Mateo County's Disposable Food Service Ware Ordinance  
(For further information, contact Sandy Wong at 650-599-1409)

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### RECOMMENDATION

That the C/CAG Board receive a presentation on the San Mateo County's Disposable Food Service Ware Ordinance.

### FISCAL IMPACT

N/A

### SOURCE OF FUNDS

N/A

### BACKGROUND

The County of San Mateo is in the process of putting together an ordinance that would aim to reduce the amount of plastic disposable food service ware produced by food service businesses in unincorporated county areas. Key elements of the ordinance include:

- 1) Requiring food service businesses to provide food service accessories upon request only;
- 2) Requiring almost all food service ware to be non-plastic compostable;
- 3) All disposable food service ware be free of harmful fluorinated chemicals.

In the spirit of having a comprehensive countywide policy, the County seeks to work with all 20 cities in the county to develop this ordinance. County staff is currently in the process of working with city staff to solicit opportunity to collaborate.

Details of the ordinance will be presented to the C/CAG Board at the September 12, 2019 meeting.

### Attachment

None

# C/CAG

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### BOARD MEETING MINUTES

Meeting No. 322  
July 11, 2019

#### 1.0 CALL TO ORDER/ ROLL CALL

Chair Maryann Moise Derwin called the meeting to order at 6:40 p.m. Roll call was taken.

Atherton	– Elizabeth Lewis
Belmont	– Doug Kim
Brisbane	– Cliff Lentz
Burlingame	– Ricardo Ortiz
Colma	– Diana Colvin
Foster City	– Sam Hindi
Hillsborough	– Marie Chuang
Menlo Park	– Catherine Carlton
Millbrae	– Gina Papan
Pacifica	– Sue Vaterlaus
Portola Valley	– Maryann Moise Derwin
Redwood City	– Alicia Aguirre
San Bruno	– Rico Medina
San Carlos	– Adam Rak (depart 8:45p.m.)
San Mateo County	– David Canepa
South San Francisco	– Karyl Matsumoto
Woodside	– Ned Fluet
SamTrans (Non-Voting)	– Josh Powell
SMCTA (Non-Voting)	– Karyl Matsumoto

Absent:

Daly City  
East Palo Alto  
Half Moon Bay  
San Mateo

Others:

Sandy Wong	– C/CAG Executive Director
Mima Guilles	– C/CAG Clerk
Matthew Sanders	– C/CAG Legal Counsel
John Hoang	– C/CAG Staff
Jean Higaki	– C/CAG Staff

Matt Fabry – C/CAG Staff  
 Reid Bogert – C/CAG Staff  
 Susy Kalkin – C/CAG Staff  
 Jeff Lacap – C/CAG Staff  
 Van Ocampo – C/CAG Staff  
 Matt Robinson – Shaw/Yoder/Antwih  
 Gordon Tong – San Mateo County  
 Joe Hurley – SMCTA  
 April Chan – SMCTA  
 Joel Slavitt – SMCTA  
 Chris Lepe – Transform  
 Barbara Mathewson – Midcoast Community Council  
 Stephen Stolte – Daly City  
 Rebecca Lucky – Menlo Park  
 Brad Paul – MTC/ABAG  
 Max Lelu – MTC/ABAG  
 Jeff Baird – Baird + Driskell Community Planning  
 Christina Fernandez – South San Francisco  
 Drew – Public  
 Other members of the public attended.

### 3.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

*Note: Public comment is limited to two minutes per speaker.*

None.

### 4.0 PRESENTATIONS/ ANNOUNCEMENTS

#### 4.1 Receive a presentation on the US 101 Mobility Action Plan.

Susy Kalkin, C/CAG staff, presented on the US 101 Mobility Action Plan.  
 Chris Lepe, Transform, gave additional information to share as far as helping to get the word out on the US 101 Mobility Action Pan through conducting surveys, workshops and various locations.

### 5.0 ACTION TO SET AGENDA AND APPROVE CONSENT AGENDA ITEMS

This item is to set the final consent and regular agenda, and to approve the items listed on the consent agenda. All items on the consent agenda are approved by one action. There will be no separate discussion on these items unless members of the Board, staff or public request specific items to be removed for separate action.

Board Member Chuang **MOVED** approval of Items 5.1, 5.2, and 5.5.1. Board Member Aguirre **SECONDED**. **MOTION CARRIED 17-0-0**

#### 5.1 Approval of the minutes of regular business meeting No. 321 dated June 13, 2019.

**APPROVED**

#### 5.2 Review and approval of Resolution 19-53 authorizing the C/CAG Chair to execute a two-

year funding agreement with Joint Venture Silicon Valley (JVSV) to support the Index of Silicon Valley and for joint efforts in climate and mobility coordination activities in an amount not to exceed \$75,000 for fiscal years 2019/20 and 2020/21. APPROVED

- 5.5 Receive copy of agreement(s) executed by the C/CAG Chair or Executive Director consistent with C/CAG Procurement Policy:

5.5.1 Receive a copy of Amendment No. 1 to Task Order EOA-07 with Eisenberg, Olivieri, and Associates, Inc. extending the term through September 30, 2019 for no additional cost for general technical support to the Countywide Water Pollution Prevention Program. INFORMATION

**Items 5.3 and 5.4 were removed from the Consent Agenda.**

- 5.3 Review and approve of the membership to the Countywide Integrated Waste Management Plan Review Ad-hoc Committee. APPROVED

Gordon Tong, staff, recommended the below three candidates be appointed to the Countywide Integrated Waste Management Plan Review Ad-hoc Committee, along with the candidates listed in the Staff Report.

Barbra Mathewson, Midcoast Community Council, for the Public seat.  
Stephen Stolte, City of Daly City, for the Environmental Staff seat.  
Rebecca Lucky, City of Menlo Park, for the Environmental Staff seat.

Board Member Carlton MOVED to approve of item 5.3. Board Member G. Papan (Millbrae) SECONDED. **MOTION CARRIED 17-0-0**

- 5.4 Receive information for the upcoming 2020 State Transportation Improvement Program (STIP) cycle for San Mateo County. INFORMATION

Board Member Matsumoto had questions regarding staff recommendations about the development of the 2020 STIP. Jeff Lacap, C/CAG staff, provided responses. No action was taken.

6.0 REGULAR AGENDA

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

Matt Robinson, with Shaw/ Yoder/ Antwih Inc., provided a legislative update from Sacramento. Topics included session deadlines, the state budget, state housing incentives and penalties, trends of transportation revenues, status of SB 330 (Skinner), and SB 592 (Wiener). The legislative committee recommended to support of SB 664 (Allen) regarding data sharing protections for toll agencies.

Board Member Lewis MOVED to send a letter of support for SB 664 (Allen). Vice Chair Chuang SECONDED. **MOTION CARRIED 17-0-0**

- 6.2 Receive a presentation on the TA Strategic Plan update. INFORMATION

Joel Slavit of the San Mateo County Transportation Authority provided a presentation on the Transportation Authority Strategic Plan update.

- 6.3 Receive a presentation on the Advancing California Finance Authority: A tool for public infrastructure finance. INFORMATION

Brad Paul, Deputy Executive Director of MTC/ABAG and his staff Max Lelu provided a presentation on the Advancing California Finance Authority, a tool for public infrastructure finance.

- 6.4 Receive a briefing on the upcoming Regional Housing Needs Allocation (RHNA) cycle. INFORMATION

Jeff Baird of Baird + Driskell Community Planning, who provides support the 21-Element, provided a presentation on the upcoming Regional Housing Needs Allocation cycle.

## 7.0 COMMITTEE REPORTS

### 7.1 Committee Reports (oral reports)

Board Member G. Papan thanked those who have participated in the MTC bus tour. There were 57 participants and it was very highly educational. The MTC Executive Director greatly appreciated it and suggested it for all the regions. Member Papan also announced an email was sent out to the Board with an attachment entitled “MTC Administration Committee Agenda Item 3a - Procurement & Contracting Update”. She has also requested MTC to set consistent regional policy when it comes to parking. She noticed that MTC was approving \$7 M for BART parking structure in the east bay, while BART is talking about removing parking at other locations.

### 7.2 Chairperson’s Report

Chair Derwin announced that she and Vice Chair, Chuang attended two conferences, Rains to the Bay in Palo Alto and the Annual Energy Summit in Stanford and has encouraged the Board to attend the Annual Energy Summit as well.

- 7.3 Board Members Report/ Communication.  
None.

## 8.0 EXECUTIVE DIRECTOR’S REPORT

None.

## 9.0 COMMUNICATIONS - Information Only

- 9.1 Letter from Sandy Wong, Executive Director, City/County Association of Governments of San Mateo County, to C/CAG Board of Directors, dated June 25, 2019. RE: Call for

Candidates to Fill Two Seats – Ad-Hoc Committee on CIWMP Review

10.0 ADJOURNMENT – 8:57 p.m.

## C/CAG AGENDA REPORT

Date: September 12, 2019

TO: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of the response letter to the Honorable Judge Donald J. Ayooob RE: C/CAG's response to the 2018-2019 Grand Jury Report on "Crystal Springs Regional Trail – Where Do We Go From Here?"

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

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### RECOMMENDATION:

That the C/CAG Board review and approve the response letter to the Honorable Judge Donald J. Ayooob RE: C/CAG's response to the 2018-2019 Grand Jury Report on "Crystal Springs Regional Trail – Where Do We Go From Here?".

### FISCAL IMPACT:

Unknown.

### SOURCE OF FUNDS:

C/CAG Transportation Fund.

### BACKGROUND:

The 2018-2019 San Mateo County Civil Grand Jury filed a report on July 25, 2019 which contains finding and recommendation pertaining to C/CAG. C/CAG must submit comments within 90 days, to the Honorable Donald J. Ayooob. C/CAG's response must be approved by the C/CAG Board at a public meeting. (please see attached July 25, 2019 letter from the Superior Court of California, County of San Mateo.)

Staff recommends the below responses to the Finding (F14) and Recommendation (R4) to the Grand Jury Report on Report "Crystal Springs Regional Trail – Where Do We Go From Here?":

*Finding 14 (F14), Four separate studies have been undertaken in 2019 that involve or could involve trail improvements relating to the CSRT, particularly in the area of the Highway 92/35 intersection. The studies are: Connect the Coastside (Planning Department), the Unincorporated San Mateo County Bicycle and Pedestrian Master Plan (Office of Sustainability), an update to the San Mateo County Comprehensive Bicycle and Pedestrian Plan (C/CAG), and the Heritage Trail Study (Parks Department). The Heritage Trail Study has been finalized and was recommended for acceptance and approval by the San Mateo County Board of Supervisors at their June 25, 2019 meeting.*

**C/CAG Response: C/CAG agrees with Finding 2 (F2). C/CAG will begin the process to update the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP) upon approval of a contract for consultant services at the September 2019 meeting.**

Recommendation 4 (R4): *By September 30, 2019, the County Planning Department, the County Parks Department, the County Office of Sustainability and C/CAG should establish a means of coordinating their planning efforts related to the CSRT, including planning related to the intersection of Highways 92 and 35, just east of the reservoirs, as well as closing the CSRT gap and providing additional access and parking along the Trail.*

**C/CAG Response: The C/CAG Board is scheduled to approve a consultant contract on September 12, 2019 to provide services for the update of the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP). Upon approval, C/CAG will begin the process to update the CBPP. C/CAG will reach out to the County Planning Department, the County Parks Department, and the County Office of Sustainability to coordinate the efforts of including the referenced CSRT segment in the updated CBPP. C/CAG Staff is also participating in the “Unincorporated San Mateo County Active Transportation Plan” Technical Advisory Committee.**

#### ATTACHMENT

- Response letter to the Honorable Judge Donald J. Ayoob RE: *C/CAG’s response to the 2018-2019 Grand Jury Report on “Crystal Springs Regional Trail – Where Do We Go From Here?”*.
- July 25, 2019 letter from the Superior Court of California, County of San Mateo.
- The Grand Jury Report “Crystal Springs Regional Trail – Where Do We Go From Here?” (available on-line only at: <http://www.ccag.ca.gov/committees/board-of-directors/>)

# C/CAG

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September 12, 2019

Hon. Donald J. Ayoob  
Judge of the Superior Court  
c/o Charlene Kresevich  
Hall of Justice  
400 County Center  
Redwood City, CA 94063-1655

Subject: **C/CAG’s RESPONSE TO THE 2018-2019 SAN MATEO COUNTY CIVIL GRAND JURY REPORT TITLED “CRYSTAL SPRINGS REGIONAL TRAIL – WHERE DO WE GO FROM HERE”**

Honorable Judge Ayoob,

This letter was approved by the Board of Directors of the City/County Association of Governments of San Mateo County (C/CAG) at its public meeting on September 12, 2019.

Below are C/CAG’s responses to the 2018-2019 San Mateo County Civil Grand Jury Report titled “Crystal Springs Regional Trail – Where Do We Go From Here?”.

### ***GRAND JURY FINDINGS:***

***F14.** Four separate studies have been undertaken in 2019 that involve or could involve trail improvements relating to the CSRT, particularly in the area of the Highway 92/35 intersection. The studies are: Connect the Coastside (Planning Department), the Unincorporated San Mateo County Bicycle and Pedestrian Master Plan (Office of Sustainability), an update to the San Mateo County Comprehensive Bicycle and Pedestrian Plan (C/CAG), and the Heritage Trail Study (Parks Department). The Heritage Trail Study has been finalized and was recommended for acceptance and approval by the San Mateo County Board of Supervisors at their June 25, 2019 meeting.*

**C/CAG Response: C/CAG agrees with Finding 2 (F2). C/CAG will begin the process to update the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP) upon approval of a contract for consultant services at the September 2019 meeting.**

## **GRAND JURY RECOMMENDATIONS**

**RI.** *By September 30, 2019, the County Planning Department, the County Parks Department, the County Office of Sustainability and C/CAG should establish a means of coordinating their planning efforts related to the CSRT, including planning related to the intersection of Highways 92 and 35, just east of the reservoirs, as well as closing the CSRT gap and providing additional access and parking along the Trail.*

***C/CAG Response: The C/CAG Board is scheduled to approve a consultant contract on September 12, 2019 to provide services for the update of the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP). Upon approval, C/CAG will begin the process to update the CBPP. C/CAG will reach out to the County Planning Department, the County Parks Department, and the County Office of Sustainability to coordinate the efforts of including the referenced CSRT segment in the updated CBPP. C/CAG Staff is also participating in the “Unincorporated San Mateo County Active Transportation Plan” Technical Advisory Committee.***

If you have any questions, please contact the C/CAG Executive Director, Sandy Wong, at (650) 599-1409.

Sincerely,

Maryann Moise Derwin, Chair  
City/County Association of Governments of San Mateo County

## C/CAG AGENDA REPORT

Date: September 12, 2019

TO: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of the response letter to the Honorable Judge Donald J. Ayob RE: C/CAG's response to the 2018-2019 Grand Jury Report on "Planning for the County's Waste Management Challenges"

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

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### RECOMMENDATION:

That the C/CAG Board review and approve the response letter to the Honorable Judge Donald J. Ayob RE: C/CAG's response to the 2018-2019 Grand Jury Report on "Planning for the County's Waste Management Challenges".

### FISCAL IMPACT:

Unknown.

### SOURCE OF FUNDS:

C/CAG Transportation Fund.

### BACKGROUND:

The 2018-2019 San Mateo County Civil Grand Jury filed a report on July 30, 2019 which contains finding and recommendation pertaining to C/CAG. C/CAG must submit comments within 90 days, to the Honorable Donald J. Ayob. C/CAG's response must be approved by the C/CAG Board at a public meeting. (please see attached July 30, 2019 letter from the Superior Court of California, County of San Mateo.)

Staff recommends the below responses to the Finding (F2) and Recommendation (R4) to the Grand Jury Report on "Planning for the County's Waste Management Challenges:

**Finding 2 (F2),** *The County's Office of Sustainability is responsible for preparing the 2019 Five Year Review. State law requires it to refer the review and any CIWMP revision to the Local Task Force (LTF), which is the San Mateo City/County Association of Governments (C/CAG). The LTF may also provide input into what should be updated in the CIWMP. LTF comments are provided to CalRecycle. Solid waste management is a responsibility of all local jurisdictions and their input, through C/CAG, is necessary to a comprehensive CIWMP review.*

**C/CAG Response: C/CAG agrees with Finding 2 (F2).**

**Recommendation 4 (R4):** *The Grand Jury recommends that the City/County Association of Governments (C/CAG), in its role as the Local Task Force (LTF), participate with the County Office of Sustainability in revising the CIWMP.*

**C/CAG Response:** C/CAG has established a Countywide Integrated Waste Management Plan (CIWMP) Review Ad Hoc Committee to review the CIWMP documents. That Ad Hoc committee is currently working with the County to determine if a revision is required for the CIWMP

#### ATTACHMENT

- Response letter to the Honorable Judge Donald J. Ayoob RE: *C/CAG's response to the 2018-2019 Grand Jury Report on "Planning for the County's Waste Management Challenges"*.
- July 30, 2019 letter from the Superior Court of California, County of San Mateo.
- The Grand Jury Report "Planning for the County's Waste Management Challenges" (available on-line only at: <http://www.ccag.ca.gov/committees/board-of-directors/>)

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September 12, 2019

Hon. Donald J. Ayoob  
Judge of the Superior Court  
c/o Charlene Kresevich  
Hall of Justice  
400 County Center  
Redwood City, CA 94063-1655

Subject: **C/CAG's RESPONSE TO THE 2018-2019 SAN MATEO COUNTY CIVIL GRAND JURY REPORT TITLED "PLANNING FOR THE COUNTY'S WASTE MANAGEMENT CHALLENGES"**

Honorable Judge Ayoob,

This letter was approved by the Board of Directors of the City/County Association of Governments of San Mateo County (C/CAG) at its public meeting on September 12, 2019.

Below are C/CAG's responses to the 2018-2019 San Mateo County Civil Grand Jury Report titled "Planning for the County's Waste Management Challenges".

### ***GRAND JURY FINDINGS:***

**F2.** *The County's Office of Sustainability is responsible for preparing the 2019 Five Year Review. State law requires it to refer the review and any CIWMP revision to the Local Task Force (LTF), which is the San Mateo City/County Association of Governments (C/CAG). The LTF may also provide input into what should be updated in the CIWMP. LTF comments are provided to CalRecycle. Solid waste management is a responsibility of all local jurisdictions and their input, through C/CAG, is necessary to a comprehensive CIWMP review.*

**Response: C/CAG agrees with Finding 2 (F2).**

### ***GRAND JURY RECOMMENDATIONS***

**R2.** *The Grand Jury recommends that the City/County Association of Governments (C/CAG), in its role as the Local Task Force (LTF), participate with the County Office of Sustainability in revising the CIWMP.*

**Response: C/CAG has established a Countywide Integrated Waste Management Plan (CIWMP) Review Ad Hoc Committee to review the CIWMP documents. That Ad Hoc committee is currently working with the County to determine if a revision is required for the CIWMP.**

If you have any questions, please contact the C/CAG Executive Director, Sandy Wong, at (650) 599-1409.

Sincerely,

Maryann Moise Derwin, Chair  
City/County Association of Governments of San Mateo County

## C/CAG AGENDA REPORT

Date: September 12, 2019

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 19-54 authorizing the C/CAG Chair to execute Amendment No.1 extending the agreement with Michael Baker International for C/CAG website services through June 30, 2020 and adding an amount not to exceed \$5,000 for a new total of \$25,000.

(For further information, contact Reid Bogert at 650-599-1433)

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### RECOMMENDATION

That the C/CAG Board review and approve Resolution 19-54 authorizing the C/CAG Chair to execute Amendment No. 1 extending the agreement with Michael Baker International for C/CAG website services through June 30, 2020 and adding an amount not to exceed \$5,000 for a new total of \$25,000.

### FISCAL IMPACT

The fiscal impact will be up to \$5,000.

### SOURCE OF FUNDS

Funding for the website comes from the C/CAG general fund.

### BACKGROUND

C/CAG completed a redesign of <http://ccag.ca.gov> in 2014 based on the need for a more modern website and feedback from the member agencies and the public. Through C/CAG's procurement process, PMC, was selected to do the redesign and conduct ongoing maintenance through 2016. During the term of the agreement, PMC was purchased by Michael Baker International, Inc. (Michael Baker).

As adopted by Resolution 16-30, C/CAG entered into a funding agreement with Michael Baker to provide ongoing website services, site maintenance and hosting, through September 30, 2019 for an amount not to exceed \$20,000.

C/CAG staff is recommending that the Board approve Resolution 19-54 authorizing the C/CAG Chair to execute Amendment No.1 to the agreement with Michael Baker to allow for the continuation of service through June 30, 2020. C/CAG will explore alternative web service options, including receiving web services through the County before June 30, 2019.

## **ATTACHMENTS**

1. Resolution 19-54
2. Amendment No. 1 to Agreement between C/CAG and Michael Baker International, Inc.
3. Exhibit A – 2019: Revised Scope of Work for website services

## **RESOLUTION 19-54**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE AMENDMENT NO. 1 EXTENDING THE AGREEMENT WITH MICHAEL BAKER INTERNATIONAL FOR C/CAG WEBSITE SERVICES THROUGH JUNE 30, 2020 AND ADDING AN AMOUNT NOT TO EXCEED \$5,000 FOR A NEW TOTAL OF \$25,000**

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

**WHEREAS**, C/CAG approved Resolution 16-30 authorizing C/CAG to enter into a funding agreement with Michael Baker International, Inc. for ongoing hosting, maintenance and general web support for the C/CAG website, and

**WHEREAS**, the current funding agreement is set to expire on September 30, 2019, and

**WHEREAS**, C/CAG requires ongoing hosting, maintenance and support for the C/CAG website, and

**WHEREAS**, C/CAG has determined that continuing the relationship for website hosting, maintenance and support with Michael Baker International, Inc. provides value for C/CAG, and

**NOW THEREFORE BE IT RESOLVED**, by the Board of Directors of the City/County Association of Governments of San Mateo County that the C/CAG Chair is authorized to execute Amendment No.1 to the funding agreement with Michael Baker International, Inc. for website services through June 30, 2020 and adding an amount not to exceed \$5,000 for a new total of \$25,000.

**PASSED, APPROVED, AND ADOPTED, THIS 12TH DAY OF SEPTEMBER, 2019.**

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*Maryann Moise Derwin, Chair*

**AMENDMENT NO. 1 TO THE AGREEMENT BETWEEN  
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AND  
MICHAEL BAKER INTERNATIONAL, INC.**

WHEREAS, the City/County Association of Governments for San Mateo County (hereinafter referred to as "C/CAG") and Michael Baker International, Inc. (hereinafter referred to as "Consultant") are parties to an Agreement originally dated October 1, 2016, for C/CAG website services (the "Agreement"); and

WHEREAS, the original Agreement was for a term to conclude on September 30, 2019 and an amount not-to-exceed twenty thousand dollars (\$20,000); and

WHEREAS, C/CAG seeks continued web support by Consultant for another year, while C/CAG explores alternative web maintenance and hosting options as well as a competitive procurement process to solicit qualified consultants for future web support; and

WHEREAS, C/CAG and Consultant have determined that an additional five thousand dollars (\$5,000) is needed to provide technical support for the term of October 1, 2019 through June 30, 2020, resulting in a new total Agreement amount not-to-exceed twenty-five thousand dollars (\$25,000); and

WHEREAS, C/CAG and Consultant desire to amend the Agreement as set forth herein.

IT IS HEREBY AGREED by C/CAG and Consultant as follows:

1. The Agreement is revised to replace Exhibit A with Exhibit A - 2019 attached hereto and by this reference made a part hereof, defining the scope of services provided by Consultant in accordance with the terms, conditions and specifications set forth herein as Exhibit A – 2019; and
2. Section 2 of the Agreement is revised to reflect a new not-to-exceed amount of twenty-five thousand dollars (\$25,000). The additional five thousand dollars (\$5,000) will provide for continued web services, hosting and maintenance as set forth in the scope of work attached hereto as Exhibit A - 2019; and
3. Section 5 of the Agreement is revised to extend the term to June 30, 2020; and
4. Except as expressly amended herein, all other provisions of the Agreement shall remain in full force and effect.
5. This amendment shall take effect upon on October 1, 2019.

City/County Association of Governments (C/CAG)

Michael Baker International, Inc.

