



**City/County Association of Governments
of San Mateo County**

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Millbrae • Pacifica • Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo • San Mateo County • South San Francisco • Woodside

C/CAG FINANCE COMMITTEE AGENDA

Date: Wednesday, February 14, 2024	Join by Zoom Webinar: https://us02web.zoom.us/j/82863451300?pwd=S1Nsb0hEYkx5T1ovUzVUdXFYdFhQZz09
Time: 12:00 p.m.	Zoom Webinar ID: 828 6345 1300
Primary Location: San Mateo City Hall Conference Room A 300 W. 20th Ave San Mateo, CA 94403	Password: 504864 Join by Phone: (669) 900-6833

*****HYBRID MEETING - IN-PERSON AND BY VIDEOCONFERENCE*****

This meeting of the C/CAG Finance Committee will be held in person and by teleconference pursuant to Government Code Section 54953(e). Members of the public will be able to participate in the meeting remotely via the Zoom platform or in person at the location above. The Committee welcomes comments, including criticism, about the policies, procedures, programs, or services of the agency, or of the acts or omissions of the Board and committees. Speakers shall not disrupt, disturb, or otherwise impede the orderly conduct of a Board meeting. For information regarding how to participate in the meeting, either in person or remotely, please refer to the instructions at the end of the agenda.

1. CALL TO ORDER/ROLL CALL Chair Colson No materials
2. PUBLIC COMMENT ON RELATED ITEMS NOT ON THE AGENDA Chair Colson No materials
Note: Public comment is limited to two minutes per speaker. Please refer to the instructions at the end of this agenda for details regarding how to provide public comments. Members of the public who wish to address the Committee should complete a speaker's slip to make a public comment in person or raise their hand in Zoom to speak virtually.
3. Approval of minutes of November 29, 2023 meeting. (Action) Wever Page 1-3
4. Receive copies of monthly investment statements for October, November and December 2023. (Information) Wever Page 4-22
5. Review of the quarterly investment report and recommend modifications to the C/CAG investment portfolio as needed. (Action) Charpentier/Harris Page 23-28

- | | | |
|--|-------------|------------|
| 6. Accept the C/CAG Single Audit Report for the Year Ended June 30, 2023. (Action) | Charpentier | Page 29-45 |
| 7. Receive the draft 2024 and 2025 C/CAG Agency Work Plan (Information) | Charpentier | Page 46-54 |

ADJOURN

The next regularly scheduled meeting will be on April 24, 2024.

PUBLIC NOTICING: All notices of C/CAG regular Board meetings, standing committee meetings, and special meetings will be posted at the San Mateo County Court Yard, 555 County Center, Redwood City, 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 and made publicly available on the C/CAG website along with the agenda. We cannot guarantee that emails received less than 2 hours before the meeting will be made publicly available on the C/CAG website prior to 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 calls for the item on which you wish to speak, click on "raise hand", and if you joined the meeting by phone, dial *9 to raise hand. Staff will activate and unmute speakers in turn. Speakers will be notified shortly before they are called on to speak. When called, please limit your remarks to the time allotted.

If you have any questions about this agenda, please contact Sean Charpentier at scharpentier@smcgov.org or Kim Wever at kwever@smcgov.org

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS
FINANCE COMMITTEE
MEETING MINUTES
November 29, 2023**

In compliance with the provisions of the Government Code section 54953(e), this meeting of the C/CAG Finance Committee was held in person and by teleconference.

Committee Members Attending In-Person:

Davina Hurt (City of Belmont)
Donna Colson (City of Burlingame)
Ricardo Ortiz (City of Burlingame)
Carlos Romero (City of East Palo Alto)
Adam Rak (City of San Carlos)

Guests or Staff Attending In-Person:

Sean Charpentier, Kaki Cheung, Kim Wever – C/CAG Staff

Guests or Staff Attending Remotely:

Paul Harris, Tammy Mak – City of San Carlos Finance Staff
Samo Michel, Ahmed Badawi – Badawi & Associates Staff

1. Call to order/Roll Call

At 12:10 P.M. Chair Colson called the Finance Committee meeting to order.

2. Brief overview of teleconference meeting procedures

C/CAG staff Kim Wever described how the Finance Meeting would run virtually and in-person. Kim also welcomed those attending virtually: City of San Carlos Finance staff Paul Harris and Tammy Mak; Badawi & Associates staff Samo Michel and Ahmed Badawi.

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

City of San Carlos Financial Services Manager Paul Harris announced City of San Carlos Senior Accountant, Tammy Mak's retirement at the end of 2023.

4. Approval of minutes of August 23, 2023 meeting. (Action)

Motion – To approve the minutes of the August 23, 2023 Finance Committee meeting, Hurt/Romero. All members in attendance voted to approve. Motion passed.

5. Receive copies of monthly investment statements for July, August and September 2023 (Information)

C/CAG Executive Director Sean Charpentier summarized the investment statements. Committee members reviewed the investment statements, cash flow reports, and the investment summary page.

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

C/CAG Executive Director Sean Charpentier stated that the total C/CAG portfolio asset allocation at the end of the quarter was 60% to LAIF and 40% to the CoPool Fund, which is within the stated investment policy allocation ranges and Sean recommended no modifications at this time. Sean also stated that there was a typo on page 23 of the staff report the investment portfolio as of September 30, 2023 table's second column should state 9/30/2023 not 6/30/2023.

Motion – To recommend no change to the C/CAG investment portfolio. The Committee guided staff to continue monitoring the interest rates, Romero/Ortiz. All members in attendance voted to approve. Motion passed.

7. Accept the C/CAG Financial Statements (Audit) for Fiscal Year Ended June 30, 2023 and communicate with representative from auditing firm. (Action)

C/CAG Executive Director Sean Charpentier stated that there were no notable findings in the audit.

City of San Carlos Financial Services Manager Paul Harris agreed it was a clean audit. He shared that this is the first year with the new auditors, so they were much more thorough. Paul introduced Ahmed Badawi, a representative from Badawi & Associates, the accounting firm that performed the annual audits.

Ahmed Badawi reported that the audit was clean and consistent. However, there is a possible finding in the Single Audit. C/CAG Executive Director Sean Charpentier stated staff is working with the auditors and will bring the Single Audit item to the next Finance Committee meeting.

Member Romero recommended adding term language to provide more detail under Note 8 – Cooperative Funding Agreement – Loan Receivable on page 70. Staff agreed to add the term language.

Motion – To accept the C/CAG Financial Statements (Audit) for Fiscal Year Ended June 30, 2023 with adding term language under Note 8, Rak/Romero. All members in attendance voted to approve. Motion passed.

8. Review Accept the following C/CAG Programs Audits:

8A. Accept the C/CAG State Transportation Improvement Program (STIP) Planning, Programming & Monitoring Program (PPM) Final Project Expenditure Audit Report from July 1, 2022 through June 30, 2023 (Action)

Motion – To accept the C/CAG State Transportation Improvement Program (STIP) Planning, Programming & Monitoring Program (PPM) Final Project Expenditure Audit Report from July 1, 2022 through June 30, 2023, Romero/Ortiz. All members in attendance voted to approve. Motion passed.

8B. Accept the Measure M Fund Financial Statements (Audit) for the Year Ended June 30, 2023. (Action)

Motion – To accept Measure M Fund Financial Statements (Audit) for the Year Ended June 30, 2023, Rak/Ortiz. All members in attendance voted to approve. Motion passed.

9. Review and approve the 2024 Finance Committee Meeting Calendar. (Action)

C/CAG staff Kim Wever presented the 2024 Finance Committee Meeting Calendar.

Committee Members recommended moving the February meeting to one week earlier to February 14th, 2024. City of San Carlos Finance Staff agreed they could make the deadline in providing the quarterly investment report a week early.

Motion – To approve the 2024 Finance Committee Meeting Calendar with the revision of moving February meeting to February 14th, 2024, Ortiz/Rak. All members in attendance voted to approve. Motion passed.

10. Presentation on CAMP Fund (Information)

C/CAG staff Kim Wever introduced PFM Managing Director Monique Skye and PFM Assistant Program Administrator Kyle Tanaka. Kyle presented on the CAMP Fund.

Committee Members recommended following up with City of San Carlos Finance Staff on logistics adding the CAMP Fund to C/CAG's portfolio. Staff will follow up and bring back to the Committee.

11. Adjournment.

The meeting adjourned at approximately 1:33 P.M.

C/CAG AGENDA REPORT

Date: February 14, 2024

To: C/CAG Finance Committee

From: Sean Charpentier, Executive Director

Subject: Receive copies of monthly investment statements for October, November, and December 2023

(For further information contact Kim Wever at kwever@smcgov.org)

RECOMMENDATION

That the C/CAG Finance Committee receives copies of monthly investment statements for October, November, and December 2023.

FISCAL IMPACT

None

SOURCE OF FUNDS

C/CAG funds are held by the C/CAG Financial Agent (City of San Carlos)

BACKGROUND

The current C/CAG Investment Policy states that the C/CAG Finance Committee shall analyze investment portfolio at least every quarter. Attached are the monthly statements for C/CAG investment funds for the quarter ending on December 31, 2023.

EQUITY IMPACTS AND CONSIDERATIONS

C/CAG's Investment Policy supports investment in authorized issuers that display adherence to strong environmental, social and governance (ESG) principles, including but not limited to, environmental sustainability, social and economic justice, and good corporate governance.

ATTACHMENTS

1. C/CAG's Monthly Major Cash Inflows and Outflows, LAIF, and SMC Investment Fund Summary for October, November, and December 2023.
2. LAIF Performance Report Quarter Ending December 31, 2023.
3. San Mateo County Treasurer's Office Pool Participants Distribution December 31, 2023.
4. County Summary of Pool Earnings for October, November, and December 2023.
5. Overview of Market and Investment Statements Quarter Ending December 31, 2023.

October Cash Flow

CITY & COUNTY ASSOCIATION OF GOVERNMENTS
 Recap of Monthly Major Cash Inflows and Outflows
 for Quarter Ended December 31, 2023

Major Cash Inflows and Outflows

Month	Program	From/To	Amount - In/(Out)
Oct 2023	Beginning book balance (Checking)		1,775,139
	Measure M	DMV	1,159,123
	Express Lane JPA	San Mateo County Transportation Authority	33,916
	Energy Watch	PG&E	26,480
	All other Receipts (2)	AB1546 DMV, WF Interest	8,369
		Total Oct Cash Inflow	1,227,888
	Smart Corridor	Kimley-Horn & Assoc, Aegis ITS, Iteris Inc, Redwood City	(39,925)
	Congestion Relief & Management	Advanced Mobility Gr, Badawi & Associates, Gray Bowen Scott, Kittelson & Associat, Redwood City, San Mateo County, Mariposa Planning, Menlo Park, Fehr & Peers Assoc, Placeworks	(297,403)
	Bay Area Air Quality	San Mateo County	(608)
	Express Lane JPA	County of San Mateo	(31,129)
	NPDES	EOA Inc., County of San Mateo, BAWSCA, Redwood City, Shaw/Yoder/Antwih	(113,081)
	Energy Watch	San Mateo County, Redwood City	(40,836)
	Measure M	Badawi & Associates, Kaki Cheung, Redwood City, San Mateo County, EOA Inc	(111,871)
	All other payments (11)	various	(50,244)
		Total Oct Cash Outflow	(685,097)
		Net Cash Inflow/(Outflow)	542,791
	Ending book balance (Checking)		2,317,930

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

November 30, 2023

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

October LAIF Statement

CITY/COUNTY ASSOCIATION OF GOVERNMENTS
OF SAN MATEO COUNTY
FINANCE OFFICER
600 ELM STREET
SAN CARLOS, CA 94070

[Tran Type Definitions](#)

Account Number: 40-41-004

October 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
10/13/2023	10/12/2023	QRD	1740327	N/A	SYSTEM	141,068.03

Account Summary

Total Deposit:	141,068.03	Beginning Balance:	16,787,787.22
Total Withdrawal:	0.00	Ending Balance:	16,928,855.25



San Mateo County Treasurer
555 County Center
Redwood City, 94063
(650) 599-1251 or (650) 599-7206

