

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 FINANCE COMMITTEE SPECIAL MEETING AGENDA

Date: Monday, June 1, 2020

Time: 8:30 am – 9:30 a.m.

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Orders issued by the San Mateo County Health Officer and the Governor, and the CDC's social distancing guidelines, which discourage large public gatherings, C/CAG meetings will be conducted via remote conferencing. Members of the public may observe or participate in the meeting remotely via one of the options below.

Join by Zoom:

<https://us02web.zoom.us/j/81199439913?pwd=b0gwWnE4MitRc2lxQ2g5eUZLUXhiZz09>

Meeting ID: 811 9943 9913

Password: 546964

Join by Phone: 669-900-6833

Meeting ID: 811 9943 9913

Password: 546964

Persons who wish to address the C/CAG Finance Committee on an item to be considered at this meeting, or on items not on this agenda, are asked to submit written comments to kwever@smcgov.org. Spoken public comments will also be accepted during the meeting through Zoom. Please see instructions for written and spoken public comments at the end of this agenda.

1. CALL TO ORDER
2. PUBLIC COMMENT ON RELATED ITEMS NOT ON THE AGENDA
Note: Public comment is limited to two minutes per speaker.
3. Approval of minutes of May 27, 2020 meeting. (Action)

4. Review and provide input to the draft C/CAG Program Budget and Member Fees for Fiscal Year 2020-2021, continued from the May 27, 2020 meeting. (Action)

5. ADJOURN

Next scheduled meeting August 26, 2020

PUBLIC NOTICING: All notices of C/CAG regular Finance Committee 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 Finance Committee 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 Finance Committee meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members, of the Finance Committee. The Finance Committee 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 Kim Wever at (650) 599-1451 to arrange for inspection of public records.

PUBLIC PARTICIPATION DURING VIDEOCONFERENCE MEETINGS: Persons with disabilities who require auxiliary aids or services to participate in this meeting should contact Kim Wever at (650) 599-1451, five working days prior to the meeting date.

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

1. Your written comment should be emailed to kwever@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. The length of the emailed comment should be commensurate with the two minutes customarily allowed for verbal comments, which is approximately 250-300 words.
5. If your emailed comment is received at least 2 hours prior to the meeting, it will be provided to the C/CAG Finance Committee members, made publicly available on the C/CAG website along with the agenda, and read aloud by C/CAG staff during the meeting. We cannot guarantee that emails received less than 2 hours before the meeting will be read during the meeting, but such emails will be included in the administrative record of the meeting.

Spoken comments will be accepted during the meeting through Zoom. Please read the following instructions carefully:

1. The C/CAG Finance Committee 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 C/CAG Staff or Chair call for the item on which you wish to speak, click on "raise hand." Staff will activate and unmute speakers in turn. Speakers will be notified shortly before they are called on to speak.
5. When called, please limit your remarks to the time allotted.

If you have any questions about this agenda, please contact Sandy Wong at slwong@smcgov.org or 650-599-1409 or Kim Wever at kwever@smcgov.org or 650-599-1451

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS
FINANCE COMMITTEE
MEETING MINUTES
May 27, 2020**

In compliance with Governor's Executive Order N-29-20, and pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer, this meeting was conducted via remote conferencing

Committee Members Attending:

Jay Benton (Town of Hillsborough)
Marie Chuang (Town of Hillsborough) – Committee Vice Chair
Ann Wengert (Town of Portola Valley) – Committee Chair
Davina Hurt (City of Belmont) (arrived 12:10 P.M.)

Committee Member(s) Absent:

Ricardo Ortiz (City of Burlingame)

Guests or Staff Attending:

Sandy Wong, Sean Charpentier, Kaki Cheung, Kim Wever – C/CAG Staff
Carrie Tam – City of San Carlos Finance Staff

1. Call to order

At 12:05 P.M. Chair Wengert called Finance Committee meeting to order.

2. Public comment on related items not on the agenda.

None

3. Approval of minutes of February 26, 2020 meeting. (Action)

Member Benton moved and Vice Chair Chuang seconded approval of the minutes. Roll Call was taken. Motioned passed 3-0. (Wengert, Chuang, Benton)

4. Receive copies of monthly investment statements for January, February, and March 2020. (Information)

The Finance committee members reviewed the investment statements and cash flow reports. Kim Wever, C/CAG staff, stated the March LAIF statement looks slightly different than those of January and February since March was updated to include a system charge of twenty-nine cents. Member Benton commented that the corporate bonds from the County Pool is diverse and does not include many hospitality industries. Chair Wengert observed that LAIF is still slightly

outperforming the County Pool.

