

CHARTER

City and County Pavement Improvement Center

BACKGROUND

The California State Association of Counties (CSAC), the League of California Cities (League), the University of California Pavement Research Center (UCPRC), including the University of California, Davis (UCD) and the University of California, Berkeley (UCB), California State University, Chico (CSUC), California State University, Long Beach (CSULB), California Polytechnic State University (Cal Poly) and the Mineta Transportation Institute (MTI) at San Jose State University recognize an opportunity to partner on providing the most advanced, cost-effective and sustainable pavement practices, science, tools, and resources to California's cities and counties, which will help local agencies maximize the value of their investments in local streets and roads. All parties have determined that sufficient interest exists to establish the City and Country Pavement Improvement Center (CCPIC), which will serve as the mechanism for collaboration in delivering the pavement practices, science, tools and resources to California's cities and counties.

PURPOSE

This Charter establishes the CCPIC and defines its goals, membership, governance, roles, responsibilities, and process for developing a work plan.

GOALS

The CCPIC will advance sustainable pavement practices in California cities and counties through the following five areas of activity:

- Delivering training and technology transfer,
- Developing guidance, specifications, and tools,
- Establishing and delivering a pavement engineering and management certificate program,
- Creating and operating a resource center, and
- Providing research and development support.

MEMBERSHIP

Founding membership include:

- The California State Association of Counties (CSAC)
- The League of California Cities (League)
- The County Engineers Association of California (CEAC)

- The University of California Pavement Research Center (UCPRC)
 - The University of California, Davis (UCD)
 - The University of California, Berkeley (UCB)
- California State University Chico (CSUC)
- California State University Long Beach (CSULB)
- California Polytechnic State University (Cal Poly)
- Mineta Transportation Institute, San Jose State University (MTI)

Subject matter experts and other advisors may be invited to attend meetings and collaborate on CCPIC activities. Additional members may be added by majority consensus of current members.

GOVERNANCE, ROLES, AND RESPONSIBILITIES

CCPIC Governing Board

The Governing Board is responsible for all oversight of CCPIC activities. It will be comprised of twelve local government representatives – six representatives from CSAC/CEAC and six representatives from the League. Representatives to the Governing Board should have a range of technical expertise and represent different regions in California as well as urban, suburban, and rural communities. The Governing Board will have a Chair and Vice Chair and will oversee the division of responsibilities of its members. Responsibilities are as follows:

- The Chair and Vice Chair of the Governing Board will be the point of contact for communication for the CCPIC Director, unless designated otherwise.
- The Chair and Vice Chair will serve two-year terms and the Vice Chair should rotate into the Chair position after serving the Vice Chair term. A city representative and a county representative should comprise the Chair and Vice Chair roles.
- The Governing Board will meet at least bi-annually, including remote meetings.
- The Governing Board will provide overall oversight of all CCPIC activities, and communicate directly with the CCPIC Director.
- The Governing Board will oversee the preparation of a work plan for the CCPIC program, which will identify a vision for the CCPIC and activities for each of the five goal areas. The Governing Board will periodically review and update the work plan regarding its relevancy to long-term needs and progress towards the vision and goals. Projects and activities considered for funding will be assessed against the vision and goals in the work plan. The work plan will show the projects that are approved and communicate how each project helps to implement CCPIC’s vision and goals. The work plan will be reviewed at least once every two years, and updated as needed.
- The Governing Board will review the progress and cost-effectiveness of the CCPIC program every two years and decide whether to continue, change or end the program.
- The Governing Board will provide final prioritization and approval of all work in each of the five goal areas.
- The Governing Board may organize goal area sub-committees and provide oversight and direction for the goal area sub-committees.

CCPIC Academic Partners

The day-to-day operations of the CPPIC will be led by the academic partners. The UCPRC will provide overall direction and leadership with support from the CSU partners and the Institute of Transportation Studies (ITS) Davis and ITS Berkeley. Together the CCPIC Director, Assistant Directors and Executive Support Officer will form an Advisory Council for the Governing Board. Roles and responsibilities of each are as follows:

CCPIC Director. The CCPIC Director will be a senior faculty member or research staff member at the UCPRC. Responsibilities include:

- Serve as point of contact (unless designated otherwise) and provide regular communication with the Governing Board.
- Coordinate and oversee final submission of technical work, including
 - Chair the Advisory Board,
 - Work with Assistant Directors at each academic partner organization to create CCPIC technical teams for each goal area,
 - Oversee development of the work plan, annual programs for goal areas and plans for deliverables within each goal area,
 - Provide oversight and final responsibility for work progress, technical quality and success,
 - Assume final responsibility for finances and administration for the overall program, and administrative performance of partner organizations, and
 - Conduct technical work as determined by the team development process.

