

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS
FINANCE COMMITTEE
MEETING MINUTES
June 5, 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 11:07 AM)

Committee Member(s) Absent:

Ricardo Ortiz (City of Burlingame)

Guests or Staff Attending:

Sandy Wong, Sean Charpentier, Kaki Cheung, Kim Wever – C/CAG Staff
Melissa Andrikopoulos – C/CAG Legal Counsel
Tammy Mak – City of San Carlos Finance Staff

1. Call to order

At 11:04 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 June 1, 2020 meeting. (Action)

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

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)

Sandy Wong, C/CAG Executive Director reported after the Finance Committee meeting on June 1, 2020, C/CAG 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 was additional information that would be relevant to the Committee's recommendation made at the June 1, 2020 meeting. Sandy Wong, C/CAG Executive Director explained the fee waiver recommendation would: 1) require amendment to Resolution 19-32, which adopted the Countywide Congestion Relief Plan (CRP) and authorized the assessment, 2) require a minimum of 25-day review set by the C/CAG bylaws since the CRP, including the annual assessments, has been incorporated into the Congestion Management Plan (CMP), and 3) although the proposed installment option would not have impact on programs 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.

Chair Wengert asked if the installment option require any amendments to the CRP. Sandy Wong, C/CAG Executive Director said she did consult with Melissa Andrikopoulos, C/CAG Legal Counsel, and confirmed no amendment would be required for deferred payments. Tammy Mak, City of San Carlos Finance staff explained that fiscal year 2020-21 deferred payments would be revenue for the following fiscal year. Chair Wengert asked if this will be one-year or two-year payback. Sandy Wong said if the C/CAG Board selects this installment option they would need to decide on the payback period but recommends that the C/CAG Board start with a one-year payback. Decision can be made in the future if extension is needed.

Member Benton recommended not to offer the installment option and require all jurisdictions to pay in full. Vice Chair Chuang was hesitant to recommend defer payments by more than one fiscal year. Member Hurt recommended giving the installment option to those that need it during this crisis, but strongly encourage jurisdictions to pay in full if they can. Member Hurt agreed with one-year payback or sooner. Member Benton asked if C/CAG has the ability to withhold funds from jurisdictions such as Measure M allocation in the event of default on payback. Sandy Wong, C/CAG Executive Director responded affirmatively and stated the Congestion Relief Plan fee is smaller than the Measure M allocation. Vice Chair Chuang asked about having a letter of agreement with the jurisdictions that select the installment option. Chair Wengert also recommended providing the installment option with a one-year payback in a letter of agreement that state the backstop from the Measure M allocation funds. Member Benton also recommended that this is a one-time only option because of COVID-19.

Based on the further information provided, Member Hurt moved to change the Finance Committee's June 1, 2020 recommendation to the Board to approve the C/CAG Program Budget and Member Fees and highly encourage jurisdictions to pay in full, however due to COVID-19 the jurisdictions have the one-time option to pay 50% of the fiscal year 2020/21 Congestion Relief Plan fee on-time and defer the remaining 50% payment to be paid in fiscal year 2021/22 by signing a letter of agreement that also includes the backstop from Measure M allocation funds. Vice Chair Chuang seconded. Roll Call was taken. Motioned passed 4-0.

5. Adjournment

The meeting adjourned at approximately 11:39 A.M.