5. Review of the quarterly investment report and recommend modifications to the C/CAG investment portfolio as needed. (Action)

Member Benton commented that he has noticed the fund balance still hasn't gone down for some years. Sandy Wong, C/CAG Executive Director replied that she is grateful for it during the COVID-19 pandemic when most revenues are down. Member Benton moved to recommend no change to portfolio. Vice Chair Chuang seconded. Roll Call was taken. Motioned passed unanimously (4-0).

6. Review and provide input to the draft C/CAG Program Budget and Member Fees for Fiscal Year 2020-2021. (Action)

Sandy Wong, C/CAG Executive Director presented the draft C/CAG Budget that was presented to the C/CAG Board on May 14, 2020 as an information item. The Board is scheduled to adopt the final budget at the June 11th meeting. One of the comments made at the Board meeting was to consider having the Finance Committee review the draft Budget before it was present to the Board. The Finance Committee and staff will take that into consideration when setting next year's committee meeting calendar, as well as considering City of San Carlos's review process for quarterly finance report prior to submitting to C/CAG.

Sandy Wong, C/CAG Executive Director explained the option of installments for the jurisdictions to pay the Congestion Relief Program Fund fee. In response to the financial environment due to COVID-19, staff surveyed the City/County Managers' preference in paying the Congestion Relief Fund fee either in full, or by a 50% installment in fiscal year 2020/21 and defer the remaining 50% to a future fiscal year. Member Benton asked how the Board responded to this option. Vice Chair Chuang answered that there was no opposition from the Board. Member Hurt added that the Board thought it was a nice option, but no one opposed or advocated for it. Member Benton has a concern with the installment option because it would make the following fiscal year's payment larger.

Chair Wengert polled the committee members to table this item and continue this meeting on June 1st. Member Hurt suggested to get all the responses from jurisdictions regarding the option of installments prior to the next meeting. Committee members agreed to continue this item on June 1st.

7. Adjournment

The meeting adjourned at approximately 12:35 P.M. and will resume Item 6 on June 1, 2020 at 8:30 A.M.

C/CAG AGENDA REPORT

Date: May 27, 2020
To: C/CAG Finance Committee
From: Sandy Wong, Executive Director
Subject: Review and provide input to the Draft C/CAG Program Budget and Member Fees for Fiscal Year 2020-21

(For further information or questions contact Sandy Wong at 599-1409)

RECOMMENDATION

That the C/CAG Finance Committee review and provide input to the draft C/CAG Program Budget and Member Fees for Fiscal Year 2020-21.

FISCAL IMPACT

In accordance with the proposed C/CAG 2020/21 Program Budget.

SOURCE OF FUNDS

Funding sources for C/CAG include member assessments, cost reimbursement from partners, grants, regional - State - Federal transportation and other funds, property tax/fee, Department of Motor Vehicle fees, State - Federal earmarks, and interest.

BACKGROUND

Each year, the C/CAG Board reviews the draft annual budget and member fees in the month of May and approves the final in June. Staff presented the draft C/CAG budget and member fees for fiscal year 2020-21 to the C/CAG Board on May 14, 2020. Upon input from the Finance Committee, staff will submit the Final C/CAG budget and member fees for fiscal year 2020-21 to the C/CAG Board for approval on June 11, 2020.

For fiscal year 2020-21, it is proposed that the total member fees and assessments as follows:

- Member Fees (including General Fund and Gas Tax Fees) – Same as that for FY 2019/20. These fees have been flat for the past 4 years.
- Congestion Relief Program Assessment – Same as that for FY 2019/20. This assessment is authorized by the C/CAG Board every four years. Annual countywide total is \$1,850,000. In response to the financial environment due to COVID-19, staff recommends providing an installment option to jurisdictions of paying 50% of the jurisdiction's share in FY 2020/21, while deferring the remaining 50% to a future fiscal year.

For budgeting purposes, the draft fee for each individual member agency was sent to City and County Managers on March 12, 2020. In the addition, the option for installment payment for the Congestion Relief assessment was sent on May 4, 2020.