October County Pool Statement
Statement Ending Date: 10/31/2023
Account: 03412

STATEMENT OF ACCOUNT

City/County Association of Governments - 03412

DATE	DESCRIPTION	DEBITS	CREDITS	ACCOUNT BALANCE
9/30/2023	Balance brought forward			\$11,204,132.12
10/1/2023	Interest Allocation- Q1		\$87,551.47	\$11,291,683.59
10/31/2023	Ending Balance			\$11,291,683.59

CITY & COUNTY ASSOCIATION OF GOVERNMENTS
Recap of Monthly Major Cash Inflows and Outflows
for Quarter Ended December 31, 2023

November Cash Flow

Major Cash Inflows and Outflows

Month	Program	From/To	Amount - In/(Out)
Nov 2023	Beginning book balance (Checking)		2,317,930
	NPDES	Woodside, Colma, Brisbane, San Mateo	160,738
	Energy Watch	PG&E	56,370
	Measure M	DMV	541,456
	Express Lane JPA	San Mateo County Transportation Authority	54,619
	All other Receipts (1)	WF Interest	8,103
		Total Nov Cash Inflow	821,285
	Measure M	EOA Inc., Daly City, Woodside Town, Kaki Cheung, Burlingame City, Redwood City, San Mateo County	(469,123)
		California Association, Gray Bowen Scott, Kittelson & Associates, Mariposa Planning, Redwood City, San Mateo County, San Mateo Daily Journal, TKJM	(472,623)
	Congestion Relief & Mgmt	Transportation	
	Express Lane JPA	Redwood City, San Mateo County	(28,997)
	NPDES	EOA Inc., San Mateo, Redwood City, BAWSCA	(109,960)
	Energy Watch	Redwood City	(1,146)
	Smart Corridor	Kimley-Horn & Assoc., Redwood City, Aegis ITS, South San Francisco	(362,686)
	Bay Area Air Quality	Commute.org, San Mateo County, Half Moon Bay City	(116,748)
	All other payments (12)	various	(30,238)
		Total Nov Cash Outflow	(1,591,521)
		Net Cash Inflow/(Outflow)	(770,236)
	Ending book balance (Checking)		1,547,694

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

December 01, 2023

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

November LAIF Statement

CITY/COUNTY ASSOCIATION OF GOVERNMENTS
OF SAN MATEO COUNTY
FINANCE OFFICER
600 ELM STREET
SAN CARLOS, CA 94070

[Tran Type Definitions](#)



Account Number: 40-41-004

November 2023 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	16,928,855.25
Total Withdrawal:	0.00	Ending Balance:	16,928,855.25



San Mateo County Treasurer
555 County Center
Redwood City, 94063
(650) 599-1251 or (650) 599-7206

November County Pool Statement
Statement Ending Date: 11/30/2023
Account: 03412

STATEMENT OF ACCOUNT

City/County Association of Governments - 03412

DATE	DESCRIPTION	DEBITS	CREDITS	ACCOUNT BALANCE
10/31/2023	Balance brought forward			\$11,291,683.59
11/30/2023	Ending Balance			\$11,291,683.59

CITY & COUNTY ASSOCIATION OF GOVERNMENTS
Recap of Monthly Major Cash Inflows and Outflows
for Quarter Ended December 31, 2023

December Cash Flow

Major Cash Inflows and Outflows

Month	Program	From/To	Amount - In/(Out)
Dec 2023	Beginning book balance (Checking)		1,547,694
	NPDES	San Mateo County	837,441
	Energy Watch	PG&E	43,984
	All other Receipts (1)	WF Interest	9,996
	Transfer	San Mateo County Pool, LAIF	2,400,000
		Total Dec Cash Inflow	3,291,421
	Measure M	Samtrans, Belmont, Foster City, Millbrae, San Bruno, San Carlos, Menlo Park, San Mateo County, EOA Inc, Redwood City	(2,019,094)
	Congestion Relief & Management	California Association, Mariposa Planning, Redwood City, San Mateo County, Solano Transportation, Ken Brown, Fehr & Peers	(235,430)
		Clear Creek Solution, Global Philanthropy, San Mateo County, EOA Inc, Ken Brown, Redwood City, Shaw/Yoder/Antwih	(196,416)
	NPDES	San Mateo County	(1,447)
	Bay Area Air Quality	San Mateo County	(31,839)
	Express Lane JPA	Redwood City, San Mateo County	(43,257)
	Smart Corridor	Aegis Its, Iteris Inc, Kimley-Horn & Associates Inc, Redwood City	(96,973)
	Energy Watch	Redwood City, San Mateo County	(38,875)
	All other payments (12)	various	
		Total Dec Cash Outflow	(2,663,331)
		Net Cash Inflow/(Outflow)	628,090
	Ending book balance (Checking)		2,175,785

California State Treasurer

Fiona Ma, CPA



December LAIF Statement

Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

January 19, 2024

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[PMIA Average Monthly Yields](#)

CITY/COUNTY ASSOCIATION OF GOVERNMENTS
OF SAN MATEO COUNTY
FINANCE OFFICER
600 ELM STREET
SAN CARLOS, CA 94070

[Tran Type Definitions](#)

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Account Number: 40-41-004

December 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
12/13/2023	12/11/2023	RW	1743749	1704158	PAUL HARRIS	-1,450,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	16,928,855.25
Total Withdrawal:	-1,450,000.00	Ending Balance:	15,478,855.25



San Mateo County Treasurer
555 County Center
Redwood City, 94063
(650) 599-1251 or (650) 599-7206

December County Pool Statement
Statement Ending Date: 12/31/2023
Account: 03412

STATEMENT OF ACCOUNT

City/County Association of Governments - 03412

DATE	DESCRIPTION	DEBITS	CREDITS	ACCOUNT BALANCE
11/30/2023	Balance brought forward			\$11,291,683.59
12/14/2023	Wire Out	\$950,000.00		\$10,341,683.59
12/31/2023	Ending Balance			\$10,341,683.59



PMIA/LAIF Performance Report as of 1/17/24



Quarterly Performance Quarter Ended 12/31/23

LAIF Apportionment Rate ⁽²⁾ :	4.00
LAIF Earnings Ratio ⁽²⁾ :	0.00010932476863589
LAIF Administrative Cost ^{(1)*} :	0.29
LAIF Fair Value Factor ⁽¹⁾ :	0.993543131
PMIA Daily ⁽¹⁾ :	3.96
PMIA Quarter to Date⁽¹⁾:	3.81
PMIA Average Life ⁽¹⁾ :	230

PMIA Average Monthly Effective Yields⁽¹⁾

December	3.929
November	3.843
October	3.670
September	3.534
August	3.434
July	3.305**

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 12/31/23 \$158.0 billion

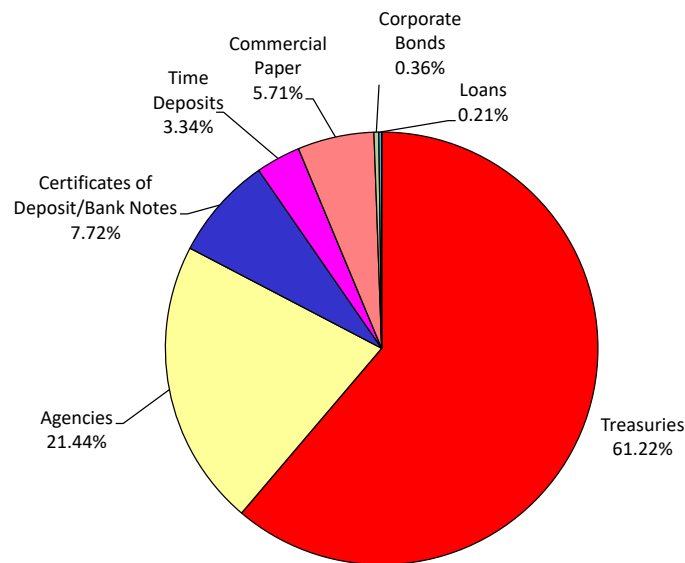


Chart does not include \$2,164,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

*The percentage of administrative cost equals the total administrative cost divided by the quarterly interest earnings. The law provides that administrative costs are not to exceed 5% of quarterly EARNINGS of the fund. However, if the 13-week Daily Treasury Bill Rate on the last day of the fiscal year is below 1%, then administrative costs shall not exceed 8% of quarterly EARNINGS of the fund for the subsequent fiscal year.

** Revised

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller



California State Treasurer
Fiona Ma, CPA



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POOLED MONEY INVESTMENT ACCOUNT