CCPIC Assistant Directors. Each of the academic members (UCD, UCB, CSUC, CSULB, Cal Poly) will have an Assistant Director, who will be selected by their organization and will report to the CCPIC Director. Responsibilities include:

- Serve on the Advisory Council for the CCPIC and support the CCPIC Director with:
 - Preparing and delivering information for Governing Board and sub-committees,
 - Developing a work plan,
 - Providing general oversight of the program, and
 - Communicating within their organization (CSU campuses, ITSs, UCPRC campuses) regarding the CCPIC.
- Project management:
 - Developing work plans for work for which their organization is assigned the lead role,
 - Managing work progress, technical quality and success of projects for which they or members of their organization are assigned to be project managers, and
 - Produce final work deliverables
- Partner organization management:

- Managing their staff performing CCPIC work, and
- Providing final responsibility for finances and administration for the work performed by their organization.
- Special technical responsibilities:
 - Each of the partner organizations has specialized expertise for which they will have primary responsibility for development and delivery of the CCPIC program, statewide or regionally, as directed by the Director.
- MTI will have an ex-officio Assistant Director who will be responsible for coordinating activities of MTI with the CCPIC Director.

CCPIC Executive Support Officer (ESO). The ESO will support and report to the Director, and will be based in southern California. The ESO will be an expert in communication and management, and knowledge of local government processes, statutes and issues.

Responsibilities include:

- Serving as a point of contact and support coordination of activities and outreach in southern California, and
- Supporting the Director and Assistant Directors regarding communication, and coordination of project management and administration.

WORK PLAN DEVELOPMENT PROCESS

The CCPIC will develop a work plan to guide all activities. The work plan will include an overall vision for the CCPIC, identify goal areas, and identify tasks to achieve those goals.

The process for developing the work plan will be as follows:

- CCPIC staff will solicit feedback on the needs of local agencies by developing and circulating an annual or biennial needs assessment that goes out to all CSAC and League members as part of the Local Streets and Roads survey. Feedback from local agencies will also be gathered through the year by means of evaluation surveys at CCPIC events and through interaction with the Governing Board. CCPIC staff will summarize feedback received on the needs of local agencies and submit it to the Governing Board.
- The Governing Board will provide direction on overall vision and goals for the workplan.
- A draft work plan will be prepared under the direction of the CCPIC Director and include specific tasks under the CCPIC's main goal areas. For each goal area, the work plan will show the specific approach, budget, deliverables and schedule.
- The CCPIC Director will provide the draft workplan to the Governing Board for review and input, and the CCPIC Director will revise the work plan as needed.
- The Governing Board will approve the final work plan.
- All deliverables and products from the workplan will be presented to the Governing Board for review and approval before publication.
- The work plan will be reviewed (at least every two years) and updated (as needed).
- Either the CCPIC Director, Assistant Directors, or the Governing Board can propose updates to the work plan.
- The Governing Board will approve all updates to the work plan.

REPORTING

Quarterly Reporting

The CCPIC Director and Associate Directors will be responsible for preparing a quarterly report of all activities. The Governing Board will review the quarterly report and provide any feedback and/or direction.

Annual Reporting

The CCPIC Director will coordinate with the Associate Directors to provide a high-level annual report of all activities, spending, accomplishments and challenges. The Governing Board will review the annual report and provide any feedback and/or direction before publication. The annual report will be presented at a joint CSAC/LOCC event or one event for each group as designated by the Governing Board.

CONVENTION

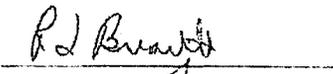
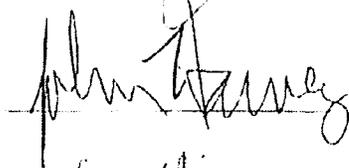
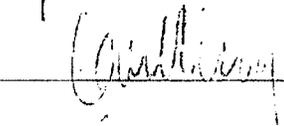
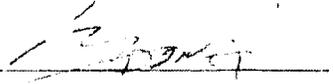
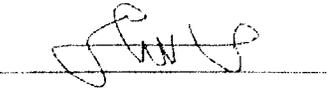
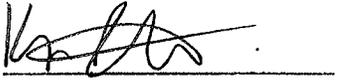
There are no legally binding obligations for any CCPIC member under the terms of this Charter. To sustain programs and activities, CCPIC members may seek funds from extramural sources. Any agreements between CSAC, the League, CEAC, UCD, UCB, CSUC, CSULB, Cal Poly and MTI regarding specific activities that are intended to be binding shall be negotiated and executed subsequent to and separate from this Charter.

AMENDMENT

This Charter may be amended at any time at the request of any of the members and as approved by majority consensus of members.

TERM AND TERMINATION

This Charter is expected to remain in effect for two years from date of first signature with the possibility of renewal. If any member signed below desires, the member may withdraw membership at any time by providing written notice to the CCPIC Governing Board.

MEMBER	SIGNATURE	DATE
Randy Breault, Chair For League of California Cities		10/22/18
Matt Tuggle, Vice Chair For California State Association of Counties		10/22/18
John T. Harvey, CCPIC Director University of California, Davis		21 Oct 2018
Laura Melendy University of California, Berkeley		10/22/18
Dingxin Chen California State University, Chico		OCT 23, 2018
Shadi Saadeh California State University, Long Beach		Oct 23, 2018
Ashraf Rahim California Polytechnic State University		Oct 24, 2018
Karen Philbrick Mineta Transportation Institute, SJSU		Oct. 25, 2018