



**City/County Association of Governments
of San Mateo County**

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

SPECIAL MEETING

ADMINISTRATORS' ADVISORY COMMITTEE

AGENDA

This meeting of the Administrators' Advisory Committee will be held in person and by teleconference pursuant to Government Code Section 54953(e). Members of the public will be able to participate in the meeting remotely via the Zoom platform or in person at the location below.

Date: Monday, March 27, 2023 Time: 12:00 p.m. Location: Belmont City Hall 1 Twin Pines Lane in Belmont 2nd Flr, Emergency Operations Center (EOC) Publicly-Accessible Teleconference Location:	Join by Webinar: https://us02web.zoom.us/j/87473632774?pwd=TS9LS1dBWdDd4blFmSUNldFE3T20xdz09 Webinar ID: 874 7363 2774 Password: 032723 Join by Phone: (669) 900-6833
--	---

Persons who wish to address the Committee on an item to be considered at this meeting may submit comments in writing to mcrume@smcgov.org. If you wish to make a public comment during this meeting, please email mcrume@smcgov.org, or you may use the "Raise Hand" feature or dial *9 if using a telephone.

1. Public comments on items not on this agenda.
2. Review and recommend updating the membership and meeting schedule of the Administrator's Advisory Committee. POSSIBLE ACTION p. 1
3. Discussion of agenda for the April 13, 2023 C/CAG Board Regular Meeting. INFORMATION p. 6
4. Member comments and announcements.
5. Executive Director's report.

6. Adjourn

Next Meeting: April 24, 2023

PUBLIC NOTICING: All notices of C/CAG regular Board meetings, standing committee meetings, and special meetings will be posted at the San Mateo County Court Yard, 555 County Center, Redwood City, CA, and on C/CAG's website at: <http://www.ccag.ca.gov>.

PUBLIC RECORDS: Public records that relate to any item on the open session agenda for a regular Board meeting, standing committee meeting, or special meeting are available for public inspection. Those public records that are distributed less than 72 hours prior to a regular Board meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members, of the Board. The Board has designated the City/County Association of Governments of San Mateo County (C/CAG), located at 555 County Center, 5th Floor, Redwood City, CA 94063, for the purpose of making public records available for inspection. Such public records are also available on C/CAG's website at: <http://www.ccag.ca.gov>. Please note that C/CAG's office is temporarily closed to the public; please contact Mima Crume at (650) 599-1406 to arrange for inspection of public records.

ADA REQUESTS: Persons with disabilities who require auxiliary aids or services to participate in this meeting should contact Mima Crume at (650) 599-1406 or mcrume@smcgov.org by 10:00 a.m. prior to the meeting date.

PUBLIC PARTICIPATION DURING HYBRID MEETINGS: During hybrid meetings of the AAC, members of the public may address the Board as follows:

Written comments should be emailed in advance of the meeting. Please read the following instructions carefully:

1. Your written comment should be emailed to mcrume@smcgov.org.
2. Your email should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda.
3. Members of the public are limited to one comment per agenda item.
4. If your emailed comment is received at least 2 hours prior to the meeting, it will be provided to the AAC members, made publicly available on the C/CAG website along with the agenda. Emails received less than 2 hours before the meeting will be provided to the AAC members and included in the administrative record of the meeting as soon as practicable.

Spoken comments will be accepted during the meeting in person and through Zoom. Public comments will be taken first by speakers in person followed by via Zoom. Please read the following instructions carefully:

***In-person participation:**

1. If you wish to speak to the Board, please fill out a speaker's slip located on the 2nd floor auditorium side table against the wall. If you have anything that you wish distributed to the Board and included in the official record, please hand it to the C/CAG Clerk who will distribute the information to the Board members and staff.

***Remote participation:**

1. The AAC meeting may be accessed through Zoom at the online location indicated at the top of this agenda.
2. You may download the Zoom client or connect to the meeting using an internet browser. If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
3. You will be asked to enter an email address and name. We request that you identify yourself by your name as this will be visible online and will be used to notify you that it is your turn to speak.
4. When the C/CAG Clerk or Chair call for the item on which you wish to speak, click on "raise hand." The Clerk will activate and unmute speakers in turn. Speakers will be notified shortly before they are called on to speak. If calling in via phone, press *9 to raise your hand and when called upon press *6 to unmute.
5. When called, please limit your remarks to the time allotted.

