



County of San Mateo

Inter-Departmental Correspondence

Department: BOARD OF SUPERVISORS

File #: 24-128

Board Meeting Date: 2/27/2024

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Michael P. Callagy, County Manager

Subject: Use of District-Discretionary **Measure K:** Amendment Three to Agreement with Canopy
- Supervisorial District Four

RECOMMENDATION:

Measure K: Adopt a resolution authorizing amendment three to the **Measure K** Grant Agreement with Canopy, extending the term through March 30, 2025, and replacing Exhibits A2 and B2, with no change to the not-to-exceed amount of \$28,400, and authorizing the County Executive, or designee, to execute the amendment.

BACKGROUND:

On October 20, 2020, this Board approved a one-time grant of district-discretionary **Measure K** funds in an amount not to exceed \$28,400 to Canopy for a tree planting program to plant 260 trees on private properties in North Fair Oaks. On September 27, 2021, the parties amended the Agreement to extend the term through March 30, 2023. On March 22, 2023, the parties amended the Agreement a second time to extend the term through March 30, 2024.

DISCUSSION:

The parties now wish to amend the Agreement a third time to extend the term through March 30, 2025, with no change to the maximum amount authorized of \$28,400, and to replace Exhibit A2 and B2 (with Exhibits A3 and B3) in order to revise the scope of work and performance measures.

Pursuant to the Agreement, Canopy conducted a tree planting program to facilitate the planting of approximately 150 trees on private properties in North Fair Oaks. The grant has a remaining balance of \$12,171.30 that was originally intended for gift card incentives to North Fair Oaks residents to participate in Canopy's tree-planting program.

The grantee shall provide proof of purchase of the gift cards and other expenses related to funds expended (\$16,228.70) to the County's satisfaction before any further funds will be disbursed to grantee.

The proposed amendment would revise the scope of work to authorize the Grantee to use the

remaining **Measure K** funds (\$12,171.30) as follows:

- Host an Arbor Day event in North Fair Oaks in order to engage with residents who are interested in community greening.
 - Pay for expenses related to the Arbor Day event, including printing flyers, staff time for outreach, catering/raffle items for the event and educational materials.
- Assess the health of trees originally planted in North Fair Oaks pursuant to the Agreement to determine which trees need to be replaced, purchase replacement trees, organize a community planting event to plant the replacement trees, and purchase the tools necessary for the community plantings.
 - Pay for staff time in assessing the health of the trees previously planted to determine which ones to replace.

This amendment is consistent with the criteria for district-discretionary **Measure K** funds approved by the Board in December 2018.

The County Attorney has reviewed the proposed amendment three to the Agreement and the accompanying resolution as to form.

PERFORMANCE MEASURES:

The proposed amendment will revise the performance measures to reflect the revised scope of work. The updated performance measures (for the remaining **Measure K** funds (\$12,171.30)) will be:

Description	Target
Assess the health of trees planted through the original Measure K grant agreement in North Fair Oaks and determine which ones need to be replaced; engage the community to assess and replace any tree that has not survived; purchase trees that need to be replaced; organize a community planting event to plant new trees; and purchase the tools necessary for the community plantings.	Complete Complete
Pay for staff time in assessing the health of previously planted trees and determining which to replace.	Complete
Host an Arbor Day event in North Fair Oaks in order to engage with residents who are interested in community greening.	Complete
Pay for expenses related to the Arbor Day event (printing flyers, staff time for outreach, catering/raffle items for the event, and providing educational resources).	Complete

FISCAL IMPACT:

There are sufficient **Measure K** funds for this specific FY 2023-24 and FY 2024-2025 **Measure K** request. There is no impact to the Net County Cost due to approval of this amendment to the Agreement.