

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: Friday, June 5, 2020

Time: 11:00 am – 12:00 p.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/81102297604?pwd=T3VMUmt5ajg4RFZHQnZBanpMbUlkdz09>

Meeting ID: 811 0229 7604

Password: 484401

Join by Phone: 669-900-6833

Meeting ID: 811 0229 7604

Password: 484401

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 June 1, 2020 meeting. (Action)

4. Receive updated information on Congestion Relief Plan and Congestion Management Program and provide input to the Draft C/CAG Program Budget and Member Fees for Fiscal Year 2020-21. (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
June 1, 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) (arrived 8:35 A.M.)
Marie Chuang (Town of Hillsborough) – Committee Vice Chair
Ann Wengert (Town of Portola Valley) – Committee Chair
Davina Hurt (City of Belmont)
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 8:33 A.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 May 27, 2020 meeting. (Action)

Vice Chair Chuang moved and Member Hurt seconded approval of the minutes. Roll Call was taken. Motioned passed 4-0. (Member Ortiz abstained)

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)

Chair Wengert suggested to continue the discussion on Member Fees from the May 27, 2020 committee meeting. Sandy Wong, C/CAG Executive Director provided an update that 18 out of 21 jurisdictions responded to the survey of the option to pay the fiscal year 2020/21 Congestion Relief Plan assessment by installments. Of the 18 responses, 10 prefer to pay in full, 8 prefer to pay by installments with the option to defer 50% of the payment to the next one or two fiscal year(s). Either preferences were well spread out in terms of size of jurisdiction. Chair Wengert asked how that would impact the Congestion Relief Plan budget. Sandy Wong, C/CAG Executive Director explained that with 50% of the assessment paid in fiscal year 2020/21 and the

remaining 50% to be paid later, the FY 2020/21 programs and projects will be delivered. The Finance committee members discussed various member fee payment options and the need to address equity and any impact on critical projects funded by the Congestion Relief Plan fee. A concern was also raised regarding the mechanism to guarantee the remaining 50% installment will be paid, and the option of deducting from that member's Measure M distribution in the event of default.

Member Benton moved to recommend that due to the impact of COVID-19 this year, the Congestion Relief Plan Member Fee for FY20-21 should be reduced by 50% and not have members payback in future years and Member Ortiz seconded. Roll Call was taken. Motioned passed 5-0.

The Finance committee members reviewed the C/CAG Program Budget. Chair Wengert commented that the reserves have substantially decreased which is what the committee has been requesting. Member Benton noticed the new fund for the Express Lanes JPA. Sandy Wong, C/CAG Executive Director explained the new fund was set up to track operating loans to support the startup of the Express Lanes JPA, to be paid back with future express lane toll revenues. Both C/AG and the TA have committed to provide support to the Express Lanes JPA.

Member Ortiz moved to recommend the proposed C/CAG Program Budget as is and Member Hurt seconded. Roll Call was taken. Motioned passed 5-0.

5. Adjournment

The meeting adjourned at approximately 9:52 A.M.

C/CAG AGENDA REPORT

Date: June 5, 2020

To: C/CAG Finance Committee

From: Sandy Wong, Executive Director

Subject: Receive updated information on Congestion Relief Plan and Congestion Management Program 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 650-599-1409)

RECOMMENDATION

That the C/CAG Finance Committee receive updated information on Congestion Relief Plan and Congestion Management Program 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 budget 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.

At the May 27, 2020 Finance Committee meeting, the Committee received a presentation on the draft C/CAG budget and member fees for fiscal year 2020-21. Due to time limitations, the Committee tabled the draft budget discussion to the next meeting on June 1, 2020. At the June 1st Finance Committee special meeting, the Committee made a recommendation to adopt the C/CAG budget and member fees for fiscal year 2020-21, waiving 50% of the Congestion Relief Plan Fund fee for fiscal year 2020-21.

The Finance Committee's recommendation at the June 1, 2020 meeting was primarily based on the understanding that the fee waiver would not have any negative impact to the C/CAG Congestion Relief Program, and yet would provide positive financial relief to member agencies in light of COVID-19. Since C/CAG is on a single-year budgeting cycle, and since there is sufficient fund balance in the Congestion Relief Fund, staff informed the Finance Committee that there are sufficient funds to support the planned congestion relief programs/projects for fiscal year 2020-21.

Staff has surveyed the local jurisdictions on their preference of paying the FY 2020/21 Congestion Relief Plan annual assessment in full, or by installment with the flexibility of deferring payment of 50% of the assessment to the next one or two fiscal years. 10 jurisdictions responded with the preference of paying in full, 8 jurisdictions responded with the preference of paying by installment. 3 jurisdictions did not respond.