\_\_\_\_\_  
Maryann Moise Derwin, C/CAG Chair

\_\_\_\_\_  
By

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Legal Counsel for C/CAG

## Exhibit A – 2019

### Scope of Work

August 28, 2019

Reid Bogart  
Stormwater Program Specialist - San Mateo Countywide  
Water Pollution Prevention Program  
555 County Center, 5th Floor  
Redwood City, CA 94063

**RE: C/CAG On-Call Website Maintenance and Hosting**

Dear Reid,

Michael Baker International (Michael Baker) is pleased to submit this proposal for website maintenance services of C/CAG's website (<http://www.ccag.ca.gov>). The below scope of services is meant to define the expectations of the maintenance for your site and establish an upset maximum fee to be billed on a time and materials basis. The upset maximum fee limit will not be exceeded without prior approval of you or your organization.

Thank you for giving us the opportunity to submit this proposal. If you need any additional information or have any questions, please feel free to contact me at (724) 495-4291 or email [jsperry@mbakerintl.com](mailto:jsperry@mbakerintl.com).

Sincerely,  
MICHAEL BAKER INTERNATIONAL, INC.



Jerod W. Sperry, Project Manager

**SCOPE OF WORK  
C/CAG Website Maintenance and Hosting**

**SUMMARY**

This attachment defines the professional services Michael Baker International (Michael Baker) will provide C/CAG for the continued hosting and maintenance needs of the existing site.

The maintenance schedule for the website is determined based on the security patch updates made available by Word Press. The labor estimate for support services will include what we determine to be the optimal number of hours needed to implement security patches to the site. These hours are then used in conjunction with the Michael Baker rates to determine the overall value of the support effort. Michael Baker will provide support services on a **time & materials** basis, as such any unused funds will remain with the Client and are not subject to billing.

No scope beyond what is defined below will be executed without prior authorization from the client and will be billed at the rates defined in the Rates Schedule.

**TERM**

The term of the support defined in this scope of work will be **October 1, 2019 to June 30, 2020**.

**SCOPE OF SERVICES**

**Maintenance**

The following sub-items are estimates based on anticipated costs for the enhancements identified. They are presented to provide transparency on the scope costs. They do not represent separate individual budgets – simply a reference on services cost distribution.

<i>Security Updates:</i> Michael Baker will configure the site for automatic updates for both Word Press and dependent plug-ins. This will allow the site to be constantly monitored for vulnerabilities and prevent malicious attacks. Michael Baker will review the site weekly to ensure functionality is not impacted with the updates and that everything has been installed as expected. As a point of reference, from 2016 through 2018 there were 65 Word Press updates released, averaging approximately 22 updates per year.	24 hours
<i>Hosting:</i> The site is currently hosted on Amazon Web Services. The following are included in the hosting cost for this environment: Hosting, Weekly site backups, Bi-Weekly Server backups, Site monitoring.	\$100/mo
<i>Other ODC Costs:</i> Plug ins needed for the site to maintain functionality and security will be renewed as needed. Any plug ins added as part of development will be reviewed with the client before being purchased.	\$99/year

**Supplemental Tasks**

Any request made by the client not part of the above description of services will be reviewed and subject to billing at the rates defined below. No work will be completed on the site without authorization provided by the client.

**Pricing**

Michael Baker will provide routine support services on a **time & materials** basis. The rate schedule for roles on the project is:

Title	Role	Billable Hourly Rate
Web Application Designer	Tier 1 support for all support needed. Primary resource and point of contact for majority of requests and security updates.	\$100
Web Application Developer	Tier 2 support for more advanced support needed. Resource for complex support needing architecture or host server updates.	\$140
Project Manager	Point of contact for all contractual and support concerns or needs.	\$150
<b>Total Not to Exceed</b>		<b>\$5,000</b>

Not to Exceed limit is used for your budgeting purposes, it does not reflect a total billable amount to MBI as we will bill as needed on a Time and Materials basis.

**C/CAG AGENDA REPORT**

Date: September 12, 2019

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of the Finance Committee's recommendation of no change to the investment portfolio and accept the Quarterly Investment Report as of June 30, 2019.

(For further information or questions, contact Jean Higaki at 650-599-1462)

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**RECOMMENDATION**

That the C/CAG Board review and approve the Finance Committee's recommendation of no change to the investment portfolio and accept the Quarterly Investment Report as of June 30, 2019.

**FISCAL IMPACT**

Potential for higher or lower yields and risk associated with C/CAG investments.

**SOURCE OF FUNDS**

The Investment portfolio includes all C/CAG funds held by the C/CAG Financial Agent (City of San Carlos).

**BACKGROUND**

According to the C/CAG Investment Policy adopted on September 13, 2018:

*“The portfolio should be analyzed not less than quarterly by the C/CAG Finance Committee, 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.”*

The Finance Committee will seek to provide a balance between the various investments and maturities to give C/CAG the optimum combination of Safety of Principal, necessary liquidity, and optimal yield based on cash flow projections.

A summary of the April, May, and June 2019 earning rates are as follows:

	Local Agency Investment Fund (LAIF)	San Mateo County Investment Pool (COPOOL)
April	2.445%	2.357%
May	2.449%	2.399%
June	2.428%	2.381%

On November 14, 2013 the C/CAG Board approved the C/CAG investment portfolio as follows:

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

During the past quarters, the Finance Committee recommended, and the C/CAG Board approved of no change to the investment portfolio.

The investment portfolio as of June 30, 2019 is as follows:

	3/31/2019		6/30/2019	
	Amount	Percent	Amount	Percent
LAIF	\$17,017,482	69%	\$18,118,668	70%
COPOOL	\$7,488,352	31%	\$7,832,078	30%
Total	\$24,505,834	100%	\$25,950,746	100%

On May 22, 2019, the Finance Committee requested that staff research the fees and minimum investment portfolio requirements for using an independent investment portfolio manager similar to an investigation that was performed and reported to the Committee in August 2016.

On August 28, 2019, staff reported their findings to the Committee. Based on the findings, the Finance Committee concluded that the small amount of potential gains and the required fees and portfolio management expenses would not warrant investing in an independent private investment portfolio at this time. The Finance Committee also reviewed the investment portfolio and recommended no change to the portfolio.

**ATTACHMENTS**

1. Quarterly Investment Report as of June 30, 2019 from San Carlos Financial Services Manager

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

**Board of Directors Agenda Report**

**To: Sandy Wong, Executive Director**  
**From: Carrie Tam, Financial Services Manager**  
**Date: August 28, 2019**

**SUBJECT: Quarterly Investment Report as of June 30, 2019**

**RECOMMENDATION:**

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

**ANALYSIS:**

The attached investment report indicates that on June 30, 2019, funds in the amount of \$25,950,746 were invested producing a weighted average yield of 2.51%. Of the total investment portfolio, 69.8% of funds were invested in the Local Agency Investment Fund (LAIF) and 30.2% in the San Mateo County Investment Pool (COPOOL). These percentages are within the range specified by the C/CAG Board. Accrued interest earnings for this quarter totaled \$156,024. The portfolio mix reflects the Board approved percentage invested in the County Investment Pool and LAIF.

Below is a summary of the changes from the prior quarter:

	<b>Qtr Ended 6/30/19</b>	<b>Qtr Ended 3/31/19</b>	<b>Increase (Decrease)</b>
Total Portfolio	\$ 25,950,746	\$ 24,505,834	\$ 1,444,912
Weighted Average Yield	2.51%	2.49%	0.02%
Accrued Interest Earnings	\$ 156,024	\$ 144,912	\$ 11,112

There was an increase of \$1.4 million in the portfolio balance this quarter compared to the previous quarter mainly due to cash receipts offset by cash disbursements in the fourth quarter for Measure M, NPDES, Bay Area Air Quality, and Congestion Relief and Management. The slightly higher weighted average yield resulted in slightly higher interest earnings for this quarter.

Historical cash flow trends are compared to current cash flow requirements on an ongoing basis to ensure that C/CAG's investment portfolio will remain sufficiently liquid to meet all reasonably anticipated operating requirements. As of June 30, 2019, the portfolio contains sufficient 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 C/CAG 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 June 30, 2019
- 2 – Historical Summary of Investment Portfolio

**CITY & COUNTY ASSOCIATION OF GOVERNMENTS**

**SUMMARY OF ALL INVESTMENTS**

For Quarter Ending June 30, 2019

Category	Weighted Average Interest Rate	Historical Book Value	% of Portfolio	GASB 31 ADJ Market Value
<b>Liquid Investments:</b>				
Local Agency Investment Fund (LAIF)	2.57%	18,118,668	69.8%	18,149,684
San Mateo County Investment Pool (COPOOL)	2.38%	7,832,078	30.2%	7,852,441
<b>Agency Securities</b>				
<i>none</i>				
<b>Total - Investments</b>	<b>2.51%</b>	<b>25,950,746</b>	<b>100%</b>	<b>26,002,125</b>
<b>GRAND TOTAL OF PORTFOLIO</b>	<b>2.51%</b>	<b>\$ 25,950,746</b>	<b>100%</b>	<b>\$ 26,002,125</b>

<b>Total Interest Earned This Quarter</b>	<b>156,024</b>
<b>Total Interest Earned (Loss) Fiscal Year-to-Date</b>	<b>563,257</b>

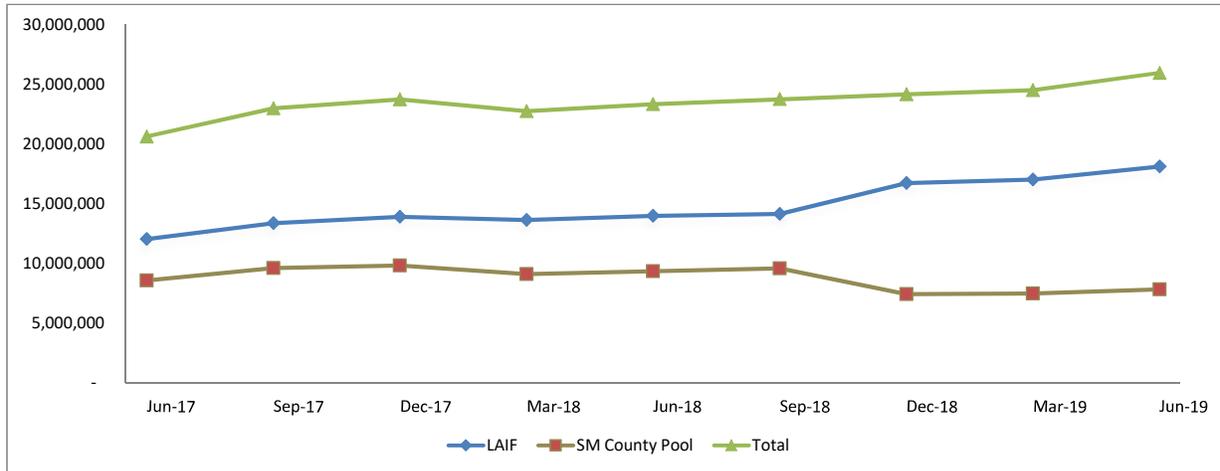
**Note: CCAG Board approved the following investment portfolio mix at its November 14, 2013 meeting:**

LAIF - 50% to 70%  
COPOOL - 30% to 50%

On November 28, 2018, the C/CAG Finance Committee reviewed the investment portfolio and removed the November 20, 2015 investment goal in consideration of LAIF outperforming the COPOOL. The committee removed the previous goal to respond to the yields of higher performing accounts consistent with the Board approved investment range and subject to the committee's quarterly review and recommendations.

\*Difference in value between Historical Value and Market Value may be due to timing of purchase. Investments in the investment pools may have been purchased when interest rates were lower or higher than the end date of this report. As interest rates increase or decrease, the value of the investment pools will decrease or increase accordingly. However, interest rate fluctuations does not have any impact to CCAG's balance in the investment pools. The market values are presented as a reference only.

### City and County Association of Governments Historical Summary of Investment Portfolio June 30, 2019



*Note: The chart type has been changed from Column to Line after receiving feedback from CCAG's Finance Committee*

#### City/County Association of Governments Investment Portfolio

	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19
LAIF	12,034,768	13,363,368	13,896,995	13,637,606	13,988,892	14,152,699	16,728,451	17,017,482	18,118,668
SM County Pool	8,586,974	9,611,660	9,838,593	9,117,611	9,350,753	9,590,815	7,436,613	7,488,352	7,832,078
<b>Total</b>	<b>20,621,742</b>	<b>22,975,028</b>	<b>23,735,588</b>	<b>22,755,217</b>	<b>23,339,645</b>	<b>23,743,514</b>	<b>24,165,064</b>	<b>24,505,834</b>	<b>25,950,746</b>

On November 28, 2018, the C/CAG Finance Committee reviewed the investment portfolio and removed the November 20, 2015 investment goal in consideration of LAIF outperforming the COPOOL. The committee removed the previous goal to respond to the yields of higher performing accounts consistent with the Board approved investment range and subject to the committee's quarterly review and recommendations.

## C/CAG AGENDA REPORT

Date: September 12, 2019

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 19-55 adopting the C/CAG Investment Policy Update.

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

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### RECOMMENDATION

That the C/CAG Board review and approve Resolution 19-55 adopting the C/CAG Investment Policy update.

### FISCAL IMPACT

Adoption of the Investment Policy may affect the return on investments.

### SOURCE OF FUNDS

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

### BACKGROUND

The C/CAG Investment Policy stated that the policy shall be reviewed at least annually, and that it shall be adopted by resolution of the C/CAG Board on an annual basis. The last update of the C/CAG Investment Policy was adopted by the C/CAG Board on September 13, 2018. On August 28, 2019, the Finance Committee reviewed and recommended approval of the C/CAG investment policy update with modifications.

Proposed modifications to the policy were made to comply with state standards recommended by the California Debt and Investment Advisory Commission (CDIAC). The Finance Committee recommended accepting all the modification except one. The Finance Committee rejected a modification to a provision which would allow a public agency to invest in mortgage-backed securities.

Although C/CAG does not invest outside of the Local Agency Investment Fund (LAIF) and the San Mateo County Pool, the C/CAG Finance Committee recommended not to include the recent CDIAC amendments which allows up to 20% of an “agency’s surplus moneys” for investments in mortgage-backed securities. The proposed modification to the C/CAG Investment Policy is available online, with track changes. Edits are shown with underline and ~~strikethrough~~.

## ATTACHMENTS

1. Resolution 19-55
2. C/CAG Investment Policy update (with track changes)  
(available online at: <http://ccag.ca.gov/committees/board-of-directors/>)

## **RESOLUTION 19-55**

### **RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY ADOPTING THE C/CAG INVESTMENT POLICY UPDATE**

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

**WHEREAS**, the City of San Carlos is the Fiscal Agent for C/CAG, and

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

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

**WHEREAS**, C/CAG shall review and adopt its investment policy at least annually, and

**WHEREAS**, the proposed C/CAG investment policy update has been reviewed and recommended by its Finance Committee.

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

**PASSED, APPROVED, AND ADOPTED, THIS 12TH DAY OF SEPTEMBER 2019.**

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*Maryann Moise Derwin, Chair*

## C/CAG AGENDA REPORT

Date: Sept 12, 2019

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 19-56 authorizing the C/CAG Chair to execute a Cooperative Agreement with Bay Area Infrastructure Financing Authority (BAIFA), San Mateo County Transportation Authority (TA), and the San Mateo County Express Lanes Joint Power Authority (SMCEL-JPA) for the design of tolling infrastructure on US 101.

(For further information or questions, contact Jean Higaki at 650-599-1462)

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### RECOMMENDATION

That the C/CAG Board review and approve Resolution 19-56 authorizing C/CAG Chair to execute a Cooperative Agreement with Bay Area Infrastructure Financing Authority (BAIFA), San Mateo County Transportation Authority (TA), and the San Mateo County Express Lanes Joint Power Authority (SMCEL-JPA) for the design of tolling infrastructure on US 101.

### FISCAL IMPACT

None to the C/CAG budget.

### SOURCE OF FUNDS

BAIFA is a funding partner of the US 101 Express Lanes Project and is contributing \$95 million in total to the project. The \$3 million for the design of the tolling infrastructure will come from BAIFA's contribution to the project.

### BACKGROUND

On February 14, 2019, upon recommendation from San Mateo Express Lane Ad Hoc committee members, the C/CAG Board approved Resolution 19-10 to retain ownership of the Project with the TA and contract with BAIFA to operate the express lanes on their behalf, subject (a) to the California Transportation Commission's approval, and (b) the terms of a C/CAG and TA agreement with BAIFA. The C/CAG Board also agreed to form a Joint Powers Authority to exercise the shared rights and responsibilities as a joint owner of the Express Lanes project.

On April 11, 2019, the C/CAG Board approved Resolution 19-22 to execute the Joint Exercise of Powers Agreement for the SMCEL-JPA. On May 2, 2019, the San Mateo County Transportation Authority also approved the Agreement. The SMCEL-JPA agreement was effective on June 1, 2019. On August 14, 2019 the CTC approved the toll operating authority of the SMCEL-JPA.

The Project design is comprised of two components 1) the civil work, which involves the roadway infrastructure, and 2) the toll system integration, which involves tolling hardware and software. The civil component is being design by an integrated team, which includes Caltrans and the TA's consultant. The civil design is nearing completion and it is now necessary to begin the toll system design of the Project.

The toll system design is normally undertaken by the party that will be responsible for the operations of the Project, which in this case is BAIFA. C/CAG and the TA are contracting with BAIFA, to utilize their staff and consultants, for the design and installation of the toll system.

The TA, C/CAG and BAIFA have been in negotiations for BAIFA to provide the toll system design services for the project and the parties have agreed to an initial cost of \$3 million to be funded by BAIFA's bridge toll revenue contribution, which is part of the project's overall funding plan. It is anticipated that an amendment or following agreement, that defines the cost for the equipment installation, will follow later in the year or early next year.

The new SMCEL-JPA will assume ownership and operating responsibilities after the installation of the civil and toll equipment is complete. As the future owner and operator of the tolling system, the SMCEL-JPA with also be a signatory to the agreement. The toll system design is targeted to be complete by the end of December 2019.

#### **ATTACHMENTS**

1. Resolution 19-56
2. The Cooperative Agreement with BAIFA, TA, and the SMCEL-JPA for the design of tolling infrastructure on US 101 is available on-line at: <http://ccag.ca.gov/committees/board-of-directors/>

## **RESOLUTION 19-56**

### **RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) APPROVING THE COOPERATIVE AGREEMENT WITH THE BAY AREA INFRASTRUCTURE FINANCING AUTHORITY (BAIFA), SAN MATEO COUNTY TRANSPORTATION AUTHORITY (TA), AND THE SAN MATEO COUNTY EXPRESS LANES JOINT POWERS AUTHORITY (SMCEL-JPA) FOR THE DESIGN OF TOLLING INFRASTRUCTURE ON US 101.**

**BE IT RESOLVED** by the Board of Directors of the City/County Association of Governments of San Mateo County (C/CAG); that

The C/CAG Board of Directors approves the Cooperative Agreement between the Bay Area Infrastructure Financing Authority (BAIFA), C/CAG, and the San Mateo County Transportation Authority (TA) for the design of tolling infrastructure for the San Mateo County Express Lanes.

**WHEREAS**, the Project will address congestion and improve mobility on Highway 101 by creating an express lane in each direction between the Santa Clara County Line and Interstate 380 in San Bruno, and will incentivize the use of public transit, carpools, and other shared-ride options, while also creating a new revenue stream from individuals willing to pay a fee to drive in the express lanes, which will be available to fund additional transportation enhancements in the corridor; and

**WHEREAS**, on May 2012, as the Project Sponsor, C/CAG applied to the TA for funding to develop a Project Initiation Document (PID) to extend High-Occupancy Vehicle lanes (HOV) Study on US 101 from Whipple to the I-380 interchange and was awarded \$2,000,000; and

**WHEREAS**, on May 2015, as the Project Sponsor, C/CAG applied to the TA for funding to develop the Project Approval/Environmental Document (PA/ED) phase of the US 101 HOV Lane project and was awarded \$8.5 million; and

**WHEREAS**, on June 2, 2016, the SMCTA Board through Resolution 2016-12 approved an amendment to the 2004 Transportation Authority Expenditure Plan which allows the TA to act as a co-sponsor for the US 101 Managed Lane Project; and

**WHEREAS**, on November 10, 2016, the C/CAG Board approved a resolution to co-sponsor the environmental phases of the US 101 Managed Lane Project with the TA; and

**WHEREAS**, on April 12, 2018 the C/CAG Board approved Resolution 18-16 to co-sponsor the Design and Right of Way phase of the US 101 Managed Lane Project with the TA; and

**WHEREAS**, on October 12, 2017, the C/CAG Board approved the proposed 2018 STIP for San Mateo County which programmed \$16 million toward the right of way phase and \$17.5 million towards the construction phase of the Express Lane project; and

**WHEREAS**, on February 14, 2019, upon recommendation from San Mateo Express Lane Ad Hoc committee members, the C/CAG Board approved Resolution 19-10 to retain ownership of the Project with the TA and contract with BAIFA to operate the express lanes on their behalf, subject (a) to the California Transportation Commission's approval, and (b) the terms of a C/CAG and TA agreement with BAIFA; and

**WHEREAS**, on February 14, 2019, the C/CAG Board also agreed to form a Joint Powers Authority to exercise the shared rights and responsibilities as a joint owner of the Express Lanes project

**WHEREAS**, on April 11, 2019 the C/CAG Board approved Resolution 19-22 to execute the Joint Exercise of Powers Agreement for the SMCEL-JPA, pursuant to the California Joint Exercise of Powers Act, consisting of Sections 6500 through 6599.2 of the California Government Code, to oversee the operations and administration of the project, and to jointly exercise the Project ownership rights of the SMCTA and C/CAG; and

**WHEREAS**, on May 2, 2019 the TA Board also approved the Joint Exercise of Powers Agreement for the SMCEL-JPA, which took effect on June 1, 2019; and

**WHEREAS**, the Project design is comprised of two components 1) the civil work, which involves the roadway infrastructure, and 2) the toll system integration, which involves tolling hardware and software; and

**WHEREAS**, under a separate agreement, the civil component is being design by an integrated team, which includes Caltrans and the TA's consultant, is nearing completion and it is now necessary to begin the toll system design of the Project; and

**WHEREAS**, the toll system design is normally undertaken by the party that will be responsible for the operations of the Project, which in this case is BAIFA; and

**WHEREAS**, C/CAG and the TA desire that BAIFA, and its consultant, be responsible for design and installation of the toll system; and

**WHEREAS**, TA and C/CAG staff have negotiated with BAIFA an initial \$3 million cost for the toll system design; and

**WHEREAS**, BAIFA is also a funding partner and has budgeted \$95 million of bridge toll revenue for the Project as part of its Fiscal Year 2020 Budget; and

**WHEREAS**, BAIFA will utilize \$3 million of the aforementioned budget to fund the cost of the toll system design with the balance of being made available for the construction phase of the Project.

**NOW THEREFORE BE IT RESOLVED**, by the Board of Directors of the City/County Association of Governments of San Mateo County that the C/CAG Chair is authorized to execute a Cooperative Agreement with Bay Area Infrastructure Financing Authority (BAIFA), San Mateo County Transportation Authority (TA), and the San Mateo County Express Lanes Joint Power Authority (SMCEL-JPA) for the design of tolling infrastructure on US 101. Be it further resolved that the C/CAG Executive Director is authorized to negotiate the final terms of said agreement prior to its execution by the C/CAG Chair, subject to approval as to form by C/CAG Legal Counsel.

**PASSED, APPROVED, AND ADOPTED, THIS 12TH DAY OF SEPTEMBER 2019.**

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*Maryann Moise Derwin, Chair*

**C/CAG AGENDA REPORT**

**Date:** September 12, 2019  
**To:** City/County Association of Government Board of Directors  
**From:** Sandy Wong, Executive Director  
**Subject:** Review and approval of Resolution 19-66 authorizing the C/CAG Chair to execute Amendment No.2 to an agreement with DNV GL Energy Services USA, Inc. adding \$9,050 for a new total amount not to exceed \$358,310  
(For further information, contact Kim Springer at (650) 599-1412)

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**RECOMMENDATION**

That the C/CAG Board of Directors review and approve Resolution 19-XX authorizing the C/CAG Chair to execute Amendment No.2 to an agreement with DNV GL Energy Services USA, Inc. adding \$9,050 for a new total amount not to exceed \$358,310.

**FISCAL IMPACT**

The additional scope of services under this amendment is funded from the C/CAG Congestion Relief fund under the climate action planning activities category.

