SBCOG
Council of San Benito County Governments

AGENDA
REGULAR MEETING
COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

DATE: Thursday, May 16, 2019
3:00 p.m.

LOCATION: Board of Supervisors Chambers
481 Fourth St., Hollister, CA 95023

DIRECTORS: Chair César E. Flores, Vice Chair Jim Gillio
Directors, Anthony Botelho, Marty Richman, and Ignacio Velazquez
Alternates: San Benito County: Mark Medina;
City of Hollister: Rolan Resendiz; City of San Juan Bautista: Mary Vazquez Edge
Ex Officio: Caltrans District 5

Persons who wish to address the Board of Directors must complete a Speaker Card and give it to the Clerk prior to addressing the Board. Those who wish to address the Board on an agenda item will be heard when the Chairperson calls for comments from the audience. Following recognition, persons desiring to speak are requested to advance to the podium and state their name and address. After hearing audience comments, the Public Comment portion of the agenda item will be closed. ***The Opportunity to address the Board of Directors on items of interest not appearing on the agenda will be provided during Section D. Public Comment.***

3:00 P.M. CALL TO ORDER

A. Pledge of Allegiance

B. Verification of Certificate of Posting

C. COMMITTEE APPOINTMENTS:

1. One Representative to the San Benito/Santa Clara Mobility Partnership

D. Public Comment *(Opportunity to address the Board on items of interest on a subject matter within the jurisdiction of the Council of Governments and not appearing on the agendas. No action may be taken unless provided by Govt. Code Sec. 54954.2 Speakers are limited to 3 minutes.)*

E. Executive Director's Report

F. Caltrans Report – Gubbins/Loe

G. Board of Directors' Reports

CONSENT AGENDA:

(These matters shall be considered as a whole and without discussion unless a particular item is removed from the Consent Agenda. Members of the public who wish to speak on a Consent Agenda item must submit a Speaker Card to the Clerk and wait for recognition from the Chairperson. Approval of a consent item means approval as recommended on the Staff Report.)

1. **APPROVE** Council of Governments Draft Meeting Minutes Dated April 18, 2019 – Gomez

2. **RECEIVE** Construction Projects Report – Caltrans District 5

REGULAR AGENDA:

3. **RECEIVE** Presentation on FY 2019/20 Council of Governments Draft Budget – Postigo

4. **Fiscal Year 2019/2020 Final Overall Work Program** – Lezama
   a. **ADOPT** Resolution No. 2019-03 ADOPTING the Fiscal Year 2019/2020 Overall Work Program; and
   b. **AUTHORIZE** the COG Executive Director to Sign, for and on Behalf of the Council of San Benito County Governments, the Overall Work Program Agreement and Annual Certifications and Assurances that all Funding Program Requirements Have Been Met.

5. **Cost Sharing Agreement for Environmental Impact Report Preparation** – Lezama
   a. **RECEIVE** Update on 2022 - 2045 San Benito Regional Transportation Plan; and
   b. **APPROVE** Cost Sharing Agreement with the Association of Monterey Bay Area Governments for Preparation of the Environmental Impact Report for the 2022-2045 San Benito Regional Transportation Plan and 2022-2045 Metropolitan Transportation Plan and Sustainable Communities Strategy for an Amount not to Exceed $40,000.

6. **San Benito County Measure G** – Gilbert
   a. **RECEIVE** Update on Measure G Outreach and Implementation.
   b. **DISCUSS and PROVIDE DIRECTION** on Applications Received for the Citizens Oversight Committee
   c. **APPROVE** 3-Year Contract with KNN Public Finance for Financial Services for an Amount Not to Exceed $75,000

Adjourn to COG Meeting on June 20, 2019. Agenda Deadline is Tuesday, June 4, 2019 at 12:00 p.m.

In compliance with the Americans with Disabilities Act (ADA), if requested, the Agenda can be made available in appropriate alternative formats to persons with a disability. If an individual wishes to request an alternative agenda format, please contact the Clerk of the Council four (4) days prior to the meeting at (831) 637-7665. The Council of Governments Board of Directors meeting facility is accessible to persons with disabilities. If you need special assistance to participate in this meeting, please contact the Clerk of the Council's office at (831) 637-7665 at least 48 hours before the meeting to enable the Council of Governments to make reasonable arrangements to ensure accessibility.

Southbound US 101 in Buellton
Santa Barbara County

Caltrans District 5

District Director
Timothy Gubbins

Provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability.

WINTER 2019

District Director's Report

A quarterly publication for our transportation partners

Fix-it-First

In 2018, Caltrans completed more than 50 projects and began work on another 500 statewide—all funded through Senate Bill 1, the Road Repair and Accountability Act of 2017, and the State Highway Operation and Protection Program.

In District 5, these projects included:

- US 101 – 5.2 miles of repairs, shoulder pavement and striping, Santa Barbara County, $4.4 million
- US 101 – 4.5 miles of pavement, San Benito County, $1.4 million
- US 101, revamp two bridges, Santa Barbara County, $1.2 million
- Highway 41 – 9.32 miles of pavement preservation, San Luis Obispo County, $4.8 million
- US 101 – 16.2 miles of pavement, San Luis Obispo County, $9.1 million
- US 101 – 367 miles of striping, Santa Barbara and San Luis Obispo counties, $4.9 million
- US 101 – 379 miles of striping, San Luis Obispo and Monterey counties, $5.2 million
- US 101 – 281 miles of striping, Monterey and San Benito counties, $4.4 million

SB 1 invests $5.4 billion annually to fix the state's transportation system. More information: http://rebuildingca.ca.gov/

District 5 Kicks Off Active Transportation Plan

Caltrans is developing active transportation plans in all 12 Districts statewide. Its consultant, Toole Design Group, will create and implement a route prioritization—emphasizing social equity—to identify bicycle and pedestrian network gaps, performance metrics and improvements. District 5 will work with multiple stakeholders and the public to identify needs and develop active transportation solutions on, across, and parallel to, the state highway system. The District plan will establish a vision with local partners for a safe network supporting healthy communities for all users, especially in disadvantaged areas. Main goals for the plan include safety improvements, developing long-term strategies for multimodal options, better connectivity and accessibility, exploring shared mobility systems for short trips, identifying needs unique to rural and main street corridors, coordinating with trail networks, and maintaining long-term active transportation facilities. The District will roll out the major planning effort in early spring 2019. For more information, contact Terri Persons, District 5 Active Transportation Coordinator at terri.person@dot.ca.gov

Asset Management Coming

District 5 is engaging local partners in asset management implementation. The District's strategies are based on the Caltrans 2018 *California Transportation Asset Management Plan* developed in partnership statewide. Nearly $2.7 billion in SB 1 funding is expected to be available statewide through 2027 to address pavement, culverts and transportation management systems as well as office buildings, roadside rest facilities and weigh stations.

Asset management calls for investing in highway infrastructure based on total life-cycle costs from design to long-term upkeep. It also stresses the *fix-it-first* approach using preventive maintenance to improve or preserve existing assets and not expand highway capacity. More information: http://www.dot.ca.gov/assetmgmt/documents/TAMP_Final_03_30_18.pdf

Please Submit Maintenance Service Requests at the Following Link: http://www.dot.ca.gov/hq/maint/msrsubmit/

SLOW FOR THE CONE ZONE
CALTRANS

Innovating Safety

District 5 is now using automated flagging assistance devices for temporary traffic control with high visibility signal heads. Just one person is needed to operate the hand-held remote control while standing well beyond the roadway and moving traffic. These devices are used in the daytime for short-term lane or road closures for bridge maintenance, haul road crossing, and guardrail and pavement repairs. They do not replace the need for trained flaggers and should only be used in locations where just one lane of approaching traffic needs control, according to the Federal Highway Administration. This equipment furthers Caltrans' high safety goal toward zero worker and user fatalities in all travel modes. More information:https://ops.fhwa.dot.gov/publications/fhwahop17042/fhwahop17042.pdf&http://www.dot.ca.gov/perf/library/pdf/Caltrans_Strategic_Mgmt_Plan_033015.pdf

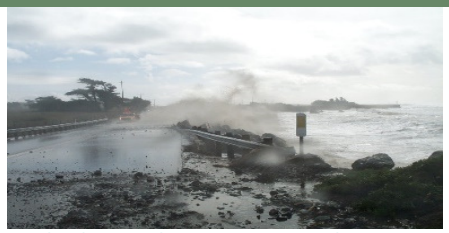
TOWARD ZERO DEATHS	
CALTRANS SAFETY & HEALTH OBJECTIVES	**TARGETS**
Zero worker fatalities	*Zero work zone-related worker fatalities every year*
Reduce user fatalities and injuries by adopting a *Toward Zero Deaths* practice	*Maintain 0.5 or less fatalities per 100 million vehicle miles traveled on the state highway system every year*
Promote health through active transportation and reduced pollution in communities	*10 percent reduction in number of fatalities every year for each mode: vehicle, transit, pedestrian and bicycle*

State Rail Plan Serves Central Coast

The Caltrans 2018 *California State Rail Plan* sets a long-term vision for prioritizing state investment in an efficient, effective passenger and freight rail system consistent with the *California Transportation Plan 2040*. The plan's regional goals support:

- Running two daily intercity trains connecting the San Francisco Bay Area to Salinas via San Jose plus new stations in Pajaro, Watsonville and Castroville.
- Adding local stops along the coastal route in Soledad and King City.
- Enhancing rail connections to Gilroy.
- Providing express bus service to:
  - San Jose, Salinas, San Luis Obispo and Santa Barbara.
  - Central Valley to Paso Robles.
  - Hollister, Monterey and Santa Cruz to the statewide rail network.

More information:
http://www.dot.ca.gov/californiarail/docs/CSRP_Final_rev121818.pdf



Sea level rise, Highway 1 in San Luis Obispo County

D5 Climate Change Vulnerability Assessment

District 5 recently kicked off its first climate change vulnerability assessment. The study will identify specific locations for likely impacts of rising sea levels, increasing storm and wildfires, coastal erosion, changing precipitation patterns and higher temperatures. The report will feature a GIS database with online interactive mapping for public use. Caltrans will evaluate other modal vulnerabilities with local partners. Agency partners include: California Department of Water Resources, California Energy Commission, California Geological Survey, Federal Emergency Management Agency, UC-Berkeley, UC-Davis and the U.S. Army Corps of Engineers. Caltrans is producing assessments for each District. District 5's report is scheduled for completion in fall 2019. http://www.dot.ca.gov/transplanning/ocp/vulnerability -assessment.html

Landslide, Highway 154 in Santa Barbara County

Thomas Fire, Highway 192 in Santa Barbara County

COMPLETE STREETS

Caltrans Funds Multimodal Plans

Downtown Multimodal Streetscape Plan

The City of Santa Maria recently completed its downtown multimodal plan. The $265,590 grant project emphasizes beautification efforts, activities and partnerships to connect the downtown's retail and civic areas to Allan Hancock College, the transit center and surrounding residences. The comprehensive plan also identifies Complete Streets priorities for these locations with recommendations for future funding and implementation.

Alisal Corridor Complete Streets Plan

The City of Salinas is nearing completion on its corridor plan addressing pedestrian, transit, bicycle and vehicular needs along Alisal Street, a major local arterial. The $262,782 grant project focuses on improving safety and access for all users with recommendations for parking, infill development opportunities, funding and implementation.

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Agenda Item:_____

SAN BENITO COUNTY
COUNCIL OF GOVERNMENTS
REGULAR MEETING

April 18, 2019, 3:00 P.M.

DRAFT MINUTES

MEMBERS PRESENT:
César E. Flores, Jim Gillio, Marty Richman, Ignacio Velazquez, and Alternate Anthony Botelho

MEMBERS ABSENT: Mark Medina; Ex Officio, Caltrans District 5

STAFF PRESENT:
Deputy County Counsel, Shirley Murphy; Executive Director, Mary Gilbert; Transportation Planner, Veronica Lezama; Transportation Planner, Regina Valentine; Secretary II, Monica Gomez

OTHERS PRESENT:
Leona Medearis-Peacher, MV Transportation

CALL TO ORDER:
Chair Flores called the meeting to order at 3:00 P.M.

A. PLEDGE OF ALLEGIANCE

B. CERTIFICATE OF POSTING

Upon a motion duly made by Director Gillio, and seconded by Director Botelho, the Directors acknowledged the Certificate of Posting. Vote: 5/0 motion passes.

C. PUBLIC COMMENT:

Chair Flores stated for the record that the COG Board received Joe Thompson's public comment correspondence. The correspondence was entered into public record.

D. EXECUTIVE DIRECTOR'S REPORT: Gilbert

Ms. Gilbert reminded the Board that the SB 1 Local Streets and Roads funding resolutions for their respective jurisdictions are due to the California Transportation Commission by May 1st. She stated that it is very important to get the list in on time.

Ms. Gilbert reported that Regina Valentine of COG staff attended a San Benito County Library event where the Local Transportation Authority was given a certificate of recognition from Congressman Jimmy Panetta for providing free public transit service to their Summer Reading program.

Lastly, Ms. Gilbert requested that the Chair move the ALUC meeting up before the LTA meeting.

E. CALTRANS DISTRICT 5 REPORT: Aileen Loe

Ms. Gilbert stated that Caltrans apologized for their absence, but they were stuck in traffic due to an accident on HWY 101. They did not think they would be able to make it to the meeting in time.

F. BOARD OF DIRECTORS REPORTS:

Director Botelho reported that the County Board of Supervisors identified a number of roads that will be better serviced in fixing potholes. He said that they have expanded their road crew which will help address the roads in a timelier manner. He said they are also looking into contracting to get outside help to assist with getting caught up with the some of the road work.

Director Richman reported that he worked with the City manager on getting some estimates using the KNN cash flow model. He let him know that the funds won't be available until September. He thanked the Executive Director for updating that information on the agenda. He said it's important because the public is interested in what is going on with the roads.

Director Velazquez reported that the City also approved their list of streets and roads that they will be repairing with SB 1 funds on Monday. He said that the report should have been forwarded to the CTC.

Director Gillio stated that the County also approved their SB 1 funds list of streets and roads and has forwarded it the CTC. He noted that the roads Director Botelho mentioned were specifically to catch up on repairing potholes. This will be coming out of their General fund.

Board members discussed sharing their SB 1 project lists with each jurisdiction to help answer questions from the public. They also talked about working together on any City/County bordering projects to take advantage and share the mass scope of work.

Board members asked that COG help coordinate the communication between the jurisdictions regarding their SB1 project lists.

CONSENT AGENDA:

1. **APPROVE** Council of Governments Draft Meeting Minutes Dated March 21, 2019 – Gomez
2. **RECEIVE** Construction Projects Report – Caltrans District 5

There was no public comment on the Consent Agenda.

Upon a motion duly by made by Director Gillio, and seconded by Director Richman, the Directors approved Items 1 and 2 from the Consent agenda. Vote: 5/0 motion passes.

REGULAR AGENDA
TRANSPORTATION ITEMS:

3. **2019 Unmet Transit Needs Hearing** – Lezama
    a. **RECEIVE** Report on Unmet Transit Needs
    b. **OPEN** Public Hearing
    c. **CLOSE** Public Hearing

Veronica Lezama provided a PowerPoint presentation on the 2019 Draft Unmet Transit Needs Report and answered questions from the Board.

Director Richman asked if Jovenes de Antaño was a member of the Social Services Transportation Advisory Committee.

Ms. Lezama confirmed that the Executive Director of Jovenes de Antaño, Pauline Valdivia was a member of the Social Services Transportation Advisory Committee.

Ms. Lezama recommended that the COG Board open the public hearing to receive comments on the 2019 Unmet Transit Needs Hearing. Following public comments, the Board will close the public hearing. The public comment period will conclude April 18, 2019.

Chair Flores opened the public hearing at 3:14 p.m.

There was no public comment.

Chair Flores closed the public hearing at 3:14 p.m.

Ms. Lezama stated that as part of the Unmet Transit Needs process, staff will review and analyze all testimony received with COG's Social Services Transportation Advisory Council and provide draft recommendations to the COG Board at its June meeting. The COG Board will consider adoption of the 2019 Unmet Transit Needs Report at its July/August meeting. The final report is due to Caltrans in August.

4. CONSIDER Authorizing Executive Director to Sign Letter of Support for AB1783 (R. Rivas) the Farm Worker Housing Act of 2019 – Lezama

Veronica Lezama provided a Power-Point presentation on Assembly Bill 1783, the Farm Worker Housing Act of 2019. The Bill would create a streamlined process for farm owners and operators to develop quality employee housing on their agricultural lands. From a transportation perspective, a key issue for sustainable development is closing the commute gap between where people live and work.

Ms. Lezama noted that along with other surrounding cities, the City of Hollister and the City of San Juan Bautista have also provided letters of support.

There was no discussion or public comment on this item.

Upon a motion duly by made by Director Gillio, and seconded by Director Botelho, the Directors approved Item 4 as noted above. Vote: 5/0 motion passes.

5. San Benito County Measure G – Gilbert

- **a. RECEIVE** Update on Measure G Outreach and Implementation
- **b. APPROVE** Request for Proposals 2019-01 for Financial Services Citizens Oversight Committee Application and Recruitment Process

Ms. Gilbert reported that COG is currently recruiting for the Oversight Committee and applications are due April 30th. Staff had received four applications to date. Staff is also working closely with State and Federal government to ensure maximum investments in the Route 25 Project. Staff is also working with local jurisdictions to ensure they are aware of requirements for receiving funds. Lastly she stated that staff is recommending approval of a RFP for a qualified Financial Services firm to help develop the Strategic Plan for implementing Measure G.

