



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Department of Public Works



**Date:** April 20, 2012  
**Board Meeting Date:** May 8, 2012  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** James C. Porter, Director of Public Works  
**Subject:** Agreement to Provide Additional Staff Services to the City/County Association of Governments

**RECOMMENDATION:**

Adopt a Resolution authorizing:

- A) The President of the Board of Supervisors to execute an Agreement with the City/County Association of Governments for the provision of staff services; and
- B) The Director of Public Works to execute subsequent amendments and minor modifications in the types of services and payment arrangements provided under the Agreement.

**BACKGROUND:**

City/County Association of Governments (C/CAG) is a joint powers agency consisting of the twenty cities within the County and the County of San Mateo, which collectively acts as the Countywide Congestion Management Agency. Its member agencies determined that C/CAG should be staffed by an Executive Director and an Administrative Assistant only. All other staffing needs are met through arrangements for staff support from member agencies, or contracts for specific technical services. The Department of Public Works (Department) has been providing additional staff and administrative services since 2001.

C/CAG included funding in its FY 2011/12 budget for additional staff services to assist with the delivery of programs, projects, and other activities as determined by the C/CAG Executive Director.

**DISCUSSION:**

The C/CAG Board of Directors, during its consideration of C/CAG's FY 2001-02 budget, decided to continue and expand its role in assisting its member agencies in securing

and obligating federal and state funds for transportation projects, and ensuring that these projects are delivered in a timely manner to avoid the loss of the federal and state funds. C/CAG's Board also determined that additional staff support would be needed to help its member agencies with federal and state grants as the grant processes were becoming more complex with each funding cycle.

C/CAG has requested that the Department continue to provide staff services and the Department is willing to do so. If the proposed agreement is approved, the Department will continue to retain employees in unclassified positions that will be fully reimbursed by C/CAG. The proposed agreement is perpetual unless terminated in writing by either party. It is our understanding that C/CAG's Board of Directors will consider the proposed agreement at their May 10, 2012 regular meeting.

County Counsel has reviewed and approved the Resolution and Agreement as to form.

Approval of this action will contribute to the Shared Vision 2025 outcome of a Collaborative Community by implementing regional congestion relief measures and furthering the County's commitment to reduce greenhouse gas emissions.

**FISCAL IMPACT:**

The cost of providing C/CAG with five additional staff is \$1,159,376 in FY 2011-12. C/CAG will pay the actual cost, including overhead, for the Department to provide these services.

There is no impact to the General Fund.