**BACKGROUND/DISCUSSION**

DNV GL Energy Services USA Inc. was contracted to provide climate action planning technical services from February 8, 2018 through June 30, 2019, and is continuing to provide similar services under a new contract, approved by the Board at the May 9, 2019 meeting. During the period of the February 8, 2018 through June 30, 2019 contract, at the request of staff, DNV GL provided an additional scope proposal of \$9,050 for stakeholder outreach services, specifically for work on C/CAG's Transportation Climate Action Plan (TCAP).

In the process of closing out billing for the contract ending June 30, 2019, DNV GL and staff discovered that the additional proposed \$9,050 scope of services was approved by staff but did not submit to C/CAG Board for formal approval. With outreach services from DNV GL, the TCAP was completed, presented by DNV GL to other committees and the C/CAG Board, and the document was approved by the C/CAG Board at the January 10, 2019 meeting.

The error was not discovered earlier because DNV GL billed the \$9,050 under a task for climate action planning technical assistance, which is billed monthly, and there was ample funding under that task, until the final billing. Staff recommends the C/CAG Board review and approve Amendment No.2 to the past agreement so that DNV GL can be compensated with the \$9,050 for work completed.

## **Attachments**

1. Resolution No. 19-66
2. Amendment No.2 to existing Agreement with Exhibit B – Additional Services

**RESOLUTION NO. 19-66**

**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 AMENDMENT NO. 2 TO AN AGREEMENT BETWEEN C/CAG AND DNV GL ENERGY SERVICES USA, INC. ADDING \$9,050 FOR A NEW TOTAL AMOUNT NOT TO EXCEED \$358,310.**

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

**WHEREAS**, C/CAG administers a Local Government Partnership (LGP) between C/CAG and Pacific Gas and Electric Company for the San Mateo County Energy Watch program; and

**WHEREAS**, DNV GL was the technical consultant for climate action planning technical assistance for the program from February 8, 2018 through June 30, 2019; and

**WHEREAS**, DNV GL provided staff with an additional stakeholder outreach scope of services, which staff used but did not yet get approved by the C/CAG Board; and

**WHEREAS**, services provided by DNV GL have been delivered to the satisfaction of C/CAG; and

**WHEREAS**, C/CAG desires to add an additional of \$9,050 to the DNV GL agreement to compensate DNV GL for the aforementioned additional services for the C/CAG Transportation Climate Action Plan (TCAP).

**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 Amendment No.2 to an Agreement between C/CAG and DNV GL Energy Services USA, Inc. adding \$9,050 for a new total amount not to exceed \$358,310.

**PASSED, APPROVED, AND ADOPTED THIS 12TH DAY OF SEPTEMBER 2019.**

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***Maryann Moise Derwin, Chair***

**AMENDMENT NO. 2 TO THE AGREEMENT  
BETWEEN  
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY  
AND  
DNV GL ENERGY SERVICES USA, INC.**

WHEREAS, the City/County Association of Governments of San Mateo County (hereinafter referred to as “C/CAG”) and DNV GL Energy Services USA, Inc. (hereinafter referred to as “Contractor”) are parties to an agreement originally dated February 8, 2018 through June 30, 2019, for climate action planning technical assistance to cities in San Mateo County, to the County, and to C/CAG in support of the Countywide Transportation CAP (the “DNV GL Contract”); and

WHEREAS, the DNV GL Contract was effective February 8, 2018; and

WHEREAS, Amendment 1 to the Contract was executed on December 13, 2018, adding \$89,260; and

WHEREAS, the parties desire to add an additional \$9,050 to the DNV GL Contract for climate action planning stakeholder outreach for completion of the C/CAG Transportation Climate Action Plan from Congestion Relief funds; and

WHEREAS, the DNV GL Contract end date of June 30, 2019 remains unchanged; and

WHEREAS, the parties desire to amend the DNV GL Contract, adding a new scope of services as set forth herein.

IT IS HEREBY AGREED by C/CAG and Contractor as follows:

1. Section 1 of the DNV GL Contract is hereby replaced by the following:

Services to be provided by Contractor. In consideration of the payments hereinafter set forth, Contractor agrees to perform the services described in Exhibit B, attached hereto (the “Services”). All Services are to be performed and completed by June 30, 2019.

2. Section 2 of the DNV GL Contract is hereby replaced by the following:

Payments. In consideration of Contractor providing the Services, C/CAG shall reimburse Contractor on a time and materials basis, based on the cost rates set forth in Exhibit A up to maximum amount of three hundred fifty-eight thousand three-hundred ten dollars (\$358,310) for Services provided during the Contract Term as set forth below. Payments shall be made monthly to Contractor based on an invoice submitted by Contractor that identifies expenditures and describes services performed, by task in the scope of work, in accordance with the Agreement.

C/CAG shall have the right to receive, upon request, documentation substantiating charges billed to C/CAG.

3. Exhibit B – Additional Scope of Services, is added as an attachment to this Amendment No. 2 and to the Agreement.
4. Except as expressly amended herein, all other provisions of the DNV GL Contract shall remain in full force and effect.
5. This Amendment No. 2 shall take effect upon the date of execution by both parties.

City/County Association of Governments  
(C/CAG):

\_\_\_\_\_  
Maryann Moise Derwin, Chair

Date: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Legal Counsel for C/CAG

DNV GL Energy Services USA, Inc.  
(Contractor):

\_\_\_\_\_  
By

Title: HEAD OF DEPARTMENT

Date: 29 AUGUST 2019

**EXHIBIT B - SCOPE AMENDMENT**

**C/CAG Transportation Climate Plan Stakeholder Outreach**

With additional funding from C/CAG, DNV GL will conduct the following stakeholder outreach activities in support of the Transportation Climate Report, as follows:

Scope Description	Betty Seto	Cost	Notes and Details
	\$200		
Prepare presentation and coordination (draft and final, assuming 1 round of review from C/CAG staff)	6.5	\$1,425	TAC (Sept. 20 <sup>th</sup> , 2018) CMEQ (Sept. 24 <sup>th</sup> , 2018)  TAC (Nov. 15 <sup>th</sup> , 2018) CMEQ (Nov. 26 <sup>th</sup> , 2018) C/CAG Board (January 2019)
Attend meeting #1, including travel & logistics	6	\$1,200	
Attend meeting #2	6	\$1,200	
Prepare presentation and coordination - Reflect updated language related to Climate Report (versus Plan), Electric Vehicle Goals & Vision and Implementation/Next Steps	6.5	\$1,425	
Attend meeting #3	6	\$1,200	
Attend meeting #4	6	\$1,200	
Attend meeting #5	6	\$1,200	
Labor subtotal		\$8,850	
Travel to meetings (e.g., mileage)		\$200	
TOTAL		\$9,050	

DNV GL staff travel to meetings assumes Oakland-based staff will attend the meetings. Any travel by non-Oakland-based staff will be separately negotiated and approved in writing.

**DNV GL Staff Hourly Rates**

<b>Classifications</b>	<b>DNV GL Staff</b>	<b>2019 Hourly Rate</b>
Principal Consultant	Doug Kot	\$210
Project Manager	Ben Butterworth	\$180
Senior Consultant	Sarah Moe	\$180
Consultant	Matt Fitzgerald	\$150
Administrative Support		\$120

## C/CAG AGENDA REPORT

Date: September 12, 2019

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 19-58 authorizing the C/CAG Chair to execute Amendment No. 2 to Iteris Smart Corridor ITS Network Monitoring and Maintenance Support Agreement to add \$34,438 for a new total amount of \$146,744.

(For further information or questions, contact John Hoang at 650-363-4105)

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### RECOMMENDATION

That the Board review and approval of Resolution 19-58 authorizing the C/CAG Chair to execute Amendment No. 2 to Iteris Smart Corridor ITS Network Monitoring and Maintenance Support Agreement to add \$34,438 for a new total amount of \$146,744.

### FISCAL IMPACT

Amendment No. 2 adds \$34,438 for a new total of \$146,744.

### SOURCE OF FUNDS

Measure M – Smart Corridor/Intelligent Transportation System (ITS)

### BACKGROUND

The C/CAG sponsored San Mateo County Smart Corridor project upgraded and interconnected traffic signal infrastructure on behalf of ten (10) cities, the unincorporated County, and Caltrans in addition to deploying Intelligent Transportation System (ITS) equipment such as closed-circuit television (CCTV) cameras, trailblazer/arterial dynamic message signs, and vehicle detection system on predefined designated local streets and state routes. The Smart Corridor provides local cities and Caltrans day to day traffic management capabilities in addressing recurrent traffic congestion as well as provide Caltrans abilities for managing the system during major incidents. The Smart Corridor, in operation since summer 2016, extends from I-380 in San Bruno to the Santa Clara County Line in East Palo Alto along El Camino Real and includes major local streets connecting to US-101.

In June 2018, per Resolution 18-39, C/CAG entered into a two-year agreement with Iteris for fiscal years (FYs) 2018/19 and 2019/20 in the amount of \$112,306 to provide ITS Network Monitoring and Maintenance Support to proactively monitor the operational status of all communication links and field devices. Services provided by Iteris include monitoring the entire network, isolating problems and issues, and closely coordinating with the maintenance contractor activities in servicing of infrastructure and field devices, as well as the KITS signal system contractor. The Agreement included four (4) Tasks: 1) Project Administration and Management, 2) Smart Corridor Network Monitoring, 3) Smart

Corridor Network Monitoring Software, and 4) As-Built Drawings, totaling \$112,306. The agreement terminates on June 30, 2020.

Amendment No. 1, which adjusted the budget between Tasks 2, 3 and 4 with no cost increase, was executed on January 23, 2019. C/CAG and Iteris have determined that Amendment No. 2 is needed to incorporate an additional Task 5 to address unanticipated “As-Needed” services and support to C/CAG, stakeholder agencies and other C/CAG maintenance contractors per the direction of the C/CAG Project Manager. The task includes but are not limited to assisting the C/CAG Project Manager on project coordination efforts, assisting with PG&E service applications on behalf of the Smart Corridor cities, troubleshooting Smart Corridor network and field devices issues, disseminating and analyzing network monitoring reports (from Task 2), and attending bi-weekly Smart Corridor conference calls and in-person meetings.

The budget for the new Task 5 - “As-Needed Services” is up to \$34,438, which includes 154 hours allocated for consultants. The revised total project cost is increased from \$112,306 to \$146,744. The additional Task 5 is reflected in Exhibit B of Amendment 2.

#### **ATTACHMENTS**

1. Resolution 19-58
2. Amendment No. 2

**RESOLUTION 19-58**

**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  
AMENDMENT NO. 2 TO THE ITERIS SMART CORRIDOR ITS NETWORK MONITORING  
AND MAINTENACE SUPPORT AGREEMENT TO ADD \$34,438 FOR A NEW TOTAL  
AMOUNT OF \$146,744**

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

**WHEREAS**, the C/CAG sponsored San Mateo County Smart Corridor Project (Smart Corridor) is an Intelligent Transportation System (ITS) project that extends 20 miles along El Camino Real and major local streets connecting to US-101 and enables cities and the California Department of Transportation (Caltrans) to proactively manage daily traffic and non-recurring traffic congestion cause by diverted traffic due to major incidents on the freeway; and

**WHEREAS**, in addition to installation of fiber optic communication network, equipment deployed as part of the Smart Corridor project include interconnected traffic signal system, close circuit video cameras, trailblazer/arterial dynamic message signs, and vehicle detection systems; and

**WHEREAS**, construction of the Smart Corridor (I-380 to Santa Clara County Line) is completed and final signal system software deployment and system integration completed; and

**WHEREAS**, per Memorandum of Understandings (MOUs) executed between C/CAG, Caltrans, and the cities, C/CAG is responsible for maintaining Smart Corridor specific ITS infrastructure and communication network deployed within the cities' right-of-way; and

**WHEREAS**, In June 2018, C/CAG entered into a 2-Year agreement with Iteris for Smart Corridor network monitoring and maintenance support an amount not to exceed \$112,306; and

**WHEREAS**, Amendment No. 1 was executed on January 23, 2019, to adjust budgets between the existing tasks with no cost increase; and

**WHEREAS**, C/CAG and Iteris desire to enter into Amendment No. 2 to add \$34,438 for unanticipated As-Needed services for a new total amount of \$146,744.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the City/County Association of Governments of San Mateo County that the C/CAG Chair is authorized to execute the Amendment No. 2 to the Agreement between C/CAG and Iteris Inc. for Smart Corridor ITS network monitoring and maintenance support to add \$34,438 for a new total amount of \$146,744. Be it further resolve that the C/CAG Executive Director is authorized to negotiate the final terms of the said agreement prior to its execution by the C/CAG Chair, subject to approval as to form by C/CAG Legal Counsel.

**PASSED, APPROVED, AND ADOPTED THIS 12TH DAY OF SEPTEMBER, 2019.**

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*Maryann Moise Derwin, Chair*

**AMENDMENT NO. 2 TO THE AGREEMENT  
BETWEEN  
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY  
AND  
ITERIS, INC.**

WHEREAS, the City/County Association of Governments for San Mateo County (hereinafter referred to as “C/CAG”) and Iteris, Inc. (hereinafter referred to as “Consultant”) are parties to an Agreement originally dated June 14, 2018, for Smart Corridor ITS Network Monitoring and Maintenance Support (the “Agreement”); and

WHEREAS, Amendment No. 1, executed on January 23, 2019, adjusted the budgets between Tasks 2, 3 and 4 with no cost increase; and

WHEREAS, C/CAG and Consultant determined that a new “Task 5 – As-Needed Services” is needed to account for unanticipated services to assist and coordinate with Smart Corridor cities, troubleshooting network and field device issues, and analyzing network monitoring reports; and

WHEREAS, C/CAG and Consultant determined that “Exhibit B - Table 1. Cost Proposal” of the Agreement needs to be modified to adjust for an additional Task 5 and additional costs; and

WHEREAS, C/CAG and Consultant desire to amend the Agreement as set forth herein.

IT IS HEREBY AGREED by C/CAG and Consultant as follows:

1. Section 2 “Payments” is amended to reflect a revised maximum amount of one hundred thousand forty six and seven hundred forty four dollars (\$146,744).
2. Exhibit A “Scope of Work” is revised to include “Task 5 – As-Needed Services- Iteris will provide as-needed services to C/CAG, stakeholder agencies and other C/CAG contractors as directed by the C/CAG Project Manager. As-needed services include but are not limited to assisting with PG&E service applications, troubleshooting Smart Corridor network and field devices issues, disseminating and analyzing network monitoring reports, and attending bi-weekly Smart Corridor conference calls.”
3. “Exhibit B – Table 1. Cost Proposal” is replaced by the attached “Exhibit B – Budget (As of September 1, 2019), Table 1. Cost Proposal. ”
4. Except as expressly amended herein, all other provisions of the Agreement shall remain in full force and effect.
5. This amendment shall take effect on September 1, 2019.

City/County Association of Governments  
(C/CAG)

Iteris, Inc.

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Mary Ann Derwin, C/CAG Chair

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By

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Legal Counsel for C/CAG



## C/CAG AGENDA REPORT

Date: September 12, 2019

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 19-59 determining that the Jefferson Unified High School District (JUHSD) Faculty and Staff Housing Project, including General Plan and Zoning Amendments and related entitlements at 699 Serramonte Boulevard, Daly City, is conditionally consistent with the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport.

(For further information or response to questions, contact Susy Kalkin 650 599-1467)

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### RECOMMENDATION

That the C/CAG Board of Directors, acting as the Airport Land Use Commission, adopt Resolution 19-59 determining that the proposed JUHSD Faculty and Staff Housing Project, including General Plan and Zoning Amendments and related entitlements, is consistent with the applicable airport/land use policies and criteria contained in the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport (SFO ALUCP), subject to the following condition:

1. The City of Daly City shall require that the project sponsor comply with the real estate disclosure requirements outlined in Policy IP-1 of the SFO ALUCP.

### DISCUSSION

#### Project Description

The project includes the construction of a four-story, 122-unit apartment building on a 3.3 acre site at the northwest corner of the Serramonte del Rey campus at 699 Serramonte Boulevard. Among other entitlements, the project includes a General Plan Amendment to change the land use designation on this portion of the site from C-O (Commercial – Office) to R-HD (Residential – High Density) and a Zoning Amendment to allow an increase in allowable height to 55 feet maximum.

#### ALUCP Consistency Evaluation

California Government Code Section 65302.3 states that a local agency General Plan and/or any affected specific plan must be consistent with the applicable airport/land use criteria in the relevant adopted Airport Land Use Compatibility Plan (ALUCP). The City of Daly City has referred the subject project to C/CAG, acting as the San Mateo County Airport Land Use Commission, for a determination of consistency with the SFO ALUCP.

The SFO ALUCP contains policies and criteria to address four issues: (a) aircraft noise impacts; (b) safety compatibility criteria; (c) height of structures/airspace protection; and (d) overflight notification. The following sections describe the degree to which the project is compatible with each.

*(a) Aircraft Noise Impacts*

The 65 dB CNEL (Community Noise Equivalent Level) aircraft noise contour defines the threshold for airport noise impacts established in the SFO ALUCP. All land uses located outside this contour are deemed consistent with the noise policies of the SFO ALUCP.

As shown on Attachment 3, the subject property lies outside the bounds of the 65dB CNEL contour, and therefore the project is consistent with the SFO ALUCP noise policies and criteria.

*(b) Safety Compatibility*

The SFO ALUCP includes five safety zones and related land use compatibility policies and criteria. However, none of the safety zones extends into Daly City, and therefore the project would be consistent with the safety zone policies of the SFO ALUCP.

*(c) Height of Structures/Airspace Protection*

Pursuant to the SFO ALUCP, airspace protection compatibility of proposed land uses within its AIA is evaluated in accordance with the following criteria: (1) 14 Code of Federal Regulations Part 77 (FAR Part 77), “Safe, Efficient Use and Preservation of the Navigable Airspace”, which establishes the standards for determining obstructions to air navigation; and (2) FAA notification surfaces. By definition, any object that penetrates one of the imaginary surfaces of the FAR Part 77 exhibit is deemed an obstruction to air navigation.

In order to be deemed consistent with the ALUCP, the maximum height of a new building must be the lower of (1) the height shown on the airspace protection surfaces map or (2) the maximum height determined not to be a “hazard to air navigation” by the FAA in an aeronautical study prepared pursuant to the filing of Form 7460-1.

Pursuant to the requested Zoning Amendment, building heights would be limited to 55 feet maximum. Given the ground elevation of the site is approximately 490 feet above mean sea level (MSL), the overall structure height would be a maximum of 545 ft above MSL. Utilizing SFO’s online iALP Airspace Tool, it has been determined that the top of the proposed building would be more than 260 feet below the critical airspace protection surfaces in the area, as shown on Attachment 4, so the project would be compliant with the airspace protection policies of the SFO ALUCP.

*(d) Overflight Notification*

The project site is located within the Airport Influence Area (AIA) of SFO, the real estate disclosure area. Pursuant to Policy IP-1, notification is required, prior to sale or lease of property located within the AIA, of the proximity of the airport and that therefore the property may be subject to some of the annoyances or inconveniences associated with proximity to airport operations.

As this disclosure requirement is not included in the above referenced general plan or zoning amendments policies or related application materials, the following condition is proposed:

- The City of Daly City shall require that the project sponsor comply with the real estate disclosure requirements outlined in Policy IP-1 of the SFO ALUCP.

#### Airport Land Use Committee

The Airport Land Use Committee discussed the project at its August 22, 2019 meeting and recommended it be determined consistent with the SFO ALUCP subject to the above referenced condition related to real estate disclosure notification.

#### **ATTACHMENTS**

1. Resolution 19-59
2. ALUCP application, together with related project description and plan set excerpts
3. SFO ALUCP Exh. IV-6 - Noise Compatibility Zones
4. SFO iALP Airspace Tool Point Analysis

## **RESOLUTION 19-59**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY, ACTING AS THE SAN MATEO COUNTY AIRPORT LAND USE COMMISSION, DETERMINING THAT THE JEFFERSON UNIFIED HIGH SCHOOL DISTRICT (JUHSD) FACULTY AND STAFF HOUSING PROJECT, INCLUDING GENERAL PLAN AND ZONING AMENDMENTS AND RELATED ENTITLEMENTS AT 699 SERRAMONTE BOULEVARD, DALY CITY, IS CONDITIONALLY CONSISTENT WITH THE COMPREHENSIVE AIRPORT LAND USE COMPATIBILITY PLAN FOR THE ENVIRONS OF SAN FRANCISCO INTERNATIONAL AIRPORT.**

**RESOLVED**, by the Board of Directors of the City/County Association of Governments of San Mateo County (C/CAG), acting as the San Mateo County Airport Land Use Commission (ALUC), that,

**WHEREAS**, California Public Utilities Code Section 21676(b) requires that prior to the amendment of a general plan or specific plan, or the adoption or approval of a zoning ordinance, a local agency shall first refer the proposed action to the Airport Land Use Commission for a determination of consistency with the applicable Airport Land Use Plan; and,

**WHEREAS**, the City of Daly City has submitted its proposed JUHSD Faculty and Staff Housing Project, including General Plan and Zoning Amendments and related development entitlements (the “Project”), to the C/CAG Board, acting as the San Mateo County Airport Land Use Commission, for a determination of consistency with the Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport (SFO ALUCP); and

**WHEREAS**, the Project is located within Airport Influence Area B of San Francisco International Airport, the area subject to formal CCAG/ALUC Review; and

**WHEREAS**, three sets of airport/land use compatibility policies and criteria in the SFO ALUCP relate to the Project: (a) aircraft noise impacts; (b) safety compatibility criteria; and (c) height of structures/airspace protection, as discussed below:

- (a) Aircraft Noise Impacts - The 65 dB CNEL (Community Noise Equivalent Level) aircraft noise contour defines the threshold for airport noise impacts established in the SFO ALUCP. The Project is not located within the 65-70dB Airport Noise Contour, and is therefore determined to be consistent with the SFO ALUCP noise policies and criteria.
- (b) Safety Compatibility - The SFO ALUCP identifies five safety zones. The Project is not located within a Safety Zone, and is therefore determined to be consistent with the safety zone policies of the SFO ALUCP.
- (c) Airspace Protection - Pursuant to the SFO ALUCP, airspace protection compatibility of proposed land uses within its Airport Influence Area (AIA) is evaluated in accordance with the following criteria: (1) 14 Code of Federal Regulations Part 77 (FAR Part 77) *Safe, Efficient Use and Preservation of the Navigable Airspace*, which establishes the standards for determining obstructions to air navigation; and (2) FAA notification surfaces.

To be deemed consistent with the ALUCP, the maximum height of a new building must be the lower of (1) the height shown on the airspace protection surfaces map (FAR Part 77 map) or (2) the maximum height determined not to be a “hazard to air navigation” by the FAA in an aeronautical study prepared pursuant to the filing of Form 7460-1.

Pursuant to the requested Zoning Amendment, building heights would be limited to 55 feet maximum. Given the ground elevation of the site is approximately 490 feet above mean sea level (MSL), the overall structure height would be a maximum of 545 ft above MSL. Utilizing SFO’s online iALP Airspace Tool, it has been determined that the top of the proposed building would be more than 260 feet below the critical airspace protection surfaces in the area, so the project would be compliant with the airspace protection policies of the SFO ALUCP.

**WHEREAS**, the Project is located within Airport Influence Area (AIA) A for San Francisco International Airport, where the State real estate disclosure requirements of Section 11010 of the Business and Professions Code apply. The Project does not currently reflect this requirement, but it is included herein as a condition of approval.

**NOW THEREFORE BE IT RESOLVED**, by the Board of Directors of the City/County Association of Governments of San Mateo County, acting as the San Mateo County Airport Land Use Commission, that subject to the condition contained in Exhibit A, attached, the proposed JUHSD Faculty and Staff Housing Project in Daly City, including General Plan and Zoning Amendments and related development entitlements, is deemed to be consistent with the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport.