Ms. Gilbert noted that she had provided Assembly member Rivas, at his request, a letter stating our most immediate needs for HWY 25, so he has it readily available when lobbying for matching funds for our regional projects.

PUBLIC COMMENT:

Stephen Rosati

Mr. Rosati asked if the proposal for Financial Services was a second service from what KNN Finance is already doing for COG, or if the Board was looking for another agency to do the work. He also questioned the factors to be considered in selecting the consultant, specifically the 10% cost factor and 10% in references.

Ms. Gilbert stated that staff would be looking at expanding the scope for what KNN Finance had already done for COG. This would be under a separate contract with much more extensive work being done by the contractor.

Deputy County Counsel, Shirley Murphy responded regarding the 10% cost factor and 10% references. She stated that there is a Government Code section that somewhat ties the Boards hands when hiring a professional consultant which states you cannot use cost as a primary factor. You have to primarily focus on their professional qualifications for doing the work. However, you can consider the cost, it just can't be the primary factor.

Director Richman stated that he was concerned that the 1% available for administration won't cover the option of hiring staff with engineering and technical support. He asked if staff was working on finding other funds.

Ms. Gilbert stated that there are some local funds available at COG, and there is also the opportunity within the MOU between the Cities and County where each jurisdiction can pay dues to COG as another option.

Director Richman said he was glad to hear that staff is working on some plans because he wants to ensure that the public understands that the Board is complying with the Measure G limitations of keeping the actual administration expenses to 1% or less of the collected funds. He asked if staff had a deadline for an RFP for on-call support services for engineering and project management.

Ms. Gilbert stated that staff plans on bringing an RFP for on-call support engineering and project management to the Board in May or June.

Deputy County Counsel, Shirley Murphy, noted that there is a formula in the Joint Powers Agreement that specifies what percentage of costs and how it would be spread among the entities, however, the two City Councils and Board of Supervisors would have to authorize allocating that money through their budget process for it to come forward. She mentioned that to her knowledge that formula has never been triggered before. All of the budget for COG and the rest of the agencies has all been managed through federal and state grant funds. She said that it would be a new precedent that hasn't been done before, but it would be a potential funding option.

There was some discussion about "administrative cost". The Board asked staff to report back on a clear definition of what "administrative cost" is for Measure G.

Upon a motion duly by made by Director Botelho, and seconded by Director Velazquez, the Directors unanimously approved Item 5b. Vote: 5/0 motion passes.

6. **RECEIVE UPDATE** on Regional Surface Transportation Program and Transportation Development Act Funding Available to Local Jurisdictions for Local Street and Roadway Projects – Gilbert

Ms. Gilbert provided a quarterly update to the Board on the status of apportionments and claims under the two programs as of April 1, 2019. Ms. Gilbert reported that since the last update to the Board, COG has

received one claim for RSTP funds from the City of Hollister in the amount of $1,725,270 to fund the City's Road Rehabilitation Program at various locations throughout the City. Ms. Gilbert stated that the balance of Local Streets and Roads funds allocated by COG and available to local jurisdictions totals $4,244,191. She noted that staff is available for assistance to jurisdictions as they prepare and process claims.

COG Board members stated that COG staff should be expecting a claim submittal from their respective jurisdictions.

Regarding TDA funds, Director Gillio asked if there was a trigger or need that has to be met before you can use the funds for roads versus public transportation.

Ms. Gilbert stated that the Unmet Transit Needs process actually dictates it. If an Unmet Transit Need is found, COG is responsible for ensuring that funds are expended to meet those needs before any TDA funds can be used for any other transportation purposes, therefore, transit gets top priority under that program.

There was no further discussion or public comment on this item.

Upon a motion duly made by Director Gillio, and seconded by Director Botelho, the Directors Unanimously adjourned the COG meeting. The meeting was adjourned at 3:35 p.m. Vote: 5/0 motion passes.

ADJOURN TO COG MEETING MAY 16, 2019 at 3:00 P.M.

PROJECT UPDATE – SAN BENITO COUNTY

PREPARED FOR THE MAY 16, 2019 SAN BENITO COUNTY COUNCIL OF GOVERNMENTS MEETING

CONSTRUCTION PROJECTS

	Project	Location/Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager (Resident Engineer)	Contractor	Comments
1.	**Highway 25 Super Elevation Adjustment and Culvert Extension (1C260)**	Just north of La Gloria Road (PM 25.9/R26.2)	Curve correction	Spring 2019	$2.1 million	SHOPP	Brandy Rider (RJ)	Granite Rock Company, San Jose, CA	Project awarded Dec. 18, 2018 and approved Jan. 9, 2019. Construction tentatively scheduled for April 15.
2.	**Highway 25 Roadway Safety Improvements 1F4304**	In Hollister from Sunnyslope/Tres Pinos Road to San Felipe Road (PM R49.9/R52.2)	Route deficiency corrections	Spring 2019 – Fall 2019	$6.9 million	SHOPP	Brandy Rider (BB)	Granite Rock Company, San Jose, CA	Construction began May 1, 2019.

PROJECTS IN DEVELOPMENT

	Project	Location/Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Phase	Comments
3.	**Highway 25 Curve Alignment Restoration (1H810)**	Near Hollister, just north of San Benito Lateral (PM 18.8/19.1)	Curve restoration	Begin in Fall 2020	$4.3 million	SHOPP	Brandy Rider	PA&ED	Project design and environmental review are ongoing.
4.	**Highway 25 Repair and Replace Culverts Project (1K340)**	From south of San Benito River to south of Murphy Road in the town of Paicines (PM 29.9-32.0.5)	Drainage project to repair and replace 2 culverts	Summer 2019 - Fall 2019	$120K	Highway Maintenance SB1	Kelly McClain (TBD)	PS&E	Project is in the process of being awarded. Construction tentatively scheduled for Summer 2019.

PROJECTS IN DEVELOPMENT *(CONTINUED)*									
	Project	**Location/Post Mile (PM)**	**Description**	**Construction Timeline**	**Construction Cost**	**Funding Source**	**Project Manager**	**Phase**	**Comments**
5.	**Highway 25 Expressway Conversion Project (48540)**	Near Hollister and Gilroy in SBt & SCL Counties (PM SBt 51.5 to SCL 2.6)	Conversion of 2-lane conventional highway to a 4-lane expressway	N/A	N/A	Local	Brandy Rider	PA&ED	Caltrans is currently working with SBCOG to develop a workplan for PA&ED and develop a cooperative agreement to initiate work on Phase 1.
6.	**Highway 25/156 Roundabout (1J480_)**	Intersection of SR 25/156, north of Hollister (PM 54.048)	Construct roundabout	Spring 2021-Fall 2021	$10.7 million	SHOPP	Brandy Rider	PS&E/RW	Project Design Kick-Off in October 2018. Caltrans to schedule a community roundabout workshop in Spring 2019.
7.	**Highway 156 Improvement Project (34490)**	In and near San Juan Bautista, from The Alameda to slightly east of Fourth Street (PM 3.0/R8.2)	Construct four-lane expressway	Summer 2020 - Summer 2022	$57.4 million	STIP/Local	Brandy Rider	PS&E/RW	Project design continues with 95% completion. ROW appraisals in progress. Utility relocation, design coordination under way.

ACRONYMS USED IN THIS REPORT:

PA&ED	Project Approval and Environmental Document
PS&E	Plans, Specifications, and Estimate
ROW	Right of way
SB1	Senate Bill 1
SBt	San Benito County
SCL	Santa Clara County
SR	State Route
SHOPP	Statewide Highway Operation and Protection Program
STIP	Statewide Transportation and Improvement Program

COUNCIL OF GOVERNMENTS
BUDGET - FY 2019/20
REVENUE SUMMARY

	REVENUE DESCRIPTION	Adopted Budget FY 18/19	Estimated Actual to June 30, 2019*	Proposed Budget FY 19/20	Budget Estimate for FY 20/21	Variance FY 18/19 FY 19/20
Local Transportation Fund (627.95.7310)						
	LTF Balance	1,730,045	2,309,654	**3,101,560**	3,148,453	1,371,515
340.101	TDA 2% Reserved for Bike/Ped.	523,563	544,093	**582,709**	**618,579**	59,146
541.001	LTF Interest Revenue	6,800	6,800	**6,800**	6,800	-
550.102	General Sales Tax (1/4%) LTF	1,793,460	1,930,820	**1,930,820**	1,793,460	137,360
	Set aside Local Streets & Roads(carry over)	1,608,886	1,839,886	**1,839,886**	1,241,578	231,000
	Total	**5,662,754**	**6,631,253**	**7,461,775**	**6,808,870**	**1,799,021**
Transportation Planning State Subvention (628.95.7390)						
551.405	STIP Planning, Programming, & Monitoring	55,000	55,000	-	55,000	(55,000)
551.407	Rural Planning Assistance	294,000	294,000	**294,000**	294,000	-
570017	RCTF (TPM Framework)	66,446	66,446	-		(66,446)
551.401	SB1 Substainable Community Grant	150,000	22,500	**127,500**	-	(22,500)
	RSTP From Previous years	1,071,563	3,206,528	**2,087,484**	2,006,642	1,015,921
551.412	RSTP Exchange	588,908	606,226	**606,226**	603,750	17,318
	Fund Balance (carry over previous years)	2,325,849	1,570,354	**1,570,354**	1,570,354	(755,495)
541.001	Interest Revenue	18,000	15,000	**18,000**	15,000	-
	Total	**4,569,766**	**5,836,054**	**4,703,564**	**4,544,746**	**133,798**
State Transit Assistance (627.95.7300)						
551.406	STA Revenue	407,260	485,579	**565,393**	495,750	158,133
	State of Good Repair (And carryover of SGR)	115,778	115,778	**223,393**	-	107,615
541.001	STA Interest Revenue	200	200	**200**	200	-
	Total	**523,238**	**601,557**	**788,986**	**495,950**	**265,748**
COG Administration (628.95.7340)						
576.012	OPEB revenue	-	-	-	-	-
	Misc. (carry over)		773			
561.904	ALUC Fees	900	1,200	**900**	900	-
570.001	Contributions (LTF)	232,739	222,672	**299,010**	215,355	66,271
	Total	**233,639**	**224,645**	**299,910**	**216,255**	**66,271**
Rideshare Fund (627.95.7330)						
556.310	CMAQ Rideshare	-	-	-	-	-
570.012	Donations/Balance	3,500	2,627	**3,127**	3,000	(373)
	Total	**3,500**	**2,627**	**3,127**	**3,000**	**(373)**
Hwy 25 Safety (628.95.7360)						
541.001	Interest Revenue	4,000	4,000	**4,000**	-	-
564.501	Copies	-	-	-	-	-
570.014	Reimbursement from Caltrans	235,000	-	-	-	(235,000)
570.014	Contributions (RDA)Balance	431,226	393,371	**336,371**	90,371	(94,855)
	Total	**670,226**	**397,371**	**340,371**	**90,371**	**(329,855)**
Vanpool Administration Account (628.95.7370)						
542.010	Passenger Lease Fees	21,600	21,300	**21,600**	21,600	-
541.001	Interest	450	484	**450**	400	-
350.101	Carryover from previous years & sale of van	23,101	28,419	**29,300**	32,055	6,199
	Total	**45,151**	**50,203**	**51,350**	**54,055**	**6,199**
	***TOTAL COG REVENUES**	**11,475,535**	**13,520,265**	**13,350,073**	**11,996,991**	**1,874,538**
Measure G (634.95.7391)						
541.001	Interest Revenue	-	-	**5,000**	6,000	5,000
512.101	1%Sales Tax	-	-	**6,732,000**	7,128,000	6,732,000
570.014	Prior Year Balance	-	-	-	1,038,000	-
	TOTAL MEASURE G REVENUES	-	-	**6,737,000**	**8,172,000**	**6,737,000**

**Total does not include the transfer of LTF funds or Planning Subvention to COG Administration.*

Note: Revenue to the various accounts are reimbursed at the end of the fiscal year or when the project has been completed.

Acronyms Summary:

RSTP - Regional Surface Transportation Program
CMAQ - Congestion Mitigation and Air Quality
5311 - Federal Transit Administration Section 5311 Program
STA - State Transit Assistance
STIP - State Transportation Improvement Program
LTF - Local Transportation Fund

Council of Governments -
Budget - FY 2019/20

Expenditure Summary and Revenue Summary

EXPENDITURE DESCRIPTION	Adopted Budget FY 18/19	Estimated Actual to June 30, 2019	Proposed Budget FY 19/20	Budget Estimate for FY 20/21	Variance FY 18/19 FY 19/20
EXPENDITURE DESCRIPTION					
Personnel	456,417	454,915	478,782	448,100	22,365
Services & Supplies	102,141	92,365	116,615	99,910	14,474
Contracts	876,462	155,350	406,450	116,371	(470,012)
Capital	-	-	-	-	-
Other	1,900,196	3,254,489	3,072,390	2,563,737	1,172,194
TOTAL EXPENDITURES	**3,335,216**	**3,957,119**	**4,074,237**	**3,228,117**	**739,021**
REVENUES					
See Revenue Sheet for detail	11,475,535	13,520,265	13,350,073	11,997,891	1,874,538
Operating Transfers Received	233,639	222,672	299,010	216,255	65,371
TOTAL REVENUES	**11,709,174**	**13,742,937**	**13,649,083**	**12,214,146**	**1,939,909**
TOTAL PROPOSED BUDGET	**3,335,216**	**3,957,119**	**4,074,237**	**3,228,117**	**739,021**

The Council of Governments budget accounts include:

1. Local Transportation Fund (629.7310)
2. State Transit Assistance (629.7300)
3. Rideshare Program (628.7330)
4. Council of Governments Administration (628.7340)
5. Vanpool Program (628.7370)
6. Highway 25 Safety Program (628.7360)
7. Transportation Planning State Subvention (628.7390)

BUDGET NOTES		Proposed Budget FY 19/20
Personnel COG salaries have increased due to annual step increases and COLAS of COG staff.		
	Total	**478,782**
Services and Supplies Services and Supplies includes those necessary purchases to support planning and project delivery. It also includes the San Benito Cost Plan.	**Total**	**116,615**
Contracts Contracts include services under contract for AMBAG metropolitan planning, the regional GIS system, outside financial audit, Hwy 25 Network Expansion Study, triennial performance audit, ALUC for Frazier Lake Airport and contracts regarding the Hwy 25 widening.	**Total**	**406,450**
Capital No capital		-
Other Other includes operating transfers to LTA, COG Administration, City of Hollister, San Juan Bautista and San Benito County in pass-through funds. This category includes COG's share of the cost for current employee retirement benefits (OPEB).	**Total**	**3,072,390**
	TOTAL PROPOSED BUDGET	**4,074,237**

COUNCIL OF GOVERNMENTS - STATE TRANSIT ASSISTANCE
BUDGET - FY 2019/20
EXPENDITURES

EXPENDITURE DESCRIPTION		Adopted Budget FY 18/19	Estimated Actual to June 30, 2019	Proposed Budget FY 19/20	Budget Estimate for FY 20/21	Variance FY 18/19 FY 19/20
Personnel						
610.101	Salaries	-	-	-	-	-
619.226	Administrative Support	-	-	-	-	-
		-	-	-	-	-
	Total	-	-	-	-	-
Services and Supplies						
619.126	Magazines and Subscriptions	-	-	-	-	-
619.130	Clothing and Safety	-	-	-	-	-
619.132	Communications	-	-	-	-	-
619.138	Computer Maintenance	-	-	-	-	-
619.140	Computer Supplies	-	-	-	-	-
645.701	General Insurance	-	-	-	-	-
619.152	Maintenance of Equipment	-	-	-	-	-
619.154	Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158	Maintenance of Structures and Grounds	-	-	-	-	-
619.280	Marketing	-	-	-	-	-
619.164	Medical/Dental/Lab Supplies and Services	-	-	-	-	-
619.166	Membership Dues	-	-	-	-	-
619.168	Office Furniture under $700	-	-	-	-	-
619.170	Office Equipment under $300	-	-	-	-	-
619.176	Special Project Supplies -Supplies	-	-	-	-	-
619.174	Supplies	-	-	-	-	-
619.172	Postage and Delivery	-	-	-	-	-
619.210	Legal	-	-	-	-	-
619.212	Accounting	-	-	-	-	-
619.222	Other Consultants	-	-	-	-	-
619.180	Public and Legal Notices	-	-	-	-	-
619.184	Rent Equipment	-	-	-	-	-
619.186	Rent Structures	-	-	-	-	-
619.190	Small Tools	-	-	-	-	-
619.268	Special Dept Expense - Other	-	-	-	-	-
619.196	Travel Lodging	-	-	-	-	-
619.198	Travel Meals	-	-	-	-	-
619.194	Training	-	-	-	-	-
619.200	Travel Transportation	-	-	-	-	-
619.306	Utilities	-	-	-	-	-
	Total	-	-	-	-	-
Contracts						
619.250	Special Dept Expense - Contracts	-	-	-	-	-
	Total	-	-	-	-	-
Capital						
650.304	Furniture and Fixtures	-	-	-	-	-
650.302	Equipment other than Computer	-	-	-	-	-
650.303	Computer Hardware	-	-	-	-	-
650.301	Automobiles, Trucks, Vans	-	-	-	-	-
	Total	-	-	-	-	-
Other						
640.513	Operating Transfers (to LTA)	185,200	601,557	565,593	495,950	380,393
640.513	Operating Transfers (to LTA for SGR)		-	223,393		223,393
	Total	185,200	601,557	788,986	495,950	603,786
	TOTAL PROPOSED BUDGET	**185,200**	**601,557**	**788,986**	**495,950**	**603,786**