PMIA Average Monthly Effective Yields

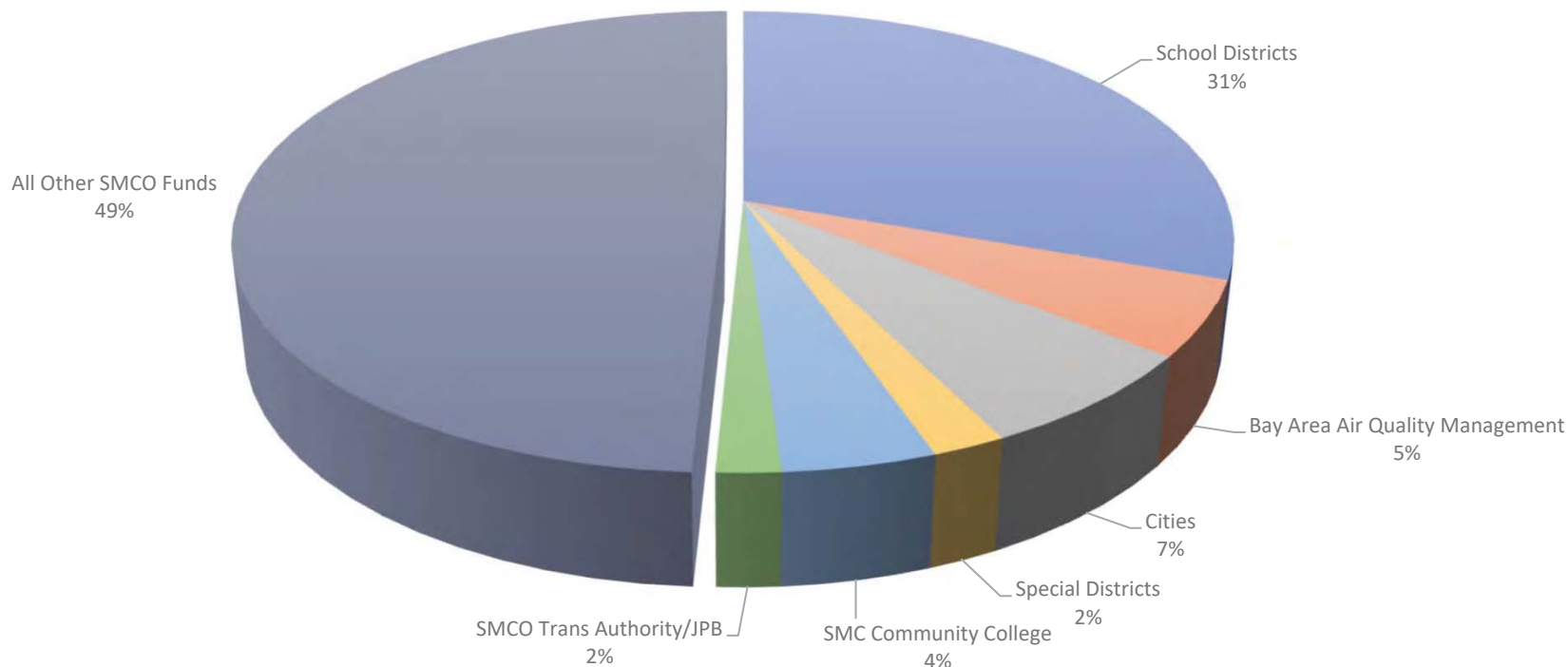
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1977	5.770	5.660	5.660	5.650	5.760	5.850	5.930	6.050	6.090	6.090	6.610	6.730
1978	6.920	7.050	7.140	7.270	7.386	7.569	7.652	7.821	7.871	8.110	8.286	8.769
1979	8.777	8.904	8.820	9.082	9.046	9.224	9.202	9.528	9.259	9.814	10.223	10.218
1980	10.980	11.251	11.490	11.480	12.017	11.798	10.206	9.870	9.945	10.056	10.426	10.961
1981	10.987	11.686	11.130	11.475	12.179	11.442	12.346	12.844	12.059	12.397	11.887	11.484
1982	11.683	12.044	11.835	11.773	12.270	11.994	12.235	11.909	11.151	11.111	10.704	10.401
1983	10.251	9.887	9.688	9.868	9.527	9.600	9.879	10.076	10.202	10.182	10.164	10.227
1984	10.312	10.280	10.382	10.594	10.843	11.119	11.355	11.557	11.597	11.681	11.474	11.024
1985	10.579	10.289	10.118	10.025	10.180	9.743	9.656	9.417	9.572	9.482	9.488	9.371
1986	9.252	9.090	8.958	8.621	8.369	8.225	8.141	7.844	7.512	7.586	7.432	7.439
1987	7.365	7.157	7.205	7.044	7.294	7.289	7.464	7.562	7.712	7.825	8.121	8.071
1988	8.078	8.050	7.945	7.940	7.815	7.929	8.089	8.245	8.341	8.397	8.467	8.563
1989	8.698	8.770	8.870	8.992	9.227	9.204	9.056	8.833	8.801	8.771	8.685	8.645
1990	8.571	8.538	8.506	8.497	8.531	8.538	8.517	8.382	8.333	8.321	8.269	8.279
1991	8.164	8.002	7.775	7.666	7.374	7.169	7.098	7.072	6.859	6.719	6.591	6.318
1992	6.122	5.863	5.680	5.692	5.379	5.323	5.235	4.958	4.760	4.730	4.659	4.647
1993	4.678	4.649	4.624	4.605	4.427	4.554	4.438	4.472	4.430	4.380	4.365	4.384
1994	4.359	4.176	4.248	4.333	4.434	4.623	4.823	4.989	5.106	5.243	5.380	5.528
1995	5.612	5.779	5.934	5.960	6.008	5.997	5.972	5.910	5.832	5.784	5.805	5.748
1996	5.698	5.643	5.557	5.538	5.502	5.548	5.587	5.566	5.601	5.601	5.599	5.574
1997	5.583	5.575	5.580	5.612	5.634	5.667	5.679	5.690	5.707	5.705	5.715	5.744
1998	5.742	5.720	5.680	5.672	5.673	5.671	5.652	5.652	5.639	5.557	5.492	5.374
1999	5.265	5.210	5.136	5.119	5.086	5.095	5.178	5.225	5.274	5.391	5.484	5.639
2000	5.760	5.824	5.851	6.014	6.190	6.349	6.443	6.505	6.502	6.517	6.538	6.535
2001	6.372	6.169	5.976	5.760	5.328	4.958	4.635	4.502	4.288	3.785	3.526	3.261
2002	3.068	2.967	2.861	2.845	2.740	2.687	2.714	2.594	2.604	2.487	2.301	2.201
2003	2.103	1.945	1.904	1.858	1.769	1.697	1.653	1.632	1.635	1.596	1.572	1.545
2004	1.528	1.440	1.474	1.445	1.426	1.469	1.604	1.672	1.771	1.890	2.003	2.134
2005	2.264	2.368	2.542	2.724	2.856	2.967	3.083	3.179	3.324	3.458	3.636	3.808
2006	3.955	4.043	4.142	4.305	4.563	4.700	4.849	4.946	5.023	5.098	5.125	5.129
2007	5.156	5.181	5.214	5.222	5.248	5.250	5.255	5.253	5.231	5.137	4.962	4.801
2008	4.620	4.161	3.777	3.400	3.072	2.894	2.787	2.779	2.774	2.709	2.568	2.353
2009	2.046	1.869	1.822	1.607	1.530	1.377	1.035	0.925	0.750	0.646	0.611	0.569
2010	0.558	0.577	0.547	0.588	0.560	0.528	0.531	0.513	0.500	0.480	0.454	0.462
2011	0.538	0.512	0.500	0.588	0.413	0.448	0.381	0.408	0.378	0.385	0.401	0.382
2012	0.385	0.389	0.383	0.367	0.363	0.358	0.363	0.377	0.348	0.340	0.324	0.326
2013	0.300	0.286	0.285	0.264	0.245	0.244	0.267	0.271	0.257	0.266	0.263	0.264
2014	0.244	0.236	0.236	0.233	0.228	0.228	0.244	0.260	0.246	0.261	0.261	0.267
2015	0.262	0.266	0.278	0.283	0.290	0.299	0.320	0.330	0.337	0.357	0.374	0.400
2016	0.446	0.467	0.506	0.525	0.552	0.576	0.588	0.614	0.634	0.654	0.678	0.719
2017	0.751	0.777	0.821	0.884	0.925	0.978	1.051	1.084	1.111	1.143	1.172	1.239
2018	1.350	1.412	1.524	1.661	1.755	1.854	1.944	1.998	2.063	2.144	2.208	2.291
2019	2.355	2.392	2.436	2.445	2.449	2.428	2.379	2.341	2.280	2.190	2.103	2.043
2020	1.967	1.912	1.787	1.648	1.363	1.217	0.920	0.784	0.685	0.620	0.576	0.540
2021	0.458	0.407	0.357	0.339	0.315	0.262	0.221	0.221	0.206	0.203	0.203	0.212
2022	0.234	0.278	0.365	0.523	0.684	0.861	1.090	1.276	1.513	1.772	2.007	2.173
2023	2.425	2.624	2.831	2.870	2.993	3.167	3.305*	3.434	3.534	3.670	3.843	3.929

* Revised



SAN MATEO COUNTY TREASURER'S OFFICE POOL PARTICIPANTS DISTRIBUTION **December 31, 2023**

ATTACHMENT 3



Participants	\$	%
School Districts	\$ 2,580,364,460.02	30.4%
Bay Area Air Quality Management	451,013,206.36	5.3%
Cities	584,302,831.78	6.9%
Special Districts	175,370,367.84	2.1%
SMC Community College	365,255,572.02	4.3%
SMCO Trans Authority/JPB	152,907,153.89	1.8%
All Other SMCO Funds	4,180,812,095.27	49.2%
Total	\$ 8,490,025,687.18	100.0%

*Figures are based on the account balances of current pool participants and it will not match the Market Value of the pool.



ESTIMATED SUMMARY OF POOL EARNINGS

October 2023

	<u>Par Value</u>	<u>Gross Earnings</u>	<u>Realized Gain/Loss & Interest Received</u>	<u>Period Earnings</u>
<u>Fixed Income Securities Maturing > 1 year</u>				
U S Treasury Notes	\$ 1,162,645,000.00	\$ 1,319,653.21	U S Treasury Notes	\$ 441,767.95
Corporate Notes	828,902,000.00	2,151,924.09	Corporate Notes	187,512.72
Federal Agencies	2,198,982,318.87	6,865,298.38	Federal Agencies	1,193,519.69
U.S. Instrumentalities	104,650,000.00	65,938.50	U.S. Instrumentalities	26,660.34
Asset Backed Securities	38,435,442.35	20,609.18	Asset Backed Securities	19,278.73
Certificate of Deposit	17,000,000.00	80,999.18	Commercial Paper	7,097.22
	\$ 4,350,614,761.22	\$ 10,504,422.54	Dreyfus	133,886.35
			CAMP	681,478.37
			CALTRUST	3,303.45
			US Bank Earnings Credit	20,143.53
			Total Realized Income	\$ 2,714,648.35
<u>Short Term Securities Maturing < 1 year</u>				
U S Treasury Notes	\$ 687,410,000.00	\$ 580,849.68		
Corporate Notes	231,865,000.00	349,114.41		
Federal Agencies	1,216,215,000.00	4,101,621.16		
U.S. Instrumentalities	166,403,000.00	360,301.83		
Asset Backed Securities	-	-		
Certificate of Deposit	119,000,000.00	568,730.68		
Commercial Paper	111,000,000.00	524,619.44		
Dreyfus	94,119,565.26	-		
CAMP	275,000,000.00	763,236.99		
CALTRUST	75,000,000.00	85,102.74		
	\$ 2,976,012,565.26	\$ 7,333,576.93		
Total Accrued Interest	\$ 7,326,627,326.48	\$ 17,837,999.47		
Total Dollar Earnings for October		\$ 20,552,647.82		

	AVERAGE BALANCE		\$ 7,163,119,281.58
GROSS EARNINGS RATE / GROSS DOLLAR EARNINGS	3.378%		20,552,647.82
ADMINISTRATION FEES*			(577,955.79)
NET EARNINGS RATE / NET DOLLAR EARNINGS	3.283%		\$ 19,974,692.03

*Current admin fees rate is at 9.5bp



ESTIMATED SUMMARY OF POOL EARNINGS

November 2023

	<u>Par Value</u>	<u>Gross Earnings</u>	<u>Realized Gain/Loss & Interest Received</u>	<u>Period Earnings</u>
<u>Fixed Income Securities Maturing > 1 year</u>				
U S Treasury Notes	\$ 1,249,705,000.00	\$ 1,551,602.35	Corporate Notes	\$ 185,198.65
Corporate Notes	823,892,000.00	2,256,307.51	Federal Agencies	1,021,150.30
Federal Agencies	2,280,634,318.87	7,185,403.51	U.S. Instrumentalities	3,391.40
U.S. Instrumentalities	181,650,000.00	310,760.51	Asset Backed Securities	17,654.15
Asset Backed Securities	37,750,247.90	19,153.95	U S Treasury Notes	247,493.75
Certificate of Deposit	17,000,000.00	78,386.30	Dreyfus	192,161.07
	\$ 4,590,631,566.77	\$ 11,401,614.13	US Bank Earnings Credit	36,476.44
			GSE Bond Settlement Credit	34,186.23
			Total Realized Income	\$ 1,737,711.99
<u>Short Term Securities Maturing < 1 year</u>				
U S Treasury Notes	\$ 634,410,000.00	\$ 693,693.24		
Corporate Notes	271,865,000.00	410,027.41		
Federal Agencies	1,224,419,000.00	4,065,041.24		
U.S. Instrumentalities	208,494,000.00	578,691.27		
Asset Backed Securities	-	-		
Certificate of Deposit	144,000,000.00	595,064.38		
Commercial Paper	312,000,000.00	1,059,611.39		
Dreyfus	125,375,874.34	-		
CAMP	375,000,000.00	989,438.35		
CALTRUST	100,000,000.00	340,410.96		
	\$ 3,395,563,874.34	\$ 8,731,978.24		
Total Accrued Interest	\$ 7,986,195,441.11	\$ 20,133,592.37		
Total Dollar Earnings for November		\$ 21,871,304.36		

	AVERAGE BALANCE		\$ 7,576,540,806.11
GROSS EARNINGS RATE / GROSS DOLLAR EARNINGS	3.512%		21,871,304.36
ADMINISTRATION FEES*			(591,592.91)
NET EARNINGS RATE / NET DOLLAR EARNINGS	3.417%		\$ 21,279,711.45

*Current admin fees rate is at 9.5bp



ESTIMATED SUMMARY OF POOL EARNINGS

December 2023

	<u>Par Value</u>	<u>Gross Earnings</u>	<u>Realized Gain/Loss & Interest Received</u>	<u>Period Earnings</u>
<u>Fixed Income Securities Maturing > 1 year</u>				
U S Treasury Notes	\$ 1,239,755,000.00	\$ 1,902,714.83	Corporate Notes	\$ 20,724.41
Corporate Notes	835,417,000.00	2,654,754.80	Federal Agencies	1,717,926.02
Federal Agencies	2,416,565,000.00	7,521,261.77	U.S. Instrumentalities	9,089.68
U.S. Instrumentalities	334,850,000.00	820,410.59	Asset Backed Securities	18,654.77
Asset Backed Securities	36,764,461.29	19,857.16	U S Treasury Notes	345,604.62
Certificate of Deposit	17,000,000.00	80,999.18	Dreyfus	301,262.89
	\$ 4,880,351,461.29	\$ 12,999,998.33	US Bank Earnings Credit	72,129.66
			CAMP	30,052.60
			Total Realized Income	\$ 2,515,444.65
<u>Short Term Securities Maturing < 1 year</u>				
U S Treasury Notes	\$ 669,410,000.00	\$ 615,875.64		
Corporate Notes	321,865,000.00	560,566.32		
Federal Agencies	1,200,889,000.00	3,914,849.18		
U.S. Instrumentalities	419,856,000.00	1,325,638.42		
Asset Backed Securities	-	-		
Certificate of Deposit	194,000,000.00	785,000.55		
Commercial Paper	312,000,000.00	1,489,240.00		
Dreyfus	82,118,046.70	-		
CAMP	375,412,540.28	1,612,253.82		
CALTRUST	100,000,000.00	422,109.59		
	\$ 3,675,550,586.98	\$ 10,725,533.51		
Total Accrued Interest	\$ 8,555,902,048.27	\$ 23,725,531.84		
Total Dollar Earnings for December		\$ 26,240,976.49		