**PASSED, APPROVED, AND ADOPTED, THIS 12TH DAY OF SEPTEMBER 2019.**

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*Maryann Moise Derwin, Chair*

**Resolution 19-59 – Conditions of Approval:**

1. *The City of Daly City shall require that the project sponsor comply with the real estate disclosure requirements outlined in Policy IP-1 of the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport (SFO ALUCP).*



APPLICATION FOR LAND USE CONSISTENCY DETERMINATION  
San Mateo County Airport Land Use Commission  
C/CAG ALUC

APPLICANT INFORMATION

Agency: City of Daly City

Project Name: Jefferson Union High School District Faculty & Staff Housing

Address: 599 Serramonte Blvd

APN: 091-211-230

City: Daly City

State: CA

ZIP Code: 94015

Staff Contact: Carmelisa Morales

Phone: 650-991-8156

Email: cmorales@dalycity.org

PROJECT DESCRIPTION

New 122-unit apartment building on a 3.3 acre site at the northwest corner of the Serramonte del Rey campus. The project will be constructed on a relatively level, surface parking lot. 183 parking spaces are proposed within a puzzle lift shelter, two surface parking lots, and parking stalls south of the site along Campus Drive. The General Plan land use designation for the section of property where the project site is located will be changed from Public Facility to Residential-High Density to allow the solely residential use. The existing zoning district, PD-31, will also be amended to only allow residential uses on this section of the

REQUIRED PROJECT INFORMATION property and to change the maximum building height for apartment buildings from "three stories over a partially depressed garage" to a maximum building height of 55 ft.

For General Plan, Specific Plan or Zoning Amendments and Development Projects:

A copy of the relevant amended sections, maps, etc., together with a detailed description of the proposed changes, sufficient to provide the following:

1. Adequate information to establish the relationship of the project to the three areas of Airport Land Use compatibility concern (ex. a summary of the planning documents and/or project development materials describing how ALUCP compatibility issues are addressed):
  - a) Noise: Location of project/plan area in relation to the noise contours identified in the applicable ALUCP.
    - Identify any relevant citations/discussion included in the project/plan addressing compliance with ALUCP noise policies.
  - b) Safety: Location of project/plan area in relation to the safety zones identified in the applicable ALUCP.
    - Include any relevant citations/discussion included in the project/plan addressing compliance with ALUCP safety policies.
  - c) Airspace Protection:
    - Include relevant citations/discussion of allowable heights in relation to the protected airspace/proximity to airport, as well as addressment of any land uses or design features that may cause visual, electronic, navigational, or wildlife hazards, particularly bird strike hazards.

- If applicable, identify how property owners are advised of the need to submit Form 7460-1, *Notice of Proposed /Construction or Alteration* with the FAA.

2. Real Estate Disclosure requirements related to airport proximity
3. Any related environmental documentation (electronic copy preferred)
4. Other documentation as may be required (ex. related staff reports, etc.)

Additional information For Development Projects:

1. 25 sets of scaled plans, no larger than 11" x 17"
2. Latitude and longitude of development site
3. Building heights relative to mean sea level (MSL)

ALUCP Plans can be accessed at <http://ccag.ca.gov/plansreportslibrary/airport-land-use/>

Please contact C/CAG staff at 650 599-1467 with any questions.

<b><i>For C/CAG Staff Use Only</i></b>
<b><i>Date Application Received</i></b>
<b><i>Date Application Deemed Complete</i></b>
<b><i>Tentative Hearing Dates:</i></b>
- <b><i>Airport Land Use Committee</i></b>
- <b><i>C/CAG ALUC</i></b>

**DATE:** July 18, 2019

**TO:** Susy Kalkin, ALUC Staff, City/County Association of Governments of San Mateo County

**FROM:** Carmelisa Morales, Associate Planner, City of Daly City Planning Division

**SUBJECT:** ALUC Land Use Consistency Determination Application - Project Information for the JUHSD Faulty and Staff Housing Project at 699 Serramonte Boulevard in Daly City

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Background: Jefferson Union High School District (JUHSD), the applicant, operates six high schools in Daly City and Pacifica and, as a result of the critical shortage of affordable rental housing in its community, it is at a disadvantage to neighboring school districts in attracting and retaining high-quality teachers and staff.

To eliminate this disadvantage, voters have approved Measure J which authorizes \$33 million in locally controlled funds to construct affordable rental housing to attract, hire and retain teachers and staff members of the JUHSD and the Adult Education School.

Project Description: The project includes the construction of a 122-unit 3- and 4-story apartment building on a 3.3 acre site at the northwest corner of the Serramonte del Rey campus proposed to be constructed on a relatively level, student parking surface lot. This project is comprised of one four-story Type VA building that wraps around a central courtyard and provides a total of 183 residential parking spaces. The spaces will be provided in a new surface parking lot with new puzzle lift shelter to the west, a reconfigured surface parking lot to the east, and five spaces located south of the site along Campus Drive.

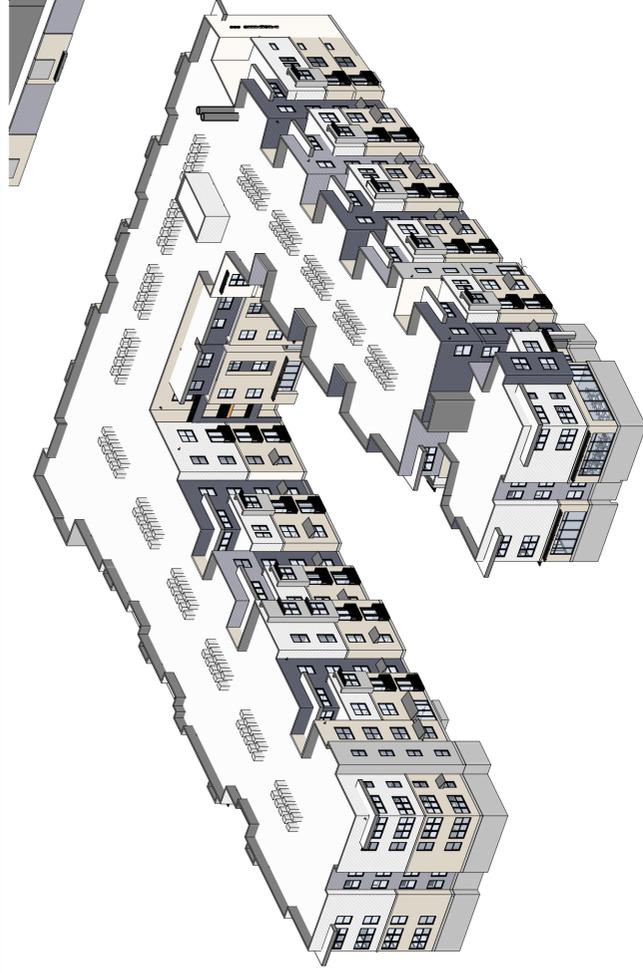
Proposed General Plan and Zoning Changes: The General Plan land use designation for the Serramonte Del Ray campus (699 Serramonte Boulevard, APN 091-211-230) is currently C-O (Commercial – Office). Since this section of the campus is proposed to be solely residential with a density of 37 dwelling units per acre, JUHSD is requesting a change in the land use designation of this section of the property to R-HD (Residential – High Density). This designation applies primarily to multi-family residential structures where residential density is between 35.1 and 50 dwelling units per acre. The boundaries of the proposed land use designation are shown on the attached exhibit.

The zoning for the property is PD-31 (Planned Development District). Residential and office uses are permitted uses in this zoning district. However, PD-31 regulates the maximum number of dwelling units and office space permitted within each section of the property. The section of the property containing the project site allows up to 175 dwelling units and up to 200,000 sq. ft. of office space. JUHSD is requesting an amendment to PD-31 to allow only residential uses on this section of the property, specifically the 122 units proposed. In addition, since PD-31 limits apartment buildings to “three stories over a partially depressed garage”, JUHSD is requesting a change in the maximum height requirement for apartment buildings to a maximum of 55 feet.

Environmental Review: An Initial Study and Mitigated Negative Declaration are currently being prepared for this project.

# JUHSD FACULTY & STAFF HOUSING

DALY CITY, CALIFORNIA



VICINITY MAP



PROJECT SITE

## PROJECT INFORMATION

ZONING: (C-O) COMMERCIAL, OFFICE  
 APN: 091-211-230

### TYPE OF CONSTRUCTION

RESIDENTIAL TYPE VA

### CURRENT USE ON SITE:

PARKING LOT FOR ADJACENT BUILDINGS

### ALLOWABLE AREAS

### PROJECT TABULATION

Unit Type	1BR	2BR	3BR	TOTALS
Program	615-760	850-1000	1060-1250	
SF	705	975	1290	
Ground Floor	12	12	1	25
2nd Floor	10	20	3	33
3rd Floor	11	21	1	33
4th Floor	22	8	1	31
Totals	55	61	6	122
%	46.7%	48.36%	5%	100%

## CONSULTANT TEAM

APPLICANT / OWNER  
 JEFFERSON UNION HIGH SCHOOL DISTRICT  
 699 SERRAMONTE BLVD.  
 DALY CITY, CA 94015

OWNER ADVISORS  
 BROOKWOOD GROUP  
 ONE EMBARCADERO CENTER, SUITE 500  
 SAN FRANCISCO, CA 94111  
 P: 415.956.5056

OWNER DESIGN CONSULTANTS  
 SEIDEL ARCHITECTS  
 545 SANSOME ST.  
 SAN FRANCISCO, CA 94111  
 P: 415.397.5535

LANDSCAPE ARCHITECT  
 JETT LANDSCAPE ARCHITECTURE + DESIGN  
 2 THEATRE SQUARE, SUITE 218  
 ORINDA, CA 94563  
 P: 925.254.5422

CIVIL ENGINEER  
 BKF ENGINEERS  
 255 SHORELINE DRIVE, SUITE 200  
 REDWOOD CITY, CA 94065  
 P: 650.482.6427

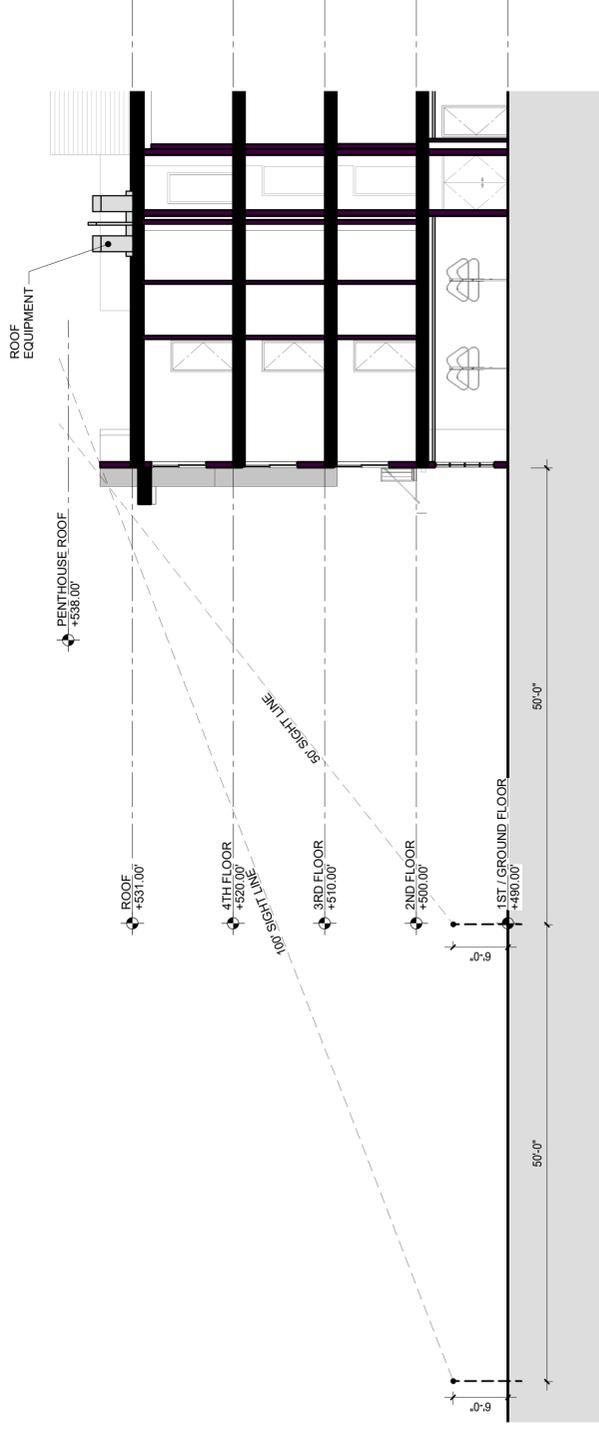
## DRAWING INDEX

Sheet Number	Sheet Name
A0.0	PROJECT INFORMATION
A0.1	PROJECT INFORMATION
A0.2	OPEN AREA DIAGRAM
A0.3	ACCESSIBLE PATH OF TRAVEL DIAGRAM
A1.0	CONCEPTUAL SITE PLAN
A2.1	CONCEPTUAL GROUND FLOOR PLAN
A2.2	CONCEPTUAL SECOND FLOOR PLAN
A2.3	CONCEPTUAL THIRD FLOOR PLAN
A2.4	CONCEPTUAL FOURTH FLOOR PLAN
A2.5	CONCEPTUAL ROOF PLAN
A3.0	CONCEPTUAL SECTIONS
A3.1	CONCEPTUAL MASSING
A3.2	CONCEPTUAL MASSING
A3.3	CONCEPTUAL MASSING
A4.1	TYPICAL UNIT PLANS
A5.1	CONCEPTUAL ELEVATIONS APARTMENT
A5.2	CONCEPTUAL ELEVATIONS APARTMENT
A5.3	CONCEPTUAL ELEVATIONS APARTMENT
A5.4	CONCEPTUAL ELEVATIONS APARTMENT
A5.5	CONCEPTUAL ELEVATIONS STACKER SHED
A6.1	ARCHITECTURAL CHARACTER IMAGES
A6.2	ARCHITECTURAL CHARACTER IMAGES
A7.0	SITE PHOTOS
A7.1	SITE PHOTOS
A7.2	SITE PHOTOS
A8.1	COLOR SCHEME BOARD
C1.0	OVERALL CONCEPTUAL SITE PLAN
C1.1	CONCEPTUAL SITE PLAN
C1.2	CONCEPTUAL SITE PLAN
C2.0	CONCEPTUAL GRADING PLAN
C2.1	CONCEPTUAL GRADING PLAN
C3.0	STORMWATER MANAGEMENT PLAN
C4.0	OVERALL CONCEPTUAL UTILITY PLAN
C4.1	CONCEPTUAL UTILITY PLAN
C4.2	CONCEPTUAL UTILITY PLAN
C5.0	CONCEPTUAL FIRE ACCESS PLAN
L1.1	CONCEPTUAL LANDSCAPE PLAN - WEST
L1.2	CONCEPTUAL LANDSCAPE PLAN - EAST
L1.3	PRELIMINARY LANDSCAPE PLANT LIST
L2.1	PRECEDENT IMAGES

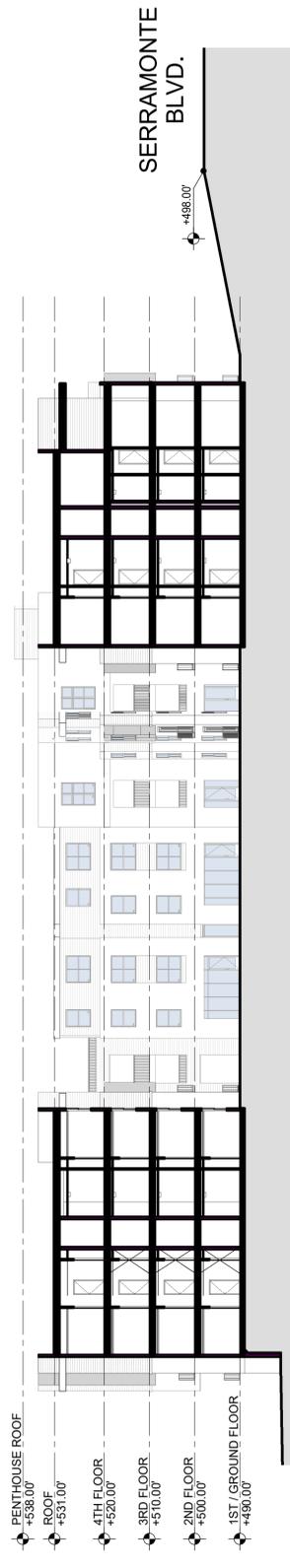
Type	Western Parking Lot Residential	Southern Parking Area Residential	Eastern Parking Lot Residential	Entry Drive Parking Area	Southwestern Parking Lot Site	Southern Parking Area Site	Southeastern Parking Lot Site	Total Parking
Compact	10	0	0	0	0	0	0	0
Standard	21	5	48	5	33	20	71	203
Puzzle Lift	78	0	0	0	0	0	0	78
EVC (ADA-Van)	1	0	0	0	0	0	0	1
EVC (ADA-Standard)	1	0	0	0	0	0	0	1
EVC (Standard)	6	0	0	0	0	0	0	6
ADA (Accessible)	4	0	0	2	2	0	1	9
ADA (Van)	1	0	0	1	0	0	0	2
<b>Total</b>	<b>122</b>	<b>5</b>	<b>48</b>	<b>8</b>	<b>35</b>	<b>20</b>	<b>72</b>	<b>310</b>

Required Parking  
 City Ordinance 17.34.020  
 Section C. Multi-Family Residential

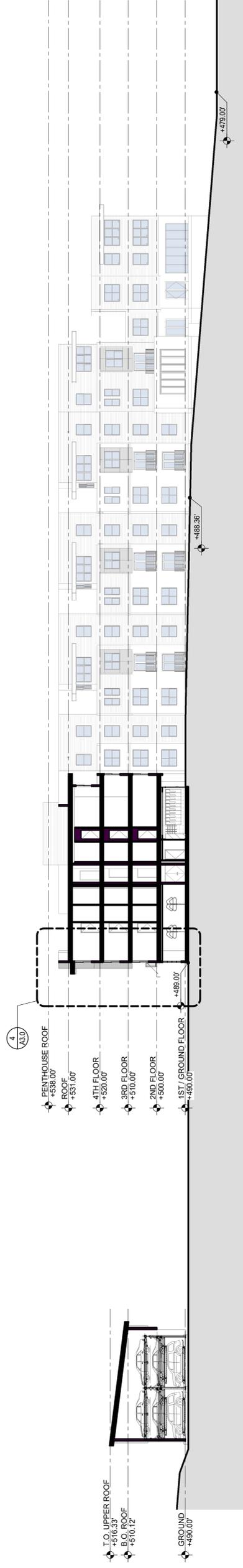
1 Space for Each Studio  
 1.5 Space for Each One Bedroom  
 2 Spaces for Each Two Bedroom and Larger



**ENLARGED SECTION - EQUIPMENT SCREENING 4**  
1" = 10'-0"

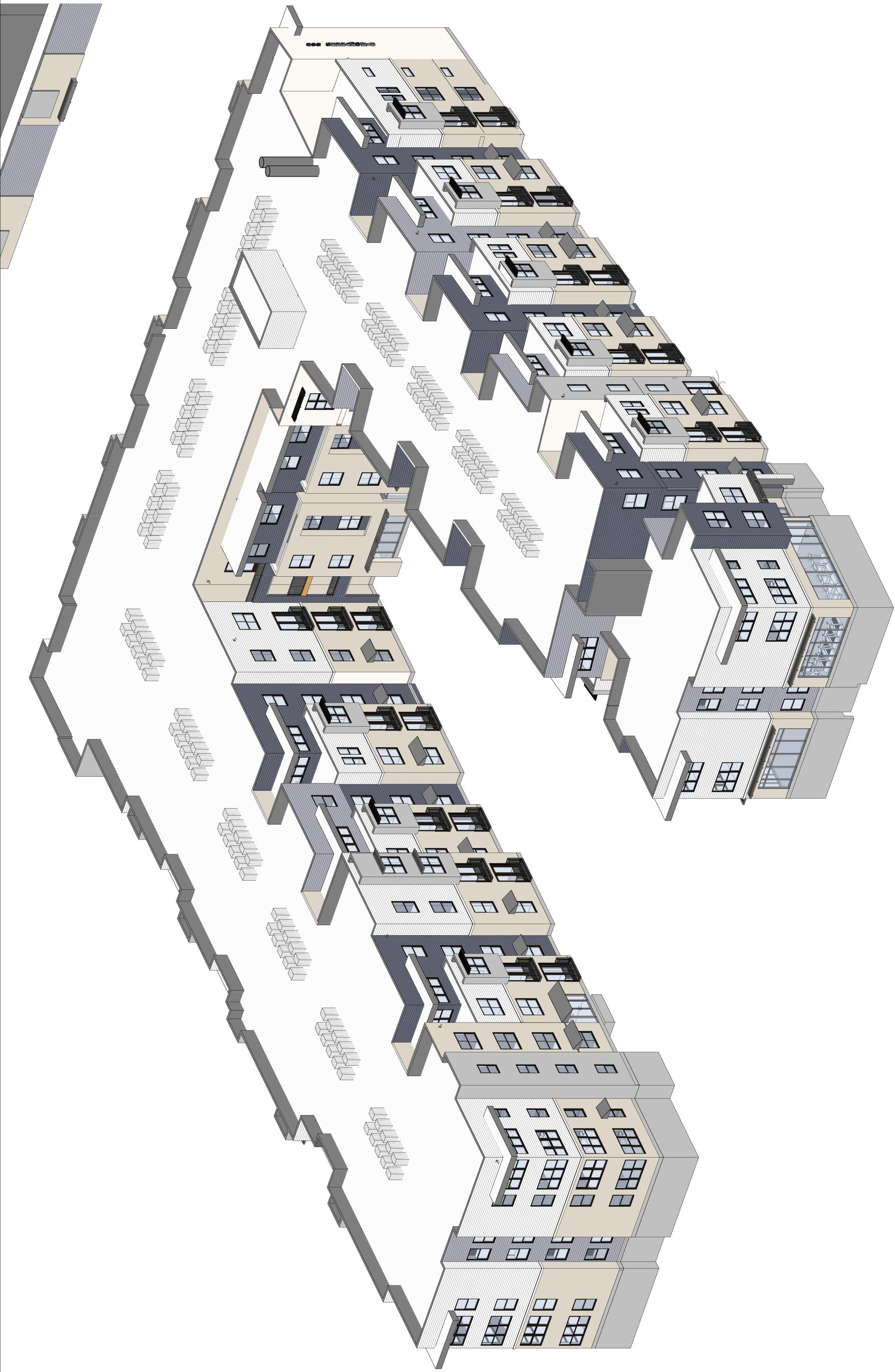


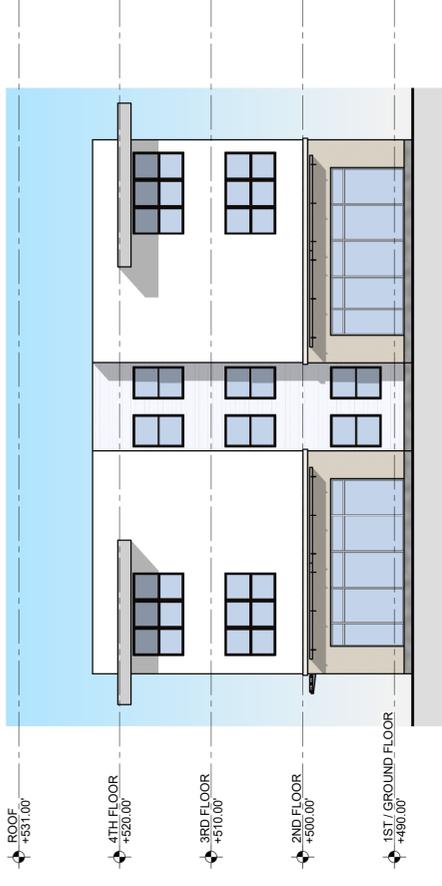
**NORTH-SOUTH SECTION 2 3**  
1" = 20'-0"



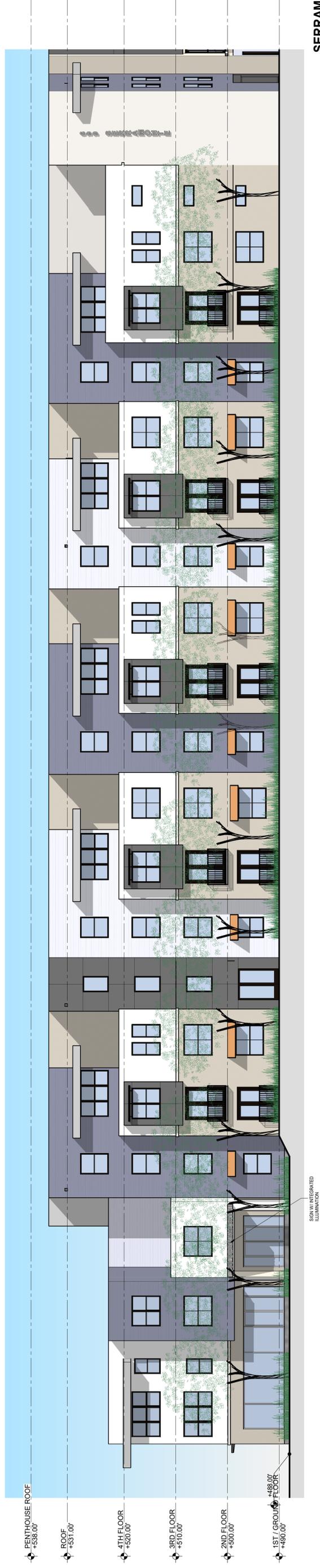
**EAST-WEST SECTION 1**  
1" = 20'-0"