COUNCIL OF GOVERNMENTS - STATE TRANSIT ASSISTANCE
BUDGET - FY 2019/20
REVENUES AND EXPENDITURES VS REVENUES

REVENUE DESCRIPTION		Adopted Budget FY 18/19	Estimated Actual to June 30, 2019	Proposed Budget FY 19/20	Budget Estimate for FY 20/21	Variance FY 18/19 FY 19/20
541.001	STA Interest Revenue	200	200	200	200	-
	State of Good Repair (and carryover SGR)	115,778	115,778	223,393	-	107,615
551.406	STA Revenue	407,260	485,579	565,393	495,750	158,133
	TOTAL REVENUE	**523,238**	**601,557**	**788,986**	**495,950**	**265,748**
	TOTAL BUDGET	**185,200**	**601,557**	**788,986**	**495,950**	**603,786**

EXPENDITURES						
Personnel		-	-	-	-	-
Services & Supplies		-	-	-	-	-
Contracts		-	-	-	-	-
Capital		-	-	-	-	-
Other (LTA)		185,200	601,557	788,986	495,950	603,786
	TOTAL EXPENDITURES	**185,200**	**601,557**	**788,986**	**495,950**	**603,786**
REVENUES						
Revenues		523,238	601,557	788,986	495,950	265,748
		-	-	-		-
	TOTAL REVENUES	**523,238**	**601,557**	**788,986**	**495,950**	**265,748**
	TOTAL PROPOSED BUDGET	**185,200**	**601,557**	**788,986**	**495,950**	**603,786**

FUND BALANCE	-
DESIGNATED FUND BALANCE	-
UNDESIGNATED FUND BALANCE	-

COUNCIL OF GOVERNMENTS - STATE TRANSIT ASSISTANCE
BUDGET - FY 2019/20
BUDGET NOTES

BUDGET NOTES		Proposed Budget FY 19/20
Personnel		
No Personnel expenditures are proposed in this Budget.		
	Total	-
Services and Supplies		
No Services and Supplies are proposed in this Budget.		
	Total	-
Contracts		
No Contracts are proposed in this Budget.		
	Total	-
Capital		
No Capital expenditures are proposed in this Budget.		
	Total	-
Other		
Other includes operating transfers to LTA for transit capital and operations.		
Also State of Good Repair Projects.	**Total**	**788,986**
	TOTAL PROPOSED BUDGET	**788,986**

COUNCIL OF GOVERNMENTS - LOCAL TRANSPORTATION FUND
FINAL BUDGET - FY 2019/20
EXPENDITURES

EXPENDITURE DESCRIPTION		Adopted Budget FY 18/19	Estimated Actual to June 30, 2019	Proposed Budget FY 19/20	Budget Estimate for FY 20/21	Variance FY 18/19 FY 19/20
Personnel						
610.101	Salaries	-	-	-	-	-
619.226	Administrative Support	-	-	-	-	-
		-	-	-	-	-
	Total	-	-	-	-	-
Services and Supplies						
619.126	Magazines and Subscriptions	-	-	-	-	-
619.130	Clothing and Safety	-	-	-	-	-
619.132	Communications	-	-	-	-	-
619.138	Computer Maintenance	-	-	-	-	-
619.140	Computer Supplies	-	-	-	-	-
645.701	General Insurance	-	-	-	-	-
619.152	Maintenance of Equipment	-	-	-	-	-
619.154	Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158	Maintenance of Structures and Grounds	-	-	-	-	-
619.280	Marketing	-	-	-	-	-
619.164	Medical/Dental/Lab Supplies and Services	-	-	-	-	-
619.166	Membership Dues	-	-	-	-	-
619.176	Special Project Supplies - Supplies	-	-	-	-	-
619.174	Supplies	-	-	-	-	-
619.172	Postage and Delivery	-	-	-	-	-
619.210	Legal	-	-	-	-	-
619.222	Other Consultants	-	-	-	-	-
619.180	Public and Legal Notices	-	-	-	-	-
619.184	Rent Equipment	-	-	-	-	-
619.186	Rent Structures	-	-	-	-	-
619.190	Small Tools	-	-	-	-	-
619.268	Special Dept Expense - Other	-	-	-	-	-
619.196	Travel Lodging	-	-	-	-	-
619.198	Travel Meals	-	-	-	-	-
619.194	Training	-	-	-	-	-
619.200	Travel Transportation	-	-	-	-	-
619.306	Utilities	-	-	-	-	-
	Total	-	-	-	-	-
Contracts						
619.250	Special Dept Expense - Contracts	-	-	-	-	-
	Total	-	-	-	-	-
Capital						
650.304	Furniture and Fixtures	-	-	-	-	-
650.303	Computer Hardware	-	-	-	-	-
650.301	Automobiles, Trucks, Vans	-	-	-	-	-
	Total	-	-	-	-	-
Other						
650.513	Operating Transfers (LTA)	1,107,408	884,426	954,792	1,412,148	(152,616)
650.513	Operating Transfer (COG Admin)	225,071	222,672	299,010	215,355	73,939
650.513	Operating Transfer (2% reserve Bike & Ped)	35,869	38,616	38,616	35,869	2,747
650.513	Operating Transfer	-	-	-	-	-
650.513	Operating Transfers (San Benito Co. PW)	-	-	598,308	-	598,308
	Total	1,368,348	1,145,714	1,890,726	1,663,371	522,378
	TOTAL PROPOSED BUDGET	**1,368,348**	**1,145,714**	**1,890,726**	**1,663,371**	**522,378**

COUNCIL OF GOVERNMENTS - LOCAL TRANSPORTATION FUND
FINAL BUDGET - FY 2019/20
REVENUES AND EXPENDITURES VS REVENUES

REVENUE DESCRIPTION		Adopted Budget FY 18/19	Estimated Actual to June 30, 2019`	Proposed Budget FY 19/20	Budget Estimate for FY 20/21	Variance FY 18/19 FY 19/20
	LTF Balance from previous years)	1,730,045	2,309,654	3,101,560	3,148,453	1,371,515
	Set Aside for Local Streets & Roads(carryover)	1,608,886	1,839,886	1,839,886	1,241,578	231,000
340.101	TDA 2% Reserve for Bike/Ped	523,563	544,093	582,709	618,579	59,146
541.001	LTF Interest Revenue	6,800	6,800	6,800	6,800	-
550.102	General Sales Tax 1/4% (LTF)	1,793,460	1,930,820	1,930,820	1,793,460	137,360
	TOTAL REVENUE	**5,662,754**	**6,631,253**	**7,461,775**	**6,808,870**	**1,799,021**

EXPENDITURES VS REVENUES		Adopted Budget FY 18/19	Estimated Actual to June 30, 2019`	Proposed Budget FY 19/20	Budget Estimate for FY 20/21	Variance FY 18/19 FY 19/20
EXPENDITURES						
Personnel		-	-	-	-	-
Services & Supplies		-	-	-	-	-
Contracts		-	-	-	-	-
Capital		-	-	-	-	-
Other (Operating Transfers out)		1,368,348	1,145,714	1,890,726	1,663,371	522,378
	TOTAL EXPENDITURES	**1,368,348**	**1,145,714**	**1,890,726**	**1,663,371**	**522,378**
REVENUES						
Revenues		$5,662,754	$6,631,253	7,461,775	$6,808,870	1,799,021
	TOTAL REVENUES	**5,662,754**	**6,631,253**	**7,461,775**	**6,808,870**	**1,799,021**
	TOTAL PROPOSED BUDGET	**1,368,348**	**1,145,714**	**1,890,726**	**1,663,371**	**522,378**

FUND BALANCE	**5,571,049**
DESIGNATED FUND BALANCE	**2,422,595**
UNDESIGNATED FUND BALANCE	**3,148,453**

COUNCIL OF GOVERNMENTS - LOCAL TRANSPORTATION FUND
FINAL BUDGET - FY 2019/20
BUDGET NOTES

BUDGET NOTES		Proposed Budget FY 19/20
Personnel		
No Personnel expenditures are proposed in this Budget.		
	Total	-
Services and Supplies		
No Services and Supplies are proposed in this Budget.		
	Total	-
Contracts		
No Contract expenditures are proposed in this Budget.		
	Total	-
Capital		
No Capital expenditures are proposed in this Budget.		
	Total	-
Other		
Other includes operating transfers to the LTA and COG Administration budgets. Also, there is a required set-aside of 2% for bicycle and pedistrian projects as manadated in the Transportation Development Act.		
	Total	**1,890,726**
	TOTAL PROPOSED BUDGET	**1,890,726**

COUNCIL OF GOVERNMENTS - RIDESHARE PROGRAM
BUDGET - FY 2019/20
EXPENDITURES

EXPENDITURE DESCRIPTION		Adopted Budget FY 18/19	Estimated Actual to June 30, 2019	Proposed Budget FY 19/20	Budget Estimate for FY 20/21	Variance FY 18/19 FY 19/20
Personnel						
610.101	Salaries	-	-	-	-	-
	Total	-	-	-	-	-
Services and Supplies						
619.126	Magazines and Subscriptions	-	-	-	-	-
619.130	Clothing and Safety	-	-	-	-	-
619.132	Communications	-	-	-	-	-
619.138	Computer Maintenance	-	-	-	-	-
619.140	Computer Supplies	-	-	-	-	-
645.701	General Insurance	-	-	-	-	-
619.152	Maintenance of Equipment	-	-	-	-	-
619.154	Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158	Maintenance of Structures and Grounds	-	-	-	-	-
619.280	Marketing	-	-	-	-	-
619.166	Membership Dues	-	-	-	-	-
619.176	Special Project Supplies - Supplies	-	-	-	-	-
619.174	Supplies	-	-	-	-	-
619.172	Postage and Delivery	-	-	-	-	-
619.210	Legal	-	-	-	-	-
619.180	Public and Legal Notices	-	-	-	-	-
619.184	Rent Equipment	-	-	-	-	-
619.186	Rent Structures	-	-	-	-	-
619.190	Small Tools	-	-	-	-	-
619.268	Special Dept Expense - Other	3,500	2,500	3,127	3,000	(373)
619.196	Travel Lodging	-	-	-	-	-
619.198	Travel Meals	-	-	-	-	-
619.194	Training	-	-	-	-	-
619.200	Travel Transportation	-	-	-	-	-
619.306	Utilities	-	-	-	-	-
	Total	3,500	2,500	3,127	3,000	(373)
Contracts						
619.250	Special Dept Expense - Contracts	-	-	-	-	-
	Total	-	-	-	-	-
Capital						
650.302	Equipment other than Computer	-	-	-	-	-
650.303	Computer Hardware	-	-	-	-	-
650.301	Automobiles, Trucks, Vans	-	-	-	-	-
	Total	-	-	-	-	-
Other						
649.32	Operating Transfers	-	-	-	-	-
	Total	-	-	-	-	-
	TOTAL PROPOSED BUDGET	**3,500**	**2,500**	**3,127**	**3,000**	**(373)**

COUNCIL OF GOVERNMENTS - RIDESHARE PROGRAM
BUDGET - FY 2019/20
REVENUES AND EXPENDITURES VS REVENUES

REVENUE DESCRIPTION		Adopted Budget FY 18/19	Estimated Actual to June 30, 2019`	Proposed Budget FY 19/20	Budget Estimate for FY 20/21	Variance FY 18/19 FY 19/20
556310	CMAQ Rideshare	-	-	-	-	-
	Donations/Carry over	3,500	2,627	3,127	3,000	(373)
	TOTAL REVENUE	**3,500**	**2,627**	**3,127**	**3,000**	**-373**

EXPENDITURES VS REVENUES	Adopted Budget FY 18/19	Estimated Actual to June 30, 2019`	Proposed Budget FY 19/20	Budget Estimate for FY 20/21	Variance FY 18/19 FY 19/20
EXPENDITURES					
Personnel	-	-	-	-	-
Services & Supplies	3,500	2,500	3,127	3,000	(373)
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other	-	-	-	-	-
TOTAL EXPENDITURES	**3,500**	**2,500**	**3,127**	**3,000**	**(373)**
REVENUES					
Revenues	3,500	2,627	3,127	3,000	-$373
TOTAL REVENUES	**3,500**	**2,627**	**3,127**	**3,000**	**(373)**
TOTAL PROPOSED BUDGET	**3,500**	**2,500**	**3,127**	**3,000**	**(373)**

FUND BALANCE	-
DESIGNATED FUND BALANCE	-
UNDESIGNATED FUND BALANCE	-

COUNCIL OF GOVERNMENTS - RIDESHARE PROGRAM
BUDGET - FY 2019/20
BUDGET NOTES

BUDGET NOTES		Proposed Budget FY 19/20
Personnel		
	Total	-
Services and Supplies Services and Supplies for the Bike to School event at local elementary schools and other program activities as needed.		
	Total	3,127
Contracts		
	Total	-
Capital		
	Total	-
Other		
	Total	-
	TOTAL PROPOSED BUDGET	3,127

COUNCIL OF GOVERNMENTS - ADMINISTRATION
BUDGET - FY 2019/20
EXPENDITURES

EXPENDITURE DESCRIPTION			Adopted Budget FY 18/19	Estimated Actual to June 30, 2019	Proposed Budget FY 19/20	Budget Estimate for FY 20/21	Variance FY 18/19 FY 19/20
Personnel							
610.101	Salaries		99,979	100,500	169,133	101,000	69,154
610.101	Directors Stipend		8,075	8,075	8,100	8,100	25
			-	-	-	-	-
		Total	108,054	108,575	177,233	109,100	69,179
Services and Supplies							
619.126	Magazines and Subscriptions		100	65	100	50	-
619.132	Communications		1,700	1,600	1,700	1,700	-
619.138	Computer Maintenance		2,000	2,000	2,000	1,500	-
619.140	Computer Supplies		1,200	300	700	150	(500)
645.701	General Insurance		1,673	1,673	3,410	2,000	1,737
619.152	Maintenance of Equipment		1,500	1,500	1,700	1,700	200
619.158	Maintenance of Structure		34	34	35	50	1
619.280	Marketing		600	706	600	600	-
619.166	Membership Dues		2,500	1,800	1,000	1,000	(1,500)
619.176	Special Project Supplies		250	250	250	250	-
619.174	Supplies		1,200	1,200	1,200	1,200	-
619.172	Postage and Delivery		1,000	1,000	1,000	1,100	-
619.210	Legal		7,000	6,000	7,000	8,000	-
619.222	Other Consultants		-	-	-	-	-
619.180	Public and Legal Notices		500	500	500	550	-
619.184	Rent Equipment		2,300	2,300	2,300	2,500	-
619.186	Rent Structures		37,885	37,697	37,885	37,885	-
619.268	Special Dept. Expense - Other		1,500	1,000	1,000	1,000	(500)
619.196	Travel Lodging		600	600	700	700	100
619.198	Travel Meals		100	100	200	200	100
619.194	Training		493	-	490	-	(3)
619.200	Travel Transportation		900	1,050	900	900	-
649.101	Cost Allocation Plan		9,830	9,830	24,837	12,000	15,007
619.306	Utilities		3,100	2,700	3,100	3,100	-
		Total	77,965	73,905	92,607	78,135	14,642
Contracts							
619.250	Special Dept. Expense - Contracts		43,000	37,545	25,450	16,000	(17,550)
		Total	43,000	37,545	25,450	16,000	(17,550)
Capital							
650.302	Equipment other than Computer		-	-	-	-	-
650.303	Computer Hardware		-	-	-	-	-
650.301	Automobiles, Trucks, Vans		-	-	-	-	-
		Total	-	-	-	-	-
Other							
640.320	OPEB Charges		-	-	-	-	-
645.704	Retiree medical		4,620	4,620	4,620	13,020	-
		Total	4,620	4,620	4,620	13,020	-
	TOTAL PROPOSED BUDGET		233,639	224,645	299,910	216,255	66,271

COUNCIL OF GOVERNMENTS - ADMINISTATION
BUDGET - FY 2019/20
REVENUES AND EXPENDITURES VS REVENUES

REVENUE DESCRIPTION		Adopted Budget FY 18/19	Estimated Actual to June 30, 2019`	Proposed Budget FY 19/20	Budget Estimate for FY 20/21	Variance FY 18/19 FY 19/20
576.012	OPEB revenue	-	-	-	-	-
570.006	Miscellaneous (carry over)	-	773	-	-	-
576.012	ALUC Fees	900	1,200	900	900	-
576.012	Contributions(LTF)	232,739	222,672	299,010	215,355	66,271
	TOTAL REVENUE	**233,639**	**224,645**	**299,910**	**216,255**	**66,271**

EXPENDITURES VS REVENUES	Adopted Budget FY 18/19	Estimated Actual to June 30, 2019`	Proposed Budget FY 19/20	Budget Estimate for FY 20/21	Variance FY 18/19 FY 19/20
EXPENDITURES					
Personnel	108,054	108,575	177,233	109,100	69,179
Services & Supplies	77,965	73,905	92,607	78,135	14,642
Contracts	43,000	37,545	25,450	16,000	(17,550)
Capital	-	-	-	-	-
Other	4,620	4,620	4,620	13,020	-
TOTAL EXPENDITURES	**233,639**	**224,645**	**299,910**	**216,255**	**66,271**
REVENUES					
Revenues	233,639	224,645	299,910	216,255	66,271
TOTAL REVENUES	**233,639**	**224,645**	**299,910**	**216,255**	**66,271**
TOTAL PROPOSED BUDGET	**233,639**	**224,645**	**299,910**	**216,255**	**66,271**