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

Executive Director: Sean Charpentier (650) 599-1409

Clerk of the Board: Mima Crume (650) 599-1406

AGENDA REPORT

Date: March 27, 2023

To: Administrator Advisory Committee

From: Sean Charpentier, Executive Director

Subject: Review and recommend updating the membership and meeting schedule of the Administrator's Advisory Committee.

(For further information, contact Sean Charpentier scharpentier@smcgov.org)

RECOMMENDATION

That the Administrator's Advisory Committee (AAC) review and recommend updating the AAC membership and meeting schedule.

FISCAL IMPACT

Not applicable.

SOURCE OF FUNDS

Not applicable.

BACKGROUND

The C/CAG Joint Powers Agreement (JPA) authorizes an Administrator's Advisory Committee (AAC). The AAC acts in an advisory role to the C/CAG Board of Directors by giving advice on agenda matters, monitoring the outcomes of activities, assisting with identifying resources, and communicating with members. The AAC consists of:

1. C/CAG Chair
2. C/CAG Vice Chair
3. County Manger representative (Ann Stillman, County Public Works Director)
4. General Manager of Samtrans (April Chan or designee)
5. City Managers from cities that contract staff with C/CAG (Clay Holstine, City Manager of Brisbane)
6. City Manager appointed by the City Managers' Association (previously Jeremy Dennis of Portola Valley, now Justin Murphy of Menlo Park)
7. C/CAG legal counsel (Melissa Andrikopoulos)

Traditionally, the AAC has met on the 3rd Monday of each month, and the agenda has consisted of reviewing the upcoming monthly C/CAG Board agenda. The meetings are scheduled for an hour and typically take about 30 minutes.

Historically, C/CAG contracted the Stormwater Manager position through the City of Brisbane. This arrangement does not currently exist. This position has been moved to a C/CAG County position.

RECOMMENDATION

The JPA authorizes the C/CAG Board to revise the membership of the AAC through the special voting procedures. Staff recommend two changes to the AAC.

First, staff recommends changing the meeting frequency from monthly to annually, with additional meetings to be held on an as needed basis. This would provide the Committee with the ability to comment on an annual draft workplan, annual agenda schedule and key priorities, but eliminate the time spent reviewing the monthly C/CAG Board agenda.

Second, staff recommends removing the City Managers from cities that contract staff with C/CAG from the AAC membership. The benefit of having City Manager(s) from these cities is not evident, especially given that there are currently no cities contracting staff to C/CAG.

Attachment 2 has the recommended changes that will be included in the C/CAG Board resolution. The intent is to make minimal modification to the existing JPA language.

Attachment 3 has a table summarizing the recommended changes.

Staff is seeking input and a recommendation on these proposed changes. Based on the direction of the AAC, staff can bring a recommendation to the C/CAG Board of Directors at the April meeting, or return to the AAC in April with revised recommendations.

ATTACHMENTS

1. Existing JPA Language Regarding the AAC (the entire JPA is available at: <https://ccag.ca.gov/wp-content/uploads/2021/06/2011-Fully-Executed-CCAG-JPA-pages-1-14.pdf>)
2. Recommended changes that will be included in the C/CAG Board resolution.
3. Summary table of the proposed changes.

Attachment 1: JPA language regarding the AAC.

There shall be an Administrators' Advisory Committee. The Committee will be advisory to the C/CAG Board of Directors and Executive Director to assist them to most effectively accomplish the objectives of C/CAG by giving advice on agenda matters, monitoring outcomes of activities, assisting with identifying and allocating resources, and communicating with all members. The Committee members shall be: the City Managers from cities that contract staff to C/CAG, the County Manager, the General Manager of SamTrans, one (1) City Manager appointed by the City Managers' Association, and, the Chair and Vice-Chair(s) and Legal Counsel of C/CAG as ex-officio members. Committee Chairs and staff who have items for discussion at the Committee will be invited to participate. The definition and membership of this Committee may be revised by Board action in accordance with the special voting procedures identified in 4 (c).

Attachment 2: Proposed Amendment to be Included in the Board Resolution

#

The Committee will be advisory to the C/CAG Board of Directors and Executive Director to assist them to most effectively accomplish the objectives of C/CAG by giving advice on agenda matters, monitoring outcomes of activities, assisting with identifying and allocating resources, and communicating with all members. The Committee members shall be:

- ~~the City Managers from cities that contract staff to C/CAG,~~
- the County Manager,
- the General Manager of SamTrans,
- one (1) City Manager appointed by the City Managers' Association,
- and, the Chair and Vice-Chair(s) and Legal Counsel of C/CAG as ex-officio members.

