



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Rosalynn Hughey

**SUBJECT:** SEE BELOW

**DATE:** May 28, 2019

Approved

Date

6-6-19

**SUBJECT: ACTIONS RELATED TO THE AGREEMENT WITH METROPOLITAN  
TRANSPORTATION COMMISSION FOR PROCEDURAL PROCESSING  
GRANTS**

## RECOMMENDATION

Adopt a resolution authorizing the City Manager or designee to negotiate and execute amendments or supplements to the Master Funding Agreement with the Metropolitan Transportation Commission to no more than \$1,000,000 total expenditure by the City of San Jose for each project, require that the City expenditures have been budgeted and appropriated for the project specified in the supplement and/or amendment, require review and approval with the Risk Manager and City Attorney if a change is made in the insurance or liability related provisions of the Master Funding Agreement, and authorize the City Manager or designee to act as the authorized agent to accept grant funds for City departments and divisions.

## OUTCOME

Approval of the resolution would allow the City Manager or designee to execute and negotiate amendments or supplements to the Master Funding Agreement with the Metropolitan Transportation Commission (MTC) to the current MTC Master Funding Agreement, on behalf of the City Council, for MTC grant-funded projects for the period of December 1, 2018 to November 30, 2028. Approval of the resolution for the MTC Master Funding Agreement does not result in the acceptance of funding for a specific grant-funded project, but rather is a procedural change which allows the City Manager or designee to approve future amendments or supplemental agreements to the Master Funding Agreement as the authorized agent who is allowed to accept funding for City departments or divisions which were awarded grant funds from MTC.

## **BACKGROUND**

Effective December 1, 2018, the City of San José entered into a Master Funding Agreement with MTC which provides a streamlined procedure for the acceptance of grant funds through the execution of amendments and/or supplemental agreements by removing the need to obtain City Council approval for each awarded grant. The Master Funding Agreement does not outline the specific monetary values associated with each project and does not provide the monetary amount awarded from MTC to the City of San José.

## **ANALYSIS**

Approval of the resolution would allow the City Manager or designee to execute and negotiate amendments and/or supplements to the Master Funding Agreement with MTC, on behalf of the City Council, for MTC grant-funded projects during the period of December 1, 2018 to November 30, 2028. Approval of the Master Funding Agreement does not result in the acceptance of funding for a specific grant-funded project. This Master Funding Agreement streamlines the internal City process by removing the requirement for every amendment and/or supplement to be approved by the City Council. Instead, City departments and divisions secure grant funds, gain approval from the City Manager or designee for use of said funds, and quickly proceed to the Request for Proposals (RFP) process to hire the consultants needed for a given City department or division process. Through the RFP process, the City department or division reviews consultant proposals responding to the City's bid opportunity, and then selects the most competitive, well-suited consultant firm to partner with to commence and complete the grant-funded project.

## **EVALUATION AND FOLLOW UP**

During the Master Funding Agreement term of December 1, 2018 to November 30, 2028, City departments or divisions will execute amendments and/or supplements to the Master Funding Agreement, as required, to commence and complete MTC grant-funded projects. Staff would return to the City Council to approve a new Master Funding Agreement after the term expiration.

## **PUBLIC OUTREACH**

No public outreach was conducted because the Master Funding Agreement is an adjustment to the City's internal administrative procedure for accepting grant funds from the MTC on behalf of City departments or divisions.

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**Subject: Metropolitan Transportation Commission Master Funding Agreement**

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**COORDINATION**

This memorandum has been coordinated with the City Attorney's Office.

**COMMISSION RECOMMENDATION/INPUT**

This item does not have any input from any board or commission.

**CEQA**

Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.

/s/

Rosalynn Hughey, Director

Planning, Building and Code Enforcement

For questions please contact Jared Hart, Citywide Planning Division Manager, at (408) 535-7896.