FUND BALANCE	-
DESIGNATED FUND BALANCE	-
UNDESIGNATED FUND BALANCE	-

COUNCIL OF GOVERNMENTS - ADMINISTRATION
BUDGET - FY 2019/20
BUDGET NOTES

BUDGET NOTES		Proposed Budget FY 19/20
Personnel		
Personnel includes salaries, administrative support, and professional services. These include regular staff salaries, and temporary help. Administrative support is the Board of Directors compensation.	**Total**	**177,233**
Services and Supplies		
Services and Supplies include normal budget items to support COG operations. The budget for Services and Supplies includes an increase in legal services and a increase in the County Cost Allocation Plan along with a TV monitor for the conference room		
	Total	**92,607**
Contracts		
Contracts include the cost of the outside financial audit and triennial performance audit. Frazier Lake ALUC report $20,000		
	Total	**25,450**
Capital		
No capital requested		
	Total	-
Other		
Other includes COG's share of cost for current employees retirement benefits (OPEB - Other Post Employee Benefits).	**Total**	**4,620**
		-
	TOTAL PROPOSED BUDGET	**299,910**

COUNCIL OF GOVERNMENTS - HIGHWAY 25 SAFETY PROJECT
BUDGET - FY 2019/20
EXPENDITURES

EXPENDITURE DESCRIPTION		Adopted Budget FY 18/19	Estimated Actual to June 30, 2019	Proposed Budget FY 19/20	Budget Estimate for FY 20/21	Variance FY 18/19 FY 19/20
Personnel						
610.101	Salaries	-	-	-	-	-
619.226	Administrative Support	-	-	-	-	-
		-	-	-	-	-
	Total	-	-	-	-	-
Services and Supplies						
619.126	Magazines and Subscriptions	-	-	-	-	-
619.132	Communications	-	-	-	-	-
619.138	Computer Maintenance	-	-	-	-	-
619.140	Computer Supplies	-	-	-	-	-
645.701	General Insurance	-	-	-	-	-
619.152	Maintenance of Equipment	-	-	-	-	-
619.154	Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158	Maintenance of Structures and Grounds	-	-	-	-	-
619.280	Marketing	-	-	-	-	-
619.166	Membership Dues	-	-	-	-	-
619.168	Office Furniture under $3,000	-	-	-	-	-
619.170	Office Equipment under $3,000	-	-	-	-	-
619.176	Special Project Supplies - Supplies	-	-	-	-	-
619.174	Supplies	-	-	-	-	-
619.172	Postage and Delivery	-	-	-	-	-
619.210	Legal	-	-	-	-	-
619.222	Other Consultants	-	-	-	-	-
619.180	Public and Legal Notices	-	-	-	-	-
619.184	Rent Equipment	-	-	-	-	-
619.186	Rent Structures	-	-	-	-	-
619.190	Small Tools	-	-	-	-	-
619.268	Special Dept. Expense - Other	-	-	-	-	-
619.196	Travel Lodging	-	-	-	-	-
619.198	Travel Meals	-	-	-	-	-
619.194	Training	-	-	-	-	-
619.200	Travel Transportation	-	-	-	-	-
619.306	Utilities	-	-	-	-	-
	Total	-	-	-	-	-
Contracts						
619.250	Special Dept. Expense - Contracts	620,226	30,000	**250,000**	90,371	(370,226)
	Total	**620,226**	**30,000**	**250,000**	**90,371**	**(370,226)**
Capital						
650.304	Furniture and Fixtures	-	-	-	-	-
650.302	Equipment other than Computer	-	-	-	-	-
650.303	Computer Hardware	-	-	-	-	-
650.301	Automobiles, Trucks, Vans	-	-	-	-	-
	Total	-	-	-	-	-
Other						
640.513	Operating Transfers	-	-	-	-	-
	Total	-	-	-	-	-
	TOTAL PROPOSED BUDGET	**620,226**	**30,000**	250,000	**90,371**	**(370,226)**

COUNCIL OF GOVERNMENTS - HIGHWAY 25 SAFETY PROJECT
BUDGET - FY 2019/20
REVENUES AND EXPENDITURES VS REVENUES

REVENUE DESCRIPTION		Adopted Budget FY 18/19	Estimated Actual to June 30, 2019`	Proposed Budget FY 19/20	Budget Estimate for FY 20/21	Variance FY 18/19 FY 19/20
541.001	Interest Revenue	4,000	4,000	4,000	-	-
551.405	Caltrans Reim	235,000	-	-	-	(235,000)
570.014	Contributions Balance	431,226	393,371	336,371	90,371	(94,855)
	TOTAL REVENUE	**670,226**	**397,371**	**340,371**	**90,371**	**(329,855)**

EXPENDITURES VS REVENUES	Adopted Budget FY 18/19	Estimated Actual to June 30, 2019`	Proposed Budget FY 19/20	Budget Estimate for FY 20/21	Variance FY 18/19 FY 19/20
EXPENDITURES					
Personnel	-	-	-	-	-
Services & Supplies	-	-	-	-	-
Contracts	620,226	30,000	250,000	90,371	(370,226)
Capital	-	-	-	-	-
Other	-	-	-	-	-
TOTAL EXPENDITURES	**620,226**	**30,000**	**250,000**		**(370,226)**
REVENUES					
Revenues	670,226	397,371	340,371	-	(329,855)
TOTAL REVENUES	**670,226**	**397,371**	**340,371**	**90,371**	**(329,855)**
TOTAL PROPOSED BUDGET	**620,226**	**30,000**	**250,000**	-	**(370,226)**

FUND BALANCE	**90,371**
DESIGNATED FUND BALANCE	-
UNDESIGNATED FUND BALANCE	**90,371**

COUNCIL OF GOVERNMENTS - HIGHWAY 25 SAFETY PROJECT
BUDGET - FY 2019/20
BUDGET NOTES

BUDGET NOTES		Proposed Budget FY 18/19
Personnel		
No Personnel expenditures are proposed in this Budget.		
	Total	-
Services and Supplies		
No Services and Supplies expenditures are proposed in this Budget.		
	Total	-
Contracts		
Contracts regarding the Hwy 25 widening.		
	Total	**250,000**
Capital		
No Capital expenditures are proposed in this Budget.		
	Total	-
Other		
	Total	-
	TOTAL PROPOSED BUDGET	**250,000**

COUNCIL OF GOVERNMENTS - VANPOOL PROGRAM
BUDGET - FY 2019/20
EXPENDITURES

EXPENDITURE DESCRIPTION		Adopted Budget FY 18/19	Estimated Actual to June 30, 2019	Proposed Budget FY 19/20	Budget Estimate for FY 20/21	Variance FY 18/19 FY 19/20
Personnel						
610.101 Salaries		12,111	13,850	12,468	14,000	357
619.226 Administrative Support		-	-	-	-	-
		-	-	-	-	-
	Total	**12,111**	**13,850**	**12,468**	**14,000**	**357**
Services and Supplies						
619.126 Magazines and Subscriptions		-	-	-	-	-
619.132 Communications		-	-	-	-	-
619.138 Computer Maintenance		-	-	-	-	-
619.140 Computer Supplies		-	-	-	-	-
645.701 General Insurance		205	205	251	200	46
619.152 Maintenance of Equipment		2,976	2,750	2,976	3,000	-
619.158 Maintenance of Structures and Grounds		-	-	-	-	-
619.280 Marketing		-	-	-	-	-
619.166 Membership Dues		-	-	-	-	-
619.166 Office Furniture under $3,000		-	-	-	-	-
619.168 Office Equipment under $3,000		-	-	-	-	-
619.176 Special Project Supplies -Supplies		-	-	-	-	-
619.174 Supplies		-	-	-	-	-
619.172 Postage and Delivery		-	-	-	-	-
619.210 Legal		100	100	100	100	-
619.222 Other Consultants		-	-	-	-	-
619.180 Public and Legal Notices		-	-	-	-	-
619.184 Rent Equipment		-	-	-	-	-
619.186 Rent Structures		-	-	-	-	-
619.180 Small Tools		-	-	-	-	-
619.268 Special Dept. Expense - Other		500	500	500	-	-
619.196 Travel Lodging		-	-	-	-	-
619.198 Travel Meals		-	-	-	-	-
619.194 Training		-	-	-	-	-
619.200 Travel Transportation		-	-	-	-	-
619.306 Utilities		-	-	-	-	-
	Total	**3,781**	**3,555**	**3,827**	**3,300**	**46**
Contracts						
619.250 Special Dept. Expense - Contracts		-	-	-	-	-
	Total	**-**	**-**	**-**	**-**	**-**
Capital						
650.304 Furniture and Fixtures		-	-	-	-	-
650.302 Equipment other than Computer		-	-	-	-	-
650.303 Computer Hardware		-	-	-	-	-
650.301 Automobiles, Trucks, Vans		-	-	-	-	-
	Total	**-**	**-**	**-**	**-**	**-**
Other						
640.320 OPEB		-	-	-	-	
640.513 Operating Transfers		3,500	-	3,000	3,000	(500)
	Total	**3,500**	**-**	**3,000**	**3,000**	(500)
TOTAL PROPOSED BUDGET		**19,392**	**17,405**	**19,295**	**20,300**	**(97)**

COUNCIL OF GOVERNMENTS - VANPOOL PROGRAM
BUDGET - FY 2019/20
REVENUES AND EXPENDITURES VS REVENUES

REVENUE DESCRIPTION		Adopted Budget FY 18/19	Estimated Actual to June 30, 2019`	Proposed Budget FY 19/20	Budget Estimate for FY 20/21	Variance FY 18/19 FY 19/20
542.010	Passenger Lease Fees	21,600	21,300	21,600	21,600	-
541.001	Interest	450	484	450	400	-
570.011	Carryover from Vanpool	23,101	28,419	29,300	32,055	6,199
	TOTAL REVENUE	45,151	50,203	51,350	54,055	6,199

EXPENDITURES VS REVENUES		Adopted Budget FY 18/19	Estimated Actual to June 30, 2019`	Proposed Budget FY 19/20	Budget Estimate for FY 20/21	Variance FY 18/19 FY 19/20
EXPENDITURES						
Personnel		12,111	13,850	12,468	14,000	357
Services & Supplies		3,781	3,555	3,827	3,300	46
Contracts		-	-	-	-	-
Capital		-	-	-	-	-
Other		3,500	-	3,000	3,000	(500)
	TOTAL EXPENDITURES	19,392	17,405	19,295	20,300	(97)
REVENUES						
Revenues		45,151	50,203	51,350	54,055	6,199
	TOTAL REVENUES	45,151	50,203	51,350	54,055	6,199
	TOTAL PROPOSED BUDGET	19,392	17,405	19,295	20,300	(97)

FUND BALANCE	32,055
DESIGNATED FUND BALANCE	-
UNDESIGNATED FUND BALANCE	32,055

COUNCIL OF GOVERNMENTS - VANPOOL PROGRAM
BUDGET - FY 2019/20
BUDGET NOTES

BUDGET NOTES		Proposed Budget FY 19/20
Personnel Personnel includes salaries, administrative support, and professional services. These include regular staff salaries, reimbursement, and temporary help.	Total	12,468
Services and Supplies Services and Supplies include normal budget items to support vanpool operations. The budget for Services and Supplies shows continuing levels of funding needs.	Total	3,827
Contracts No Contract expenditures are proposed in the Budget.	Total	-
Capital No Capital expenditures are proposed in the Budget	Total	-
Other Transferring $3,000 to Rideshare for Bike to School event and other Rideshare activities.	Total	3,000
	TOTAL PROPOSED BUDGET	19,295

COUNCIL OF GOVERNMENTS - TRANSPORTATION PLANNING STATE SUBVENTION
BUDGET - FY 2019/20
EXPENDITURES

EXPENDITURE DESCRIPTION		Adopted Budget FY 18/19	Estimated Actual to June 30, 2019	Proposed Budget FY 19/20	Budget Estimate for FY 20/21	Variance FY 18/19 FY 19/20
Personnel						
610.101	Salaries	336,252	332,490	289,081	325,000	(47,171)
619.226	Administrative Support	-	-	-		-
	Total	**336,252**	**332,490**	**289,081**	**325,000**	**(47,171)**
Services and Supplies						
619.126	Magazines and Subscriptions	-	-	-	-	-
619.132	Communications	-	-	-	-	-
619.138	Computer Maintenance	-	-	-	-	-
619.140	Computer Supplies	-	-	-	-	-
645.701	General Insurance	5,683	5,683	5,828	5,600	145
619.152	Maintenance of Equipment	-	-	-	-	-
619.154	Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158	Maintenance of Structures and Grounds	-	-	-	-	-
619.280	Marketing	-	-	-	-	-
619.166	Membership Dues	5,412	5,412	5,425	5,425	13
619.168	Office Furniture under $3,000	-	-	-	-	-
619.170	Office Equipment under $3,000	-	-	-	-	-
619.176	Special Project Supplies - Supplies	-	-	-	-	-
619.174	Supplies	100	10	100	100	-
619.172	Postage and Delivery	-	-	-	-	-
619.210	Legal	-	-	-	-	-
619.222	Other Consultants	-	-	-	-	-
619.180	Public and Legal Notices	-	-	-	-	-
619.184	Rent Equipment	-	-	-	-	-
619.186	Rent Structures	-	-	-	-	-
619.190	Small Tools	-	-	-	-	-
619.268	Special Dept. Expense - Other	1,000	-	1,000	500	-
619.196	Travel Lodging	1,500	600	1,500	1,000	-
619.198	Travel Meals	300	100	300	250	-
619.194	Training	2,300	450	2,300	2,000	-
619.200	Travel Transportation	600	150	600	600	-
619.306	Utilities	-	-	-		-
	Total	**16,895**	**12,405**	**17,053**	**15,475**	**158**
Contracts						
619.250	Special Dept. Expense - Contracts	1,236	3,305	3,500	10,000	2,264
619.250	Special Dept. Expense - Contracts(SB1)	150,000	22,500	127,500	-	(22,500)
619.250	Special Dept. Expense -Contracts	62,000	62,000	-	-	(62,000)
	Total	**213,236**	**87,805**	**131,000**	**10,000**	**(82,236)**
Capital						
650.302	Equipment other than Computer	-	-	-	-	-
650.303	Computer Hardware	-	-	-	-	-
650.301	Automobiles, Trucks, Vans	-	-	-	-	-
	Total	**-**	**-**	**-**	**-**	**-**
Other						
640.320	Operating Transfers (To COG Admin.OPEB)	-	-	-	-	-
640.513	Operating Transfers (RSTP)	571,267	1,725,270	687,068	603,750	115,801
	Total	**571,267**	**1,725,270**	**687,068**	**603,750**	**115,801**
	TOTAL PROPOSED BUDGET	**1,137,650**	**2,157,970**	**1,124,202**	**954,225**	**(13,448)**

COUNCIL OF GOVERNMENTS - TRANSPORTATION PLANNING STATE SUBVENTION
BUDGET - FY 2019/20
REVENUES AND EXPENDITURES VS REVENUES

REVENUE DESCRIPTION		Adopted Budget FY 18/19	Estimated Actual to June 30, 2019`	Proposed Budget FY 19/20	Budget Estimate for FY 20/21	Variance FY 18/19 FY 19/20
551.405	STIP Planning, Programming & Monitoring	55,000	55,000	-	55,000	(55,000)
551.407	Rural Planning Assistance	294,000	294,000	294,000	294,000	-
551.407	RCTF (TPM Framework) AMBAG	66,446	66,446	-		(66,446)
551.401	SB1 Substainable Community Grant	150,000	22,500	127,500	-	(22,500)
	RSTP From Previous years	1,071,563	3,206,528	2,087,484	2,006,642	1,015,921
551.412	RSTP Exchange	588,908	606,226	606,226	603,750	17,318
	Fund Balance (Carry over previous years)	2,325,849	1,570,354	1,570,354	1,570,354	(755,495)
541.001	Interest Revenue	18,000	15,000	18,000	15,000	-
	TOTAL REVENUE	4,569,766	5,836,054	4,703,564	4,544,746	133,798

EXPENDITURES VS REVENUES	Adopted Budget FY 18/19	Estimated Actual to June 30, 2019`	Proposed Budget FY 19/20	Budget Estimate for FY 20/21	Variance FY 18/19 FY 19/20
EXPENDITURES					
Personnel	336,252	332,490	289,081	325,000	(47,171)
Services & Supplies	16,895	12,405	17,053	15,475	158
Contracts	213,236	87,805	131,000	10,000	(82,236)
Capital	-	-	-	-	-
Other	571,267	1,725,270	687,068	603,750	115,801
TOTAL EXPENDITURES	1,137,650	2,157,970	1,124,202	954,225	(13,448)
REVENUES					
Revenues	4,569,766	5,836,054	4,703,564	4,544,746	133,798
TOTAL REVENUE	4,569,766	5,836,054	4,703,564	4,544,746	133,798
TOTAL PROPOSED BUDGET	1,137,650	2,157,970	1,124,202	954,225	(13,448)
		FUND BALANCE	3,579,362		
		DESIGNATED FUND BALANCE	2,006,642		
		UNDESIGNATED FUND BALANCE	1,572,720		

COUNCIL OF GOVERNMENTS - TRANSPORTATION PLANNING STATE SUBVENTION
BUDGET - FY 2019/20
BUDGET NOTES

BUDGET NOTES		Proposed Budget FY 19/20
Personnel Personnel includes salaries, administrative support, and professional services. These include regular staff salaries, executive director services and temporary help.	Total	289,081
Services and Supplies Services and Supplies includes travel, lodging, meals, and training for planning activities.	Total	17,053
Contracts Contracts includes costs for contribution to the County Regional GIS System, Hwy 25 Network Expansion Study	Total	131,000
Other Other includes operating transfers of RSTP funds to the Cities and County.	Total	687,068
	TOTAL PROPOSED BUDGET	1,124,202