	AVERAGE BALANCE		\$ 8,413,370,842.82
GROSS EARNINGS RATE / GROSS DOLLAR EARNINGS	3.672%		26,240,976.49
ADMINISTRATION FEES*			(678,832.25)
NET EARNINGS RATE / NET DOLLAR EARNINGS	3.577%		\$ 25,562,144.23

*Current admin fees rate is at 9.5bp



SUMMARY OF POOL EARNINGS

Q2 FISCAL YEAR 2023-24

	<u>Par Value</u>	<u>Gross Earnings</u>	<u>Realized Gain/Loss & Interest Received</u>	<u>Period Earnings</u>
<u>Fixed Income Securities Maturing > 1 year</u>				
U S Treasury Notes	\$ 1,239,755,000.00	\$ 4,235,824.78	U S Treasury Notes	\$ 2,048,194.36
Corporate Notes	835,417,000.00	6,536,026.94	Corporate Notes	999,283.93
Federal Agencies	2,416,565,000.00	17,835,113.18	Commercial Paper	7,097.22
U.S. Instrumentalities	334,850,000.00	1,186,332.62	Federal Agencies	10,868,170.59
Asset Backed Securities	36,764,461.29	19,997.91	U.S. Instrumentalities	54,733.51
Certificate of Deposit	17,000,000.00	240,384.66	Asset Backed Securities	95,210.04
	\$ 4,880,351,461.29	\$ 30,053,680.09	Dreyfus	627,310.31
			CAMP	850,410.42
			CALTRUST	3,303.45
			US Bank Earnings Credit	128,749.60
			GSE Bond Settlement	34,186.23
			Total Realized Income	\$ 15,716,649.66
<u>Short Term Securities Maturing < 1 year</u>				
U S Treasury Notes	\$ 669,410,000.00	\$ 1,415,236.13		
Corporate Notes	321,865,000.00	1,240,819.43		
Federal Agencies	1,200,889,000.00	8,882,787.48		
U.S. Instrumentalities	419,856,000.00	2,259,816.43		
Asset Backed Securities	-	-		
Certificate of Deposit	194,000,000.00	1,948,795.62		
Commercial Paper	312,000,000.00	3,073,470.83		
Dreyfus	82,118,046.70	-		
CAMP	375,412,540.28	3,226,049.71		
CALTRUST	100,000,000.00	847,623.29		
	\$ 3,675,550,586.98	\$ 22,894,598.92		
Total Accrued Interest	\$ 8,555,902,048.27	\$ 52,948,279.01		
Total Dollar Earnings for Q2 FY 2023-24		\$ 68,664,928.67		

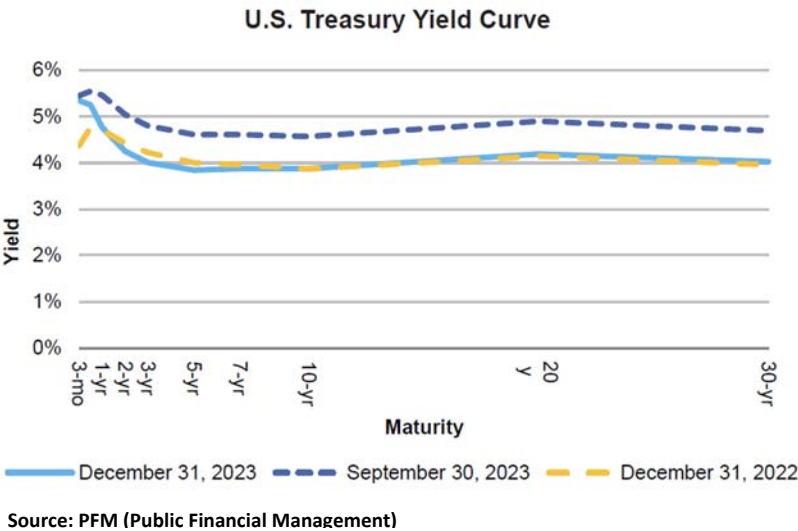
	AVERAGE BALANCE	\$ 7,718,120,132.14
GROSS EARNINGS RATE / GROSS DOLLAR EARNINGS	3.530%	68,664,928.67
ADMINISTRATION FEES*		(1,848,119.72)
NET EARNINGS RATE / NET DOLLAR EARNINGS	3.435%	\$ 66,816,808.94

*Current admin fees rate is at 9.5bp

C/CAG Investment Portfolio Performance and Composition 4Q 2023
Report Created for Finance Committee Meeting February 14, 2024

Capital Markets Summary 4Q 2023

Following on a volatile 2022, with the Federal Reserve working to stem inflation, 2023 reversed course as the Fed moved to a less restrictive policy. The bright outlook came as inflation slowed, labor markets were stable and consumer confidence improved. The S&P 500 rallied up 11.7% in the fourth quarter buoyed by the prospect of a soft economic landing and slight declined in interest rates. The market was led by financials and the technology sector as prospects for artificial intelligence interested investors. For the year, domestic stocks were up 24.2% and outpaced international equity markets. Bond markets were stable.

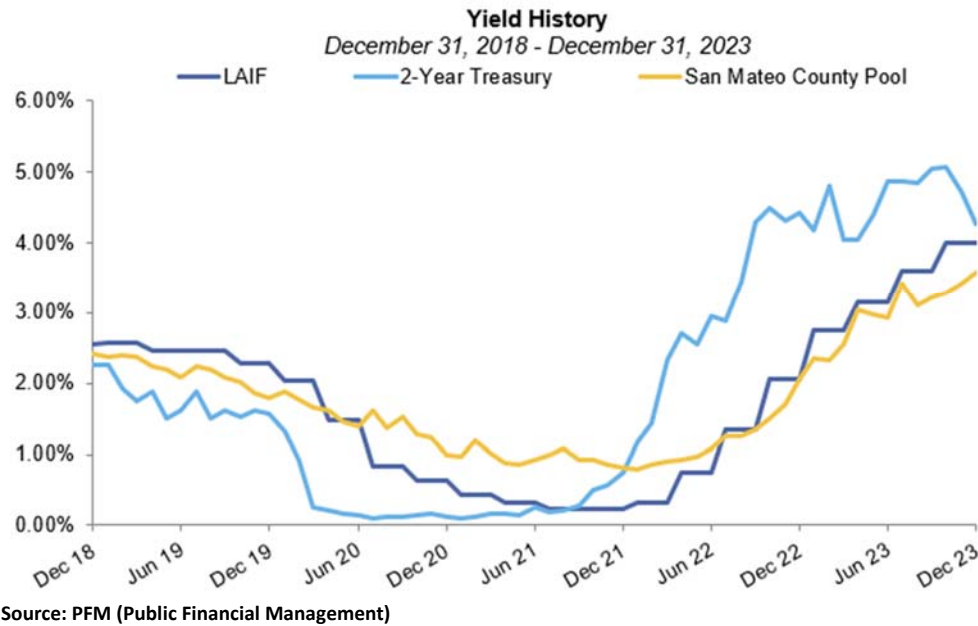


U.S. Treasury Yields					
Maturity	Dec '23	Sep '23	Change over Quarter	Dec '22	Change over Year
3-Month	5.34%	5.45%	(0.11%)	4.37%	0.97%
1-Year	4.77%	5.46%	(0.69%)	4.71%	0.06%
2-Year	4.25%	5.05%	(0.80%)	4.43%	(0.18%)
5-Year	3.85%	4.61%	(0.76%)	4.01%	(0.16%)
10-Year	3.88%	4.57%	(0.69%)	3.88%	0.00%
30-Year	4.03%	4.70%	(0.67%)	3.97%	0.06%

Source: Bloomberg.

US Treasury Yield Curve & US Treasury Yields Over Time

Throughout 2023, the yield on the benchmark 10-Year Treasury note traded in a tight range of between 3.31% in April to 4.99% in October. There was a strong rally in the last ten weeks of the year, this left the yield curve relatively unchanged for the year. This rally was so strong that the Bloomberg US Aggregate Bond Index rose 8.9% in the short time. The yield curve also remained inverted with short-term Treasury bonds of under 2 years significantly higher than the longer-term securities. The yields of LAIF and Co-pool also converged closer at the end of the year. The 2-Year Treasury concluded the year at 4.25%.



Portfolio Performance 4Q 2023

The C/CAG investment portfolio returns for the fourth quarter of 2023 were nearly identical with 3.81% for LAIF and 3.44% for the CoPool Fund. This is a result of the convergence of the effectively monthly yields. The LAIF pool’s slightly shorter duration compared the CoPool tipped the overall return in their direction. The total C/CAG portfolio asset allocation at the end of the third quarter was 60% to LAIF and 40% to the CoPool Fund, which is within the stated investment policy allocation ranges.

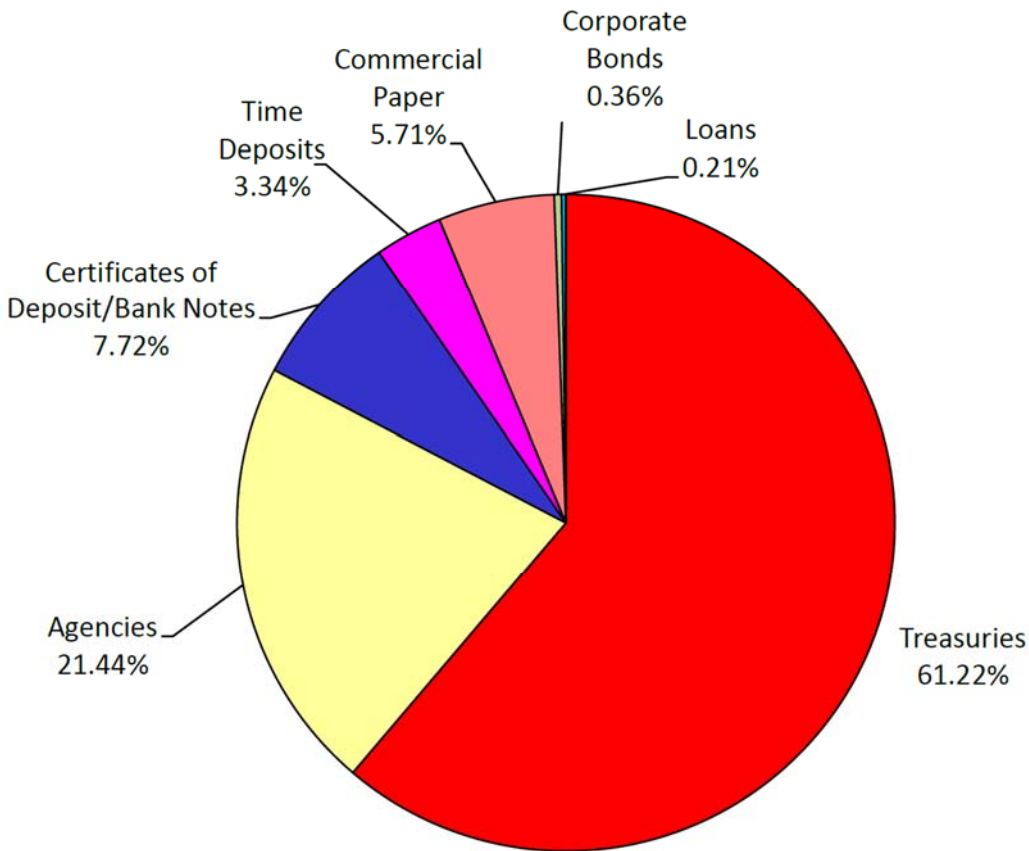
LAIF

PMIA Average Monthly Effective Yields:

October 2023	3.670
November 2023	3.843
December 2023	3.929

PMIA Quarter to Date: 3.81% PMIA Average Life: 230 days or 0.63 years

Portfolio Composition Pie Chart:



Source: PMIA/LAIF Performance Report as of 1/17/2024

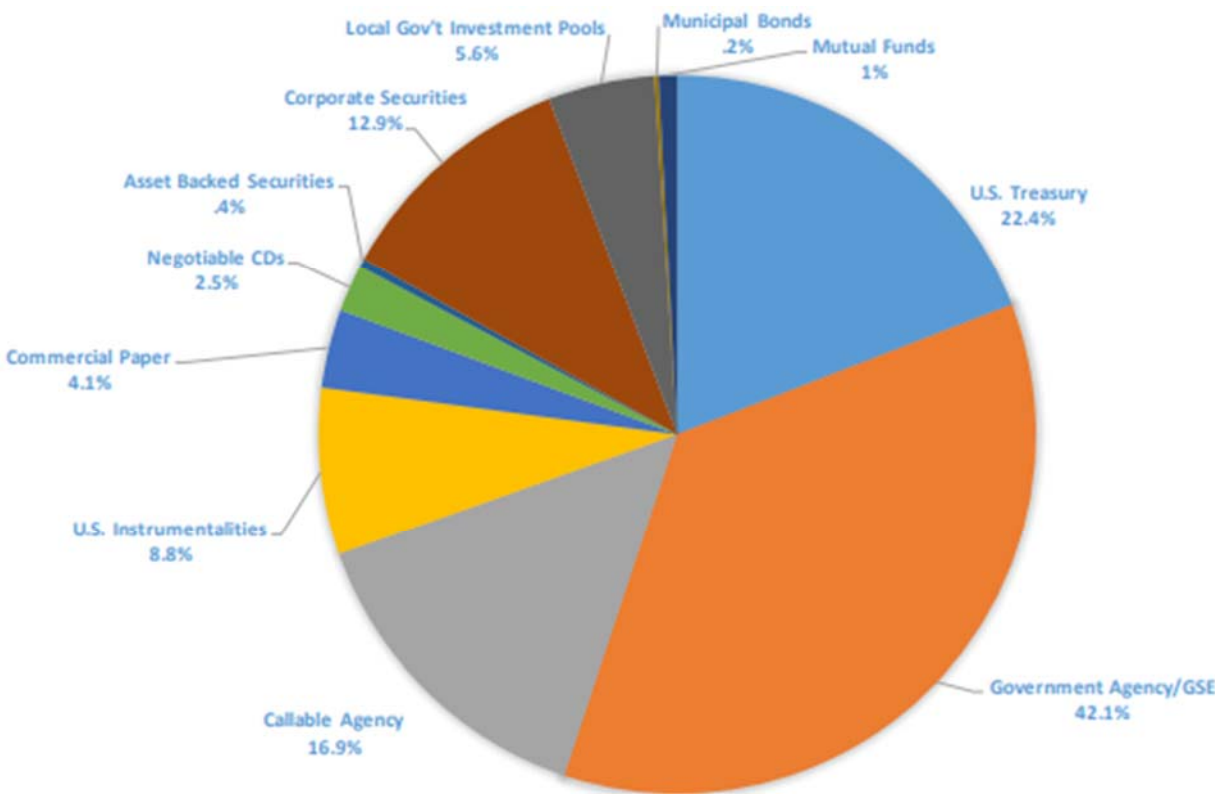
COPOOL

PMIA Average Monthly Effective Yields:

October 2023	3.283
November 2023	3.417
December 2023	3.577

PMIA Quarter to Date: 3.435% PMIA Average Duration: 1.46 years

Portfolio Composition Pie Chart:



Source: San Mateo County Investment Portfolio Compliance Report December 2023

C/CAG AGENDA REPORT

Date: February 14, 2024

To: C/CAG Finance Committee

From: Sean Charpentier, Executive Director

Subject: Review of the quarterly investment report and recommend modifications to the C/CAG investment portfolio as needed.

(For further information contact Kim Wever at kwever@smcgov.org)

RECOMMENDATION

That the C/CAG Finance Committee review the quarterly investment report and recommend modifications to the C/CAG investment portfolio as needed.

FISCAL IMPACT

Potential for higher or lower yields and risk associated with C/CAG investments.

SOURCE OF FUNDS

The Investment Policy applies to all C/CAG funds held by the C/CAG Financial Agent (City of San Carlos).

BACKGROUND

According to the C/CAG Investment Policy adopted on September 10, 2020:

“The portfolio should be analyzed not less than quarterly by the C/CAG Finance Committee, and modified as appropriate periodically as recommended by the Finance Committee and approved by the C/CAG Board, to respond to changing circumstances in order to achieve the Safety of Principal.”

The Finance Committee will seek to provide a balance between the various investments and maturities in order to give C/CAG the optimum combination of Safety of Principal, necessary liquidity, and optimal yield based on cash flow projections.

The LAIF Quarter Ending 12/31/23 net interest earning rate is 3.81%
San Mateo County Pool Quarter Ending 12/31/23 net interest earning rate is 3.44%

The LAIF's average life is 230 days, or 0.63 of a year. San Mateo County Pool's current average maturity of the portfolio is 1.60 years with an average duration of 1.46 years.

On November 14, 2013 the C/CAG Board approved the following C/CAG investment portfolio parameters:

Local Agency Investment Fund (LAIF)	50% to 70%
San Mateo County Investment Pool (COPOOL)	30% to 50%

On December 2, 2020, the Finance Committee reviewed the investment portfolio and noted the increasing gap between the quarterly interest rate and the net of administrative fees of the LAIF and the COPOOL, with LAIF lagging behind the COPOOL. The Finance Committee recommended no change to the investment portfolio, but guided staff to target LAIF investments to 60% allocation and increase COPOOL investments to 40% allocation dependent upon the changes of the interest rate. On December 10, 2020, the C/CAG Board approved of no change to the range of limits to the C/CAG investment portfolio and approved the Finance Committee's recommendation for staff to target LAIF investments to 60% allocation and increase COPOOL investments to 40% allocation dependent upon the changes of the interest rate.

Investment allocation between LAIF and COPOOL:

	C/CAG BOARD APPROVED IN 2013	FINANCE COMMITTEE GUIDANCE ON 12/2/2020
LAIF	50% to 70%	60%
COPOOL	30% to 50%	40%

On November 29, 2023, the Finance Committee reviewed the investment portfolio and recommend no change to portfolio, but guided staff to continue monitoring the interest rates. On December 14, 2023, the C/CAG Board approved of no change to the investment portfolio.

The investment portfolio as of December 31, 2023 is as follows:

	9/30/2023		12/31/2023	
	Amount	Percent	Amount	Percent
LAIF	\$16,787,787	60%	\$15,478,855	60%
COPOOL	\$11,204,132	40%	\$10,341,684	40%
Total	\$27,991,919	100%	\$25,820,539	100%

Staff do not recommend adjusting the investment allocation at this time.

EQUITY IMPACTS AND CONSIDERATIONS

C/CAG Investment Policy supports investment in authorized issuers that display adherence to strong environmental, social and governance (ESG) principles, including but not limited to, environmental sustainability, social and economic justice, and good corporate governance.

ATTACHMENTS

1. Quarterly Investment Report as of December 31, 2023 from San Carlos

C/CAG
CITY/COUNTY ASSOCIATION OF GOVERNMENTS
 Of San Mateo County

Board of Directors Agenda Report

To: Sean Charpentier, Executive Director
From: Paul Harris, Financial Services Manager
Date: January 31, 2023

SUBJECT: Quarterly Investment Report as of December 31, 2023

RECOMMENDATION:

It is recommended that the C/CAG Board review and accept the Quarterly Investment Report.

ANALYSIS:

The attached investment report (Attachment 1) indicates that on December 31 2023, funds in the amount of \$25,820,539 were invested producing a weighted average yield of 3.66%. Of the total investment portfolio, 60.0% of funds were invested in the Local Agency Investment Fund (LAIF) and 40.0% in the San Mateo County Investment Pool (COPool). On December 2, 2020, the Finance Committee reviewed the investment portfolio and noted the increasing gap between the quarterly interest rate, net of administrative fees, of LAIF and the COPool, with LAIF lagging behind the COPool. The Finance Committee recommended no change to the investment portfolio, but guided Staff to target LAIF investments to 60% allocation and increase COPool investments to 40% allocation dependent upon the changes of the interest rate. These percentages are within the range specified by the C/CAG Board. The portfolio mix reflects the Board approved percentage invested in the County Investment Pool and LAIF. Accrued interest earnings for this quarter totaled \$263,216.

Below is a summary of the changes from the prior quarter:

	Qtr Ended 12/31/2023	Qtr Ended 9/30/2023	Increase (Decrease)
Total Portfolio	\$ 25,820,539	\$ 27,991,919	\$ (2,171,380)
Weighted Average Yield	3.66%	3.34%	0.32%
Accrued Interest Earnings	\$ 263,216	\$ 228,620	\$ 34,596

There was a decrease of \$2.2 million in the portfolio balance at the end of this quarter compared to the previous quarter mainly due to the timing of cash receipts offset by expenses for Measure M, Bay Area Air Quality, Congestion Relief and Management, Express Lane and Smart Corridor. The higher quarterly interest rate resulted in higher interest earnings.

Historical cash flow trends are compared to current cash flow requirements on an ongoing basis to ensure that C/CAG's investment portfolio will remain sufficiently liquid to meet all reasonably anticipated operating requirements. As of December 31, 2023, the portfolio contains sufficient liquidity to meet the next six months of expected expenditures by C/CAG. All investments are in compliance with the Investment Policy. Attachment 2 shows a historical comparison of the portfolio for the past nine quarters.

The primary objective of the investment policy of C/CAG remains to be SAFETY OF PRINCIPAL. The permitted investments section of the investment policy also states:

Local Agency Investment Fund (LAIF) which is a State of California managed investment pool, and San Mateo County Investment pool, may be used up to the maximum permitted by California State Law. A review of the pool/fund is required when they are part of the list of authorized investments.

The Investment Advisory Committee has reviewed and approved the attached Investment Report.

Attachments

- 1 – Investment Portfolio Summary for the Quarter December 31, 2023
- 2 – Historical Summary of Investment Portfolio

CITY & COUNTY ASSOCIATION OF GOVERNMENTS

SUMMARY OF ALL INVESTMENTS
For Quarter Ending December 31, 2023

Category	Quarterly Interest Rate**	Historical Book Value	% of Portfolio	GASB 31 ADJ Market Value
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Liquid Investments:

Local Agency Investment Fund (LAIF)	3.81%	15,478,855	60%	15,378,910
San Mateo County Investment Pool (COPool)	3.44%	10,341,684	40%	10,211,068

Agency Securities

none

Total - Investments	3.66%	25,820,539	100%	25,589,978
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GRAND TOTAL OF PORTFOLIO	3.66%	\$ 25,820,539	100%	\$ 25,589,978
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Total Interest Earned This Quarter	263,216
Total Interest Earned (Loss) Fiscal Year-to-Date	491,836

Note: CCAG Board approved the following investment portfolio mix at its November 14, 2013 meeting:

LAIF - 50% to 70%

COPool - 30% to 50%

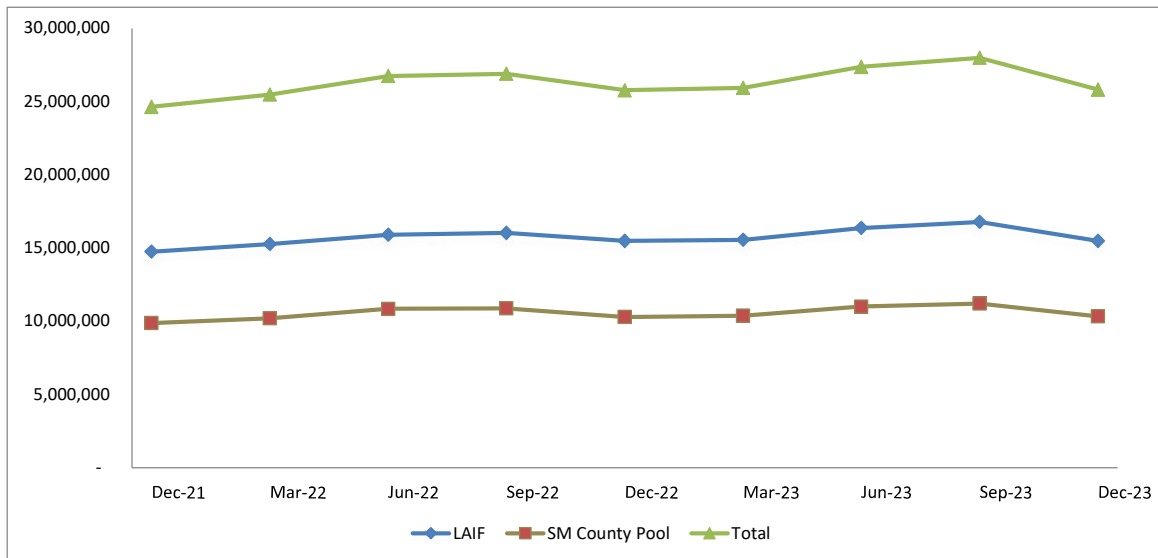
On December 2, 2020, the Finance Committee reviewed the investment portfolio and noted the increasing gap between the quarterly interest rate, net of administrative fees, of LAIF and the COPool, with LAIF lagging behind the COPool.