Highlights on Draft FY 2020/21 Budget:

There is uncertainty in how revenues will be impacted by the COVID-19 pandemic. C/CAG revenues come from a variety of fund sources, including member contribution, vehicle registration fees, property taxes, Federal and State grants, other grants and cost-sharing contributions.

For fiscal year 2020/21 budgeting, staff assumed minor reductions in both vehicle registration fees and property taxes.

C/CAG manages its funds by grouping related revenues and expenditures into 10 specific Program Funds. For example, General Fund, Transportation Fund, Smart Corridor Fund, Stormwater (NPDES) Fund, Measure M (\$10 Vehicle Registration Fee) Fund, etc. Detail description for each of the Program Funds are provided in Attachment 4.

The General Fund is for C/CAG general overhead related revenues/expenditures. The allowable expenses, such as legal and accounting fees and printing costs, are shared by the other C/CAG program funds prorated based on the proportionate share. Airport/Land Use (ALUC) related expenses are fully funded by the General Fund.

The Express Lanes JPA Fund (C003) was created to tract expenses C/CAG incurred to support the San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA), a separate and independent agency. In accordance with the Joint Exercise of Powers Agreement between C/CAG and SMCTA which formed the SMCEL-JPA, C/CAG as well as the SMCTA provide certain staffing support to the SMCEL-JPA. In addition, since the SMCEL-JPA does not have a revenue source until toll collection begins, both C/CAG and SMCTA provides startup operating loans to the SMCEL-JPA for its operation. For FY 2019/20, a loan agreement has been executed for C/CAG to provide a loan up to \$872,456. For FY 2020/21, it is anticipated C/CAG will provide an Operating Loan to the SMCEL-JPA estimated at \$917,244, subjected to approval by both C/CAG Board and SMCEL-JPA Board at the June meetings. It is anticipated the SMCEL-JPA will repay C/CAG on these Operating Loans when it has positive revenues.

Effort to close out the AB1546 \$4 Vehicle Registration Fee fund (C08) is on-going. However, many of the Joint Safe Routes to School and Green Infrastructures pilot projects funded by this fund have been delay, and project sponsors requested for one-year time extension.

During FY 2019-20, C/CAG backfilled two existing Program Director staff positions for the Transportation Programs.

For Stormwater Fund (C007), proposed expenditures have been reviewed by the Stormwater Committee. Both revenues and expenditures for this Fund is projected in increase in fiscal year 2020/21 mainly due to the success of obtaining external grants.

ATTACHMENTS

1. Proposed C/CAG Member Fee for Fiscal Year 2020/21
2. Draft Budget Book (available online at <https://www.ccag.ca.gov/committees/finance-committee/>)

DRAFT C/CAG Member Fees - FY 2020-21

Agency	Population	Percent of Population	General Fund Fee	Gas Tax Fee	Total Fee
			\$ 275,651	\$ 410,452	\$ 686,103
Atherton	7,070	0.913%	\$ 2,516	\$ 3,747	\$ 6,263
Belmont	27,174	3.509%	\$ 9,672	\$ 14,401	\$ 24,073
Brisbane	4,691	0.606%	\$ 1,670	\$ 2,486	\$ 4,156
Burlingame	30,317	3.914%	\$ 10,790	\$ 16,067	\$ 26,857
Colma	1,512	0.195%	\$ 538	\$ 801	\$ 1,339
Daly City	109,122	14.090%	\$ 38,838	\$ 57,831	\$ 96,669
East Palo Alto	30,499	3.938%	\$ 10,855	\$ 16,163	\$ 27,019
Foster City	33,693	4.350%	\$ 11,992	\$ 17,856	\$ 29,848
Half Moon Bay	12,631	1.631%	\$ 4,496	\$ 6,694	\$ 11,190
Hillsborough	11,769	1.520%	\$ 4,189	\$ 6,237	\$ 10,426
Menlo Park	35,790	4.621%	\$ 12,738	\$ 18,968	\$ 31,706
Millbrae	23,154	2.990%	\$ 8,241	\$ 12,271	\$ 20,512
Pacifica	38,674	4.994%	\$ 13,765	\$ 20,496	\$ 34,261
Portola Valley	4,659	0.602%	\$ 1,658	\$ 2,469	\$ 4,127
Redwood City	85,319	11.016%	\$ 30,366	\$ 45,216	\$ 75,583
San Bruno	45,257	5.843%	\$ 16,108	\$ 23,985	\$ 40,092
San Carlos	29,864	3.856%	\$ 10,629	\$ 15,827	\$ 26,456
San Mateo	104,570	13.502%	\$ 37,218	\$ 55,419	\$ 92,637
South San Francisco	67,078	8.661%	\$ 23,874	\$ 35,549	\$ 59,423
Woodside	5,615	0.725%	\$ 1,998	\$ 2,976	\$ 4,974
San Mateo County	66,027	8.525%	\$ 23,500	\$ 34,992	\$ 58,492
TOTAL	774,485	100.000%	\$ 275,651	\$ 410,452	\$ 686,103

