



County of San Mateo

Inter-Departmental Correspondence

Department: PLANNING AND BUILDING

File #: 22-082

Board Meeting Date: 1/25/2022

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Steve Monowitz, Community Development Director
Subject: Amendment to Agreement with Harris Miller Miller & Hanson Inc. (HMMH) for Roundtable Coordinator Services for the San Francisco International Airport/Community Roundtable

RECOMMENDATION:

Adopt a resolution authorizing an amendment to the agreement with Harris Miller Miller & Hanson (HMMH) for Roundtable Coordinator services for the San Francisco International Airport/Community Roundtable, increasing the amount by \$40,000, for the term of Jan 1, 2022 through June 30, 2022, in an amount not-to-exceed \$130,000 for the 2021-2022 fiscal year, and \$310,000 for the contract term.

BACKGROUND:

San Mateo County provides staffing services for the San Francisco International Airport/Community Roundtable (Roundtable), established in 1981. The Roundtable's role is to address community noise impacts from aircraft operations at San Francisco International Airport (SFO). The County provides professional staff to the Roundtable, employing one 50% Planner III as the Roundtable Coordinator and one 50% Administrative Secretary II. Among other things, the County coordinates the ongoing work of the Roundtable by managing member meetings, subcommittee meetings, community training and outreach, and a technical aviation consultant (Harris Miller Miller & Hanson (HMMH) or Contractor) to provide support to the Roundtable.

On May 4, 2021, the Board of Supervisors authorized an agreement between the County and HMMH to provide technical support for the Roundtable for the term of July 1, 2021-June 30, 2024, for an amount not to exceed \$90,000 for each fiscal year or a total of \$270,000 for the full three-year term of the agreement. The parties now seek to amend the agreement to include interim Roundtable Coordinator services.

DISCUSSION:

HMMH will continue to provide technical aviation expertise services, and, for an interim period, will also provide interim Roundtable Coordinator services. HMMH will provide such Roundtable

Coordinator services from January 1, 2022 - June 30, 2022, or until the County has hired a new Roundtable Coordinator. HMMH has designated a senior staff member to provide interim Roundtable Coordinator services who has roundtable expertise in the Bay Area, and over 19 years of experience working with airports in Contra Costa and Napa counties. These additional services will increase the 2021-2022 fiscal year budget by \$40,000, resulting in a total not-to-exceed amount of \$310,000.

County Counsel has reviewed and approved the amendment and resolution as to form and content.

FISCAL IMPACT:

The agreement will result in no impact to net County cost. The Roundtable operates from a separate Trust Fund paid by Member due, and Airport contribution. The County provides fiscal services and Trust oversight. The addition of \$40,000 to the contract is equal to the cost savings from the Coordinator position and there will be no net decrease in the Trust Fund.

Attachment: HMMH Interim Coordinator Services quote dated December 21, 2021.