The Finance Committee recommended no change to the investment portfolio, but guided Staff to target LAIF investments to 60% allocation and increase COPool investments to 40% allocation dependent upon the changes of the interest rate.

*Difference in value between Historical Value and Market Value may be due to timing of purchase. Investments in the investment pools may have been purchased when interest rates were lower or higher than the end date of this report. As interest rates increase or decrease, the value of the investment pools will decrease or increase accordingly. However, interest rate fluctuations does not have any impact to CCAG's balance in the investment pools. The market values are presented as a reference only.

**Presented net of administrative fees

City and County Association of Governments
Historical Summary of Investment Portfolio
December 31, 2023



Note: The chart type has been changed from Column to Line after receiving feedback from CCAG's Finance Committee

City/County Association of Governments Investment Portfolio

	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23
LAIF	14,754,699	15,263,178	15,900,010	16,028,660	15,480,103	15,558,262	16,365,013	16,787,787	15,478,855
SM County Pool	9,881,668	10,203,262	10,849,975	10,877,624	10,288,794	10,384,089	10,997,275	11,204,132	10,341,684
Total	24,636,367	25,466,440	26,749,985	26,906,284	25,768,897	25,942,350	27,362,289	27,991,919	25,820,539

C/CAG AGENDA REPORT

Date: February 14, 2024

To: C/CAG Finance Committee

From: Sean Charpentier, Executive Director

Subject: Accept the C/CAG Single Audit Report for the Year Ended June 30, 2023

(For further information contact Sean Charpentier at scharpentier@smcgov.org)

RECOMMENDATION

That the Finance Committee accept the C/CAG Single Audit Report for the Year Ended June 30, 2023.

FISCAL IMPACT

None.

SOURCE OF FUNDS

Federal transportation funds.

BACKGROUND

An independent Single Audit Report was performed on C/CAG for the year ended June 30, 2023. The Single Audit is specifically for the federal funds received. A Single Audit is required when an agency received \$750,000 or more in federal grant. In fiscal year 2023, C/CAG expended a total of \$2,548,489 in federal funds.

The auditor provided an opinion affirming that C/CAG complied, in all material respects, with the specified compliance requirements that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023. The audit did not identify any deficiencies in internal control, or any significant deficiencies, or material weaknesses or instances of noncompliance material to the basic financial statements.

However, the auditor identified the following significant deficiency with subrecipient communication:

“Communication with the subrecipient includes the grant name and the total funds committed to the subrecipient, but does not disclose the portion that is federal funds, the federal awarding agency, or the assistance listing number and title.”

The relevant subrecipient agreement is the Safe Routes to School One Bay Area Grant Cycle 2 Agreement with the San Mateo County Office of Education (SMCOE).

Management's response is:

1. C/CAG has used the same language in the past agreements.
2. The language referenced the Federal funds.
3. To improve the communication on the nature of the federal funding and its associated requirements, C/CAG will ensure that future federal pass-through grant agreements include the following information and language:
 - a) The specific portion of funding that is federal funds, the Federal Awarding Agency, full funding amount and applicable Federal Project Number, listing number and title.
 - b) A portion of the funds included are federal funds, and the recipient is responsible for compliance with all relevant Federal requirements, including, but not limited to § 200.501 Audit requirements and 2 CFR § 200.332 Requirements for pass-through entities.

See page 10 of the audit for more details.

In addition to using the above language in future subrecipient agreements, C/CAG will include the above language in an amendment to the current Fiscal Year subrecipient agreement with the SMCOE.

EQUITY IMPACTS AND CONSIDERATIONS

This item is necessary for the administration/operations of C/CAG.

ATTACHMENT

1. Single Audit Report for Year Ended June 30, 2023 (*Attached as well as available on the C/CAG website (See "Additional Agenda Materials") at:*
<http://ccag.ca.gov/committees/finance-committee/>)

**City/County Association of
Governments of
San Mateo County**

Redwood City, California

Single Audit Report

For the year ended June 30, 2023

**City/County Association of Governments of
San Mateo County
Single Audit Report
For the year ended June 30, 2023**

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**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Independent Auditor's Report

To the Governing Board of the City/County Association of
Governments of San Mateo County
Redwood City, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City/County Association of Governments of San Mateo County (C/CAG), as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise C/CAG's basic financial statements and have issued our report thereon dated November 14, 2023.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered C/CAG's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of C/CAG's internal control. Accordingly, we do not express an opinion on the effectiveness of C/CAG's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

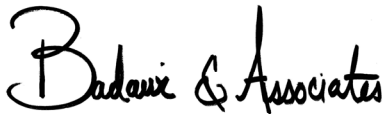
To the Governing Board of the City/County Association of
Governments of San Mateo County
Redwood City, California
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Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether C/CAG's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statement. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Badawi & Associates". The signature is stylized, with a large, looped "B" at the beginning.

Badawi & Associates, CPAs
Berkeley, California
November 14, 2023



**REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM
AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE
AND ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

Independent Auditor's Report

To the Honorable Director and Members of the Board
of the City/County Association of Governments of San Mateo County
Redwood City, California

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the City/County Association of Governments of San Mateo County (C/CAG)'s compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of C/CAG's major federal programs for the year ended June 30, 2023. C/CAG's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, C/CAG complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of C/CAG and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of CCAG's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to CCAG's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the City's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, Government Auditing Standards, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about C/CAG's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, Government Auditing Standards, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding C/CAG's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of C/CAG's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of C/CAG's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Other Matters

The results of our auditing procedures disclosed instances of noncompliance which are required to be reported in accordance with the Uniform Guidance and which are described in the accompanying schedule of findings and questioned costs as item 2023-001. Our opinion on each major federal program is not modified with respect to these matters.

Government Auditing Standards requires the auditor to perform limited procedures on C/CAG's response to the noncompliance findings identified in our compliance audit described in the accompanying schedule of findings and questioned costs. C/CAG's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control over Compliance

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance and therefore, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified. However, as discussed below, we did identify a certain deficiency in internal control over compliance that we consider to be a significant deficiency.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiency in internal control over compliance described in the accompanying schedule of findings and questioned costs as item 2023-001 to be a significant deficiency.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed. *Government Auditing Standards* requires the auditor to perform limited procedures on C/CAG's response to the internal control over compliance findings identified in our compliance audit described in the accompanying schedule of findings and questioned costs. C/CAG's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

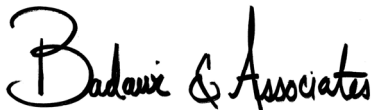
The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of C/CAG, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise C/CAG's basic financial statements. We issued our report thereon dated November 14, 2023, which contained unmodified opinions on those financial statements. Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used

To the Honorable Director and Members of the Board of Directors
of the City/County Association of Governments of San Mateo County
Redwood City, California
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to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

A handwritten signature in black ink that reads "Badawi & Associates". The signature is written in a cursive, flowing style.

Badawi & Associates, CPAs
Berkeley, California
January 29, 2024, except for the Schedule of Expenditures
of Federal Awards, which is as of November 14, 2023

City/County Association of Governments of San Mateo County

Schedule of Expenditures of Federal Awards

For the year ended June 30, 2023

Federal Grantor/Pass-Through Grantor Program Title	Assistance Listing Number	Agency or Pass-Through Number	Federal Expenditures	Payment to Subrecipient
<u>U.S. Department of Transportation</u>				
<i>Passed through California Department of Transportation</i>				
Highway Planning and Construction	20.205	CLMNI 6419(027)	\$ 552,803	\$ 552,803
<i>Passed through Metropolitan Transportation Commission</i>				
Highway Planning and Construction	20.205	STPL-6084(206)	191,915	-
Highway Planning and Construction	20.205	STPLNI-6084(284)	1,803,771	-
Total U.S. Department of Transportation			<u>2,548,489</u>	<u>552,803</u>
Total Federal Expenditures			<u><u>\$ 2,548,489</u></u>	<u><u>\$ 552,803</u></u>

**City/County Association of Governments of
San Mateo County**
Notes to the Schedule of Expenditures of Federal Awards
For the year ended June 30, 2023

A. Reporting Entity

The Schedule of Expenditure of Federal Awards (the Schedule) includes expenditures of federal awards for the City/County of Governments of San Mateo County, California.

B. Summary of Significant Accounting Policies

Basis of accounting refers to *when* revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements, regardless of the measurement focus applied. All governmental funds are accounted for using the modified accrual basis of accounting. Expenditures of Federal Awards reported on the Schedule are recognized when incurred.

C. Pass-Through Entities' Identifying Number

When federal awards were received from a pass-through entity, the Schedule shows, if available, the identifying number assigned by the pass-through entity. When no identifying number is shown, C/CAG determined that no identifying number is assigned for the program or C/CAG was unable to obtain an identifying number from the pass-through entity.

D. Indirect Costs

C/CAG has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

**City/County Association of Governments of
San Mateo County**
Schedule of Findings and Questioned Costs
For the year ended June 30, 2023

Section I – Summary of Auditor’s Results

Financial Statements

Types of auditors’ report issued on whether financial statements audited were prepared in accordance with GAAP: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? No
- Significant deficiency(ies) identified? None noted

Any noncompliance material to the financial statements noted? No

Federal Awards

Internal control over major programs:

- Material weakness(es) identified? No
- Significant deficiency(ies) identified? Yes

Type of auditor’s report issued on compliance for major programs Unmodified

Any audit findings disclosed that are required to be reported in accordance with section 200.516(a)? Yes

Identification of major programs:

Assistance Listing Number(s)	Name of Federal Program or Cluster	Expenditures
20.205	Highway Planning and Construction	\$ 2,548,489
	Total Expenditures of All Major Federal Programs	\$ 2,548,489
	Total Expenditures of Federal Awards	\$ 2,548,489
	Percentage of Total Expenditures of Federal Awards	100.0%

Dollar threshold used to distinguish between type A and type B program \$750,000

Auditee qualified as low-risk auditee under section 200.520? No

**City/County Association of Governments of
San Mateo County
Schedule of Findings and Questioned Costs
For the year ended June 30, 2023**

Section II – Current Year Findings

A. Financial Statement Audit

No current year financial statement audit findings.

B. Federal Award Program Audit

2023-001: Subrecipient Communication (Significant Deficiency)

Criteria:

Per 2 CFR § 200.332(a)(1), all pass-through entities must ensure that every subaward is clearly identified to the subrecipient as a subaward and include federal award identifying information such as the total amount of federal funds committed to the subrecipient by the pass-through entity, name of the federal awarding agency, and assistance listing number and title.

Condition:

Communication with the subrecipient includes the grant name and total funds committed to the subrecipient, but it does not disclose the portion that is federal funds, the federal awarding agency, or the assistance listing number and title.

Cause:

Grant agreements with the subrecipient have not historically included this information and templates were used from prior years to prepare the latest agreements.

Effect:

The subrecipient was not aware that their award included federal funds, and so did not include it on their Schedule of Expenditures of Federal Awards.

Management's Response:

The identified deficiency relates to the Safe Routes to School (SRTS) funds (OBAG 3 funds) passed through via agreement with the San Mateo County Office of Education (SMCOE). As noted by the auditor, the agreement describes the funding source with the same language previously used in prior grant agreements. Specifically, on page 26, the existing grant agreement states: "C/CAG and SMCOE have a joint interest in ensuring that schools and community agencies effectively implement programs that enable them to use the Federal Surface Transportation Program and Congestion Mitigation & Air Quality Improvement (STP/CMAQ) Program funds productively on behalf of students and the community."