NOTES:

1. C/CAG member fees are comprised of two portions: General Fund and Gas Tax.
2. For FY 2020-21, C/CAG member fees for General Fund portion is proposed to stay the same as past 4 years (\$275,651).
For FY 2020-21 C/CAG member fee For the Gas Tax portion is proposed to stay the same as past 4 years (\$410,452).
3. Individual jurisdiction's share is based on new population data from Dept of Finance, 1/1/2019.

Congestion Relief Program (CRP) Assessment - FY 2020-2021

Agency	Percent of Population	Total Trips	% of Trips	Congestion Relief (One Full Year)	Congestion Relief (Half Year Installment)
Atherton	0.913%	45,201	0.89132%	\$ 16,689	\$ 8,344
Belmont	3.509%	156,279	3.08167%	\$ 60,960	\$ 30,480
Brisbane	0.606%	39,066	0.77034%	\$ 12,728	\$ 6,364
Burlingame	3.914%	278,460	5.49096%	\$ 87,000	\$ 43,500
Colma	0.195%	42,332	0.83475%	\$ 9,527	\$ 4,764
Daly City	14.090%	514,686	10.14910%	\$ 224,208	\$ 112,104
East Palo Alto	3.938%	109,433	2.15791%	\$ 56,387	\$ 28,193
Foster City	4.350%	202,400	3.99113%	\$ 77,159	\$ 38,579
Half Moon Bay	1.631%	89,658	1.76797%	\$ 31,439	\$ 15,720
Hillsborough	1.520%	54,917	1.08291%	\$ 24,073	\$ 12,037
Menlo Park	4.621%	275,259	5.42784%	\$ 92,953	\$ 46,476
Millbrae	2.990%	147,546	2.90946%	\$ 54,566	\$ 27,283
Pacifica	4.994%	206,200	4.06606%	\$ 83,801	\$ 41,901
Portola Valley	0.602%	29,645	0.58457%	\$ 10,972	\$ 5,486
Redwood City	11.016%	639,969	12.61956%	\$ 218,631	\$ 109,315
San Bruno	5.843%	294,349	5.80427%	\$ 107,742	\$ 53,871
San Carlos	3.856%	212,462	4.18954%	\$ 74,421	\$ 37,211
San Mateo	13.502%	784,576	15.47106%	\$ 268,000	\$ 134,000
South San Francisco	8.661%	442,379	8.72328%	\$ 160,804	\$ 80,402
Woodside	0.725%	39,034	0.76971%	\$ 13,826	\$ 6,913
San Mateo County	8.525%	467,397	9.21661%	\$ 164,112	\$ 82,056
TOTAL	100.000%	5,071,248	100.00000%	\$ 1,850,000	\$ 925,000

NOTES:

- 1- The annual countywide Congestion Relief fund of \$1,850,000 is authorized by the Board every 4 years .
- 2- Congestion Relief Fee is calculated based on population and trips generated, 50% each, respectively.

NPDES Member Fee - Estimate Only (not actual)

Agency	NPDES Basic (1)	NPDES	TOTAL NPDES
Atherton			
Belmont			
Brisbane	0 \$	10,325 \$	10,325 \$
Burlingame			
Colma	0 \$	3,575 \$	3,575 \$
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	0 \$	110,800 \$	110,800 \$
South San Francisco			
Woodside	\$ 8,598	\$ 9,752	\$ 18,350
San Mateo County			
TOTAL			

NOTES:

1. NPDES assessments shown above are for INFO ONLY.
- 2- Agencies not listed are collected by the Flood Control Dist.
- 3- Basic fees for Brisbane, Colma, San Mateo are collected by the Flood Control District.
4. NPDES assessments are based on total parcels in each jurisdiction.