Additional Information

After the Finance Committee meeting, staff began to prepare the Final Fiscal Year 2020-21 Budget incorporating the Finance Committee's recommendation. As staff researched the detail of the Congestion Relief Plan as adopted by the C/CAG Board in 2019, staff realized that there were three additional pieces of information that would be relevant to the Committee's recommendation.

First, the Congestion Relief Plan (CRP) is a four-year program of activities, member assessment, and budget. It was developed in consultation with, and reviewed and recommended through the Technical Advisory Committee (TAC) and Congestion Management & Environmental Quality (CMEQ) Committee, and approved with special voting procedures by the C/CAG Board in May 2019. Any material changes to the Congestion Relief Plan, including its member assessment, would require amendment of resolution 19-32, which adopted the CRP and authorized the assessment. For further information on C/CAG Resolution 19-32 and its associated detailed documentation, please see Attachment 2.

Second, pursuant to state legislation and California Government Code Section 65089, C/CAG as the Congestion Management Agency for San Mateo County, is required to prepare and adopt a Congestion Management Plan (CMP) for San Mateo County on a biennial basis. The CMP legislation requires certain specific elements be included in the Congestion Management Program. One of the required elements is a local jurisdiction prepared Deficiency Plan when roadway level of service standards are not maintained on segments or intersections of the system within that jurisdiction. The countywide Congestion Relief Plan (CRP), including the annual assessments, has been incorporated into the CMP. Please see Attachment 3 – Chapter 7 of the adopted 2019 CMP. The CRP was developed to serve as a Countywide Deficiency Plan such that the individual cities and the County would not have to develop multiple deficiency plans with corresponding implementation costs. The C/CAG Board adopted the 2019 CMP on April 9, 2020, in compliance with all the required process including conducting a public hearing. Further, in accordance with C/CAG Bylaws, the adoption of the CMP requires a minimum of 25-day review period. Hence, any amendment of the CMP will need to follow the same process.

Third, staff has proposed a budget which assumes 50% of the FY 2020/21 Congestion Relief Plan Assessment will be collected in FY 2020/21, and the remaining 50% will be collected in the following one or two fiscal year(s). Such proposed installment option would not affect the adopted annual assessment. Please see Attachment 1.

While the proposed installment option would not have impact on program services in fiscal year 2020/21, it is unknown if there would be a potential negative impact on programs or service delivery in later years (Fiscal Years 2021-22 and 2022-23), if the Board waives 50% of the assessment for FY 2020/21. Future year programs and projects would depend on multiple variables, including workflow, costs of the programs and projects, and the potential availability of other sources of funds and grants.

ATTACHMENTS

1. Proposed C/CAG Member fees for Fiscal Year 2020-21.
2. May 9, 2019 Congestion Relief Plan and C/CAG Resolution 19-32. (Available online at <https://www.ccag.ca.gov/committees/finance-committee/>)
3. Chapter 7 of the adopted 2019 CMP for San Mateo County. (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)
Atherton	0.913%	45,201	0.89132%	\$ 16,689
Belmont	3.509%	156,279	3.08167%	\$ 60,960
Brisbane	0.606%	39,066	0.77034%	\$ 12,728
Burlingame	3.914%	278,460	5.49096%	\$ 87,000
Colma	0.195%	42,332	0.83475%	\$ 9,527
Daly City	14.090%	514,686	10.14910%	\$ 224,208
East Palo Alto	3.938%	109,433	2.15791%	\$ 56,387
Foster City	4.350%	202,400	3.99113%	\$ 77,159
Half Moon Bay	1.631%	89,658	1.76797%	\$ 31,439
Hillsborough	1.520%	54,917	1.08291%	\$ 24,073
Menlo Park	4.621%	275,259	5.42784%	\$ 92,953
Millbrae	2.990%	147,546	2.90946%	\$ 54,566
Pacifica	4.994%	206,200	4.06606%	\$ 83,801
Portola Valley	0.602%	29,645	0.58457%	\$ 10,972
Redwood City	11.016%	639,969	12.61956%	\$ 218,631
San Bruno	5.843%	294,349	5.80427%	\$ 107,742
San Carlos	3.856%	212,462	4.18954%	\$ 74,421
San Mateo	13.502%	784,576	15.47106%	\$ 268,000
South San Francisco	8.661%	442,379	8.72328%	\$ 160,804
Woodside	0.725%	39,034	0.76971%	\$ 13,826
San Mateo County	8.525%	467,397	9.21661%	\$ 164,112
TOTAL	100.000%	5,071,248	100.00000%	\$ 1,850,000

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.