**City/County Association of Governments of
San Mateo County
Schedule of Findings and Questioned Costs
For the year ended June 30, 2023**

Section II - Current Year Findings, Continued

B. Federal Award Program Audit, Continued

2023-001: Subrecipient Communication (Significant Deficiency), Continued

To improve the communication of the nature of the federal funding and associated requirements, C/CAG will ensure that future federal pass-through grant agreements include the following information and language:

1. The specific portion of funding that is federal funds, the Federal Awarding Agency, full funding amount and applicable Federal Project Number, listing number and title.
2. A portion of the funds included are federal funds, and the recipient is responsible for compliance with all relevant Federal requirements, including, but not limited to § 200.501 Audit requirements and 2 CFR § 200.332 Requirements for pass-through entities.

**City/County Association of Governments of
San Mateo County**
Schedule of Findings and Questioned Costs
For the year ended June 30, 2023

Section II - Prior Year Findings

A. Financial Statement Audit

No prior year financial statement audit findings.

B. Federal Award Program Audit

No prior year federal award program audit findings.

C/CAG AGENDA REPORT

Date: February 14, 2024

To: Finance Committee

From: Sean Charpentier, Executive Director

Subject: Receive the draft 2024 and 2025 C/CAG Agency Work Plan

(For further information, contact Sean Charpentier at scharpentier@smcgov.org)

RECOMMENDATION

That the Finance Committee receives the draft 2024 and 2025 C/CAG agency work plan.

FISCAL IMPACT

None.

SOURCE OF FUNDS

N/A

BACKGROUND

C/CAG is a multi-faceted JPA that serves multiple Countywide functions. C/CAG has a team of 12 staff members. C/CAG's goals are to improve mobility, the environment, equity, and the quality of life in San Mateo County.

Key functions include:

- a) Serving as the County Transportation Agency and Congestion Management Agency, allocating local, State, and Federal Transportation Funding, managing several Countywide Transportation Plans; and supporting member agencies with projects and funding timelines. Manage multiple transportation programs like Safe Routes to School, the Micromobility (bike and scooter-share) Program and the Smart Corridor system. Support the Express Lane JPA. Co-sponsoring with the SMTCA on transportation projects of countywide significance.
- b) Leading Countywide effort with all jurisdictions for compliance with the Regional Storm Water Permit, including major long term multi-million dollar contract to support our efforts. Supporting countywide efforts for regional stormwater projects and well as smaller more local green infrastructure projects.
- c) Managing the Countywide TDM policy, the Airport Land Use Commission, and 21-Element.
- d) Leading and supporting Countywide energy efficiency efforts, including San Mateo County

Energy Watch and the Regionally Integrated Climate Action Planning Solutions program.

- e) Support C/CAG Board and 9 Standing Committees with 146 seats, including 76 seats reserved for elected officials and a total of 98 regularly scheduled Brown Act meetings each year.

Structure of the Workplan:

The work plan shows the progression of work over eight quarters, through the end of the 2025 calendar year. The work plan is color coded with the following denotations.

1. Yellow- Major work categories within the Agency.
2. Light Blue- These activities are required by Statute, or Role, or Ownership, thus constituting high priority tasks for the Agency. These are activities that are required by the C/CAG JPA or compliance with local, regional, or state regulations or statute. This also includes general management and operational activities. For example, C/CAG has to serve as the Airport Land Use Commission (ALUC), prepare the biannual Congestion Management Plan, manage the Regional Stormwater Permit, and maintain C/CAG owned components of the C/CAG Smart Corridor system.
3. Green- Discretionary Actions Necessary to Accomplish C/CAG's Mission/Goals. These are activities that are not required by our JPA or Statute, but are necessary to achieve our mission and goals. C/CAG has traditionally played a leadership role in creating or supporting solutions for problems that require coordinated Countywide responses, such as Commute.org; OneShoreline; and the San Mateo County Express Lanes. For example, although the Equity Assessment and the bike and scooter-share Program are not required by Statute, they are essential to achieving our mobility goals and improving equity.
4. Orange: Discretionary Actions Not Yet Started: These are anticipated activities that have not yet started.

Major 2023 Organizational Accomplishments and 2024 Goals:

Major accomplishments in 2023 include:

1. Completion of the C/CAG Equity Assessment, Framework and Action Plan.
2. Began operation of the express lanes between I-380 and Whipple Ave.
3. Updated the C/CAG Congestion Relief Plan for a new reauthorization covering FY24-FY27.
4. Completion of the design for both the 92/101 Area Improvements and the Northern Cities Smart Corridor project.
5. Initiated the planning of launching two shared bike and scooter-share pilots in the county (Daly City/Colma/Broadmoor and Redwood City/North Fair Oaks).
6. Completed the update of the 2023 Congestion Management Plan.
7. Finished the biennial State Transportation Improvement Program (STIP) Update allocating \$37m to 92/101, Manor Drive, and the Managed Lanes North of I-380.
8. Secured \$2.4M in member directed funding for the San Bruno Regional Multi-Benefit Stormwater capture Project.
9. Distributed nearly 300 rain barrels across the county.
10. Continued dialogue with San Mateo permittees on countywide/support for local stormwater fee

initiatives including balloted and non-balloted options.

11. Initiated development of a VMT/GHG Model Mitigation Program.

A Draft 2024/2025 Workplan is included as Attachment 1. The major initiatives and topics are noted below, denoted by the row number that is highlighted in red on Attachment 1.

Major new or updated initiatives for 2024 include:

1. #8- Develop C/CAG's first Strategic Plan.
2. #6-Begin implementing action items identified in the Equity Assessment, Framework and Action Plan.
3. #29-Conduct planning of a 3.7 mile of buffered bike lane on El Camino Real in Burlingame and Millbrae.
4. #28-Complete the Countywide Local Roads and Streets Safety Plan.
5. #30-Complete the VMT/GHG Mitigation Plan and Program development.
6. #45 & #46-Provide funding to Lifeline Transportation (\$4.5m) and Transportation Development Act (TDA) Article 3 (\$2.3m) program applicants.
7. Various capital improvement projects can be seen below:
 - a) #51-Begin construction of the Northern Cities Smart Corridor project.
 - b) #50-Complete construction of the South San Francisco Smart Corridor project.
 - c) #56-Initiate construction of the 92/101 Area Improvements, estimated \$44m. .
 - d) #52-Managed Lane North of I-380: Continue progress on Project Approval/Environmental Document (PA/ED).
8. #17 & #18- Submit a \$50M+ NOAA grant application to implement the San Mateo County OneWatershed Climate Resilience Infrastructure program; and seek funding for school yard greening efforts.
9. #22-Explore the funding and development of a Carbon Neutrality Plan to accomplish California's Carbon Neutrality goal.
10. #26 & #31- Initiate planning efforts to update the Countywide Bicycle and Pedestrian Plan and the County Transportation Plan (CTP).
11. #61 & #63-Express Lane activities include completing an Organization Assessment and designing and implementing the next phase of the Community Benefit Program (equity program).

There are several items that are currently being refined and will likely evolve over the next few months.

1. #27. Dumbarton Corridor Feasibility Study and Plan- Staff and project partners are re - evaluating the scope of this project given current traffic trends and existing and future planning efforts within this geography.
2. #44. USDOT Safe Streets for All Grant and Program- Staff are exploring the possibility of applying for \$10m+ in US DOT Safe Streets for All funds to fund the priority roadway safety improvements in all or a subset of all cities in the County.

Analysis:

This is a draft Workplan. In the last few years, the Agency has seen a significant increase in transportation funding and funding for other C/CAG program areas. Staff have been opportunistically

and aggressively pursuing these funding sources. To date, C/CAG's staffing has not increased to reflect the increased workload. Timely implementation of this work plan will require additional C/CAG staffing resources.

Staff will continue to refine it based on input from the C/CAG Board and as needs arise.

EQUITY IMPACTS AND CONSIDERATIONS

This item is necessary for the administration/operations of C/CAG.

ATTACHMENT

1. Draft 2024 and 2025 C/CAG Workplan

C/CAG Draft 2 YR workplan

ATTACHMENT 1

Color CODING KEY

Key Categories

Required Activities By Statute or Role or Ownership

Discretionary Actions Necessary to accomplish C/CAG's Mission/Goals

Discretionary Actions Not Yet Started

				2024				2025			
				1Qtr	2Qtr	3Qtr	4Qtr	1Qtr	2Qtr	3Qtr	4Qtr
Agency wide efforts			Partner Orgs								
1	Measure M Management (General)	Manage Measure M (\$10 Vehicle License Fee) including planning, admin, and annual formula distributions.	All 21- Jurisdictions, SamTrans, County Office of Education	X	X	X	X	X	X	X	X
2	General Financial/Organizational Tasks (contracts, HR, CALPERs, financial management, Audits, Finance Committee Investment policies)			X	X	X	X	X	X	X	X
3	Oversight, management and participation in Committees (CMEQ, TAC, BPAC, AAC, Stormwater, Finance)	C/CAG has 9 standing committees, including ALUC, with approximately 75 regular scheduled Brown Act meetings each year.		X	X	X	X	X	X	X	X
4	Airport Land Use Commission Activities and Committee (ALUC)	ALUC Meetings, project review, and ALUCP Management.		X	X	X	X	X	X	X	X
5	21- Elements support	C/CAG is a major partner in supporting 21 Elements efforts.	SMC Dept Housing, all 21- jurisdictions	X	X	X	X	X	X	X	X
6	C/CAG Equity Action Plan Implementation	Implementation of action items identified in the Equity Plan		X	X	X	X	X	X	X	X
7	State and Federal Advocacy Program	State advocacy (Shaw Yoder Antwih Schmelzer & Lange) for tracking and commenting on legislation and pursuing funding; & Federal Funding advocacy (Ken Brown & Associates) Schedule DC and Sacramento legislative visits.		X	X	X	X	X	X	X	X
8	C/CAG Strategic Plan Development	Develop a vision statement, strategic priorities, and a project list		X	X	X	X				
9	C/CAG Update Website	TBD	N/A								
10	Create Handbook of C/CAG Committees	TBD									
Stormwater Program			Partner Orgs								
11	Regional Water Board MRP Compliance	Managing Regional Stormwater Permit for all permittees (22) in San Mateo County, including 5 Year contract with EOA and coordinating annual compliance.	Water Quality Control Board, all 21 Jurisdictions	X	X	X	X	X	X	X	X
12	Multi Benefit Regional Projects	Continue to support Orange Memorial Park project in SSF; Implement recent \$2.4m Federal Earmark for project in San Bruno and initiate planning for NOAA grant to fund full project design/permitting/construction; support project development and funding options for Red Morton Park in Redwood City and Twin Pines project in Belmont. Evaluate future regional projects.	San Bruno, Belmont, Redwood City, Caltrans and 22 Stormwater Permittees	X	X	X	X	X	X	X	X
13	Advancing OneWatershed San Mateo County Efforts	Advance OneWatershed Framework Project with Geosyntec and countywide partners; develop concept plan for new OneWatershed Pilot Project in San Bruno Creek Watershed;	OneShoreline, BAWSCA, Climate Resilient Communities, San Bruno, County of San Mateo, South San Francisco	X	X	X	X	X	X	X	X
14	Phase II Green Infrastructure Tracking & Mapping Tool	Advance GI Tracking and Mapping Tool to support new MRP requirements for asset management, trash control mapping and GSI implementation	C/CAG member agencies	X	X	X	X	X			
15	Pilot Bulk Rain Barrel Rebates	Annual project to distribute approximately 800+ rain barrels. See press release and coverage in Agenda #9 Communications.	BAWSCA and RainWater Solutions, plus C/CAG member agencies	X	X	X	X	X	X	X	X