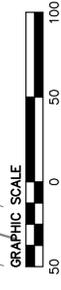


**SERRAMONTE AMMENITY 2**  
1" = 10'-0"



**SERRAMONTE ELEVATION 1**  
1" = 10'-0"

EXH-01  
OF



Date	7/09/19	No.
Scale	1"=50'	
Design	TH	
Drawn	TH	
Approved	TH	
Job No	20180823	

DALY CITY

COUNTY OF SAN MATEO

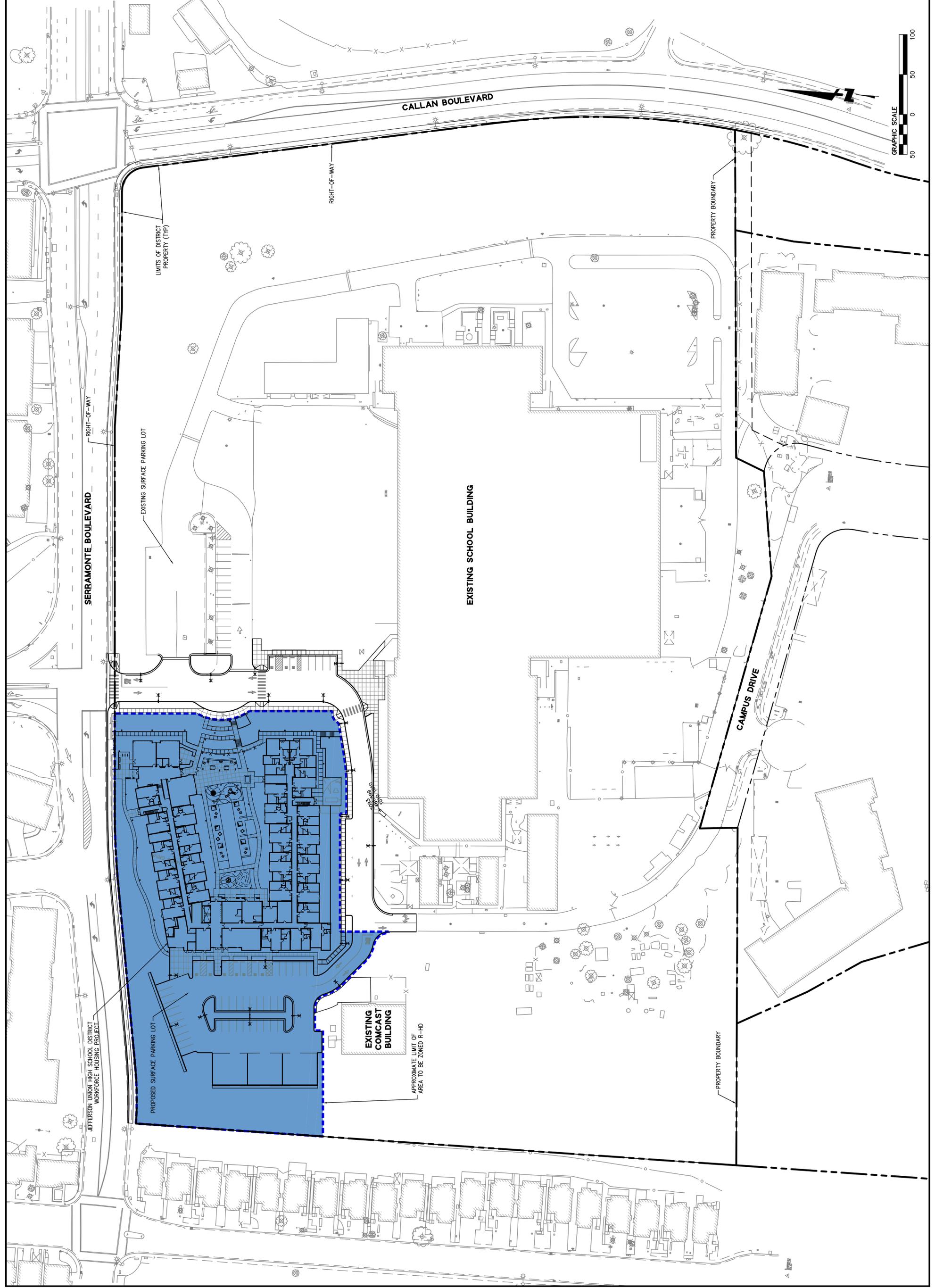
CALIFORNIA

# JHSD WORKFORCE HOUSING PROPOSED R-HD ZONING LIMITS EXHIBIT



ENGINEERS, SURVEYORS, PLANNERS  
REDMOND CITY, CA 94065  
SUITE 200  
255 SHORELINE DR.  
WWW.BKF.COM  
(650) 482-6300

© BKF Engineers



**LEGEND**

- CNEL Contour, 2020 Forecast
- Airport Property
- BART Station
- CALTRAIN Station
- School
- Place of Worship
- Hospital
- Municipal Boundary
- Railroad
- Freeway
- Road
- Planned Land Use Per General Plans:**
- Public
- Multi-Family Residential
- Single Family Residential
- Mixed Use
- Transit Oriented Development
- Commercial
- Industrial, Transportation, and Utilities
- Local Park, Golf Course, Cemetery
- Regional Park or Recreation Area
- Open Space
- Planned use not mapped

**Sources:**

- Noise Contour Data:**
- Draft Environmental Assessment, Proposed Runway Safety Area Program, San Francisco International Airport, URS Corporation and BridgeNet International, June 2011
- County Base Maps:**
- San Mateo County Planning & Building Department, 2007
- Local Plans:**
- Burlingame Bayfront Specific Area Plan, August 2006
  - Burlingame Downtown Specific Plan, January 2009
  - Burlingame General Map, September 1984
  - North Burlingame/ Rollins Road Specific Plan, February 2007
  - Colma Municipal Code Zoning Maps, December 2003
  - Daly City General Plan Land Use Map, 1987
  - Hillsborough General Plan, March 2005
  - Millbrae Land Use Plan, November 1998
  - Pacifica General Plan, August 1996
  - San Bruno General Plan, December 2008
  - San Mateo City Land Use Plan, March 2007
  - San Mateo County Zoning Map, 1992
  - South San Francisco General Plan, 1998

# Attachment 3

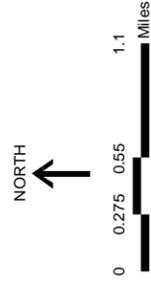
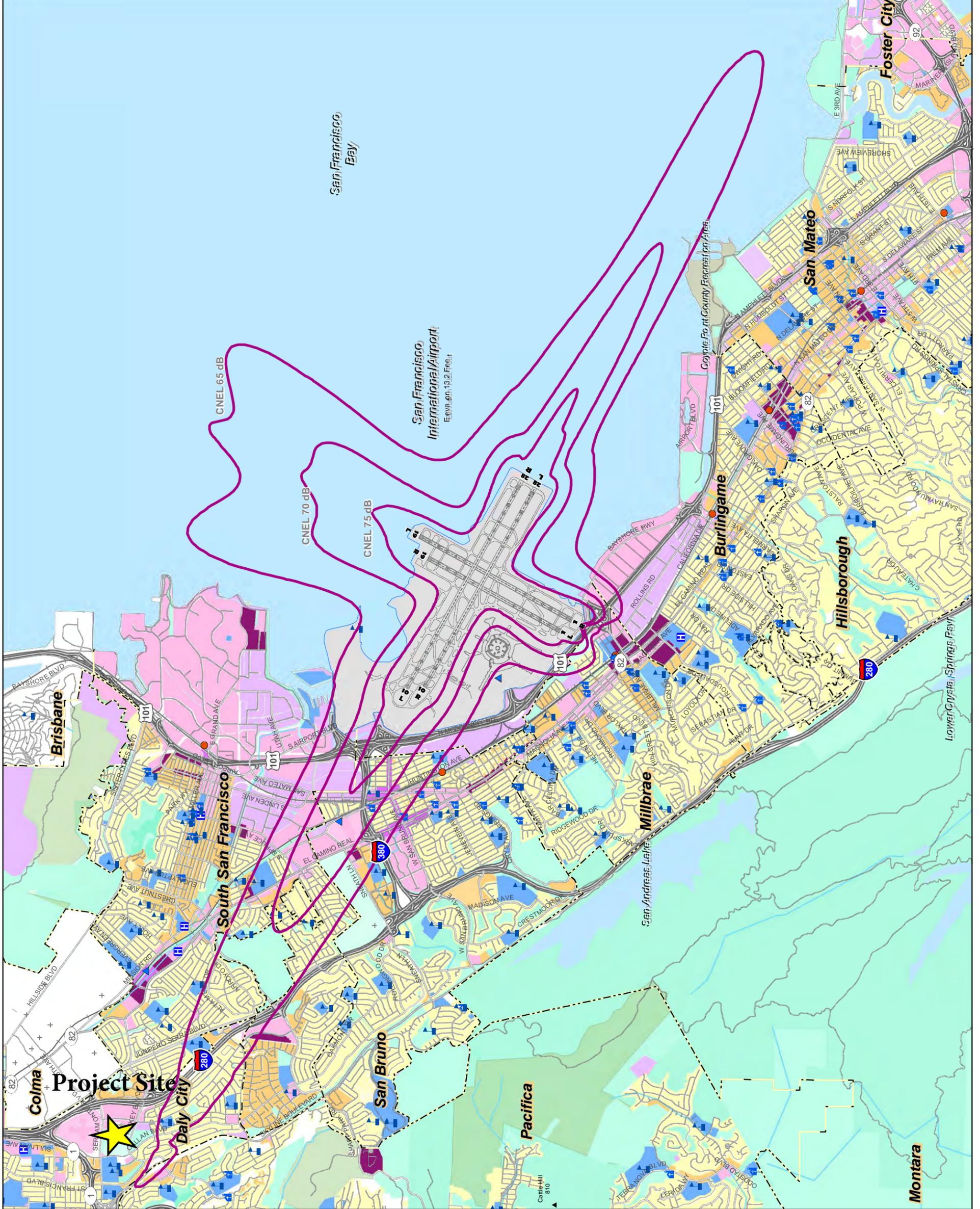


Exhibit IV-5  
**NOISE COMPATIBILITY ZONES**  
 Comprehensive Airport Land Use Plan  
 for the Environs of San Francisco International Airport  
**CICAG**  
 City/County Association of Governments  
 of San Mateo County, California



SURFACE INTERSECTION ANALYSIS INFORMATION - AIRPORT CODE "SFO"										
Coordinate System: WGS84					Model: 2-SFO_ALL_Surfaces_102512					
Date: 07/18/19										
Latitude	Longitude	Site El.(AMSL)	Struct Ht.(AGL)	Overall Ht.(AMSL)	Max Ht. (AMSL)	Exceeds By	Under By	Surface		
37° 40' 6.3283"	122° 28' 40.4452"	483.64	55	538.64	800		261.36	SFO_RW28LR_OEI_Corridor_090309		
37° 40' 6.3283"	122° 28' 40.4452"	483.64	55	538.64	850		311.36	SFO_RW10R_LNAVx_Final_Approach_OB		
37° 40' 6.3283"	122° 28' 40.4452"	483.64	55	538.64	911.29		372.65	SFO_RW28R_IFR_NonSTND_Departure_2000		
37° 40' 6.3283"	122° 28' 40.4452"	483.64	55	538.64	943.44		404.8	SFO_RW28L_IFR_NonSTND_Departure		
37° 40' 6.3283"	122° 28' 40.4452"	483.64	55	538.64	1097.93		559.29	SFO_RW28R_ILS_CAT2_Missed_Approach_11		
37° 40' 6.3283"	122° 28' 40.4452"	483.64	55	538.64	1216.29		677.65	SFO_RW28R_LOC_Missed_Approach_11		
37° 40' 6.3283"	122° 28' 40.4452"	483.64	55	538.64	1216.32		677.68	SFO_RW28L_LOC_Missed_Approach_22A		
37° 40' 6.3283"	122° 28' 40.4452"	483.64	55	538.64	1221.17		682.53	SFO_RW28R_LPV_Missed_Approach_2B		
37° 40' 6.3283"	122° 28' 40.4452"	483.64	55	538.64	1333.18		794.54	SFO_RW28L_ILS_Cat1_Missed_Approach_22A		
37° 40' 6.3283"	122° 28' 40.4452"	483.64	55	538.64	1351.28		812.64	SFO_RW10R_RNP_2Y_Final_Approach_O		
37° 40' 6.3283"	122° 28' 40.4452"	483.64	55	538.64	1467.7		929.06	SFO_RW28R_RNP_Y_Missed_OB		
37° 40' 6.3283"	122° 28' 40.4452"	483.64	55	538.64	1600		1061.36	SFO_MVA_2008		
37° 40' 6.3283"	122° 28' 40.4452"	483.64	55	538.64	2352.82		1814.18	SFO_RW01L_IFR_NonSTND_Departure		
Total penetrations above surfaces: 0										
Total penetrations below surfaces: 13										
Zone Analysis										
X	Y	Range	Safety Zones							
5989233.244	2071900.245	Under 65 db	None							

## C/CAG AGENDA REPORT

Date: September 12, 2019

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 19-61 authorizing the C/CAG Chair to execute an agreement with Toole Design Group for the San Mateo County Comprehensive Bicycle and Pedestrian Plan Update in an amount of \$196,492.

(For more information, contact Mikaela Hiatt at 650-599-1453)

---

### RECOMMENDATION

That the C/CAG Board review and approve Resolution 19-61 authorizing the C/CAG Chair to execute an agreement with Toole Design Group for an amount not to exceed \$196,492 for the San Mateo County Comprehensive Bicycle and Pedestrian Plan Update, in accordance with staff recommendation.

### FISCAL IMPACT

The total amount of this agreement will be for an amount not to exceed \$196,492. C/CAG will receive \$50,000 from the Transportation Development Act Article 3 (TDA Art. 3) FY 2018/19 Cycle. The San Mateo County Transportation Authority (TA) will provide \$50,000 in matching Measure A funds. C/CAG Local Transportation Funds will fund the remaining \$96,492.

### SOURCE OF FUNDS

- TDA Art. 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 Association fund (STA), derived from the statewide sales tax on gasoline and diesel fuel
- Measure A Transportation Sales Tax (TA)
- C/CAG Local Transportation Funds

### BACKGROUND

In 2011, the C/CAG Board adopted the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP). This plan was updated from the 2000 San Mateo County Comprehensive Bicycle Route Plan. This year, the goal is to revisit the CBPP and bring it up to date to incorporate an updated bicycle and pedestrian network, identify proposed or suggested network information, and develop tools to help cities and the County better plan for bicycles and pedestrians as well as take into considerations other forms of active transportation and micro-mobility on a countywide basis. Staff has determined consultant services will be needed to perform the work and estimated project budget to be \$196,492.

In accordance with C/CAG's Procurement Policy, a Request for Proposal (RFP) was released on June 11, 2019, seeking a consultant to update the CBPP. The RFP was posted on the C/CAG website as well as distributed directly to 74 contacts at engineering and planning consulting firms via email. C/CAG received one (1) proposal by the August 1, 2019 deadline. The consultant submitting the proposal was Toole Design Group (Toole). A three (3) member evaluation panel consisting of Joel Slavit (TA), Mikaela Hiatt (C/CAG), and John Hoang (C/CAG) evaluated the proposal based on the firms comparable experience, the quality of the proposal, the experience of the project manager and key staff, understanding of project requirements, overall project management, and project approach and proposed staffing plan. The panel concluded that Toole has the experience, qualifications, and ability to do the work. In addition, Toole's familiarity with San Mateo County and past work experience specific to the bicycle and pedestrian plans would help the CBPP update project.

Based on a refinement of final scope of work and tasks, C/CAG staff and Toole negotiated a final cost of \$196,492. Staff request Board approval to authorize the C/CAG Chair to execute an agreement with Toole to perform and update of the San Mateo County Comprehensive Bicycle and Pedestrian Plan for a budget up to a maximum amount of \$196,492.

**ATTACHMENTS**

1. Resolution 19-61
2. Agreement with Toole Design Group (*The document is available for download at the C/CAG website at: <http://ccag.ca.gov/committees/board-of-directors/>*)

**RESOLUTION 19-61**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE CHAIR TO EXECUTE AN AGREEMENT WITH TOOLE DESIGN GROUP FOR THE SAN MATEO COUNTY COMPREHENSIVE BICYCLE AND PEDESTRIAN PLAN UPDATE IN AN AMOUNT OF \$196,492**

**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 identified the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP) Update as a priority project with countywide significance; and

**WHEREAS**, C/CAG has determined that outside consulting services are needed to update the CBPP; and

**WHEREAS**, C/CAG has selected Toole Design Group to provide these services.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the City/County Association of Governments of San Mateo County that the Chair is authorized to execute an agreement with Toole Design Group in an amount of \$196,492. Be it further resolved that the C/CAG Executive Director is authorized to negotiate the final terms of said agreement prior to its execution by the C/CAG Chair, subject to approval as to form by C/CAG Legal Counsel.

**PASSED, APPROVED, AND ADOPTED THIS 12<sup>TH</sup> DAY OF SEPTEMBER 2019.**

---

*Maryann Moise Derwin, Chair*

## C/CAG AGENDA REPORT

Date: September 12, 2019

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 19-62 authorizing the C/CAG Executive Director to issue task orders in full compliance with the terms and conditions of the on-call airport/land use consistency review service agreements.

(For further information, contact Susy Kalkin at 650-599-1467)

---

### RECOMMENDATION

That the Board review and approve Resolution 19-62 authorizing the C/CAG Executive Director to issue task orders in full compliance with the terms and conditions of the on-call airport/land use consistency review service agreements.

### FISCAL IMPACT

Actual expenditures will be determined based on specific tasks orders to be approved by the Executive Director. Authorization to proceed will be given to consultant only after execution of a specific task order.

### SOURCE OF FUNDS

The source of funds is the C/CAG general fund.

### BACKGROUND

C/CAG is the designated Airport Land Use Commission for San Mateo County. In this role C/CAG staff works to implement the policies in the adopted Airport Land Use Compatibility Plans (ALUCP) for the environs of three airports in San Mateo County, including San Francisco International Airport, Half Moon Bay Airport, and San Carlos Airport.

Cities that fall within the Airport Influence Area (AIA) for each airport are required to submit land use policies, such as General Plans, Specific Plans and Zoning Ordinances, and certain development actions, to C/CAG for a consistency determination with respect to the adopted Airport Land Use Compatibility Plans (ALUCP). Cities are also required to update their General Plans and other policy documents to be consistent with the applicable ALUCP within 180 days of adoption by the Airport Land Use Commission. The purpose of this policy is to ensure that the new land uses around the airports are consistent with policies designed to provide safety for people on the ground and in the air, as well as to protect the ability of the airports to operate.

In accordance with State law, the Airport Land Use Commission (C/CAG Board) must respond to a local agency's request for a consistency determination within 60 days of the receipt of the referral by

C/CAG staff. This 60-day period also includes a review by the Airport Land Use Committee. If the C/CAG Board/Airport Land Use Commission does not act within the 60-day review period, the proposed action is deemed consistent with the ALUCP. Coordination/management of this two-step process is critical to completing the review within the mandated timeframe. To aid in this effort, staff recommends that C/CAG contract with airport land use consultants to assist staff and to level out the workload, as needed.

In 2014, the C/CAG Board approved on-call airport/land use consistency review service agreements with three consulting firms, and authorized an initial aggregate budget of \$60,000. In September 2015, the C/CAG Board approved an extension of those agreements to September 30, 2017, and allocated an additional \$40,000 to the budget. And in September 2017, the Board approved an additional two-year extension and authorized an additional \$40,000, resulting in an aggregate total budget of \$140,000. Through FY 2018/2019, a total of \$41,161 has been expended.

At the September 12, 2019 meeting, the C/CAG Board will also consider the approval of C/CAG Resolutions 19-63, 19-64, and 19-65, authorizing amendments to the on-call service agreements with Ricondo & Associates, Coffman Associates, and ESA Airports, respectively, to extend their contracts for an additional two years to September 30, 2021, with no further adjustment to the budget. If approved by the C/CAG Board, Resolution 19-62 will authorize the Executive Director to execute specific task orders, in compliance with said service agreements, on an as-needed basis.

#### **ATTACHMENT**

1. Resolution 19-62

## **RESOLUTION 19-62**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) AUTHORIZING THE C/CAG EXECUTIVE DIRECTOR TO ISSUE TASK ORDERS IN FULL COMPLIANCE WITH THE TERMS AND CONDITIONS OF ON-CALL AIRPORT LAND USE CONSISTENCY REVIEW SERVICE AGREEMENTS**

**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 Airport Land Use Commission for San Mateo County; and

**WHEREAS**, as the Airport Land Use Commission C/CAG is required to perform consistency determinations for land use policies and development actions of local land use agencies with respect to the applicable adopted Airport Land Use Compatibility Plans (ALUCP); and

**WHEREAS**, C/CAG has determined that outside consulting services are required on an as-needed basis for airport/land use consistency determination work; and

**WHEREAS**, C/CAG has selected Ricondo & Associates, Coffman Associates and ESA Airports to provide airport/land use consistency determination services; and

**WHEREAS**, the C/CAG Executive Director will negotiate and execute individual task orders for specific services with the three firms on an as-needed basis.

**NOW THEREFORE BE IT RESOLVED**, by the Board of Directors of the City/County Association of Governments of San Mateo County that the Executive Director is authorized to issue task orders in full compliance with the terms and conditions of the on-call airport land use consistency review service agreements.

**PASSED, APPROVED, AND ADOPTED, THIS 12TH DAY OF SEPTEMBER 2019.**

---

*Maryann Moise Derwin, Chair*

## C/CAG AGENDA REPORT

Date: September 12, 2019

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 19-63 authorizing the C/CAG Chair to execute Amendment No. 3 to the agreement with Ricondo & Associates for airport/land use consistency review services to extend the contract term to September 30, 2021.

(For further information or questions, contact Susy Kalkin at 650-599-1467)

---

### RECOMMENDATION

That the C/CAG Board review and approve Resolution 19-63 authorizing the C/CAG Chair to execute Amendment No. 3 to the agreement with Ricondo & Associates for airport/land use consistency review services to extend the contract term to September 30, 2021.

### FISCAL IMPACT

The budget for on-call consultant services for airport/land use consistency reviews was established initially in 2014 in the amount of \$60,000, subsequently increased by \$40,000 in 2015 and again in 2017 for an aggregate total of \$140,000 to be shared among three consulting firms. As of the end of FY 2018/19, \$41,161 has been expended over the term of the agreements, leaving a current balance of \$98,839; no further budget increase is requested at this time.

Actual expenditures will be determined based on specific tasks orders to be approved by the Executive Director, as authorized by Resolution 19-62. Authorization to proceed will be given to the consultant only after execution of a specific task order.

### SOURCE OF FUNDS

The source of funds is the C/CAG general fund.

### BACKGROUND

C/CAG is the designated Airport Land Use Commission for San Mateo County. In this role C/CAG staff works to implement the policies in the adopted Airport Land Use Compatibility Plans (ALUCP) for the environs of three airports in San Mateo County, including San Francisco International Airport, Half Moon Bay Airport, and San Carlos Airport.

Cities that fall within the Airport Influence Area (AIA) for each airport are required to submit land use policies, such as General Plans, Specific Plans and Zoning Ordinances, and certain development actions, to C/CAG for a consistency determination with respect to the adopted Airport Land Use Compatibility Plans (ALUCP). Cities are also required to update their General Plans and other policy documents to be consistent with the applicable ALUCP within 180 days of adoption by the Airport

Land Use Commission. The purpose of this policy is to ensure that the new land uses around the airports are consistent with policies designed to provide safety for people on the ground and in the air, as well as to protect the ability of the airports to operate.