MEASURE G AUTHORITY
BUDGET - FY 2019/20
EXPENDITURES

EXPENDITURE DESCRIPTION	Adopted Budget FY 18/19	Estimated Actual to June 30, 2019	Proposed Budget FY 19/20	Budget Estimate for FY 20/21	Variance FY 18/19 FY 19/20
Personnel					
610101 Salaries	-	-	-	-	-
623510 Administrative Support	-	-	-	-	-
623508 Outside Labor	-	-	-	-	-
Total	-	-	-		-
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	-	-	-	-	-
619.152 Maintenance of Equipment	-	-	-	-	-
619.154 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	-	-	-
619.166 Membership Dues	-	-	-	-	-
619.168 Office Furniture under $3,000	-	-	-	-	-
619.170 Office Equipment under $3,000	-	-	-	-	-
619.176 Special Project Supplies - Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Legal	-	-	-	-	-
619.222 Other Consultants	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	-	-	-	-	-
619.268 Special Dept. Expense - Other	-	-	-	-	-
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
	-	-	-	-	-
Total	-	-	-	-	-
Contracts					
619.250 Special Dept. Expense - Contracts	-	-	56,990	58,970	56,990
Total	-	-	56,990	58,970	56,990
Capital					
650.304 Furniture and Fixtures	-	-	-	-	-
650.302 Equipment other than Computer	-	-	-	-	-
350.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	-	-	-	-	-
				-	-
Other				-	-
640.513 Operating Transfers	-	-	5,699,000	5,897,000	5,699,000
Total	-	-	5,699,000	5,897,000	5,699,000
TOTAL PROPOSED BUDGET	-	-	5,755,990	5,955,970	5,755,990

MEASURE G AUTHORITY
BUDGET - FY 2019/20
REVENUES AND EXPENDITURES VS REVENUES

REVENUE DESCRIPTION		Adopted Budget FY 18/19	Estimated Actual to June 30, 2019`	Proposed Budget FY 19/20	Budget Estimate for FY 20/21	Variance FY 18/19 FY 19/20
541.001	Interest Income	-	-	5,000	6,000	5,000
512.101	Sales Tax	-	-	6,732,000	7,128,000	6,732,000
570.014	Prior Year Balance	-	-	-	1,038,000	-
	TOTAL REVENUE	-	-	6,737,000	8,172,000	6,737,000

EXPENDITURES VS REVENUES	Adopted Budget FY 18/19	Estimated Actual to June 30, 2019`	Proposed Budget FY 19/20	Budget Estimate for FY 20/21	Variance FY 13/14 FY 19/20
EXPENDITURES					
Personnel	-	-	-	-	-
Services & Supplies	-	-	-	-	-
Contracts	-	-	56,990	58,970	56,990
Capital	-	-	-		-
Other	-	-	5,699,000		5,699,000
TOTAL EXPENDITURES	-	-	5,755,990		5,755,990
REVENUES					
Revenues	-	-	6,737,000	8,172,000	6,737,000
	-	-	-		-
TOTAL REVENUES	-	-	6,737,000	8,172,000	6,737,000
TOTAL PROPOSED BUDGET	-	-	5,755,990	-	5,755,990

	FUND BALANCE	**981,010**
DESIGNATED FUND BALANCE	**DESIGNATED FUND BALANCE**	-
	UNDESIGNATED FUND BALANCE	**981,010**

BUDGET NOTES		Proposed Budget FY 19/20
Personnel		
No staff time.		
	Total	-
Services and Supplies		
County Counsel's time related to Measure G		
	Total	-
Contracts		
Contracts for consultants needed for services implementation and administration for the Measure G projects.		
	Total	**56,990**
Capital		
No Capital expenditures are proposed in this Budget.		
	Total	-
Other		
Payment to Measure G projects and programs.		
	Total	**5,699,000**
	TOTAL PROPOSED BUDGET	**5,755,990**

SBCOG
Council of
San Benito
County Governments

Agenda Item:_____

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Staff Report

To:	Council of San Benito County Governments
From:	Kathy Postigo, Administrative Services Specialist **Telephone:** (831) 637-7665
Date:	May 16, 2019
Subject:	**Council of Governments Draft Budget – FY 2019/20**

Staff Recommendation:

RECEIVE presentation on FY 2019/20 Council of Governments Draft Budget.

Summary:

The Council of Governments Draft Budget – FY 2019/20 has been prepared using funding assumptions that match information received from the State with respect to revenue estimates. This first Draft Budget is balanced. A second fiscal year is included in the draft Budget for financial planning purposes.

Financial Considerations:

The Council of Governments Draft Budget – FY 2019/20 totals $4.07 million. This Draft Budget includes fund transfers in the amount of $3.37 million, administration costs of $299,910, operating cost of $269,422 and $437,134 for planning activities.

The Draft Budget includes direct expenditures for the various upcoming projects and programs as reflected in the FY 2019/20 Draft Overall Work Program. Administration and Services and Supplies are also included to support those projects and programs.

The Draft Budget includes conservative revenue assumptions that are based on apportionments and distributions identified through State and Federal resources. Revenue funding from the various sources is outlined in the Revenue Summaries section of the budget.

The Draft Budget has increased by $22,365 in Personnel. This increase is attributed mainly to annual step increases and COLAs. Services and Supplies have an increase of $14,474 this is attributed mainly to the increase of the county cost plan. The Contracts line item has decreased due to the completion of projects. The "Other" line item has increased due to the more funding expected in 2019/20 and transferred to programs.

Background:

The Draft Budget was prepared using the line item format. This style is easy to use and identifies where funds are spent.

The Draft Budget includes seven accounts:

1. Council of Governments Administration
2. Local Transportation Fund
3. State Transit Assistance Fund
4. Highway 25 Safety Project
5. Vanpool Program
6. Rideshare Program
7. Transportation Planning State Subvention

With a separate Budget for the Measure G Funds.

The most important component of the Draft Budget focuses on matching expenditures with revenues.

Staff Analysis:

The Council of Governments limits administrative and operations costs to 7.3% and directs agency funds to the priority transportation planning and construction activities identified in the Council's Overall Work Program for 2019/20. Approximately 82.7% of the budget includes revenue transfers to the Local Transportation Authority, the Council of Governments Administration, and the County and Cities of Hollister and San Juan Bautista for transportation projects. The remaining 10% of the budget is directed to transportation planning activities.

The State and Federal Rideshare Program funding ended several years ago. In order to continue the Bike to School Program, staff has budgeted $3,000 from the Vanpool Program to fund this activity for fiscal year 2019/2020. This will pay for flyers and supplies for the one day event at the local elementary schools.

Measure G's Draft Budget is included along with COG's Draft Budget, but has separate fund and account numbers.

In summary, the Council of Governments Draft Budget meets the goals and objectives of the agency and matches revenues with expenses.

Unless already awarded, pending grant applications and the funding associated with these are not assumed as a part of the Draft Budget.

Executive Director Review:_____ Counsel Review:__N/A____

Attachment: Council of Governments Draft Budget – FY 2019/20

SBCOG
Council of
San Benito
County Governments

Agenda Item_____

Staff Report

To:	Council of Governments	
From:	Veronica Lezama, Transportation Planner	**Telephone:** (831) 637-7665 Ext. 204
Date:	May 16, 2019	
Subject:	**Fiscal Year 2019/2020 Final Overall Work Program**	

Recommendation:

a. **ADOPT** Resolution No. 2019-03 ADOPTING the Fiscal Year 2019/2020 Overall Work Program; and

b. **AUTHORIZE** the COG Executive Director to sign, for and on behalf of the Council of San Benito County Governments, the Overall Work Program Agreement and Annual Certifications and Assurances that all funding program requirements have been met.

Summary:

As the designated Regional Transportation Planning Agency for San Benito County, the Council of Governments is required to prepare an Overall Work Program. The Overall Work Program is a one-year statement of proposed work and budget for the Council of Governments transportation planning activities. This Work Program guides the agency's activities for the fiscal year and enables the Council of Governments to receive certain types of state and federal funds.

Financial Considerations:

The total budget for the Overall Work Program is $773,584. The Overall Work Program identifies Federal, State, regional and local revenues.

Background:

Each year, in accordance with federal and state regulations, COG adopts an Overall Work Program describing the comprehensive planning activities proposed to be undertaken during the next fiscal year by the Council of Governments, the Local Transportation Authority, the Airport Land Use Commission, the Measure A Authority and the Service Authority for Freeways and Expressways, which help COG fulfill its mission.

The document provides detailed information on each major activity, including a description of the work to be performed, the major products of the effort, key milestones and funding

information. The OWP serves three important objectives. First, it serves as a reference to be used by members of the public, planners and elected officials throughout the year to better understand COG's objectives and how these will be met through the regional comprehensive planning process. Second, the OWP is used as a management tool to ensure that the planned activities are accomplished both on time and within budget. Third, the OWP serves as documentation to support the various federal and state grants that finance COG's planning program.

Staff Analysis:

The Council of Governments Board of Directors is being asked to consider adopting the enclosed Resolution (Attachment 1) – adopting the Overall Work Program Agreement (Exhibit A) and final FY 2019/2020 Overall Work Program (Attachment 2).

At the March 21, 2019 meeting, the Board received the Draft Overall Work Program and authorized staff to submit the document to Caltrans for review and comment. COG received comments from Caltrans and staff has incorporated those comments into the Overall Work Program (Attachment 3).

Executive Director Review:_____ Counsel Review: Yes

Supporting Attachment:

1. Resolution No. 2019-03
   Exhibit A FY 2019/2020 Overall Work Program Agreement
2. Overall Work Program FY 2019/2020
3. Caltrans Comment Letter

BEFORE THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

A RESOLUTION OF THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS ADOPTING THE FISCAL YEAR 2019/2020 OVERALL WORK PROGRAM

Resolution No. 2019-03

WHEREAS, the Council of San Benito County Governments (COG) is the designated Regional Transportation Planning Agency (RTPA) for the San Benito County region; and

WHEREAS, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), as a condition to the allocation of transportation planning funds, require each RTPA to annually develop a comprehensive Overall Work Program (OWP); and

WHEREAS, the OWP is a one-year scope of work and budget for transportation planning activities and funding sources to be accomplished between July 1 and June 30 of the state fiscal year, provides an overview of the region, with a focus on its transportation goals and objectives, and the actions to achieve those goals and objectives, and is a scope of work for transportation planning activities, including estimated costs, funding sources, and completion schedules; and

WHEREAS, the Department's interaction with COGs is focused on OWPs, with emphasis on monitoring activities funded with Office of Research and Planning (ORP)-administered transportation planning funds, state Rural Planning Assistance (RPA), federal Consolidated Planning Grant (CPG), and Transportation Planning Grants; and

WHEREAS, San Benito COG's fiscal year 2019-2020 OWP Agreement, attached hereto and incorporated herein by reference as Exhibit A, provides the scope of work and budget for transportation planning activities and funding sources to be accomplished in the San Benito County region between July 1, 2019 and June 30, 2020.

NOW, THEREFORE, BE IT RESOLVED that the Council of San Benito County Governments hereby approves and adopts the fiscal year 2019/2020 COG comprehensive Overall Work Program Agreement (Exhibit A) and budget of $773,584; and

BE IT FURTHER RESOLVED that the Council of San Benito County Governments hereby authorizes the COG Executive Director to sign, for and on behalf of the Council of San Benito County Governments, the Overall Work Program Agreement (Exhibit A) and annual certifications and assurances that all funding program requirements have been met.

PASSED AND ADOPTED BY THE COUNCIL OF SAN BENITO GOVERNMENTS THIS 16th DAY OF MAY, 2019 BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAINING:
ABSENT:

César E. Flores, Chair

ATTEST:

Mary Gilbert, Executive Director
Dated:

APPROVED AS TO LEGAL FORM:
SAN BENITO COUNTY COUNSEL'S OFFICE

Shirley L. Murphy

Shirley L. Murphy, Deputy County Counsel
Dated: May 9, 2019

Exhibit A

MFTA CONTRACT NUMBER 74A0801
AGENCY DUNS NUMBER 831182550
CFDA for Federal Funds 20.505*

OVERALL WORK PROGRAM AGREEMENT (OWPA) FOR COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

1. The undersigned signatory Regional Transportation Planning Agency (RTPA) hereby commits to complete, this fiscal year (FY) (beginning July 1, 2019 and ending June 30, 2020), the annual Overall Work Program (OWP), a copy of which was approved on **May 16, 2019** and is attached as part of this OWPA.

2. All of the obligations, duties, terms and conditions set forth in the Master Fund Transfer Agreements (MFTA), numbered 74A0801 and executed with effective dates of January 1, 2014 to December 31, 2024 between the Council of San Benito County Governments and the Department of Transportation (STATE), are incorporated herein by this reference as part of this OWPA for this FY.

3. This OWP Agreement obligates and encumbers only these following funding sources: State Highway Account – Rural Planning Assistance (RPA) funds, Federal Highway Administration (FHWA) State Planning and Research (SP&R) – Partnership Planning/Strategic Partnerships*, Federal Transit Administration (FTA) Section 5304 Transit Planning/Sustainable Communities*, and State Highway Account (SHA) - Sustainable Communities. RTPA agrees to comply with FHWA and FTA matching requirements for "Consolidated Planning Grant"and SHA funds obligated and encumbered against this OWP Agreement: FHWA – SP&R Part, federal/local – 80/20; FTA Section 5304, federal/local – 88.53/11.47; and/or SHA Sustainable Communities, state/local 88.53/11/47 . All local match funds are to be provided from non-federal sources.

4. Subject to the availability of funds this FY OWPA funds encumbered by STATE include, but may not exceed, the following:

Funding Source	Minimum Match % Required	Funding	Local Match, if applicable	Total Expenditures
RPA	0%	$294,000.00	Not Applicable	$294,000.00
RPA Carryover	0%	$0.00	Not Applicable	$0.00
SHA Sustainable Communities	11.47%	$150,000.00	$19,434.00	$169,434.00
FTA Section 5304*	11.47%	$0.00	$0.00	$0.00
FHWA SP&R*	20%	$0.00	$0.00	$0.00
Total Programmed Amount		$444,000.00	$19,434.00	$463,434.00

6. Should RTPA expend funds in excess of those available and programmed in this FY OWPA, those costs shall be borne solely by RTPA.

Caltrans	Council of San Benito County Governments
Department of Transportation (STATE)	Name of Agency (RTPA)
Authorized Signature	Authorized Signature
	Mary Gilbert
Printed Name of Person Signing	Printed Name of Person Signing
	Executive Director
Title	Title
Date	Date

APPROVED AS TO LEGAL FORM
SAN BENITO COUNTY COUNSEL
Shirley L. Murphy 5/9/19
DEPUTY COUNTY COUNSEL DATE

(For Use by Caltrans Accounting Only)

The total amount of all Federal funds encumbered
Fund Title: _____

Item _____ Chapter Statute Fiscal Year _____

Project ID# _____ Encumbrance Document Number _____

The total amount of all State funds encumbered
Fund Title: _____

Item _____ Chapter Statute Fiscal Year _____

Project ID# _____ Encumbrance Document Number _____

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and expenditure purpose stated above.

Signature of Department of Transportation Accounting Officer _____ Date _____

*CFDA for Federal Funds 20.505: Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research

Attachment 2

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County Governments

OVERALL WORK PROGRAM

Planning Activities for the San Benito Region

Fiscal Year 2019/20

Council of San Benito County Governments
330 Tres Pinos Road, C7, Hollister, CA 95023
Phone: 831.637.7665
Web: SanBenitoCOG.org
Final: May 2019

BOARD OF DIRECTORS

César E. Flores, Chair
San Juan Bautista City Council

Jim Gillio, Vice Chair
San Benito County Board of Supervisors

Anthony Botelho
San Benito County Board of Supervisors

Ignacio Velazquez
Hollister City Council

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Hollister City Council

AGENCY STAFF

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Executive Director

Veronica Lezama
OWP Project Manager/Transportation Planner

Regina Valentine
Transportation Planner

Kathy Postigo
Administrative Services Specialist

Monica Gomez
Secretary

Griselda Arevalo
Office Assistant

Chris Thomson
Mechanic

Mission Statement

COG improves the mobility of San Benito County travelers by planning for and investing in a multi-modal transportation system that is safe, economically viable, and environmentally friendly.

The COG Board also serves as the:

- Local Transportation Authority (LTA)
- Airport Land Use Commission (ALUC)
- Service Authority for Freeways and Expressways (SAFE)
- Measure A Authority (MEA)

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Council of San Benito County Governments

The Council of San Benito County Governments (COG) was formed in 1973 through a Joint Powers Agreement among the City of Hollister, City of San Juan Bautista, and the County of San Benito. COG consists of a five-member board that includes two representatives from the San Benito County Board of Supervisors, two representatives from the Hollister City Council, and one representative from the San Juan Bautista City Council. Caltrans serves as a non-voting ex-officio member.

COG provides a forum for addressing issues of area wide interest and builds consensus on transportation issues facing the region. Its mission is to improve the mobility of San Benito travelers by planning for and investing in a multi-modal transportation system that is safe, economically viable, and environmentally friendly. This mission is accomplished through planning and funding a variety of transportation projects and programs.