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			2024				2025			
			1Qtr	2Qtr	3Qtr	4Qtr	1Qtr	2Qtr	3Qtr	4Qtr
16	Exploration of Stormwater Funding/Financing	Continue to explore funding and financing options for long-term stormwater revenue;								
17	\$50m+ NOAA Grant for One Watershed and Sustainable Streets	Apply for \$50m+ NOAA Grant for OneWatershed Projects in San Bruno and throughout San Mateo County;(San Bruno Regional Project and pilot OneWatershed Project in San Bruno Creek Watershed, Sustainable Streets Projects (Daly City, Colma, East Palo Alto), Pescadero Creek Flood Plain Restoration, Work Force Development, and Programmatic Enhancements for Regional Collaborative Program) implement if successful.	OneWatershed Partners, plus SFEI, Association of Ramaytush Ohlone, San Mateo Resource Conservation District, ReEscape CA, EnviroCert, San Jose Conservation Corps, Green Schoolyards America	X	X	X	X	X	X	X
18	Scaling Schoolyard Greening Efforts (State and Federal earmark attempt)	Support advanced design work for three sites in San Carlos School District following Resilient San Carlos Schoolyards project and additional schoolyard greening planning work at 10 additional school sites throughout the county if successful with funding request.	San Mateo County Office of Education					X	X	X
	Energy and Climate Program		Partner Orgs							
19	San Mateo County Energy Watch (SMCEW)		OOS	X	X	X	X	X	X	X
20	Climate Action Planning (RICAPS)			X	X	X	X	X	X	X
21	Laundry to Landscape Program	Potential Earmark		X	X	X	X	X	X	X
22	Carbon Neutrality Plan	Potential Earmark			X	X	X	X		
	Transportation Plans/Studies C/CAG LEAD		Partner Orgs							
23	Community Based Transportation Plans - San Bruno/SSF	MTC required transportation plans for Equity Priority Communities. Initiate update of San Bruno/SSFplan w/completion est. end of 2025	MTC, San Bruno, SSF	X	X	X	X	X	X	X
24	Congestion Management Plan Biannual Update	Required update of Congestion Management Plan every two years to monitor traffic on CMP Network and Companion Network.	All 21 Jurisdictions					X	X	X
25	MTC RTP PBA 2050 Update	Every 4 years MTC must update its RTP Plan Bay Area. This update is intended to be a "focused" update. RTP is a 30 year plan that identifies over \$5.1 billion in San Mateo County projects.	All 21 Jurisdictions, SMCTA, SamTrans	X	X	X	X	X	X	X
26	County Transportation Plan Update (CTP)	Countywide update to the Countywide Transportation Plan. Required by MTC to connect Countywide efforts to the RTP PBA.	SMCTA, 21 Jurisdictions	X	X	X	X	X	X	X
27	Dumbarton Corridor Feasibility Study and Plan (Pre PID)	Study to identify alternatives to connect the Dumbarton Bridge to the Highway 101 Express Lanes. Roadway and ATP only. Alternatives will then be studied in greater detail in a PID. \$500k	East Palo Alto, Menlo Park, SamTrans, SMCTA	X	X	X	X	X		
28	Local Roadway Safety Plan	Countywide Local Roadway Safety Plan will identify safety improvement in Cities to reduce severe injury and fatal collisions on local roadways and ensure jurisdictions are eligible for certain types of MTC funding as well as making the County more competitive for certain types of Federal	All 21 Jurisdictions	X	X					
29	Planning Buffered Bike Lane El Camino Real San Bruno/Millbrae	Planning and design for 3.7 mile of buffered bike lane along ECR in San Bruno and Millbrae. Funded with \$760k budget request from then Asm. Mullin.	San Bruno, Millbrae, SMCTA	X	X	X	X	X		

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30	VMT/GHG Mitigation Plan and Program	Planning for a GHG/VMT Mitigation Program. Funded by Caltrans Planning Grant. \$670k. Recruiting consultant now.	Caltrans	X	X	X	X	X		
31	Countywide Comprehensive Bike and Pedestrian Plan	Update to the 2021 Comprehensive Bike and Ped Plan. Will identify and prioritize bicycle and pedestrian projects, update the equity focus areas, and include e-bike strategies, sidewalk inventories, and an update to the equity focus areas. Will submit applications for Caltrans planning grant, RAISE Planning Grant, and Earmarks.	All 21 jurisdictions, SMCTA				X	X	X	X
32	Countywide Adaptive Traffic Signal Synchronization Plan and Implementation	Identify key corridors and routes to implement adaptive signal timing; prioritize signal timing for transit vehicles and emergency vehicles; install bicycle detection software; and leverage technology to better control and manage traffic flow. May seek federal earmark funding.	All 21 jurisdictions, SamTrans						X	X
	Transportation Plans/Studies C/CAG Supporting Role		Partner Orgs							
33	Countywide Autonomous Vehicle Strategic Plan (SMCTA)	Identify the current state of AV in San Mateo County, establish a shared-vision for AV deployment, identify opportunities and challenges for AV deployment in the county, and to develop an AV action plan with prioritized next steps that align with potential funding availability.	SMCTA	X	X	X				
34	Implementation of pilot projects identified in the Autonomous Vehicle Plan	Implement pilot projects identified in the Autonomous Vehicle Strategic Plan	SMCTA				X	X	X	X
35	US 101 Multimodal Strategy (SMCTA)	Develop a strategy and conduct outreach to create a multimodal package of projects to be added to or bundled with and complement the existing highway projects.	SMCTA	X	X	X				
	Transportation Programs		Partner Orgs							
36	Ongoing STIP, RTIP, MEASURE M, OBAG, Federal Project Delivery, and other required admin activities	Assist cities with regional, state, and Federal Funding. Currently assisting member agencies with the delivery of approx. \$195m in funding throughout the County	All 21 jurisdictions, SMCTA	X	X	X	X	X	X	X
37	Safe Routes To School Program	The (SRTS) Program is a collaborative effort between (C/CAG and the San Mateo County Office of Education (SMCOE). The program encourages and enables school children to walk and bicycle to school by implementing projects and activities that improve the health, well-being, and safety of children, resulting in less traffic congestion and vehicle emissions caused by school-related travel.	County Office of Education, school districts	X	X	X	X	X	X	X
38	TDM Policy Management	C/CAG's Countywide TDM policy is used by a majority of the Cities.	All 21 jurisdictions	X	X	X	X	X	X	X
39	Shuttle Program	C/CAG supports shuttle investment.	SMCTA, Commute.org, Menlo Park	X	X	X	X	X	X	X
40	Regional Support and Advocacy at MTC/ABAG and Caltrans for regional priorities.	Coordinate with multiple staff level committees, brief MTC Commissioners on relevant issues, support member agency <u>roadway, multimodal, and grade separation applications.</u>	All 21 jurisdictions	X	X	X	X	X	X	X
41	Transportation Fund for Clean Air County Program Manager Fund Management	C/CAG distributes Air District funds to qualifying projects that reduce air pollution, greenhouse gas emissions, and traffic congestion by improving transportation options.	BAAQMD, Commute.org	X	X	X	X	X	X	X
42	Big Data (StreetLight Data) Services	C/CAG manages a joint countywide subscription to StreetLight Data, allowing users to access big data to perform robust transportation analytics.	All 21 jurisdictions	x	x	x				

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43	Micromobility (Bikeshare/Scooter share) Program Implementation	C/CAG Board adopted the Shared Micromobility Feasibility Study and Implementation Plan in December 2022. C/CAG has formed a Governance Working Group of participating pilot jurisdictions to finalize the program guidelines and procure vendor to launch the pilot. C/CAG is also developing a Community Outreach Plan to gain input from the community on station locations and an equity program. Pilot is anticipated to be operational in late 2024.	MTC, Daly City, Colma, SMC, Redwood City	X	X	X	X	X	X	X
44	USDOT Safe Streets for All Grant and Program (Placeholder)	Explore applying for Safe Streets for All Grant and Program for top 10 priority bike and pedestrian safety projects in each jurisdiction throughout County (Based on Local Streets and Roads Safety Plan) in 2024 and implementing if successful	All 21 jurisdictions	X	X	X	X	X	X	X
	Calls For Projects/Funding		Partner Orgs							
45	Lifeline STA County Block Call For Projects	Issue CFP In Q2 FY 23/24; The Lifeline Transportation Program is designed to help low-income residents by funding transportation projects that will improve their mobility options.	All 21 Jurisdictions; CBOs; SamTrans	X	X					
46	TDA Article 3	Provide planning and capital funding for active transportation projects. Will facilitate FY24-25 Call for Projects in beginning 2023 Q4.	All 21 Jurisdictions; CBOs; MTC	X	X	X	X			
47	Measure M Countywide Transportation Innovative Grant Program	A new Countywide Competitive Pilot Program dedicated to fund nimble Senior Mobility, ITS/Smart Corridor, Safe Routes to School, and Stormwater Management projects.	Measure M Funded Program Managers			X	X	X	X	
48	2026 STIP Update	Required update for County Formula Share STIP Funds.	SMCTA, Caltrans					X	X	X
	Smart Corridor Projects (C/CAG Lead)		Partner Orgs							
49	Smart Corridor Ongoing Maintenance	Maintenance for fixtures and of Fiber optic line that currently spans from East Palo Alto to San Bruno.	11 existing Smart Corridor jurisdictions; Caltrans	X	X	X	X	X	X	X
50	Smart Corridor SSF Construction	Support construction of Smart Corridor in SSF, including providing funding. Construction cost estimated at \$8.5M and anticipate completion by end of 2023.	SSF	X	X	X	X			
51	Smart Corridor Constuction Daly City/Colma	Support construction of Smart Corridor in Brisbane, Daly City, and Colma, including providing funding. Construction cost estimated at \$12.6M and anticipate construction advertisement in summer 2023.	Daly City & Colma, Caltrans	X	X	X	X	X	X	X
52	Smart Corridor Constuction Brisbane	Support construction of Smart Corridor in Brisbane, Daly City, and Colma, including providing funding. Construction cost estimated at \$12.6M and anticipate construction advertisement in summer 2023.	Brisbane, Caltrans	X	X	X	X	X	X	X
	Managed Lane North of I 380 (Co-Sponsor with SMCTA)		Partner Orgs							
52	PAED (Planning)	Project would extend the managed lanes north of I 380 to the SM/SF county line and close the remaining gap in SMC along 101. Total Project Cost Estimated at \$315.5M (Construction estimated at \$272.2M)	SMCTA, Caltrans	X	X	X	X	X		
53	PSE (Design)						X	X	X	X
54	Construction									
	92/101 Multi Modal Area Improvements (Co-Sponsor with SMCTA)		Partner Orgs							

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55	PSE (Design)	Project would improve 92/101 Interchange at 4 locations, construction buffered bike lane along Fashion Island Blvd, and a mobility hub interchange. Construction Cost Est \$51M (\$44M for Highway Construction and \$7M for Multi-modal Component).	SMCTA, Caltrans, Foster City, City of San Mateo	X							
56	Construction				X	X	X	X	X	X	X
	92/101 Direct Connector (Co-Sponsor with SMCTA)		Partner Orgs								
57	PAED (Planning)	Project is analyzing options to provide a direct connector between Hwy 92 and the Hwy 101 express lanes to encourage transit and HOVs. Total Proj Cost Est \$195.3M - Construction cost est is \$165M	SMCTA, Caltrans, Foster City, City of San Mateo	X	X	X	X	X	X	X	X
58	PSE (Design)										
59	Construction										
	San Mateo County Express Lane JPA (101 Express Lanes)		Partner Orgs								
60	FY Budget Preparation	Prepare program budget.	SMCEL-JPA	X	X			X	X		
61	Equity Program Oversight	Oversee equity program with Samaritan House that distributes \$100 Clipper Cards or \$100 FasTrak Transponders. Explore evaluation of program including increasing the amount to \$200, adding online enrollment, and transitioning to a mobility wallet.	SMCEL-JPA	X	X	X	X	X	X	X	X
62	Expenditure Plan	State Required expenditure plan before any net revenue is expended.	SMCEL-JPA	X	X	X	X	X			
63	Organizational Assessment	Founding JPA requires an organizational assessment regarding the administrative structure of the organization.	SMCEL-JPA	X	X	X	X	X	X		
64	Express Lane Program Operation	Manage the express lane program operation from I-380 to San Mateo County/Santa Clara County line.	SMCEL-JPA	X	X	X	X	X	X	X	X
65	Ongoing management of Express Lanes Asset Database	Develop a database that enables strategic and systematic process of maintain, upgrading and expanding assets to support Express Lane operation. Designed to focus on resource allocation and planning.	SMCEL-JPA	X	X	X	X	X	X	X	X