In accordance with State law, the Airport Land Use Commission (C/CAG Board) must respond to a local agency's request for a consistency determination within 60 days of the receipt of the referral by C/CAG staff. This 60-day period also includes a review by the Airport Land Use Committee. If the C/CAG Board/Airport Land Use Commission does not act within the 60-day review period, the proposed action is deemed consistent with the ALUCP. Coordination/management of this two-step process is critical to completing the review within the mandated timeframe. To aid in this effort, staff has recommended that C/CAG contract with airport land use consultants to assist staff and to level out the workload, as needed.

At the September 11, 2014 C/CAG Board meeting, the Board approved on-call consultant service agreements for an aggregate total of \$60,000 to be shared among three airport/land use planning firms to provide assistance with consistency determination work with the Airport Land Use Compatibility Plans for the three airports in the county. On September 10, 2015, the C/CAG Board approved the first amendment to these agreements, augmenting the budget by an aggregate total of \$40,000, and extending the contract term to September 30, 2017. Again, in September 2017, the Board approved a second amendment, augmenting the budget by an additional \$40,000 and extending the agreements an additional two years to September 30, 2019.

The consistency determination work by the consultants is requested by staff on an as-needed basis. Over the past five years this has proven to be a useful tool to ensure timely processing of applications as well as to provide needed technical expertise to address issues that arise from time to time. Staff therefore recommends that the Board extend the contract term by an additional two years, to September 30, 2021. Staff also recommends that the Scope of Work be amended, as appended to Attachment 2, to reflect minor adjustments to the payment schedule.

This amendment shall be in a form approved by C/CAG legal counsel.

#### **ATTACHMENT**

1. Resolution 19-63
2. Amendment No. 3 with Ricondo & Associates

## **RESOLUTION 19-63**

**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 AMENDMENT NO. 3 TO THE AGREEMENT WITH RICONDO & ASSOCIATES FOR AIRPORT/LAND USE CONSISTENCY REVIEW SERVICES TO EXTEND THE CONTRACT TERM TO SEPTEMBER 30, 2021.**

**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 Airport Land Use Commission for San Mateo County; and

**WHEREAS**, as the Airport Land Use Commission, C/CAG is required to perform consistency determinations for land use policies and development actions of local land use agencies with respect to applicable adopted Airport Land Use Compatibility Plans; and

**WHEREAS**, C/CAG has determined that outside consulting services are required on an as-needed basis for airport/land use consistency determination work; and

**WHEREAS**, on September 11, 2014, C/CAG approved agreements with Ricondo & Associates, Coffman Associates and ESA Airports to provide airport/land use consistency determination services in an aggregate total amount of \$60,000 to be shared among the three firms; and

**WHEREAS**, on September 10, 2015, C/CAG approved the First Amendment to the agreements with Ricondo & Associates, Coffman Associates and ESA Airports, extending the term of the agreements to September 30, 2017, and augmenting the budget by \$40,000, for an aggregate total amount of \$100,000 to be shared among the three firms; and

**WHEREAS**, on September 14, 2017, C/CAG approved the Second Amendment to the agreements with Ricondo & Associates, Coffman Associates and ESA Airports, extending the term of the agreements to September 30, 2019, and augmenting the budget by \$40,000, for an aggregate total amount of \$140,000 to be shared among the three firms; and

**WHEREAS**, C/CAG has determined that a revised scope and time extension are required to provide on-going airport/land use consistency determination services for the next two years; and

**WHEREAS**, the C/CAG Executive Director will negotiate and execute individual task orders for specific services on an as-needed basis with the three firms, not to exceed the approved aggregate total amount.

**NOW THEREFORE BE IT RESOLVED**, by the Board of Directors of the City/County Association of Governments of San Mateo County that the C/CAG Chair is authorized to execute Amendment No. 3 to the agreement with Ricondo & Associates for airport/land use consistency review services to extend the contract term to September 30, 2021. Be it further resolved that the C/CAG Executive Director is authorized to negotiate the final terms of said amendment prior to its execution by the C/CAG Chair, subject to approval as to form by C/CAG Legal Counsel.

**PASSED, APPROVED, AND ADOPTED, THIS 12TH DAY OF SEPTEMBER 2019.**

---

*Maryann Moise Derwin, Chair*

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF  
SAN MATEO COUNTY  
AMENDMENT NO. 3 TO AGREEMENT WITH  
RICONDO AND ASSOCIATES**

WHEREAS, the City/County Association of Governments (hereinafter referred to as C/CAG), and Ricondo and Associates (hereinafter referred to as Ricondo) are parties to an Agreement dated September 11, 2014, regarding on-call consultant services related to airport land use consistency reviews (the “Original Agreement”); and

WHEREAS, on September 10, 2015, C/CAG approved, and the parties subsequently executed, the First Amendment to the Original Agreement (the “First Amendment”) to increase the dollar amount to not-to-exceed one hundred thousand dollars (\$100,000), to extend the term of the agreement for two additional years and to modify the scope to meet the on-going C/CAG need for consultant services related to airport/land use consistency determinations; and

WHEREAS, on September 14, 2017, C/CAG approved, and the parties subsequently executed, the Second Amendment to the Original Agreement (the “Second Amendment”) to increase the dollar amount to not-to-exceed one hundred forty thousand dollars (\$140,000), to extend the term of the agreement for two additional years and to modify the scope to meet the on-going C/CAG need for consultant services related to airport/land use consistency determinations; and

WHEREAS, C/CAG has determined that there is a need to further extend the term of the Original Agreement, as amended by the First and Second Amendments, to meet C/CAG’s continuing need for consultant services related to airport/land use consistency determinations; and

WHEREAS, the parties now desire to enter into this Amendment No. 3 revising certain terms of the Original Agreement, as amended by the First and Second Amendments.

IT IS HEREBY AGREED by C/CAG and Ricondo that:

1. This Amendment No. 3 shall be in effect as of October 1, 2019.
2. “Exhibit A-2017” and “Exhibit B-2017” to the Original Agreement will be replaced in its entirety with “Exhibit A - 2019” and “Exhibit B-2019”, attached hereto.
3. The contract termination date provided in section 5 of the Original Agreement is hereby extended to September 30, 2021.
4. All other provisions of the Original Agreement shall remain in full force and effect.

For C/CAG:

\_\_\_\_\_  
Maryann Moise Derwin, Chair

Date:\_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
C/CAG Legal Counsel

For Ricondo:

\_\_\_\_\_

Date:\_\_\_\_\_

**Exhibit A – 2019**  
Planning Services Related to Administration of the  
SFO ALUCP

Scope of Work  
October 1, 2019

This Scope of Work involves a potentially wide range of on-call services, which may include:

- The review of general plans and amendments, specific plans and amendments, and zoning ordinances and amendments for consistency with the SFO ALUCP
- Research and consultation on matters related to the SFO ALUCP
- Training services related to ALUCP implementation and administration
- Other services as requested

R&A will prepare a specific scope of work and budget for any requested assignment and will undertake work only upon receipt of a written task authorization from C/CAG.

## Exhibit B – 2019

### Planning Services Related to Administration of the SFO ALUCP

#### Schedule of Rates October 1, 2019

R&A will charge labor based on employee job classification according to the rates noted in the following table. The rates are fully inclusive of overhead.

Classification	Hourly Rate
Officer	\$363.00
Director	\$312.00
Managing Consultant/Manager	\$260.00
Senior Consultant/Technical Specialist II	\$215.00
Consultant/Technical Specialist I	\$172.00
Technical Specialist/Administrative Support	\$139.00

## C/CAG AGENDA REPORT

Date: September 12, 2019

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 19-64 authorizing the C/CAG Chair to execute Amendment No. 3 to the agreement with Coffman Associates for airport/land use consistency review services to extend the contract term to September 30, 2021.

(For further information, contact Susy Kalkin at 650-599-1467)

---

### RECOMMENDATION

That the C/CAG Board review and approve Resolution 19-64 authorizing the C/CAG Chair to execute Amendment No. 3 to the agreement with Coffman Associates for airport/land use consistency review on-call consultant services to extend the contract term to September 30, 2021.

### FISCAL IMPACT

The budget for on-call consultant services for airport/land use consistency reviews was established initially in 2014 in the amount of \$60,000, subsequently increased by \$40,000 in 2015 and again in 2017 for an aggregate total of \$140,000 to be shared among three consulting firms. As of the end of FY 2018/19, \$41,161 has been expended over the term of the agreements, leaving a current balance of \$98,839; no further budget increase is requested at this time.

Actual expenditures will be determined based on specific tasks orders to be approved by the Executive Director, as authorized by Resolution 19-62. Authorization to proceed will be given to the consultant only after execution of a specific task order.

### SOURCE OF FUNDS

The source of funds is the C/CAG general fund.

### BACKGROUND

C/CAG is the designated Airport Land Use Commission for San Mateo County. In this role C/CAG staff works to implement the policies in the adopted Airport Land Use Compatibility Plans (ALUCP) for the environs of three airports in San Mateo County, including San Francisco International Airport, Half Moon Bay Airport, and San Carlos Airport.

Cities that fall within the Airport Influence Area (AIA) for each airport are required to submit land use policies, such as General Plans, Specific Plans and Zoning Ordinances, and certain development actions, to C/CAG for a consistency determination with respect to the adopted Airport Land Use Compatibility Plans (ALUCP). Cities are also required to update their General Plans and other policy

documents to be consistent with the applicable ALUCP within 180 days of adoption by the Airport Land Use Commission. The purpose of this policy is to ensure that the new land uses around the airports are consistent with policies designed to provide safety for people on the ground and in the air, as well as to protect the ability of the airports to operate.

In accordance with State law, the Airport Land Use Commission (C/CAG Board) must respond to a local agency's request for a consistency determination within 60 days of the receipt of the referral by C/CAG staff. This 60-day period also includes a review by the Airport Land Use Committee. If the C/CAG Board/Airport Land Use Commission does not act within the 60-day review period, the proposed action is deemed consistent with the ALUCP. Coordination/management of this two-step process is critical to completing the review within the mandated timeframe. To aid in this effort, staff has recommended that C/CAG contract with airport land use consultants to assist staff and to level out the workload, as needed.

At the September 11, 2014 C/CAG Board meeting, the Board approved on-call consultant service agreements for an aggregate total of \$60,000 to be shared among three airport/land use planning firms to provide assistance with consistency determination work with the Airport Land Use Compatibility Plans for the three airports in the county. On September 10, 2015, the C/CAG Board approved the first amendment to these agreements, augmenting the budget by an aggregate total of \$40,000, and extending the contract term to September 30, 2017. Again, in September 2017, the Board approved a second amendment, augmenting the budget by an additional \$40,000 and extending the agreements an additional two years to September 30, 2019.

The consistency determination work by the consultants is requested by staff on an as-needed basis. Over the past five years this has proven to be a useful tool to ensure timely processing of applications as well as to provide needed technical expertise to address issues that arise from time to time. Staff therefore recommends that the Board extend the contract term by an additional two years, to September 30, 2021. Staff also recommends that the Scope of Work be amended, as appended to Attachment 2, to reflect minor adjustments to the payment schedule.

This amendment shall be in a form approved by C/CAG legal counsel.

#### **ATTACHMENT**

1. Resolution 19-64
2. Amendment No. 3 with Coffman Associates

## **RESOLUTION 19-64**

### **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 AMENDMENT NO. 3 TO THE AGREEMENT WITH COFFMAN ASSOCIATES FOR AIRPORT/LAND USE CONSISTENCY REVIEW SERVICES TO EXTEND THE CONTRACT TERM TO SEPTEMBER 30, 2021**

**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 Airport Land Use Commission for San Mateo County; and

**WHEREAS**, as the Airport Land Use Commission, C/CAG is required to perform consistency determinations for land use policies and development actions of local land use agencies with respect to applicable adopted Airport Land Use Compatibility Plans; and

**WHEREAS**, C/CAG has determined that outside consulting services are required on an as-needed basis for airport/land use consistency determination work; and

**WHEREAS**, on September 11, 2014, C/CAG approved agreements with Ricondo & Associates, Coffman Associates and ESA Airports to provide airport/land use consistency determination services in an aggregate total amount of \$60,000 to be shared among the three firms; and

**WHEREAS**, on September 10, 2015, C/CAG approved the First Amendment to the agreements with Ricondo & Associates, Coffman Associates and ESA Airports, extending the term of the agreements to September 30, 2017, and augmenting the budget by \$40,000, for an aggregate total amount of \$100,000 to be shared among the three firms; and

**WHEREAS**, on September 14, 2017, C/CAG approved the Second Amendment to the agreements with Ricondo & Associates, Coffman Associates and ESA Airports, extending the term of the agreements to September 30, 2019, and augmenting the budget by \$40,000, for an aggregate total amount of \$140,000 to be shared among the three firms; and

**WHEREAS**, C/CAG has determined that a revised scope and time extension are required to provide on-going airport/land use consistency determination services for the next two years; and

**WHEREAS**, the C/CAG Executive Director will negotiate and execute individual task orders for specific services on an as-needed basis with the three firms, not to exceed the approved aggregate total amount.

**NOW THEREFORE BE IT RESOLVED**, by the Board of Directors of the City/County Association of Governments of San Mateo County that the C/CAG Chair is authorized to execute Amendment No. 3 to the agreement with Coffman Associates for airport/land use consistency review services to extend the contract term to September 30, 2021. Be it further resolved that the C/CAG Executive Director is authorized to negotiate the final terms of said amendment prior to its execution by the C/CAG Chair, subject to approval as to form by C/CAG Legal Counsel.

**PASSED, APPROVED, AND ADOPTED, THIS 12TH DAY OF SEPTEMBER 2019.**

---

*Maryann Moise Derwin, Chair*

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF  
SAN MATEO COUNTY  
AMENDMENT No. 3 TO AGREEMENT WITH  
COFFMAN ASSOCIATES**

WHEREAS, the City/County Association of Governments (hereinafter referred to as C/CAG), and Coffman Associates (hereinafter referred to as Coffman) are parties to an Agreement dated September 11, 2014, regarding on-call consultant services related to airport land use consistency reviews (the “Original Agreement”); and

WHEREAS, on September 10, 2015, C/CAG approved, and the parties subsequently executed, the First Amendment to the Original Agreement (the “First Amendment”) to increase the dollar amount to not-to-exceed one hundred thousand dollars (\$100,000), to extend the term of the agreement for two additional years and to modify the scope to meet the on-going C/CAG need for consultant services related to airport/land use consistency determinations; and

WHEREAS, on September 14, 2017, C/CAG approved, and the parties subsequently executed, the Second Amendment to the Original Agreement (the “Second Amendment”) to increase the dollar amount to not-to-exceed one hundred forty thousand dollars (\$140,000), to extend the term of the agreement for two additional years and to modify the scope to meet the on-going C/CAG need for consultant services related to airport/land use consistency determinations; and

WHEREAS, C/CAG has determined that there is a need to further extend the term of the Original Agreement, as amended by the First and Second Amendments, to meet C/CAG’s continuing need for consultant services related to airport/land use consistency determinations; and

WHEREAS, the parties now desire to enter into this Amendment No. 3 revising certain terms of the Original Agreement, as amended by the First and Second Amendments.

IT IS HEREBY AGREED by C/CAG and Coffman that:

1. This Amendment No. 3 shall be in effect as of October 1, 2019.
2. “Exhibit A- 2017” to the Original Agreement will be replaced in its entirety with “Exhibit A - 2019”, attached hereto.
3. The contract termination date provided in section 5 of the Original Agreement is hereby extended to September 30, 2021.
4. All other provisions of the Original Agreement shall remain in full force and effect.

For C/CAG:

\_\_\_\_\_  
Maryann Moise Derwin, Chair

Date: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
C/CAG Legal Counsel

For Coffman:

\_\_\_\_\_

Date: \_\_\_\_\_

# Exhibit A - 2019

## Scope of Work

### San Mateo County Consistency Determination Analysis and Other Related Tasks

**Description:** As directed by staff, assess the relationship of the San Mateo County Airport Land Use Compatibility Plans to: (1) planning and zoning documents and development proposals within the airport influence areas; (2) identify any changes or actions required to achieve and maintain consistency among those plans and proposals; and (3) other related tasks, including minor adjustments to the ALUCP(s).

**Responsibilities:**

**Consultant:** Primary responsibility for task.

**Sponsor:** Review and coordination.

**Product:** San Mateo County Airport Land Use Compatibility Plan(s) consistency determination analysis for planning and zoning documents and development proposals within the airport influence areas, as well as minor adjustments to the ALUCP(s).

**Our Hourly Rates:**

Principal	\$305
Senior Professional	\$270
Professional	\$199
Technical	\$131

## C/CAG AGENDA REPORT

Date: September 12, 2019

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 19-65 authorizing the C/CAG Chair to execute Amendment No. 3 to the agreement with ESA Airports for airport/land use consistency review services to extend the contract term to September 30, 2021.

(For further information or questions, contact Susy Kalkin at 650-599-1467)

---

### RECOMMENDATION

That the C/CAG Board review and approve Resolution 19-65 authorizing the C/CAG Chair to execute Amendment No. 3 to the agreement with ESA Airports for airport/land use consistency review services to extend the contract term to September 30, 2021.

### FISCAL IMPACT

The budget for on-call consultant services for airport/land use consistency reviews was established initially in 2014 in the amount of \$60,000, subsequently increased by \$40,000 in 2015 and again in 2017 for an aggregate total of \$140,000 to be shared among three consulting firms. As of the end of FY 2018/19, \$41,161 has been expended over the term of the agreements, leaving a current balance of \$98,839; no further budget increase is requested at this time.

Actual expenditures will be determined based on specific tasks orders to be approved by the Executive Director, as authorized by Resolution 19-62. Authorization to proceed will be given to the consultant only after execution of a specific task order.

### SOURCE OF FUNDS

The source of funds is the C/CAG general fund.

### BACKGROUND

C/CAG is the designated Airport Land Use Commission for San Mateo County. In this role C/CAG staff works to implement the policies in the adopted Airport Land Use Compatibility Plans (ALUCP) for the environs of three airports in San Mateo County, including San Francisco International Airport, Half Moon Bay Airport, and San Carlos Airport.

Cities that fall within the Airport Influence Area (AIA) for each airport are required to submit land use policies, such as General Plans, Specific Plans and Zoning Ordinances, and certain development actions, to C/CAG for a consistency determination with respect to the adopted Airport Land Use Compatibility Plans (ALUCP). Cities are also required to update their General Plans and other policy

documents to be consistent with the applicable ALUCP within 180 days of adoption by the Airport Land Use Commission. The purpose of this policy is to ensure that the new land uses around the airports are consistent with policies designed to provide safety for people on the ground and in the air, as well as to protect the ability of the airports to operate.

In accordance with State law, the Airport Land Use Commission (C/CAG Board) must respond to a local agency's request for a consistency determination within 60 days of the receipt of the referral by C/CAG staff. This 60-day period also includes a review by the Airport Land Use Committee. If the C/CAG Board/Airport Land Use Commission does not act within the 60-day review period, the proposed action is deemed consistent with the ALUCP. Coordination/management of this two-step process is critical to completing the review within the mandated timeframe. To aid in this effort, staff has recommended that C/CAG contract with airport land use consultants to assist staff and to level out the workload, as needed.

At the September 11, 2014 C/CAG Board meeting, the Board approved on-call consultant service agreements for an aggregate total of \$60,000 to be shared among three airport/land use planning firms to provide assistance with consistency determination work with the Airport Land Use Compatibility Plans for the three airports in the county. On September 10, 2015, the C/CAG Board approved the first amendment to these agreements, augmenting the budget by an aggregate total of \$40,000, and extending the contract term to September 30, 2017. Again, in September 2017, the Board approved a second amendment, augmenting the budget by an additional \$40,000 and extending the agreements an additional two years to September 30, 2019.

The consistency determination work by the consultants is requested by staff on an as-needed basis. Over the past five years this has proven to be a useful tool to ensure timely processing of applications as well as to provide needed technical expertise to address issues that arise from time to time. Staff therefore recommends that the Board extend the contract term by an additional two years, to September 30, 2021. Staff also recommends that the Scope of Work be amended, as appended to Attachment 2, to reflect minor adjustments to the payment schedule.

This amendment shall be in a form approved by C/CAG legal counsel.

#### **ATTACHMENT**

1. Resolution 19-65
2. Amendment No. 3 with ESA Airports

## RESOLUTION 19-65

### 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 AMENDMENT NO. 3 TO THE AGREEMENT WITH ESA AIRPORTS FOR AIRPORT/LAND USE CONSISTENCY REVIEW SERVICES TO EXTEND THE CONTRACT TERM TO SEPTEMBER 30, 2021.

**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 Airport Land Use Commission for San Mateo County; and

**WHEREAS**, as the Airport Land Use Commission, C/CAG is required to perform consistency determinations for land use policies and development actions of local land use agencies with respect to applicable adopted Airport Land Use Compatibility Plans; and

**WHEREAS**, C/CAG has determined that outside consulting services are required on an as-needed basis for airport/land use consistency determination work; and

**WHEREAS**, on September 11, 2014, C/CAG approved agreements with Ricondo & Associates, Coffman Associates and ESA Airports to provide airport/land use consistency determination services in an aggregate total amount of \$60,000 to be shared among the three firms; and

**WHEREAS**, on September 10, 2015, C/CAG approved the First Amendment to the agreements with Ricondo & Associates, Coffman Associates and ESA Airports, extending the term of the agreements to September 30, 2017, and augmenting the budget by \$40,000, for an aggregate total amount of \$100,000 to be shared among the three firms; and

**WHEREAS**, on September 14, 2017, C/CAG approved the Second Amendment to the agreements with Ricondo & Associates, Coffman Associates and ESA Airports, extending the term of the agreements to September 30, 2019, and augmenting the budget by \$40,000, for an aggregate total amount of \$140,000 to be shared among the three firms; and

**WHEREAS**, C/CAG has determined that a revised scope and time extension are required to provide on-going airport/land use consistency determination services for the next two years; and

**WHEREAS**, the C/CAG Executive Director will negotiate and execute individual task orders for specific services on an as-needed basis with the three firms, not to exceed the approved aggregate total amount.

**NOW THEREFORE BE IT RESOLVED**, by the Board of Directors of the City/County Association of Governments of San Mateo County that the C/CAG Chair is authorized to execute Amendment No. 3 to the agreement with ESA Airports for airport/land use consistency review services to extend the contract term to September 30, 2021. Be it further resolved that the C/CAG Executive Director is authorized to negotiate the final terms of said amendment prior to its execution by the C/CAG Chair, subject to approval as to form by C/CAG Legal Counsel.

**PASSED, APPROVED, AND ADOPTED, THIS 12TH DAY OF SEPTEMBER 2019.**

---

*Maryann Moise Derwin, Chair*

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF  
SAN MATEO COUNTY  
AMENDMENT No. 3 TO AGREEMENT WITH  
ESA AIRPORTS**

WHEREAS, the City/County Association of Governments (hereinafter referred to as C/CAG), and ESA Airports (hereinafter referred to as ESA) are parties to an Agreement dated September 11, 2014, regarding on-call consultant services related to airport land use consistency reviews (the “Original Agreement”); and

WHEREAS, on September 10, 2015, C/CAG approved, and the parties subsequently executed, the First Amendment to the Original Agreement (the “First Amendment”) to increase the dollar amount to not-to-exceed one hundred thousand dollars (\$100,000), to extend the term of the agreement for two additional years and to modify the scope to meet the on-going C/CAG need for consultant services related to airport/land use consistency determinations; and

WHEREAS, on September 14, 2017, C/CAG approved, and the parties subsequently executed, the Second Amendment to the Original Agreement (the “Second Amendment”) to increase the dollar amount to not-to-exceed one hundred forty thousand dollars (\$140,000), to extend the term of the agreement for two additional years and to modify the scope to meet the on-going C/CAG need for consultant services related to airport/land use consistency determinations; and

WHEREAS, C/CAG has determined that there is a need to further extend the term of the Original Agreement, as amended by the First and Second Amendments, to meet C/CAG’s continuing need for consultant services related to airport/land use consistency determinations; and

WHEREAS, the parties now desire to enter into this Amendment No. 3 revising certain terms of the Original Agreement, as amended by the First and Second Amendments.

IT IS HEREBY AGREED by C/CAG and ESA that:

1. This Amendment No. 3 shall be in effect as of October 1, 2019.
2. “Exhibit A- 2017” to the Original Agreement will be replaced in its entirety with “Exhibit A - 2019”, attached hereto.
3. The contract termination date provided in section 5 of the Original Agreement is hereby extended to September 30, 2021.
4. All other provisions of the Original Agreement shall remain in full force and effect.