As the Regional Transportation Planning Agency for the San Benito region, COG is responsible for developing an annual Overall Work Program (OWP) that guides the collaborative planning process, which involves the three local jurisdictions, as well as the Association of Monterey Bay Area Governments (AMBAG), and the California Department of Transportation (Caltrans). Specifically, the OWP establishes the transportation planning objectives to be achieved and assigns the institutional responsibility and funding to complete the work. The OWP is organized in the following six chapters:

Chapter 1: Introduction/Prospectus describes the region and overview of the San Benito regional transportation system.

Chapter 2: Overall Work Program summarizes the purpose of the program and prior fiscal year planning accomplishments.

Chapter 3 Transportation Planning Priorities and Goals identifies the state and federal planning goals.

Chapter 4: Agency Organizational Structure describes the COG agency structure, institutional relationships, consultation, and outreach processes.

Chapter 5: Funding Activities shows the use of projected revenues to complete the OWP during the 2019/20 Fiscal Year and how those resources will be allocated.

Chapter 6: Planning Program for Fiscal Year 2019/20 contains Work Elements of major course work for the upcoming fiscal year. Each Work Element includes the project title, tasks, products/deliverables, schedule, staffing, and revenues for implementation of the OWP.

Appendix contains State required certifications and adopting resolution.

CHAPTER 1: INTRODUCTION/PROSPECTUS

A. Description of the Region

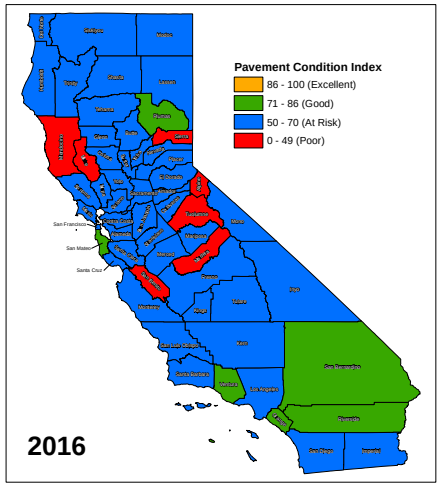
San Benito County is located in the Coast Range Mountains, south of San Jose and west of the Central Valley. The County is surrounded by Santa Cruz and Monterey Counties to the west, Santa Clara County to the north, and Merced and Fresno Counties to the east and south. The County encompasses over 890,000 acres (about 1,391 square miles) and is largely rural with the majority of the population living in Hollister (the County seat) and San Juan Bautista, or the unincorporated area of northern San Benito County. Combined with more affordable housing and its close proximity to Monterey and Santa Clara Counties,he County is an attractive home to 55,269[1] people and its regional highways and freeways include: 152, 156, 25, 101, 129, and 146.

B. Snapshot of the San Benito Regional Transportation System

i. Transportation - Highways, Roads, and Funding

San Benito County is home to many who work in other counties and its population center is geographically distant from neighboring counties. As such, traffic congestion continues to be an issue on its local highways. The most congested stretches of roadway occur during peak commute periods on State Route 156 between Hollister and San Juan Bautista and Highway 25 between Hollister and Santa Clara County. Since its construction in 2007, the Highway 25 Bypass has reduced vehicular congestion on downtown City of Hollister streets.

Deteriorating local streets and roads has been identified as another major area of concern statewide, including in the San Benito region. The *2016 California Statewide Local Streets and Roads Needs Assessment Report* confirms the deteriorating condition of the city and county road system, which makes up more than 80 percent of California's roadways and is the backbone of the statewide transportation system. The *Report* lists San Benito County as one of seven Counties with the poorest pavement condition in the State – ranking it at a Pavement Condition Index of 46 out of 100.



2016 California Statewide Local Streets and Roads Needs Assessment Report

[1] 2010 U.S. Census

In addition to congestion issues and deteriorating local streets, the biggest challenge to solving transportation issues is funding at all levels. In San Benito, the gap between reasonably expected revenues and future transportation needs is estimated at $553 million over the next 20 years.[2]

An increase in the use of more efficient vehicles combined with a diminished gas tax value has created an enormous gap in funding. In efforts to address these funding deficiencies, the State legislature passed Senate Bill 1 (SB1), the Road Repair and Accountability Act of 2017. This legislative package invests $54 billion over the next decade to fix roads, freeways, and bridges in communities across California and puts more dollars toward transit and safety. SB1 is the first increase in state funds dedicated to transportation since the mid 1990's. In 2018, Proposition 6, a ballot measure proposing to repeal SB 1, was considered by California voters as part of the November election. The Measure failed with 56.82 percent (6,952,081) of the voters in favor of keeping the gas tax and 43.18 percent (5,283,222) in favor of the repeal.[3] SB 1 is estimated to provide approximately $2.3 million annually to the San Benito region for various transportation infrastructure and road resurfacing projects.

In the same election, San Benito County voters passed Measure G, the San Benito County Roads and Transportation Safety and Investment Plan. The Measure was prepared by the Council of San Benito County Governments for a one percent local transactions and use tax for transportation to be collected for the next 30 years. Measure G funds will be used to implement needed highway improvements, local road maintenance, new local roads, transit improvements (for youth, seniors, students, people with disabilities), pedestrian, and bicycle safety improvements. A maximum of one percent of Measure G funds will be used annually for COG administration of the program.[4]

[2] 2018 San Benito County Regional Transportation Plan
[3] https://elections.cdn.sos.ca.gov/sov/2018-general/sov/2018-complete-sov.pdf
[4] See Work Element 210 for more information.

ii. Public Transit System

Despite San Benito County's common perception as an auto-oriented culture, the region's transit system includes an extensive network of services and options.

The San Benito County Local Transportation Authority (LTA) was formed by a Joint Powers Agreement between the City of Hollister, City of San Juan Bautista, and the County of San Benito in 1990. The LTA is responsible for the administration and operation of the County Express and Specialized Transportation public transportation services in the San Benito region.

County Express Transit System

The County Express fleet includes 20 vehicles, all which are ADA-compliant and equipped with wheelchair lifts/ramps and bicycle racks. The LTA contracts with a private operator for management, dispatch, and driver hiring of the County Express transit service.

The County Express system currently provides the following services:

- **Fixed-Route** - Service operates three Fixed Routes within the City of Hollister. These routes operate between 6:20 a.m. and 5:40 p.m. There is no Fixed Route service between 11:00 a.m. to 2:00 p.m., although Dial-a-Ride services are available during this gap in service. Headways for each of the routes range from 40 to 50 minutes.

- **Dial-A-Ride** - Dial-a-Ride service is provided to parts of northern San Benito County, including Hollister, San Juan Bautista, and Tres Pinos, Monday through Friday from 6:00 a.m. to 6:00 p.m., where and when Fixed Route is not available, and on weekends from 9:00 a.m. to 3:00 p.m. Reservations for the Dial-A-Ride may be made up to 14 days in advance. Same-day service is available but is subject to availability and a convenience fee.

- **Paratransit** - Complementary Americans with Disabilities Act Paratransit service is available for residents and visitors who are eligible for the service as determined by LTA. The service is for individuals who are not able to access Fixed Route due to a physical or cognitive disability and have trips that begin or end in a location less than ¾ mile from a Fixed Route bus stop. Reservations for the Paratransit service may be made up to 14 days in advance. Same-day service is available but is subject to availability and a convenience fee.

- **Intercounty** - Routes provide connections from the Cities of Hollister and San Juan Bautista to the City of Gilroy. There is daily weekday service to Gavilan College and the Caltrain station and weekend service to the Greyhound station in Gilroy. The weekday shuttle service to Gavilan College is from 6:55 a.m. to 8:50 p.m. with a limited schedule when school is not in session. There are three early morning and four evening runs to the Gilroy Caltrain station for connections to Caltrain and VTA bus services. Service to the Greyhound station operates four runs on Saturday and Sunday from 7:35 a.m. to 6:05 p.m.

- Specialized Transportation Services

The LTA contracts with Jovenes de Antaño, a local non-profit organization that has been providing Specialized Transportation Services to San Benito residents since 1990. Specialized Transportation services include Out-of- County Non-Emergency Medical Transportation, Medical Shopping Assistance Transportation, and Senior Lunch Transportation Program. These services are beyond the requirements of Americans with Disabilities Act, as they provide escort services, door-through-door, and minor translation services to the passengers.

Jovenes de Antaño also has a referral program that provides information about other senior social services within the community, coordination of home-based services, referral to legal assistance, and other local services to their clients. The coordination effort between Jovenes de Antaño and LTA allows for a reliable service for this critical need in the community. According to the 2010 U.S. Census, 10 percent of the total County population is aged 65 or older.[5] Many of these elderly individuals and persons with disabilities require specialized transportation services to travel to medical appointments, shop, and visit recreational centers.

iii. Active Transportation

Another important component of the San Benito region's transportation network is planning for *active transportation*, which includes pedestrian and bicycle projects and programs. The San Benito region has a modest bicycle network. Local jurisdictions continue to make great progress to implement *complete street* concepts into their planning methodologies. *Complete streets* is a transportation policy and design approach that requires streets to be planned, designed, and maintained to enable safe, convenient, and comfortable travel and access for users of all ages and abilities.

[5] 2010 U.S. Census, San Benito County

To help facilitate this process, COG assisted in the development of the Monterey Bay Area Complete Streets Guidebook. The Guidebook provides planning and implementation procedures for project sponsors, Cities and County, when developing streets in the San Benito County region. The Guidebook serves as a strategy to demonstrate that proposed projects meet the existing and future needs for all users of the transportation system.

Another important document that assists the region with promoting active transportation projects and programs is the San Benito County Bikeway and Pedestrian Master Plan. The Plan provides a blueprint for making bicycling and walking an integral part of the life of local residents and visitors. As the region works toward reducing congestion and air pollution, facilities to encourage active transportation will become essential to meet the future needs of residents.

Education is also an important element for increasing bicycling and walking, while also improving safety. COG has made great strides to encourage walking and bicycling within the San Benito region. Specifically, COG has implemented various educational programs and projects, including:

- Serving as a member agency of the Safe Kids Coalition of San Benito County. In this capacity, COG staff participates in assisting in the annual Kids at the Park event, helmet fittings at several local schools, pop-up events promoting bicycle safety, and Walk to School Day.
- COG serves on the City of Hollister and County of San Benito's Development Review Committees to provide project specific comments to improve bicycle and pedestrian access and circulation.
- COG sponsors the annual Bike-to-School Day festivities by encouraging students to safely ride to and from school. The event aims to reduce childhood obesity and injury, traffic at school sites, and vehicle emissions.

iv. Aviation

Aviation plays a major role in regional transportation and serves several purposes in the region. The agricultural community, firefighting, commercial activities; such as goods movement or agricultural commodities, and medical agencies depend on the use of aircraft. Aviation facilities also meet the needs of private aircraft users for commercial and recreation uses. The local airport and airpark, include:

- Hollister Municipal Airport

  The Hollister Municipal Airport is located approximately two miles north of Hollister adjacent to State Route 156 and is owned and operated by the City of Hollister. City officials view the airport as a "front door" through which many businesses, coming to Hollister for the first time, will pass before seeing the rest of the city.

- Frazier Lake Airpark

  Frazier Lake Airpark is located approximately 4.5 nautical miles northwest of Hollister Municipal Airport and is privately-owned and operated by the Frazier Lake Airpark Corporation. Two runways are available for use at the airport, one waterway which is 3,000 feet long and a turf runway that is 2,500 feet long.

v. Goods Movement

The majority of commodities in the San Benito region are transported in and out of the county by truck, with a small portion transported by rail. The region experiences truck traffic in and around San Juan Bautista and Hollister. Commodity exports from the County are primarily agricultural products and quarry materials, and the transport of these products generates truck traffic in and out of the region. While this traffic is largely confined to state highways, it also impacts local streets and rural roads not designed to handle large heavy trucks, creating conflicts with local traffic and adding to congestion.

vi. Railroad

The sole rail line in the San Benito region is the 12-mile-long Hollister Branch Line running from Hollister to Carnadero Creek in Santa Clara County. With the advent of the state highway and the competitive shipping rates offered by truckers, rail has become a less viable form of commodity transport than it was in decades past.

Rail planning also plays a critical role in COG's planning activities, as the agency was awarded a Caltrans grant for the Analysis of Public Transit Network Expansion Projects for Congestion Relief of the Highway 25 Corridor, which will include an analysis of passenger rail.[6]

[6] See Work Element 401 for project details.

CHAPTER 2: OVERALL WORK PROGRAM

The Overall Work Program (OWP) details the transportation planning activities that the Council of Governments (COG) will undertake during the July 1, 2019 through June 30, 2020 Fiscal Year. The OWP defines the continuing, comprehensive, and coordinated planning process for the region, inclusive of the City of Hollister, City of San Juan Bautista, and the County of San Benito. The document also includes work undertaken directly by other agencies for the San Benito region, such as by the Association of Monterey Bay Area Governments (AMBAG) and Caltrans, in collaboration with COG.

Specifically, the OWP consists of an emphasis on monitoring activities funded with Office of Regional Planning-administered transportation planning funds, which include: State Rural Planning Assistance, federal Consolidated Planning grants, and Caltrans Transportation Planning grants. This document also includes other major planning activities performed by COG, outside of the above-mentioned funding sources.

The document serves as a reference to be used by the public, planners, and elected officials to understand how COG will meet its regional transportation planning objectives. The following section identifies the planning accomplishments completed by COG during the previous OWP, Fiscal Year 2018/19.

Previous Year 2018/19 Overall Work Program Planning Accomplishments

As an agency, COG serves in a variety of capacities including as the Local Transportation Authority (LTA), the Airport Land Use Commission (ALUC), the Measure A Authority (MEA), and the Service Authority for Freeways and Expressways (SAFE) for the San Benito County region. The accomplishments for the above-mentioned agencies are included as follows:

i. Council of Governments (COG)

a. COG managed a number of transportation planning activities of significance, some of which include the following:
b. On a regional level, COG continued coordination with Caltrans and the Santa Clara County Valley Transportation Authority (VTA) on the San Benito/Santa Clara Mobility Partnership, which met every other month in 2018/19. In February of 2019, VTA approved a contract for Final Design and Right-of-Way Engineering Services for the US 101/SR 25 Interchange Improvement Project (Phase 1 Project) in an amount not to exceed $5,094,100.

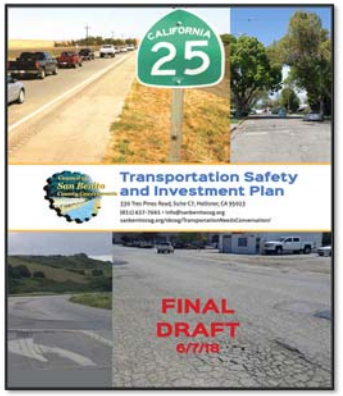
c. Continued coordination with Central Coast regional transportation planning agencies to raise the importance of U.S. 101 and other transportation needs to state elected officials and the California Transportation Commission.

d. COG continued to assists local jurisdictions with the implementation of the Traffic Impact Mitigation Fee Program.

e. The Board adopted the 2018 San Benito Regional Transportation Plan (RTP), a two and a half year COG staff effort, which included coordination with Caltrans and AMBAG on the Metropolitan Transportation Plan, Sustainable Community Strategies, and Environmental Impact Report. The RTP is the region's comprehensive transportation planning document, which serves as a guide for achieving public policy decisions that will result in balanced investments for a wide range of multimodal transportation improvements.

f. Updates were provided to the Board in order to seek input from its advisory committees including the Technical Advisory Committee, Social Services Transportation Advisory Council, and the Bicycle and Pedestrian Advisory Committee.

g. 2018 San Benito County Roads and Transportation Safety Investment Plan:



- Held special and regular COG Board meetings to discuss the feasibility of a San Benito regional transportation sales tax for the 2018 November election.
- Coordinated with local Cities/County staff and Boards to obtain consensus on key components of the transportation sales tax.
- Conducted bilingual voter surveys and community engagement meetings to obtain feedback from the public on transportation priorities.
- Facilitated the preparation of a transportation list of projects proposed to be financed with sales tax funds with local jurisdiction staff and Council/Board input.
- Coordinated monthly meetings with local stakeholders to develop key components of the Transportation Safety and Investment Plan that resulted in a one-cent sales tax for transportation over 30 years.
- Prepared financial projections for the Transportation Safety and Investment Plan.
- Conducted informational meetings on the final Roads and Transportation Safety Investment Plan.
- Prepared ordinances, resolutions, ballot language, and took all necessary steps to place a ballot measure before voters in the November 2018 election.
- Initiated coordination with the City of Hollister, City of San Juan Bautista, and County of San Benito on the implementation and delivery of the voter approved Measure G.
- Initiated a work plan of resources needed to implement Measure G, including staffing levels and strategies to inform the public of the progress of implementation.

h. Highway 25 Widening Project:

- Reestablished coordination with Caltrans to proceed with the Highway 25 Widening Project.
- Scheduled Project Development Team meetings.
- Initiated preparation of project schedule.

i. Transportation Funding

- Continued to prepare funding allocation requests for approval by the California Transportation Commission.
- Continued to provide local jurisdictions with grant support and information on various federal, state, regional, and local funding sources.
- Continued to assist local jurisdictions with amendments to the Metropolitan and Federal Transportation Improvement Program listing of federal and/or regionally significant projects.
- Assisted local jurisdictions with the project reporting and delivery requirements of Senate Bill 1 funding, the Road Repair and Accountability Act of 2017.
- Continued distribution of Transportation Block Grant Program funds, based on board adopted policies, to local jurisdictions for various transportation projects, including: bridge, road, bicycle, and pedestrian improvements.
- Transportation Development Act Funds:
  - Completed the preparation of the 2016/17 – 2018/19 Triennial Performance Audit. As a Regional Transportation Planning Agency, COG is required by the Public Utilities Code to prepare and submit an audit of its performance on a triennial basis to the California Department of Transportation in order to continue receiving Transportation Development Act (TDA) funding. TDA funds include the Local Transportation Fund and State Transit Assistance. Two percent of TDA funds are allocated to local jurisdictions for bicycle and pedestrian projects and the funds determined to not be necessary for public transportation services by the annual Unmet Transit Needs process are allocated for local streets and roads repairs.
  - Conducted the annual Unmet Transit Needs process and addressed transit needs that were found *Reasonable to Meet,* in accordance with TDA. The Unmet Transit Needs process met all state-mandated processes and was certified by Caltrans.
  - Continued administration and apportionment of TDA monies to the Local Transportation Fund and State Transit Assistance fund.