Committee Chairs and staff who have items for discussion at the Committee will be invited to participate.

The Committee shall meet at the beginning of each calendar year, and then on an as-needed basis.

#

Attachment 3: Summary Table of proposed changes.

	Current AAC	Proposed AAC
Members	C/CAG Chair C/CAG Vice Chair C/CAG Legal Counsel County Manager Representative General Manager of Samtrans City Manager appointed by the City Manager's Association City Managers from Cities that contract staff with C/CAG	C/CAG Chair C/CAG Vice Chair C/CAG Legal Counsel County Manager Representative General Manager of Samtrans City Manager appointed by the City Manager's Association City Managers from Cities that contract staff with C/CAG
Content	Monthly Agenda Review	Annual Workplan and Annual Agenda Schedule, other key Organizational plans or priorities
Legislative Body Meeting (Brown Act Requirements)	Yes	Yes
Meeting Schedule	Monthly except December.	January and then as needed.
January	Mtg 3 rd Monday	Mtg 3 rd Monday (Proposed)
February	Mtg 3 rd Monday	As needed
March		
April		
May		
June		
July		
August		
September		
October		
November		
December	No Mtg	

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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

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

Meeting No. 363

Date: Thursday, April 13, 2023 Time: 6:30 p.m. Location: San Mateo County Transit District Office 1250 San Carlos Ave, 2 nd Fl. Auditorium, San Carlos, CA Publicly-Accessible Teleconference Location: TBD	Join by Webinar: TBD Webinar ID: TBD Password: TBD Join by Phone: (669) 900-6833
---	---

HYBRID MEETING - IN-PERSON AND BY VIDEOCONFERENCE

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

1.0 CALL TO ORDER/ ROLL CALL

2.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Note: Public comment is limited to two minutes per speaker. Please refer to the instructions at the end of this agenda for details regarding how to provide public comments. Members of the public who wish to address the Board should complete a speaker's slip to make a public comment in person or raise their hand in Zoom to speak virtually.

3.0 PRESENTATIONS/ ANNOUNCEMENTS

- 3.1 Presentation on C/CAG federal advocacy efforts for 2023. INFORMATION p.
- 3.2 Receive a presentation on the countywide trip reduction program from Peninsula Traffic Congestion Relief Alliance (Commute.org). INFORMATION p.

3.3 Presentation on the Cordilleras Bridge Replacement Project by Caltrans.

INFORMATION p.

4.0 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.

4.1 Approval of minutes of regular business meeting No. 362 dated March 9, 2023.

ACTION p.

4.2 Review and approval of Resolution 23-XX authorizing the C/CAG Executive Director to execute an agreement between C/CAG and XXXXXXXX for consulting services for the VMT/GHG Mitigation Model Program project for an amount not to exceed \$XXX.XX through February 28, 2024.

ACTION p.

4.3 Review and approval of Resolution 23-XX determining that the proposed amendments of the Belmont Zoning Ordinance to expand the definition of Research and Development use to include life science activities and modify other related development standards are consistent with the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Carlos Airport.

ACTION p.

4.4 Review and approval of Resolution 23-XX determining that the Foster City 2023-2031 Housing Element Update is consistent with the Comprehensive Airport Land Use Compatibility Plan of the Environs of San Carlos Airport.

ACTION p.

4.5 Review and approval of Resolution 23-XX authorizing the C/CAG Chair to execute an amendment to the existing agreement for additional tasks in the C/CAG Equity Assessment and Framework Development Project between C/CAG and Mariposa Planning Solutions, by adding \$XX.XX and extending the end date of the agreement through December 31, 2023.

ACTION p.

4.6 Review and approval of Resolution 23-XX authorizing the C/CAG Executive Director to execute a cooperative agreement with California Department of Transportation for the Construction Phase for the Smart Corridor Northern Cities expansion project.

ACTION p.

4.7 Review and approval of Resolution 23-XX authorizing the C/CAG Executive Director to execute funding agreement with the San Mateo County Transit District (SamTrans) for the allocation of Measure M Funds to support the countywide transit operations and senior transportation programs in a total amount of \$2,400,000 for Fiscal Years 2023/24 to 2024/25.

ACTION p.