For C/CAG:

\_\_\_\_\_  
Maryann Moise Derwin, Chair

Date: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
C/CAG Legal Counsel

For ESA:

\_\_\_\_\_

Date: \_\_\_\_\_



550 Kearny Street  
Suite 800  
San Francisco, CA 94108  
415.896.5900 phone  
415.896.0332 fax

[www.esassoc.com](http://www.esassoc.com)

## Exhibit A - 2019

September 5, 2019

Ms. Sandy Wong  
Executive Director  
City/County Association of Governments of San Mateo County (C/CAG)  
555 County Center, 5<sup>th</sup> Floor  
Redwood City, CA 94063

### **Subject: As-Needed Consulting Services – ALUCP Consistency Reviews**

Dear Ms. Wong:

Environmental Science Associates (ESA) is pleased to submit this letter proposal to provide as-needed consulting services to C/CAG related to performing consistency reviews for projects and plans in the vicinity of San Carlos Airport (including Housing Elements for a subset of the 21 jurisdictions in San Mateo County) to determine if they are consistent with land use criteria and policies incorporated into the airport land use compatibility plan (ALUCP) for San Carlos Airport, and other related tasks, including minor adjustments to the ALUCP. Projects and plans within the following jurisdictions may be reviewed for consistency with the San Carlos Airport ALUCP: the City of Redwood City, the City of San Carlos, the City of Foster City, the City of Belmont, the City of San Mateo, and San Mateo County.

I would serve as the Project Director for the consistency review assignment(s) and would be responsible for on-time, on-budget delivery and overall quality assurance and quality control for project deliverables. I would also be C/CAG's primary point-of-contact for the duration of the as-needed services contract.

I would be assisted by two of ESA's airport land use compatibility planners: Project Manager Chris Jones and Deputy Project Manager Patrick Hickman. Chris and Patrick each possess extensive experience in preparing Airport Land Use Compatibility Plans (ALUCPs) and evaluating proposed projects and plans for consistency against those ALUCPs. Patrick would serve as the lead technical staff for ALUCP preparation and consistency review assignments. Chris would provide technical oversight and would assist me with project management. Other ESA planning staff would be available to assist as required.

The consistency review services described herein would be provided on a time-and-materials basis for a not-to-exceed fee established in advance with C/CAG. The following hourly billing rates would be used to develop all task order budgets: Steve Alverson (\$300), Chris Jones (\$205), and Patrick Hickman (\$190). Any out-of-pocket expenses would be billed at cost.



Ms. Sandy Wong  
September 5, 2019  
Page 2

We appreciate the opportunity to submit our proposal, and look forward to your response. If you have any questions or would like additional information, please contact me at 916.564.4500 or [salverson@esassoc.com](mailto:salverson@esassoc.com).

Sincerely,

A handwritten signature in blue ink that reads "Steven R. Alverson". The signature is fluid and cursive, with the first name being the most prominent.

Steven R. Alverson  
Senior Vice President

cc: Susy Calkin, C/CAG staff

## C/CAG AGENDA REPORT

Date: September 12, 2019

To: City/County Association of Governments of San Mateo County 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 650-599-1462)

---

### 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

N/A

### BACKGROUND

The C/CAG Legislative Committee receives monthly written reports and oral briefings from the C/CAG's State legislative advocates. Important or interesting issues that arise out of that meeting are reported to the Board.

September 13, 2019 is the last day before recess of the legislature.

### ATTACHMENTS

1. September 2019 Legislative update from Shaw/ Yoder/ Antwih, Inc.
2. Full Legislative information is available for specific bills at <http://leginfo.legislature.ca.gov/>



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

**DATE:** September 3, 2019

**TO:** Board Members, City/County Association of Governments, San Mateo County

**FROM:** Andrew Antwih and Matt Robinson, Shaw / Yoder / Antwih, Inc.

**RE:** **STATE LEGISLATIVE UPDATE – September 2019**

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***Legislative Update***

The Legislature returned from its Summer Recess on August 12 and spent the remainder of August hearing bills in the fiscal committees, with August 30 marking the deadline for those committees to complete their work. The last day of the first year of 2019-20 Legislative Session is September 13. We are tracking several bills for C/CAG, some of which are identified under ***Bills of Interest*** below.

***Bills of Interest***

**SB 5 (Beall) Local-State Sustainable Investment Incentive Program\***

This bill would establish the Local-State Sustainable Investment Incentive Program, which would be administered by the Sustainable Investment Incentive Committee. The bill would authorize a city, county, city and county, joint powers agency, enhanced infrastructure financing district, affordable housing authority, community revitalization and investment authority or transit village development district to apply to the Committee to participate in the program and would authorize the Committee to approve or deny applications for projects meeting specific criteria. Upon approval of a project application, the bill would require the Committee to issue an order directing the county auditor to reduce the total amount of ad valorem property tax revenue otherwise required to be contributed to the county's ERAF from the applicant by the annual reduction amount approved. The bill would require a county auditor, if the applicant is an enhanced infrastructure financing district, affordable housing authority, transit village development district, or community revitalization investment authority, to transfer to the district or authority an amount of property tax revenue equal to the reduction amount approved by the Committee.

**SB 50 (Wiener) Planning and Zoning: Housing Development: Equitable Communities Incentives\***

This bill was amended substantially in the Senate Governance and Finance Committee and as of this writing, the amendments have not come in to print. The bill would essentially grant development rights for projects within certain proximity to rail and bus routes, or in jobs-rich areas. The amended version of the bill will apply different standards to counties with populations over 600,000, scale back the triggering frequency for bus routes, and make certain exemptions for the coastal zone and wildfire prone areas. Additional changes were made regarding parking minimums. ***C/CAG submitted comments and concerns on this measure. This bill was held in Senate Appropriations and is now a 2-year bill.***

**SB 137 (Dodd) Federal Transportation Funds: State Exchange Programs**

Existing federal law apportions transportation funds to the states under various programs, including the Surface Transportation Program and the Highway Safety Improvement Program, subject to certain conditions on the use of those funds. Existing law provides for the allocation of certain of those funds to local entities. Existing law provides for the exchange of federal and state transportation funds between

local entities and the state under certain circumstances. This bill would authorize the Department of Transportation to allow the above-described federal transportation funds that are allocated as local assistance to be exchanged for Road Maintenance and Rehabilitation Program funds appropriated to the department. ***C/CAG SUPPORTS this measure.***

**SB 277 (Beall) Local Partnership Program**

This bill would direct funds set aside for the Local Partnership Program (LPP) to be apportioned by formula, versus allocated by the CTC as is current practice. The bill would direct the CTC to develop new guidelines, in conjunction with local agencies, for the apportionment of the funds. The LPP receives \$200 million annually from the Road Maintenance and Rehabilitation Account and funds are available to self-help counties with sales taxes and/or developer fees used for transportation purposes.

**SB 330 (Skinner) Housing Crisis Act of 2019\***

This bill establishes the Housing Crisis Act of 2019, which, for five years, places restrictions on certain types of development standards, amends the Housing Accountability Act, makes changes to local approval processes and the Permit Streamlining Act, and requires a local agency, upon request of the residential property owner, to delay enforcement of a code violation for seven years, or earlier at the discretion of the enforcement agency, if the correction is not necessary to protect health and safety. The Senate Appropriations Committee Deleted provisions that would prohibit affected cities or counties from charging or increasing fees in connection with housing development projects. ***C/CAG OPPOSES this measure.***

**SB 592 (Wiener) Housing Accountability Act**

This bill would amend the Housing Accountability Act (HAA) to further strengthen the law applicability to new housing development permits and disapprovals from local governments. The bill would clarify the definition of “lower density” under the HAA and applies the HAA to accessory dwelling units, new bedrooms in an existing home, and single-family housing. In addition, it would provide that the HAA applies to any form of land use decision by a local agency, including a ministerial or use by right decision, in addition to a discretionary approval. The bill would also open local agencies up to liability for failing to comply with the HAA.

**AB 252 (Daly) Caltrans NEPA Delegation**

Existing law, until January 1, 2020, provides that the State of California consents to the jurisdiction of the federal courts regarding the compliance, discharge, or enforcement of the responsibilities it assumed as a participant in the program. This bill would extend the operation of these provisions indefinitely. ***C/CAG SUPPORTS this measure. This bill was signed by Governor Newsom.***

**AB 825 (Mullin) San Mateo County Flood Control District**

Existing law, the San Mateo County Flood Control District Act, establishes the San Mateo County Flood Control District for the purpose of controlling the floodwater and stormwater of the County of San Mateo. This bill would modify the District to change the name to the Flood and Sea Level Rise Resiliency Agency, revise the governance to a seven-member board including five city council representatives and two county supervisors, expanding authorities to address sea level rise, and updating funding and financing authorities to reflect changes in the State Constitution since the Act was first written. ***C/CAG SUPPORTS this measure. This measure is on the Governor’s Desk.***

**AB 1487 (Chiu) Regional Housing Funding\***

This bill would enact the San Francisco Bay Area Regional Housing Finance Act and establish the Housing Alliance for the Bay Area (HABA), a regional entity governed by members of MTC. HABA would be tasked with establishing a regional funding program to address housing needs in the Bay Area. The funding source is unspecified and left to HABA to determine what’s likely to meet the region’s needs and garner

voter-approval. A portion of the revenues would be returned to each county and a portion would be controlled by HABA.

**ACA 1 (Aguiar-Curry) Local Government Financing: Affordable Housing and Public Infrastructure: Voter Approval.**

This constitutional amendment would lower the necessary voter threshold from a two-thirds supermajority to 55 percent to approve local general obligation bonds and special taxes for affordable housing and public infrastructure projects. ***C/CAG SUPPORTS this measure.***

*Bills marked with an \* are being tracked by MTC as implementing elements of the CASA Compact. These bills are not sponsored by MTC. The above list does not include all bills MTC has identified.*

## C/CAG AGENDA REPORT

Date: September 12, 2019

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Receive the Draft 2020 State Transportation Improvement Program (STIP) for San Mateo County.

(For further information, contact Jeff Lacap at 650-599-1455)

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### RECOMMENDATION

That the Board receive the Draft 2020 State Transportation Improvement Program (STIP) for San Mateo County

### FISCAL IMPACT

No direct impact to the C/CAG budget.

### SOURCE OF FUNDS

The 2020 STIP fund will come from State and Federal fund sources.

### BACKGROUND

The STIP is the biennial five-year plan for future allocations of state transportation funds, developed in coordination with and developed by the Metropolitan Transportation Commission (MTC) for adoption by the California Transportation Commission (CTC). It is a five-year document adopted every two years by the CTC to program certain portions of the gas tax for transportation projects.

On June 26, 2019, Caltrans presented the draft STIP Fund Estimates for the five-year STIP period (FY 2020/21 through FY 2024/25) to the CTC. The CTC adopted this estimate at their August 14-15<sup>th</sup>, 2019 meeting. The MTC Commission is scheduled to adopt regional STIP policy and procedures on September 25, 2019.

C/CAG is the designated agency responsible to develop the regional share of the STIP for San Mateo County. STIP candidate projects must be consistent with the Regional Transportation Plan as well as the County's Congestion Management Plan. In addition, projects must have an approved Project Study Report (PSR). Phases of funding in the STIP must be able to show a full funding plan. Also, projects in excess of \$50 million in total project cost must include a project level performance level analysis and lifecycle cost benefit analysis.

The last updated adopted cycle, 2018 STIP, covered the period between FY 2018/19 through 2022/23. Funds previously programmed for highway projects as adopted in the 2018 STIP are still committed; however, the timing of those funds being available is not guaranteed. CTC may also reprogram current projects into later years.

Caltrans presented the draft statewide 2020 STIP Fund Estimates for the five-year STIP period (FY 2020/21 through FY 2024/25) to the CTC at their June 26, 2019 meeting. San Mateo County was projected to receive less than 4 million dollars in new funds for the 2020 STIP. With this low estimate, staff informed the C/CAG Board on July 11, 2019 that solicitation of projects to all 21 jurisdictions would not be meaningful. However, on July 15, 2019, CTC staff indicated an error in the fund estimate and provided a revision, which resulted in an increase of approximately 3.4 million dollars. Because of the increase, C/CAG staff moved ahead with the originally planned solicitation for projects. As a result, the current working estimate is approximately 7.2 million dollars for the 2020 STIP to program for transportation projects, available to be programmed in the FY 2023/24 and FY 2024/25 fiscal year.

On July 17, 2019, C/CAG staff reached out to all directors of public works and city/county managers via e-mail, soliciting for candidate projects to consider with a due date of August 7, 2019. In addition, staff has also been working with partner transportation agencies such as Caltrans and the San Mateo County Transportation Authority in identifying top regional projects that supports the continued policy of directing the STIP funds towards major highway improvement projects of regional significance in order to best leverage other state and federal funds (such as SB1) in addition to the San Mateo County Transportation Authority Highway Program funds.

Staff collaborated with the San Mateo County Transportation Authority (SMCTA) and Caltrans staff and recommends the Proposed Draft 2020 STIP as attached. Here are some highlights:

1. From 2018 STIP - Design phase funds for the Short-Term Area Improvements for the 92/101 Interchange Project to be moved out by one year to from FY 20-21 to FY 21-22 to align with the project schedule.
2. From 2018 STIP - Implementing agency for the Countywide ITS Project - (SSF Smart Corridors expansion), to be changed from C/CAG to the City of South San Francisco for the construction phase, to properly reflect the implementing agency.
3. New - Funds to be added for the US 101 Managed Lane Project North of I-380. The Project Study Report will be approved by Caltrans in September 2019.

The C/CAG Congestion Management Program Technical Advisory Committee (CMP TAC) recommended approval of the draft 2020 STIP at their August 15<sup>th</sup>, 2019 meeting. The C/CAG Congestion Management and Environmental Quality (CMEQ) Committee recommended approval of the draft 2020 STIP at their August 26<sup>th</sup>, 2019 meeting.

The proposed draft 2020 STIP is a countywide plan and will be presented to this Board again in October for approval. Upon approval by the C/CAG Board, the Proposed 2018 STIP for San Mateo County will be forwarded to the Metropolitan Transportation Commission (MTC) for inclusion in the Bay Area regional STIP proposal. If approved by the MTC, as scheduled on December 18, 2019, the proposal will be forwarded to the California Transportation Commission (CTC) for approval in March 2020. During the coming months, it is anticipated Bay Area-wide and statewide negotiations will take place regarding the exact amount of funds available for each county in each fiscal year.

**ATTACHMENTS**

1. Summary of Proposed 2020 STIP for San Mateo County

**2020 STIP FOR SAN MATEO COUNTY**  
(\$1,000's)

	Lead Agency	Rte	PPNO	Project	Total (2018 STIP)	Total (2020 STIP)	(Info Only) 19-20	20-21	21-22	22-23	23-24	24-25	Comments	
<b>Adopted in 2018 STIP (Carryover)</b>	Menlo Park	101	690B	US 101/Willow interchange reconstruction - AB 3090 reimb	8,000		4,000	4,000						
	SM C/CAG	VAR	2140E	Countywide ITS Project - (SSF Smart Corridors expansion)	240		240							
	SM C/CAG SSF	VAR	2140E	Countywide ITS Project - (SSF Smart Corridors expansion)	4,058		4,058						SSF will be lead agency to allocate \$4,058 (CON)	
	SM C/CAG	92	668D	Phase 2 of SR 92 Improvement from I-280 to US 101 - Improvement at the SR 92/US 101 Interchange Vicinity	5,628		2,411	→ 3,217					Push \$3,217 to from FY20/21 to FY21/22	
	SM C/CAG	101	658D	US 101 Managed Lane Project from Santa Clara County Line to I-380	33,500		16,000	17,500						
	RWC	101	692K	Woodside Interchange	8,000				8,000					
	SSF	101	702D	Produce Interchange - Improvements	5,000			5,000						
	SM C/CAG	101/280	658G	ITS Improvements in San Mateo northern cities - (including Daly City, Brisbane, and Colma)	1,600		600		1,000					
	Daly/Bris/Colma	101/280	658G	ITS Improvements in San Mateo northern cities - (including Daly City, Brisbane, and Colma)	6,900					6,900				
	<b>SUBTOTAL - HIGHWAY (2020/21 thru 2024/25) from 2018 STIP:</b>					<b>72,926</b>		<b>27,309</b>	<b>26,500</b>	<b>12,217</b>	<b>6,900</b>			
<b>Admin</b>	MTC		2140	Planning, programming, and monitoring (MTC)	246			79	82	85				
	SM C/CAG		2140A	Planning, programming, and monitoring (CMA)	787			263	262	262				
	<b>SUBTOTAL - PLANNING/ADMIN (2020/21 thru 2024/25) from 2018 STIP:</b>					<b>1,033</b>			<b>342</b>	<b>344</b>	<b>347</b>			
<b>Proposed for 2020 STIP</b>	<b>Projects</b>	<b>SM C/CAG</b>	<b>NEW</b>	<b>NEW</b>	<b>US 101 Managed Lane Project North of I-380</b>		<b>7,177</b>					<b>7,177</b>		
	<b>SUBTOTAL - HIGHWAY (2020/21 thru 2024/25):</b>						<b>7,177</b>					<b>7,177</b>		
	<b>Admin</b>	MTC		2140	Planning, programming, and monitoring (MTC)		179					88	91	
		SM C/CAG		2140A	Planning, programming, and monitoring (CMA)		247					46	201	
<b>SUBTOTAL - PLANNING/ADMIN (2020/21 thru 2024/25):</b>						<b>426</b>					<b>134</b>	<b>292</b>		
<b>TOTAL (2020/21 thru 2024/25):</b>					<b>73,959</b>	<b>7,603</b>	<b>27,309</b>	<b>26,842</b>	<b>12,561</b>	<b>7,247</b>	<b>7,311</b>	<b>292</b>		

**C/CAG AGENDA REPORT**

Date: September 12, 2019

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, C/CAG Executive Director

Subject: Determination on Formation of a Sub-Region for the Cycle 6 Regional Housing Needs Allocation (RHNA) Process.

(For further information, contact Susy Kalkin at 650-599-1467)

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**RECOMMENDATION**

That the C/CAG Board of Directors determine whether to pursue formation of a Sub-Region for the Cycle 6 Regional Housing Needs Allocation (RHNA) Process.

**BACKGROUND**

The next RNHA cycle is set to kick-off this fall for the next eight-year period, 2023-2031. At the July C/CAG Board meeting, Board members were briefed on the steps involved in the update, advised of key changes in state legislation that will affect this next cycle, and were requested to discuss the issue within their individual jurisdictions and be prepared at the September Board meeting to make a decision about whether to pursue formation of a Sub-Region for the RHNA process as we have done in the past two cycles. Staff forwarded additional information to individual jurisdictions to facilitate these discussions at the local level.

Attached is a memo prepared by 21 Elements presenting the background, considerations and options for forming a Sub-Region.

**ATTACHMENTS**

1. Forming a Sub-Region for the 6th Cycle RHNA– 21 Elements, September 5, 2019



# Forming a Sub-Region for the 6<sup>th</sup> Cycle RHNA<sup>1</sup>

Prepared September 5, 2019 for September 12, 2019 C/CAG Board Meeting

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The purpose of this memo is to review the background, considerations and options for forming a sub-region to address the upcoming Regional Housing Needs Allocation (RHNA) numbers for the Bay Area and San Mateo County.

## Overview

### Options for forming a Sub-Region

1. **Undertake full sub-region effort** — Form a sub-region and undertake the detailed analysis required to comply with state law, including develop the methodology to distribute the RHNA, and allocate the RHNA to the 21 jurisdictions in San Mateo County.
2. **Form a sub-region but rely on ABAG/MTC** — Form a sub-region but rely on ABAG/MTC to develop the methodology and allocate the RHNA. However, if opportunities arise, the sub-region can still make changes.
3. **Don not form a sub-region** — Rely on individual jurisdictions, 21 Elements and Home for All.

### Key Considerations

1. **Limited “trading” expected** — “Trading” of RHNA amongst the county’s jurisdictions is expected to be minimal at best, if at all.
2. **RHNA 6 is anticipated to be much higher** — It is anticipated that the upcoming 6<sup>th</sup> cycle RHNA (2023-2031) will be significantly higher than the 5<sup>th</sup> cycle RHNA (2015-2023), ranging from 50%-225% higher (or more) based on

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<sup>1</sup> The upcoming RHNA (Regional Housing Needs Allocation) will be for the 6<sup>th</sup> cycle of housing element updates, covering the 2023-2031 housing planning period. The 6<sup>th</sup> cycle RHNA projection period is from June 30, 2022 to January 15, 2031; — meaning housing units built or approved after June 30, 2022 may be counted toward a jurisdiction’s 6<sup>th</sup> cycle RHNA.

discussions with stakeholders and a review of the RHNA determinations elsewhere in California, as shown in the attachments.

3. **Fewer housing sites** — It will be more difficult to have potential housing sites count towards the RHNA land inventory due to recent changes in state law limiting many sites that were previously eligible to be counted toward a jurisdiction's RHNA.
4. **Sense of Urgency** — Development of the County's RHNA will occur between now and July of 2021. Housing elements must be adopted by January 15, 2023. So, between now and then there is a 3¼-year time period to undertake all the related housing element work, land use changes and approvals. Significant land use changes often take 1-2 years and housing element updates take a year, leaving little extra time.
5. **Importance of on-time housing element certification** — Each jurisdiction must adopt an updated housing element in compliance with state law requirements (certified by HCD as complying with state law). If a jurisdiction does not achieve certification or adoption in time, their next housing element update will be required in four years and they may be ineligible for state funding when housing element certification is required — such as SB2 planning grants and technical assistance, One Bay Area Grants (OBAG), Affordable and Sustainable Communities program, among others. There are also implications for increased RHNA, legal liability, etc. if a jurisdiction does not comply with state law.
6. **Land use re-zoning and general plan amendments will likely be needed to add more high density housing sites.** Land use changes will require CEQA review, all zoning changes must be consistent with each jurisdiction's general plan, and each element of a jurisdiction's general plan (land use, circulation, open space, housing, etc.) must be consistent with one another. Land use related amendments will require extensive technical work, community outreach and involvement and challenging political decisions.

## What is RHNA and how is it developed?

### ■ **Role of HCD and ABAG in determining the regional housing needs determination.**

Housing element law requires local governments to adequately plan to meet their existing and projected housing needs, including their share of the regional housing needs allocation. The California Department of Housing and Community Development (HCD) is responsible for determining the regional housing needs for

each region’s planning body or “council of governments” (COG) — in the Bay Area the COG is ABAG/MTC. Each COG then coordinates with HCD to arrive at a final figure for the region. This final figure is the region’s housing needs determination that the COG distributes to the jurisdictions.

- **How will the Bay Area region’s housing needs be determined?** HCD starts with population projections in coordination with the Department of Finance (DOF) and then subtracts population living in “group quarters” to determine an HCD adjusted DOF projected number of households for a region. HCD then makes adjustments for vacancy rates, overcrowding, replacement for anticipated demolitions and cost-burdened households.

The resulting housing need numbers are provided in total and by income category for distribution by the COG to all the jurisdictions — in the Bay Area it will be done using the methodology developed by ABAG/MTC.



Rich Napier, C/CAG, Duane Bay, County of San Mateo Department of Housing, and Paul McDougall and Cathy Creswell of HCD with 21 Elements award in 2011.