- Reviewed and approved claims for distribution of bicycle and pedestrian funds to the local jurisdictions.
- Completed the annual Financial Audit, with the assistance of an independent contractor. The audit was prepared in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

j. Continued to serve on the local jurisdictional Development Review Committees for transportation circulation input on proposed development.

k. Continued implementation of the San Benito County Bikeway and Pedestrian Master Plan and Complete Streets Guidebook.

l. Continued coordination as a member of the Safe Kids Coalition of San Benito County to promote bicycle and pedestrian safety on a regional basis.

m. Continued efforts to reduce congestion by assisting commuters with Rideshare commute alternatives programs such as the Vanpool Program and the 511 carpool matchlist.

n. Successfully updated the Council of Governments website (SanBenitoCOG.org).

ii. Local Transportation Authority (LTA)

COG allocated funding for public transit to the Local Transportation Authority, who oversees the local public transportation contractors, MV Transportation and Jovenes de Antaño. During the previous fiscal year, the Local Transportation Authority accomplished several major course work, including:

a. The Local Transportation Authority received the 2018 Outstanding Rural Program of the Year by the California Association for Coordinated Transportation (CalACT).

b. The transit system served 125,179 passengers on County Express and Specialized Transportation Services.[7]

c. Continued work to implement the Accessible Connections Promoting Active Transportation: A Bus Stop Improvement Plan, upon funding availability.

d. Continued implementation if the Intelligent Transportation Systems Technology for the 21st Century: Using Technology to Improve Safety and Efficiency of San Benito County's Transit System Plan, upon funding availability.

e. Continued implementation of the San Benito County Short and Long Range Transit Plan based on funding availability and Board priorities.

f. Awarded new contracts to transportation operators for ongoing County Express and Specialized Transportation Services.

g. Launched and maintained the Token Transit application. The APP allows bus riders to conveniently purchase and use bus passes on their smartphones or other mobile devices.

h. Applied for various federal and state funding sources including Federal Transit Administration's 5311 and 5310 Programs, and Caltrans' Low Carbon Transit Operations Program and Public Transportation Modernization, Improvement, and Service Enhancement Account Program.

[7] FY 2017-2018

i. Measure A Authority (LTA)

a. There was no work conducted under the Measure A Authority during the 2018/19 Fiscal Year, as the measure has expired.

ii. Service Authority for Freeways and Expressways (SAFE)

a. Maintained the existing call box program, with 40 call boxes in total along Highways, 25, 101, 146, 156, and along Panoche Road in San Benito County.

iii. Airport Land Use Commission (ALUC)

a. Continued to attend City of Hollister and County of San Benito Development Review Committee meetings to coordinate Site and Architectural reviews for proposed development within the Hollister Municipal Airport and Frazier Lake Airpark's Airport Influence Areas.

b. Initiated the update to the Airport Land Use Compatibility Plan for Frazier Lake Airpark by releasing a Request for Proposals and successfully securing a consultant.

CHAPTER 3: TRANSPORTATION PLANNING PRIORITIES AND GOALS

A. Federal Planning Factors (FPF)

COG is required to incorporate Federal Planning Factors (FPF) into the annual OWP. FPF are issued by Congress and emphasize planning factors from a national perspective. The FPF are revised or reinstated with any new reauthorization bill and include the following:

i. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.

ii. Increase the safety of the transportation system for motorized and non-motorized users.

iii. Increase the security of the transportation system for motorized and non-motorized users.

iv. Increase the accessibility and mobility of people and for freight.

v. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.

vi. Enhance the integration and connectivity of the transportation system, across and between modes, people and freight.

vii. Promote efficient system management and operation.

viii. Emphasize the preservation of the existing transportation system.

ix. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water and reduce or mitigate storm water impacts of surface transportation.

x. Enhance travel and tourism.

The following chart shows how COGs Fiscal Year 2019/20 Work Elements respond to the Federal Planning Factors (FPF):

		Transportation Development Act Administration	Program Administration and Management	Overall Work Program	Public Participation	Regional Coordination	Transit System Planning and Administration	Airport Land Use Commission	Emergency Motorist Aid System	Metropolitan Planning and Programming	Measure G Implementation	Regional Transportation Plan	Bikeway and Pedestrian System Planning and	Road System Planning and Programming	Transportation System Modeling	Regional Rideshare Program	Regional Transportation Improvement Program	Analysis of Public Transit Network Expansion Projects for Congestion Relief of the Highway 25 Corridor
		100	102	103	104	105	106	107	108	109	110	201	301	302	303	304	305	401
1.	Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency.																	
2.	Increase the safety of the transportation system for motorized and non-motorized users.																	
3.	Increase the security of the transportation system for motorized & non-motorized users.																	
4.	Increase the accessibility and mobility of people and for freight.																	
5.	Protects and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.																	
6.	Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.																	
7.	Promote efficient system management and operation.																	
8.	Emphasize the preservation of the existing transportation system.																	
9.	Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater and reduce or mitigate stormwater impacts of surface transportation.																	
10.	Enhance travel and tourism.																	

CHAPTER 4: AGENCY ORGANIZATIONAL STRUCTURE

A. Jurisdictional Boundaries

The Council of Governments' (COG) jurisdiction follows the boundaries within the San Benito region, which include the City of San Juan Bautista, City of Hollister, and County of San Benito. The actions of COG are governed by Transportation Development Act regulations, the California Code of Regulations, Memorandums of Understanding with Caltrans, and a Joint Powers Agreement with the City of Hollister, City of San Juan Bautista, and County of San Benito. COG serves in various capacities including as the:

i. **Regional Transportation Planning Agency:** COG is designated as the Regional Transportation Planning Agency for San Benito County region and is charged by state law in meeting certain transportation planning requirements. In this capacity, COG is responsible for the development of the Overall Work Program and Regional Transportation Plan – a long-term blueprint of a region's transportation system. In addition, this entity is responsible for the annual allocation of State funds from the Transportation Development Act to local jurisdictions and transit operators.

ii. **Consolidated Transportation Service Agency:** In September 1986, COG entered into a Joint Powers Agreement to act as the Consolidated Transportation Service Agency for San Benito County. COG acts as a lead agency in providing, consolidating and coordinating social service transportation activities and is eligible for Transportation Development Act and Local Transportation Funds for such services.

iii. **Area-wide Planning Organization:** COG is designated by the United States Department of Housing and Urban Development as the Area-wide Planning Organization for San Benito County. This designation carries with it the responsibility to comply with the comprehensive planning responsibilities of Section 701 of the Housing Act of 1954 and subsequent related legislation.

iv. **Local Transportation Authority (LTA):** The LTA was formed by a Joint Powers Agreement between the Cities of Hollister and San Juan Bautista and the County of San Benito to administer the regional transit program. This agreement went into effect on July 1, 1990, removing responsibility for the regional transit system from the City of Hollister. The LTA Board is composed of the same members as the COG Board.

v. **Airport Land Use Commission (ALUC):** The purpose of ALUC is to protect public health, safety, and welfare by ensuring the orderly expansion of airports and the adoption of land use measures that minimize the public's exposure to excessive noise and safety hazards within areas around public airports. ALUC reviews projects within the Airport Influence Area of the two local airports, which include the Hollister Municipal Airport and Frazier Lake Airpark. The ALUC Board is composed of the same members as the COG Board.

vi. **Measure A Authority:** Measure A is a ballot measure that was passed by the voters of San Benito County in 1988. It consists of a one-half of one percent sales tax over a period of ten years to be used for a number of local transportation improvement projects. The MEA Board is composed of the same members as the COG Board.

vii. **Service Authority for Freeways and Expressways (SAFE):** SAFE was established in September 1998 by the City Councils of Hollister and San Juan Bautista and the San Benito County Board of Supervisors. This agency is responsible for the area's emergency motorist aid call boxes. There are currently 40 call boxes in San Benito County along highways 25, 101, 129, 146, 156, and along Panoche Road. The SAFE Board is composed of the same members as the COG Board.

B. Agency Personnel

The Council of San Benito County Governments consists of seven full-time equivalent positions, which include the following:

i. Executive Director

The Executive Director is appointed by the Council of Governments Board of Directors and serves as the Executive Director of the Local Transportation Authority, Measure A Authority, Airport Land Use Commission, and the Service Authority for Freeways and Expressways. The Executive Director is a top-management level position with responsibility for planning, organizing, directing, coordinating staff, and finances in accordance with the agency's objectives, plans and policies adopted by the Board of Directors.

ii. Transportation Planning Staff

The Council of Governments' planning staff consists of two full-time Transportation Planners. The first Planner is primarily responsible for project management and transportation planning activities, including the development of the Regional Transportation Plan and Overall Work Program. This Planner is also responsible for staffing the Airport Land Use Commission, the Service Authority for Freeways and Expressways, and the Rideshare Program.

The second Transportation Planner is responsible for staffing the Local Transportation Authority (LTA), which includes transit system management, funding applications, performance reporting and operations. This full-time planner is responsible for overseeing the two transit system operations contracts with MV Transportation and Jovenes de Antaño.

iii. Maintenance Staff

The Local Transportation Authority employs one full-time mechanic to maintain the transit fleet and Vanpool Program vehicles.

iv. Administrative Services Specialist

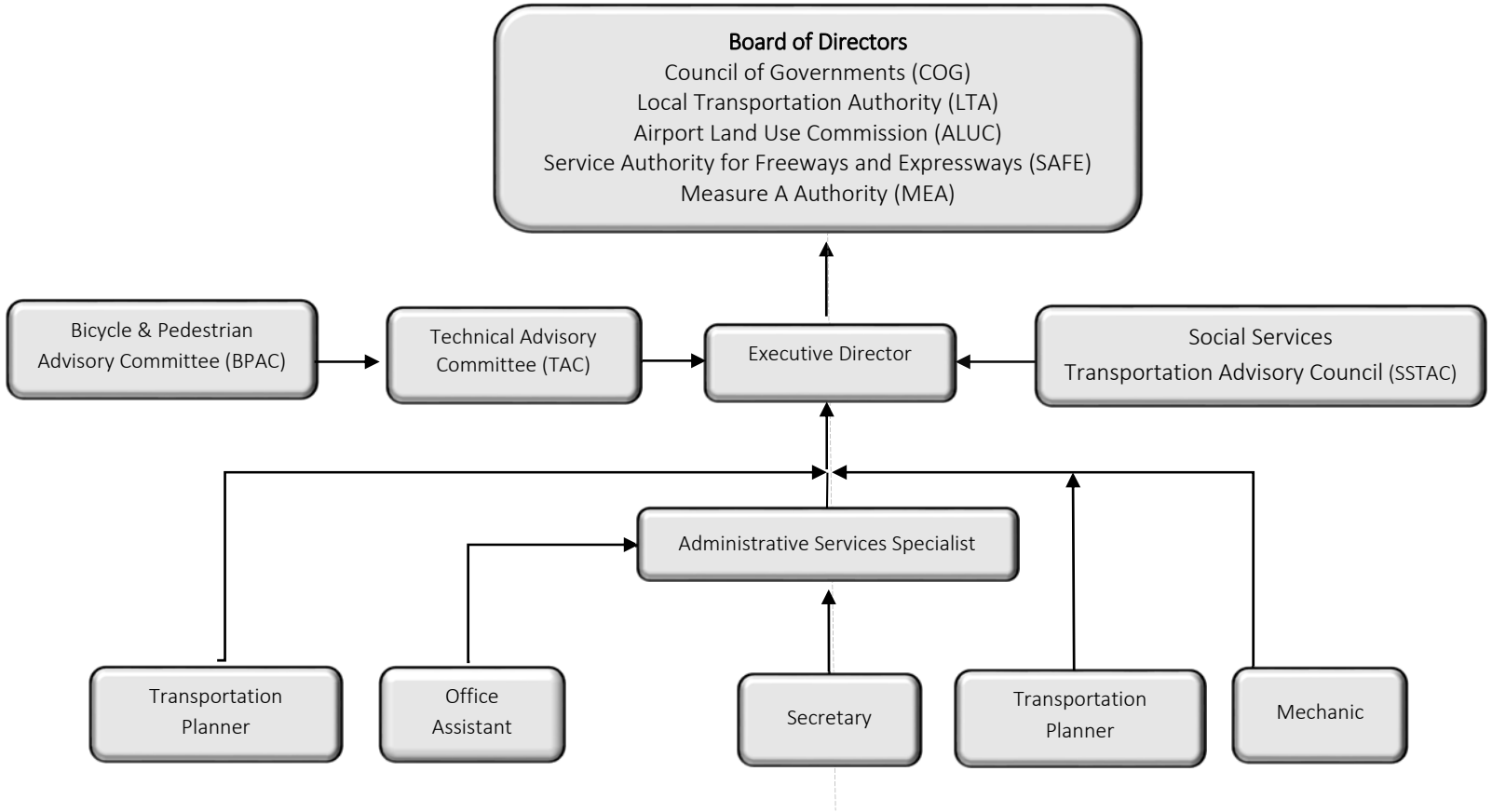
The Administrative Services Specialist position is a supervisory classification for coordinating and supervising the administrative support functions of COG. Under direction of the Executive Director, the Services Specialist organizes and participates in the support functions to prepare financial reports. This position is responsible for oversight of administrative staff, which includes the Secretary and Office Assistant.

v. Administrative Support Staff

The Council of Governments' administrative support staff consists of a full-time Secretary and Office Assistant. The Secretary provides office support and serves as clerk to the COG, LTA, ALUC, SAFE and MEA Board Directors. The Office Assistant provides support to LTA and COG staff. These positions are primarily funded by Transportation Development Act funds.

vi. Organizational Chart

The Board of Directors, Advisory Committees, and agency personnel organizational structure are shown below.



C. Interagency and Community Decision Making Process

The Council of Governments (COG) Board of Directors governs the agency by setting policy and guiding work activities. Members are represented on the Board of Directors by two City of Hollister Council representatives, one representative from the San Juan Bautista City Council, and two from the County Board of Supervisors. Consistency of local government actions with the regional objectives is assured by actively involving local decision-makers in the planning process.

The decision making process is also guided by COG staff and advisory committee representatives of staff from member agencies, residents, interest groups, and stakeholders. COG will continue to advance its public participation and consultation efforts through guidance from its advisory committees, which include the following:

D. Advisory Committees

COG has three advisory committees that make recommendations to the Board of Directors on a variety of regional transportation issues. Those advisory committees include:

i. **Technical Advisory Committee (TAC):** This committee advises COG on matters related to transportation planning. Committee members include:

- Mary Gilbert, COG Executive Director
- Michaele LaForge, City Manager, City of San Juan Bautista
- Bill Avera, City Manager, City of Hollister
- Danny Hillstock, City Engineer, City of Hollister
- John Guertin, Director, San Benito County Resource Management Agency
- Chris Miceli, Officer, California Highway Patrol
- Jill Morales, Regional Planner, Caltrans
- Heather Adamson, Association of Monterey Bay Area Governments

ii. Social Services Transportation Advisory Council (SSTAC): Members on the advisory committee are appointed by COG. They are recruited from social service agencies and transit providers representing the elderly, persons with disabilities and persons of limited means, in accordance with the Public Utilities Code (Article 3, Section 99238). This committee consists of the following members:

- Leona Medearis-Peacher, General Manager, MV Transportation
- Maggie Bilich, transit user
- Pauline Valdivia, Executive Director, Jovenes de Antaño
- Esther Alva, Community Services and Workforce Development
- Clay Kempf, Executive Director, Area Agency on Aging
- Ann Ross, member of the public
- Jim Parker, transit user

iii. Bicycle and Pedestrian Advisory Committee (BPAC): The Committee was established in 2008 and members are appointed by the COG Board of Directors. The Committee advises COG on bicycle and pedestrian issues in the San Benito County region. Committee members include:

- Chris Miceli, California Highway Patrol
- John Teliha, Hollister School District
- Cathy Buck, Sunnyslope County Water District
- Adam Goldstone, San Benito County Resource Management Agency
- Danny Hillstock, City of Hollister
- Valerie Egland, R.E.A.C.H
- Todd Kennedy, City of San Juan Bautista

E. Coordination

The Council of San Benito County Governments (COG) has developed a number of mechanisms to promote coordination. These include the diversified membership of the agency committees, exchange of work programs, plans, informal day-to-day communication, and other means by which COG works to improve coordination and cooperation within the region.

Specifically, COG coordinates transportation related activities regularly through its Board meetings, which are published on the COG website at SanBenitoCog.org. Coordination is also maintained with staff from other departments of the cities and the county, primarily those connected with planning, public health, public works, airport, accounting, and administration.