4.8 Review and approval of Resolution 23-XX to amend the One Bay Area Grant 2 (OBAG 2) Program and Fiscal Year 2023/24 Transportation Fund for Clean Air (TFCA) Funds to reflect a reallocation of \$1,358,247 for City of Pacifica's Sharp Park Priority Development Area Pedestrian Improvement Project.

ACTION p.

5.0 REGULAR AGENDA

- 5.1 Approve updated Guidelines for Administrative Advisory Committee (*Special Voting Procedures*). ACTION p.
- 5.2 Receive initial recommendations on the Congestion Relief Plan for reauthorization covering a period from FY23/24 to FY26/27. ACTION p.
- 5.3 Review legislative update and, if appropriate, recommend approval of C/CAG legislative policies, priorities, or positions. (A position may be taken on any legislation, including legislation not previously identified in the legislative update. Action is only necessary if recommending approval of a policy, priority, or position.) POSSIBLE ACTION p.

6.0 COMMITTEE REPORTS

- 6.1 Committee Reports (oral reports)
- 6.2 Chairperson's Report
- 6.3 Board Members Report/Communication

7.0 EXECUTIVE DIRECTOR'S REPORT

8.0 COMMUNICATIONS - Information Only

- 8.1 Written Communication p.

9.0 ADJOURNMENT

Next scheduled meeting May 11, 2023

PUBLIC NOTICING: All notices of C/CAG regular Board meetings, standing committee meetings, and special meetings will be posted at the San Mateo County Court Yard, 555 County Center, Redwood City, CA, and on C/CAG's website at: <http://www.ccag.ca.gov>.

PUBLIC RECORDS: Public records that relate to any item on the open session agenda for a regular Board meeting, standing committee meeting, or special meeting are available for public inspection. Those public records that are distributed less than 72 hours prior to a regular Board meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members, of the Board. The Board has designated the City/County Association of Governments of San Mateo County (C/CAG), located at 555 County Center, 5th Floor, Redwood City, CA 94063, for the purpose of making public records available for inspection. Such public records are also available on C/CAG's website at: <http://www.ccag.ca.gov>. Please note that C/CAG's office is temporarily closed to the public; please contact Mima Crume at (650) 599-1406 to arrange for inspection of public records.

ADA REQUESTS: Persons with disabilities who require auxiliary aids or services to participate in this meeting should contact Mima Crume at (650) 599-1406 or mcrume@smcgov.org by 10:00 a.m. prior to the meeting date.

PUBLIC PARTICIPATION DURING HYBRID MEETINGS: During hybrid meetings of the C/CAG Board, members of the public may address the Board as follows:

Written comments should be emailed in advance of the meeting. Please read the following instructions carefully:

1. Your written comment should be emailed to mcrume@smcgov.org.
2. Your email should include the specific agenda item on which you are commenting or note that your comment

concerns an item that is not on the agenda.

3. Members of the public are limited to one comment per agenda item.
4. If your emailed comment is received at least 2 hours prior to the meeting, it will be provided to the C/CAG Board members, made publicly available on the C/CAG website along with the agenda. Emails received less than 2 hours before the meeting will be provided to the C/CAG Board members and included in the administrative record of the meeting as soon as practicable.

Spoken comments will be accepted during the meeting in person and through Zoom. Public comments will be taken first by speakers in person followed by via Zoom. Please read the following instructions carefully:

***In-person participation:**

1. If you wish to speak to the Board, please fill out a speaker's slip located on the 2nd floor auditorium side table against the wall. If you have anything that you wish distributed to the Board and included in the official record, please hand it to the C/CAG Clerk who will distribute the information to the Board members and staff.

***Remote participation:**

1. The C/CAG Board meeting may be accessed through Zoom at the online location indicated at the top of this agenda.
2. You may download the Zoom client or connect to the meeting using an internet browser. If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
3. You will be asked to enter an email address and name. We request that you identify yourself by your name as this will be visible online and will be used to notify you that it is your turn to speak.
4. When the C/CAG Clerk or Chair call for the item on which you wish to speak, click on "raise hand." The Clerk will activate and unmute speakers in turn. Speakers will be notified shortly before they are called on to speak. If calling in via phone, press *9 to raise your hand and when called upon press *6 to unmute.
5. When called, please limit your remarks to the time allotted.

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

Executive Director: Sean Charpentier (650) 599-1409

Clerk of the Board: Mima Crume (650) 599-1406