- **Allocation — Divvying up the need amongst cities and counties.** Once HCD and the COG have agreed to the region’s RHNA determination (the amount of housing that must be planned for), the COG takes over and is responsible for divvying up (allocating) the housing need amongst all of the jurisdictions (cities/counties) within that region. The COG does this in a Regional Housing Need Allocation Plan (RHNA Plan). The methodology to prepare the ABAG RHNA plan must further the following state objectives:

1. Increasing the housing supply and mix of housing types, tenure, and affordability
2. Promoting infill development and socioeconomic equity, protecting environmental and agricultural resources, and encouraging efficient development patterns
3. Promoting an improved intraregional relationship between jobs and housing

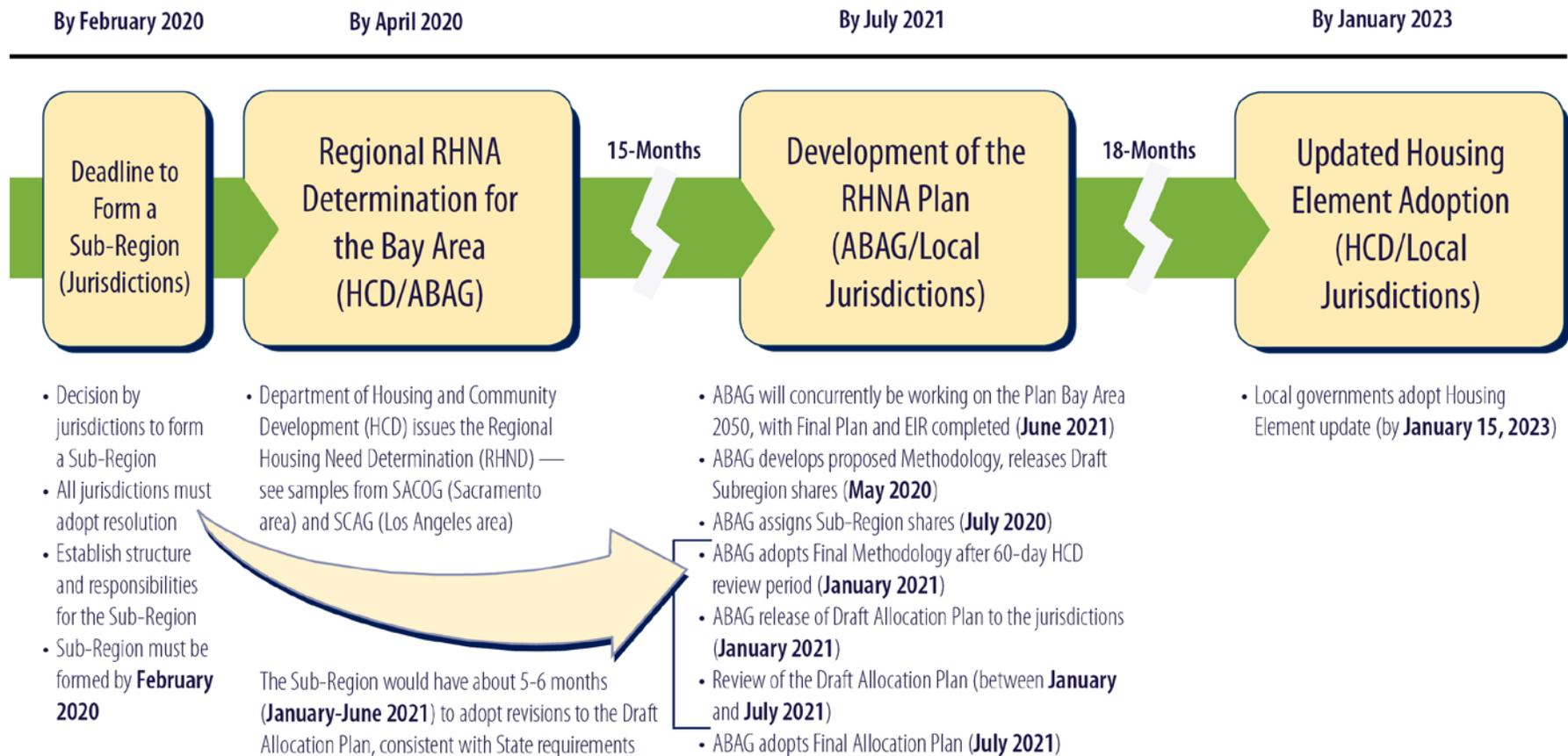
4. Balancing disproportionate household income distributions

5. Affirmatively furthering fair housing.

- **What is a RHNA sub-region?** Counties can form a sub-region to allocate the RHNA determined for the sub-region (San Mateo County). The sub-region cannot change the overall number, but can develop a methodology, consistent with state law, to distribute the total number amongst the jurisdictions in the sub-region. The sub-region can also accept the ABAG RHNA. San Mateo County jurisdictions formed a sub-region for both the 4<sup>th</sup> and 5<sup>th</sup> RHNA cycles that resulted in a 3% and 5% redistribution of the ABAG RHNA amongst the jurisdictions in the County accordingly. The initial sub-region process provided a forum for collaboration and resulted directly in the formation of 21 Elements more than 10 years ago and other collaborative efforts around housing.
  
- **Timing.** The graphic on the next page shows the major activities and timeline for the 6<sup>th</sup> cycle RHNA and housing element adoption. A more specific timeline developed by ABAG for RHNA 6 is included as an attachment.

# 6th Cycle RHNA and Housing Element Adoption

## Major Activities and the Anticipated Timeline



## How has state law changed for RHNA and Housing Elements?

- **Beginning with the *Housing Package of 2017*, the legislature has annually focused on ways to address California’s “housing crisis.”** Recent legislation has mandated requirements to incentivize new housing construction and require local governments to enact regulations to encourage more housing. The package included AB 72 (Chapter 370, Statutes of 2017), which provides HCD with broad authority to review any action or inaction by a city or county that it determines is inconsistent with an adopted housing element. This includes failure to implement specified program actions included in the housing element and non-compliance with housing element law, the Housing Accountability Act, “no net loss” law, density bonus law or anti-discrimination law.
  
- **The RHNA distribution methodology has more requirements.** SB 828 and AB 1771 contained significant changes to the RHNA requirements. For instance, the methodology for the next RHNA must cover existing and projected jobs and housing relationship, land availability, infrastructure constraints, land use policies, household growth, market demand for housing, loss of assisted housing developments, high-housing cost burdens, etc. — AND — it must further state housing objectives and address “fair housing” requirements.
  
- **There will be fewer sites eligible to be counted towards a jurisdiction’s RHNA.** There are now limitations on sites and greater scrutiny of sites as part of the jurisdiction’s housing sites inventory of eligible sites. Changes include:
  1. **New limits on reuse of sites included in previous housing elements.** State law limits jurisdictions’ ability to reuse the following types of sites used in previous Housing Elements to accommodate lower-income housing need if those sites have not been approved for housing.<sup>2</sup>
    - A vacant site identified in two or more consecutive housing element planning periods.
    - A non-vacant site identified in one prior planning period.

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<sup>2</sup> To be eligible as lower income sites, sites must be rezoned to default density and development must be allowed by right if 20% of the units are affordable.

2. **Increased scrutiny of small sites, large sites and non-vacant sites — as they are presumed unlikely to develop.**<sup>3</sup>
3. **The definition of “vacant” sites is much more strict.** Many sites that were considered vacant will no longer be considered as such. This includes parking lots, partially vacant but not subdivided sites, sites containing power lines, etc.

■ **There are other general changes to state law impacting the next round of housing element updates.** These include requirements that:

1. Jurisdictions must maintain enough sites throughout the planning period for all income levels.
2. New rules are intended to ensure sites are affirmatively furthering fair housing.
3. One-for one replacement of lower income housing must be provided.
4. All sites must have adequate utilities or an approved plan for provision of utilities.
5. Jurisdictions must examine impact fees as a potential constraint to housing production,
6. Jurisdictions must do a review of densities of similar developments and affordability levels when making assumptions about sites counted at various income levels.

## **Other considerations and activities of the sub-region**

■ **Sub-region activities.** Different from past RHNA cycles, there may be limited desire on the part of jurisdictions to trade numbers as we anticipate the RHNA determinations will be significantly higher and fewer sites will be eligible to be counted towards a jurisdiction’s RHNA. However, there are other benefits to collaboration related to RHNA, including shared messaging, public perceptions, providing a coordinated local response to a state mandate, etc. Other activities include:

1. **Provide a clearinghouse function in RHNA discussions at the regional level.**

Jurisdiction staffs have supported 21 Elements staff (Josh Abrams) participating in the ABAG/MTC discussions that will occur about the methodology for distributing the Bay Area regional housing need to the jurisdictions. Key tasks include:

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<sup>3</sup> Non-vacant sites are only presumed unlikely to develop if non-vacant sites are used to meet 50%+ of the lower income housing need. If a jurisdiction does not meet the 50% lower income threshold, more justification is needed than previous cycles, though not as high as for jurisdictions that are more heavily dependent on non-vacant sites.

Information will be distributed to City staffs. 21 Elements will facilitate the flow of information and feedback to/from the jurisdictions in providing comments to ABAG/MTC.

2. **Use the ABAG derived RHNA Numbers.** Unless opportunities arise, the San Mateo County sub-region can use the RHNA developed through the ABAG methodology. If opportunities arise, the sub-region can redistribute numbers consistent with the schedule shown in the major activities timeline graphic below.
3. **Provide a clearinghouse for county collaboration on RHNA.** Establish a structure for collaboration to occur at the staff and decision-maker levels on messaging, peer-learning, best practices, countywide positions on issues, coordination with ABAG and HCD, etc.

■ **Develop a strategic community messaging approach to consistently inform the community, staff and decision-makers about the process, needs, etc.** This will enable people to participate in the process in an informed way. Involve staff and decision-makers from Home for all, C/CAG and 21 Elements in developing the strategic community-messaging program.

■ **Implement a jurisdiction awareness program.** Develop a community-awareness and messaging campaign for distribution at multiple levels to enhance understanding and provide feedback mechanisms. The purpose of the materials and outreach efforts will be to ensure that accurate information is communicated easily and so that people can participate in an informed manner.

Materials would be prepared for technical staff, Community Development/Planning Directors, City Managers, Planning Commissioners, City Council and Board members, stakeholders and the community as a whole. Examples include:

1. Assisting staff with presentations
2. Handouts
3. PowerPoint
4. Presentations at C/CAG, Home for All, Community Development Directors Forum and other meetings.

■ **Encourage jurisdictions to undertake an analysis of housing sites NOW.**

Understanding land development capacity and the availability of housing sites under the new state law requirements will enable jurisdictions to participate effectively in the RHNA sub-region process, share findings and needs, and identify strategies to achieve compliance with RHNA and housing element law. 21 Elements can facilitate and support jurisdiction efforts in this regard.

- Consider initiating housing element updates as soon as possible.

## Attachments

- (1) Comparison of 5<sup>th</sup> and 6<sup>th</sup> Cycle Regional Housing Needs Allocations (RHNA)
- (2) ABAG Schedule for RHNA 6
- (3) Excerpt from memo from Ken Kirkey, ABAG/MTC, on new housing laws

## Comparison of 5th and 6th Cycle Regional Housing Needs Allocations (RHNA)

Prepared September 5, 2019 by 21 Elements

Jurisdiction	Total RHNA	Numerical Change RHNA 5 to RHNA 6	Percent Change RHNA 5 to RHNA 6
<b>Calaveras County RHNA 6 (2018-2027)</b>	<b>1,340</b>		
RHNA 5 (2014-2019)	1,240	<b>+100</b>	<b>+8.1%</b>
<b>Colusa County RHNA 6 (2018-2028)</b>	<b>1,235</b>		
RHNA 5 (2014-2019)	1,160	<b>+75</b>	<b>+6.5%</b>
<b>Humboldt County Association of Governments RHNA 6 (2018-2027)</b>	<b>3,390</b>		
RHNA 5 (2014-2019)	2,060	<b>+1,330</b>	<b>+64.6%</b>
<b>Lake County-City Area Planning Council RHNA 6 (2018-2027)</b>	<b>1,905</b>		
RHNA 5 (2014-2019)	2,070	<b>-165</b>	<b>-8.0%</b>
<b>Mendocino Council of Governments RHNA 6 (2018-2027)</b>	<b>1,845</b>		
RHNA 5 (2014-2019)	250	<b>+1,595</b>	<b>+638.0%</b>
<b>Mono County RHNA 6 (2018-2027)</b>	<b>240</b>		
RHNA 5 (2014-2019)	120	<b>+120</b>	<b>+100.0%</b>
<b>Shasta County RHNA 6 (2018-2028)</b>	<b>3,675</b>		
RHNA 5 (2014-2019)	2,200	<b>+1,475</b>	<b>+67.0%</b>
<b>San Diego Association of Governments (SANDAG) RHNA 6 (2020-2029) *</b>	<b>171,685</b>		
RHNA 5 (2010-2020)	161,980	<b>+9,705</b>	<b>+6.0%</b>
<b>Sacramento Area Council of Governments (SACOG) RHNA 6 (2018-2028)</b>	<b>153,512</b>		
RHNA 5 (2013-2021)	104,970	<b>+48,542</b>	<b>+46.2%</b>
<b>San Luis Obispo Association of Governments (SLOCOG) RHNA 6 (2018-2028)</b>	<b>10,810</b>		
RHNA 5 (2014-2019)	4,090	<b>+6,720</b>	<b>+164.3%</b>
<b>Southern California Association of Governments (SCAG) RHNA 6 (2021-2029)</b>	<b>1,344,740</b>		
RHNA 5 (2014-2021)	412,137	<b>+932,603</b>	<b>+226.3%</b>

Source: 21 Elements as derived from the California Department of Housing and Community Development website accessed August 9, 2019 — <http://www.hcd.ca.gov/community-development/housing-element/index.shtml>

\* The **SANDAG** increase was so much lower, on a percentage increase basis, than the others, due to the following reasons: (1) the need to include existing demand for underhoused persons became effective after the SANDAG numbers were already determined; and, (2) the SANDAG numbers for the fifth cycle were adopted before the 2008 recession and did not account for the reduced demand. So their fifth cycle numbers did not have the kind of dropoff as the Bay Area had for the 5th cycle (2014-2022).

## ABAG 2022-2030 RHNA and Plan Bay Area 2050 Key Milestones

Per Government Code §65588(e)(3)(A), the Housing Element Due Date is 18 months after adoption of the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS). Plan Bay Area 2050, the next regional plan, is scheduled to be adopted in June 2021, with the Housing Element Due Date in December 2022. This schedule assumes that there are subregions. Dates are tentative and subject to change.

	Key Milestones	Deadline
1	Plan Bay Area 2050 and RHNA Kickoff	September 2019
2	Release Draft Plan Bay Area 2050 Regional Growth Forecast, Adopt Growth Framework Update	September 2019
3	Jurisdiction Survey on RHNA factors, Fair Housing <sup>1</sup>	December 2019
4	Deadline for Subregions to Form <sup>2</sup>	February 2020
5	Adopt Final Plan Bay Area 2050 Regional Growth Forecast; Release Plan Bay Area 2050 Draft Preferred Scenario	April 2020
6	Dept. of Housing and Community Development (HCD) Issues RHND <sup>3</sup>	April 2020
7	Release Proposed Methodology, <sup>4</sup> Release Draft Subregion Shares	May 2020
8	Public Hearing on Proposed Methodology, Subregion Shares	June 2020
9	Adopt Plan Bay Area 2050 Preferred Scenario	July 2020
10	Assign Subregion Shares <sup>5</sup>	July 2020
11	Release Draft Methodology and Submit to HCD for Review <sup>6</sup>	September 2020
12	Release Plan Bay Area 2050 Draft Plan and EIR	January 2021
13	Adopt Final Methodology after 60-day HCD Review Period <sup>7</sup>	January 2021
14	Release Draft Allocation <sup>8</sup>	January 2021
15	Deadline for Appeals to Draft Allocation <sup>9</sup>	March 2021
16	Comment Period on Appeals Received <sup>10</sup>	April 2021
17	Public Hearing on Local Appeals <sup>11</sup>	May 2021
18	Decision on Appeals, Issue Final Allocation <sup>12</sup>	May 2021
19	Adopt Plan Bay Area 2050 Final Plan and EIR	June 2021
20	Public Hearing to Adopt Final Allocation Plan <sup>13</sup>	July 2021
21	HCD Determination of Consistency with Housing Element Law <sup>14</sup>	August 2021
22	Local Governments Adopt Housing Element Update	December 2022

### Glossary of Acronyms

ABAG – Association of Bay Area Governments  
 EIR – Environmental Impact Report  
 HCD – California Department of Housing and Community Development  
 RHNA – Regional Housing Need Allocation  
 RHND – Regional Housing Need Determination  
 RTP – Regional Transportation Plan  
 SCS – Sustainable Communities Strategy

<sup>1</sup> GC §65584.04(b). No more than 6 months before draft methodology release.

<sup>2</sup> GC §65584.03(a). No later than Aug 2020.

<sup>3</sup> GC §65584.01(b)(1). No later than Oct 2020.

<sup>4</sup> GC §65584.04. ABAG/Subregion must conduct at least one public hearing prior to releasing draft methodology. No later than Dec 2020.

<sup>5</sup> GC §65584.03(c). No later than Nov 2020.

<sup>6</sup> GC §65584.04(h).

<sup>7</sup> GC §65584.04(i).

<sup>8</sup> GC §65584.05(a). No later than Jun 2021.

<sup>9</sup> GC §65584.05(b). Within 45 days of draft allocation.

<sup>10</sup> GC §65584.05(c). Within 45 days of appeal deadline.

<sup>11</sup> GC §65584.05(d) Hearing must be no later than 30 days after the appeals comment period ends, with 21 days prior notice.

<sup>12</sup> GC §65584.05(e). No later than 45 days after public hearing.

<sup>13</sup> GC §65584.05(g). Within 45 days after final allocation issued.

<sup>14</sup> Within 30 days after HCD receives Final Plan.

## **Overview of Recent Changes to Housing Element Law**

### **Housing Element Site Inventory Reporting Requirements**

- Sites must be listed by Assessor Parcel Number (APN) and include the number of units that can be “realistically accommodated” on each site.
- Parcels included in the inventory must have sufficient access to utilities, including “dry utilities.” The term “dry utilities” is not defined in the statute.

### **Reuse of Sites Included in Previous Housing Elements**

State law limits jurisdictions’ ability to reuse the following types of sites used in previous Housing Elements to accommodate lower-income<sup>1</sup> housing need if those sites have not been approved for housing:

1. A vacant site identified in two or more consecutive planning periods
2. A non-vacant site identified in one prior planning period

Unless they meet the following criteria:

1. The site is or will be rezoned to the minimum lower-income household density for the jurisdiction within three years; **and**
2. The zoning allows for residential development by right if at least 20% of the units are affordable to lower-income households

### **Use of Non-Vacant Sites in the Housing Element Site Inventory**

- According to HCD, underutilized sites (e.g., a vacant/abandoned use, a parking lot, a blighted site) are not considered to be vacant. Jurisdictions will have to provide evidence that the non-vacant site is suitable for lower-income development during the RHNA period.
- If a jurisdiction uses non-vacant sites to accommodate 50% or more of its lower-income housing need, the jurisdiction must provide “substantial” evidence that the existing use on a non-vacant site that is identified for lower-income housing is likely to be discontinued during the planning period. Absent substantial evidence, the existing use is deemed an impediment to additional residential development.
- If a site was subject to affordability agreements for lower-income households, subject to a rent control policy, or had housing units occupied by a lower-income resident within the past five years, the jurisdiction must require replacement of that housing at the same or lower income level.

### **Use of Small and Large Sites in the Housing Element Site Inventory**

- Sites smaller than 1/2 acre and those larger than 10 acres are deemed inadequate to accommodate lower-income housing need unless the jurisdiction provides examples of lower-income development on equivalent sites (equivalent number of units at an equivalent affordability level on a site of equivalent size) or other evidence for why the site is appropriate.

## C/CAG AGENDA REPORT

**Date:** September 12, 2019  
**To:** City/County Association of Governments of San Mateo County Board of Directors  
**From:** Sandy Wong, Executive Director  
**Subject:** Update on countywide Reach Code adoption effort.  
 (For further information, contact Kim Springer at 650-599-1412)

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### RECOMMENDATION

That the C/CAG Board receive an update on countywide Reach Code adoption effort.

### FISCAL IMPACT

N/A

### SOURCE OF FUNDS

N/A

### BACKGROUND

All cities in the State of California adopt new or updated building codes on a three-year cycle. The new 2019 code must be adopted by every city by December 31, 2019 and will take effect on January 1, 2020. The building code is Title 24 of the California Code of Regulations (CCR). It is developed and maintained by the California Building Standards Commission.

Cities may also adopt building codes more stringent than the standard code, which are called reach codes. Reach codes may be adopted to meet specific needs of a city, such as enhanced hazard protection or higher energy efficiency of equipment. If a reach code is applied to Chapter 6, the building standards chapter, they must undergo a cost-effectiveness study, which considers the initial cost of the higher standard compared to the value over its lifetime.

Peninsula Clean Energy (PCE) and the County of San Mateo Office of Sustainability have been working jointly with Silicon Valley Clean Energy and a team of consultants to assist cities in the adoption of building energy and electric vehicle reach codes during the current code cycle update to reduce climate change pollutants and reduce resident costs. At the June 13, 2019 C/CAG Board meeting, Jan Pepper, Chief Executive Officer provided a presentation on PCE and County efforts to move cities towards adoption of Reach Codes.

County staff will provide an update on the reach-code-adoption process, timeline, and progress by cities in San Mateo County

### Attachment

None

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## CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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August 14, 2019

The Honorable Kevin Mullin  
Speaker Pro Tempore, California State Assembly  
State Capitol, Room 3160  
Sacramento, CA 95822

### **Re: Multi-Benefit Stormwater Capture Budget Request**

Dear Assembly Member Mullin:

On behalf of the City/County Association of Governments of San Mateo County (C/CAG), I would like to sincerely thank you for your efforts to secure \$3 million in the State budget to advance designs for multi-benefit stormwater capture projects in San Mateo County. As you know, this much needed funding supports planning and design for regional stormwater retention projects that capture, clean, and infiltrate stormwater to improve water quality while simultaneously providing downstream flood control benefits, recharging underlying groundwater basins, providing alternative water supplies for landscape irrigation, and building more resilient communities in the face of a changing climate.

This funding also directly supports the proposed San Mateo County Flood and Sea Level Rise Resiliency District (District) that you are championing by carrying AB 825. This new District is being created to address stormwater, flooding, sea level rise, and coastal erosion issues. San Mateo County is one of the most threatened areas in the state from climate change and sea level rise. Regional scale stormwater capture/retention systems play an essential role in helping to address these issues, and we are thankful to have funding to start designing these systems to better enable our member agencies and the new District to pursue implementation funding.

C/CAG can't thank you enough for your ongoing efforts to develop thoughtful solutions to the issues facing San Mateo County. We look forward to initiating designs on these important projects thanks to you and the rest of our local delegation's support for this important budget allocation.

Please don't hesitate to contact me or Sandy Wong, C/CAG's Executive Director, if you have any questions or concerns. Sandy can be reached at 650-599-1406 or [slwong@smcgov.org](mailto:slwong@smcgov.org).

Sincerely,



Maryann Moise Derwin, Chair  
City/County Association of Governments of San Mateo County

Cc: The Honorable Jerry Hill, Senator, 13<sup>th</sup> District  
The Honorable Marc Berman, Assembly Member, 24<sup>th</sup> District

# C/CAG

## CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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August 29, 2019

The Honorable Gavin Newsom  
Governor, State of California  
State Capitol  
Sacramento, CA 95814

**RE: AB 825 (Mullin) - San Mateo County Flood and Sea Level Rise Resiliency District –  
SUPPORT REQUEST FOR SIGNATURE**

Dear Governor Newsom:

On behalf of the City/County Association of Governments of San Mateo County, I am writing to reiterate support for AB 825, by Assembly Member Kevin Mullin, which would modify the current San Mateo County Flood Control District (FCD) to create the County's new Flood and Sea Level Rise Resiliency District (FSLRRD).

San Mateo County has been identified as one of the most at-risk counties in California to sea level rise, with thousands of residential and commercial parcels, miles of critical State and regional highways, roads and railways, several wastewater treatment plants, and other critical infrastructure at risk for flooding and coastal erosion. In addition, our member agencies are faced with ever-increasing regulatory mandates to capture and clean stormwater runoff to improve water quality, and many watersheds within the county experience recurring flooding that exceed any individual agency's resources to address.

The FSLRRD would address sea level rise, flooding, coastal erosion, and large-scale stormwater infrastructure improvements through integrated regional planning, design, permitting, project implementation, and long-term operations and maintenance with the goal of creating a resilient "one shoreline" San Mateo County by 2100. The FSLRRD would work with stakeholders to plan, implement, and maintain multi-jurisdictional projects that would provide flood and sea level rise protection, as well as other public benefits such as water quality improvements, habitat restoration, and recreation.

Formation of the FSLRRD is of critical importance to our 21 member agencies. It is essential that the risks posed by climate change sea level rise be addressed to protect our economic and community infrastructure. We must implement integrated, multi-benefit solutions to our flooding and water quality needs, and we respectfully request your signature on AB 825 to enable the creation of the San Mateo County FSLRRD.

Thank you for your consideration.

Sincerely,



Maryann Moise Derwin, Chair  
City/County Association of Governments of San Mateo County

Cc: The Honorable Kevin Mullin, California State Assembly