In 1993, a Memorandum of Understanding between COG, Caltrans and the Association of Monterey Bay Area Governments (AMBAG) was adopted for meeting Intermodal Surface Transportation Efficiency Act (ISTEA)[8] requirements related to Metropolitan Planning Organization boundaries, planning, and programming for air quality non-attainment areas. This memorandum was revised and readopted in 1997. COG will coordinate with the AMBAG to perform specific studies relating to such items as traffic modeling, growth forecast, air quality conformity, and Metropolitan Transportation Planning.

COG also coordinates transit services through the San Benito County Local Transportation Authority (LTA). Transit services are coordinate through contracts with MV Transportation and Jovenes de Antaño.

At the regional level, the many agencies directly associated with transportation financing, planning, and implementation, include:

- California Transportation Commission
- California Department of Transportation
- Association of Monterey Bay Area Governments
- Monterey Bay Unified Air Pollution Control District
- City of Hollister
- City of San Juan Bautista
- San Benito County
- Council of San Benito County Governments
- Service Authority for Freeways and Expressways
- Airport Land Use Commission
- Local Transportation Authority
- Measure A Authority

[8] The Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 provided funding authorizations for highways, highway safety, and mass transit for the next six years.

F. Public Participation

Public participation efforts center on seeking input from the public on COG planning activities, including: meetings, short and long range plans, and reports.

COG encourages public participation by holding meetings and gathering public input on a continuous basis. Reaching and engaging all traditional and nontraditional stakeholders in the community is important to the agency, including under-represented and under-served populations. To further ensure participation, every three years, COG prepares a Title VI Program and Language Assistance Plan (LAP) for Limited English Proficiency (LEP) individuals.[9] The Title VI component of the Plan ensures that "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." The Language Assistance Plan for Limited English Proficiency portion of the Plan is aimed at ensuring meaningful access to programs and activities by persons with limited English proficiency. For example, in order to accommodate Spanish-speaking individuals; interpreters and/or bilingual staff are available at several public meetings conducted by COG.

Another resource consists of the Association of Monterey Bay Area Governments' Monterey Bay Region Public Participation Plan. The Plan was prepared collaboratively with San Benito COG, Santa Cruz County Regional Transportation Commission, Transportation Agency for Monterey County, and the regional transit agencies. The purpose of the Plan is to provide guidelines for effective public participation on transportation planning related projects and studies conducted by the above-mentioned agencies.

This Overall Work Program also provides guidance in the structuring of regional planning processes to ensure that, to the greatest extent possible, interagency consultation and public participation are made an integral and continuing part of the regional decision making process. The participation policies and procedures described in this program are structured to comply with all applicable federal and state legislation and rules, and also express the genuine regional value and interest that all residents are provided an equal opportunity to participate in the shaping and implementation of regional policies, programs, and projects.

[9] Title VI Program and Language Assistance Plan (LAP) for Limited English Proficiency (LEP): http://www.sanbenitocog.org/library.php

CHAPTER 5: FUNDING ACTIVITIES

A. Overall Work Program Funding

The transportation planning work done by COG is largely funded with State Rural Planning Assistance (RPA) funds. The RPA fund estimated for the Fiscal Year 2019/20 Overall Work Program is $294,000. It is anticipated that COG will use the full apportionment of funding during the fiscal year in question. Other major funding contained in this Overall Work Program include federal, state, regional, and local sources. New planning grant funds awarded to COG, after the adoption of the OWP, will be amended into the Overall Work Program.

B. Overall Work Program Budget Distribution

The budget for this Overall Work Program is estimated at $773,584 for Fiscal Year 2019/20.

C. Table I: OWP Financial Table

The financial table below documents the planning funding sources identified for each of the Work Elements.

	Work Element	Transportation Development Act Admin.	Program Administration and Management	Overall Work Program	Public Participation	Regional Coordination	Transit System Administration & Planning	Airport Land Use Commission	Emergency Motorist Aid System - SAFE	Metropolitan Planning & Programming	Measure G Implementation	Regional Transportation Plan	Bikeway and Pedestrian System Planning & Promotion	Road System Planning	Transportation System Modeling	Regional Rideshare Program	Regional Transp. Improvement Program	Analysis of Public Transit Network Expansion Project for Congestion Relief of the Hwy 25 Corridor	San Benito County Regional Transportation Planning	San Benito County Transp. Improvement Programming	
	Work Element No.	**101**	**102**	**103**	**104**	**105**	**106**	**107**	**108**	**109**	**110**	**201**	**301**	**302**	**303**	**304**	**305**	**401**	**624**	**642**	**TOTAL**
Funding Source	RPA[10]			$17,462	$35,060	$39,694	$30,000			$6,000		$69,120	$18,664	$54,000	$6,000		$18,000				**$294,000**
	TDA[11]	$47,500	$47,500				$50,000	$10,000													**$155,000**
	DMV[12]								$47,000												**$47,000**
	Local Funds[13]							$2,000								$5,000		$19,434			**$26,434**
	FHWA PL[14]																		$27,650	$13,500	**$41,150**
	SB1 RMRA[15]																	$150,000			**$150,000**
	Measure G[16]										$60,000										**$60,000**
	TOTAL	**$47,500**	**$47,500**	**$17,462**	**$35,060**	**$39,694**	**$80,000**	**$12,000**	**$47,000**	**$6,000**	**$60,000**	**$69,120**	**$18,664**	**$54,000**	**$6,000**	**$5,000**	**$18,000**	**$169,434**	**$27,650**	**$13,500**	**$773,584**

[10] Rural Planning Assistance, State funds.
[11] Transportation Development Act, State funds.
[12] Department of Motor Vehicles, Local funds.
[13] Local Funds: airport development fees, Vanpool Program collected lease fees, and local match funds (i.e. in-kind staff time).
[14] Federal Highway Administration Planning Funds, Federal funds allocated to AMBAG for San Benito planning.
[15] Senate Bill 1, Road Maintenance and Rehabilitation Account, State funds.
[16] Measure G, Local funds.

CHAPTER 6: PLANNING PROGRAM FOR FISCAL YEAR 2019/20

A. Work Element Summary

This section of the Overall Work Program describes the specific planning tasks, Work Elements, which will be conducted by the Council of Governments (COG), Local Transportation Authority (LTA), Measure A Authority (MEA), Airport Land Use Commission (ALUC), and the Service Authority for Freeways and Expressways (SAFE) during the 2019/20 Fiscal Year. The program is divided into three categories by general subject area and further divided into specific Work Elements as noted below. The Work Elements identify specific tasks, products, budget, and staffing related to each project.

Work Element	Description	Page No.
Category 100: Coordination and Information		
101	Transportation Development Act Administration	28
102	Program Administration and Management	30
103	Overall Work Program	31
104	Public Participation	33
105	Regional Coordination	35
106	Transit System Planning and Administration	40
107	Airport Land Use Commission	43
108	Emergency Motorist Aid System - SAFE	45
109	Metropolitan Planning and Programming	46
110	Measure G Implementation	48
Category 200:	**Transportation Plan Updates**	
201	Regional Transportation Plan	52
Category 300: Short Range Planning		
301	Bikeway and Pedestrian System Planning and Promotion	55
302	Road System Planning and Programming	57
303	Transportation System Modeling	59
304	Regional Rideshare Program	60
305	Regional Transportation Improvement Program	62
401	Analysis of Public Transit Network Expansion Projects for Congestion Relief of the Highway 25 Corridor	65
Association of Monterey Bay Area Governments (AMBAG) Work Elements Partially funded by COG:		67
624	San Benito County Regional Transportation Planning	
642	San Benito Transportation Improvement Program	

Category 100: Coordination and Information

Work Element 101: Transportation Development Act Administration

Lead Agency: Council of Governments
Project Managers: Kathy Postigo, Administrative Specialist
Veronica Lezama, Transportation Planner

Objective

To administer the requirements of the Transportation Development Act (TDA) in compliance with the statutes and the California Code of Regulations. The TDA of 1971, was enacted by the California Legislature to improve existing public transportation services and encourage regional transportation coordination. It provides funding to be allocated to transit and non-transit related purposes that comply with regional transportation plans.

Previous and Ongoing Work

COG has been responsible for TDA administration since 1974. These funds support COG program administration, public transit operations, bicycle and pedestrian projects, and maintenance of local streets and roads. Under the TDA, COG is also responsible for carrying out the annual Unmet Transit Needs hearings, annual financial audit, and the performance triennial audit. The most recent triennial performance audit report (2015/16 through 2017/18 Fiscal Year) will be considered for Board adoption in June of 2019.

Work Element 101 Funding Source	Amount
Transportation Development Act (TDA)	$47,500
Total	$47,500

	Task	Deliverable	Deadline	Responsible Party
1.	Allocate TDA funds consistent with state and COG policies.	• Resolutions allocating funds • Assist local agencies with funding requests • Track funding expenditures and balances	July 1 2019	COG
2.	Monitor changes in TDA statutes and administrative regulations. Advise local jurisdictions, transit operators, and COG Board of changes to the TDA.	• Staff reports • Memos	Quarterly	COG

3.	Conduct the annual Financial Audit.	• Hire independent auditor
		  – Request for Proposals
		  – Contract
		• Annual Financial Audit Report
		• Prepare for Implementation of audit recommendations
			June 2020	COG

4.	Triennial Performance Audit (FY 2015/2016 through 2017/18). Ensure that triennial audit is conducted on all TDA claimants.	• Implementation of audit recommendations	June 2020	COG
5.	Conduct the annual Unmet Transit Needs process.	• Bilingual newspaper notice • Meeting/Hearing flyers • Three bilingual public hearing/meetings at the County Administration building, Hollister Community Center and, San Juan Bautista Community Center • Onboard bus interviews with bus riders • Draft Report to Caltrans • Unmet Transit Needs draft report presented to the Social Services Transportation Advisory Council and COG Board • Final Report to COG Board • Report submitted to Caltrans • Prepare implementation transit recommendation by the LTA	January 2020 January 2020 February 2020 February 2020 March 2020 March/April 2020 June 2020 June 2020 June 2020	COG/LTA
6.	Facilitate and monitor activities of the Social Services Transportation Advisory Council (SSTAC).	• Meeting agendas, minutes • Staff reports, presentations • Member recruitments	Bi-monthly	COG

Work Element 102: Program Administration and Management

Lead Agency: Council of Governments

Project Manager: Mary Gilbert, Executive Director and administrative staff

Objective

To manage, support, coordinate, and administer COG's planning program in compliance with state and federal regulations.

Previous and Ongoing Work

This work element is a continuing activity of COG; it includes Board and committee meetings. This work element is intended to cover all of the day-to-day administrative duties of the agency and the governing Board of Directors.

Work Element 102 Funding Source	Amount
Transportation Development Act (TDA)	$47,500
Total	$47,500

	Task	Deliverable	Deadline	Responsible Party
1.	Conduct monthly COG Board meetings.	• Agenda, Staff reports • Meeting minutes • Presentations • Board payments • Website updates • Legal coordination	Monthly	COG
2.	Conduct monthly Technical Advisory Committee and Bicycle and Pedestrian Advisory Committee meetings.	• Agendas, minutes • Staff reports, presentations • Meeting minutes • Website updates	Monthly	COG
3.	Prepare budget reports for Board review and approval.	• Budget hearings • Technical reports • Quarterly budget reports • Final budget	March-June 2020	COG
4.	Update COG Bylaws, Rules and Regulations.	• Bylaws/rules and regulations	As needed	COG

Work Element 103: Overall Work Program

Lead Agency: Council of Governments
Project Manager: Veronica Lezama, Transportation Planner

Objective

To prepare COG's annual Overall Work Program in accordance with Caltrans' Regional Planning Handbook, a reference manual for administering Overall Work Programs and specific transportation planning funds.

Previous and Ongoing Work

This Work Element is a continuing activity of COG. Each fiscal year, COG prepares an Overall Work Program which describes the planning activities that the agency will perform in the upcoming year, in accordance with established policies.

Work Element 103 Funding Source	Amount
Rural Planning Assistance (RPA)	$17,462
Total	$17,462

	Task	Deliverable	Deadline	Responsible Party
1.	Review prior year OWP and update work elements to reflect the upcoming FY 2020/21 planning activities.	• Admin draft OWP	November 2019 – January 2020	COG
2.	Prepare FY 2020/21 OWP staff assignments and project schedule.	• OWP staff assignments • OWP Schedule	November 2019	COG
3.	FY 2020/21 OWP coordination and consultation with AMBAG, Federal Highway Administration (FHA), Federal Transit Administration, and Caltrans.	• Annual Meeting	January 2020	AMBAG
4.	Provide Draft FY 2020/21 OWP to COG Board for comment and submittal to Caltrans for comment.	• Staff reports • Draft OWP	February 2020	COG
5.	Provide Draft OWP to Caltrans for comment.	• Draft OWP	March 2020	COG/Caltrans
6.	Prepare Draft OWP for public review.	• Draft OWP	April 2020	COG
7.	Update the Draft OWP per Caltrans and public comments.	• Draft OWP update	May 2020	COG
8.	Final FY 2020/21 OWP to Board for adoption.	• Final OWP	June 2020	COG
9.	Submit final FY 2020/21 OWP to Caltrans.	• Final OWP, OWP Agreement • Certificates and Assurances	June 2020	COG

		• FHWA RTPA Certification • State Certification		
10.	Process OWP invoices to Caltrans.	• Submittal of funding and grant invoices to Caltrans • Time studies	Quarterly	COG
11.	Prepare OWP amendments.	• Amendments • OWP Agreements	As necessary	COG

Work Element 104: Public Participation

Lead Agency: Council of Governments
Project Manager: Planning Staff

Objectives

To enhance public knowledge, understanding and participation in the state and regional transportation planning process as required by the federal transportation bill.

Previous and Ongoing Work

COG holds public hearings and meetings throughout the year to receive information and gather input on projects and planning activities. COG provides technical data and assistance regarding federal and state programs, traffic volumes, and finances to interested members of the public and organizations, including traditional and nontraditional stakeholders. COG also collaborates with AMBAG on its update to the Monterey Bay Area Public Participation Plan, which outlines public participation best practices for the Monterey Bay Area region.

Work Element 104 Funding Source	Amount
Rural Planning Assistance (RPA)	$35,060
Total	$35,060

	Task	Deliverable	Deadline	Responsible Party
1.	Hold public hearings and meetings to provide information and gather input and comments on COG's various projects and work elements.	• Public meetings • Public hearings • Flyers, newsletters • Social media updates	As needed	COG
2.	Provide information, reports, and presentations to stakeholder groups to increase public awareness of regional issues and activities.	• Consultant Contract • Outreach Materials • Website Update	Monthly	COG
3.	Provide technical data to interested members of the public and organizations on regional issues, as it relates to federal and state programs, traffic volumes, and financial data.	• Technical data • Reports	Upon request	COG/Caltrans
4.	Maintain up-to-date COG's website to project and activities.	• COG website	As needed	COG
5.	Prepare news releases, newsletters, and public service announcements on key transportation issues and accomplishments.	• Press releases • Public service announcements	As needed	COG/Caltrans

6.	Publicize COG Board meetings, including agendas, and staff reports.	• Agendas • Meeting highlights	Monthly	COG
7.	Serve on various community organizational committees.	• Meetings	Monthly	COG
8.	Meet with community groups regarding key transportation issues.	• Meetings	As Requested	COG/Caltrans

Work Element 105: Regional Coordination

Lead Agency: Council of Governments
Project Manager: Planning Staff

Objectives

Improve coordination among local jurisdictions and regional partners on issues of concern, to serve as a coordinating agency for dissemination of technical information regarding federal and state guidelines and programs. COG insures that regional transportation planning activities are responsive to federal and state requirements and are coordinated with other planning efforts at the local, regional, state, and federal levels. Provide for effective interaction with staffs and policy boards of other agencies involved with transportation, land-use, air quality, and related planning activities.

Previous and Ongoing Work

This work element consists of coordination with various local, regional, state, and federal agencies. In 1993, a Memorandum of Understanding between the COG, Caltrans, and the Association of Monterey Bay Area Governments was adopted for meeting the federal transportation bill requirements related to Metropolitan Planning Organization boundaries, planning and programming for non-attainment[17] areas.

Other ongoing work includes collaborating with the Santa Clara County Valley Transportation Authority on the San Benito/Santa Clara Mobility Partnership, which is tasked with reviewing the operational continuity of the highway transportation system between Santa Clara and San Benito Counties.

COG also continues to also partner with the four Caltrans District 5 regional transportation planning agencies on the U.S. 101 Central Coast Coalition. The member agencies include: Santa Cruz County Regional Transportation Commission, Transportation Agency for Monterey County, San Luis Obispo Council of Governments, Santa Barbara County Association of Governments, and the Association of Monterey Bay Area Governments. The Coalition's goal is to raise awareness of the U.S. 101 Corridor as a major economic asset to the state and nation and encourage investment in the corridor on the Central Coast, including investment in the planning of policies and strategies to maximize the regional infrastructure.

COG also coordinates at the state level with other Regional Transportation Planning Agencies and COGs through participation at various statewide groups, including the California Regional Transportation Planning Agencies (CalRTPA) working group and the Rural Counties Task Force.

[17] A non-attainment area is an area considered to have air quality worse than the National Ambient Air Quality Standards as defined in the Clean Air Act Amendments of 1970.

Work Element 105 Funding Source				Amount
Rural Planning Assistance (RPA)				$39,694
			Total	$39,694
	Task	Deliverables	Deadline	Responsible Party
1.	Attend Rural County Task Force and California Regional Transportation Agency meetings.	• Meeting notes	Bi-monthly	COG
2.	California Regional Transportation Planning Agencies (CalRTPA).	• Attend meetings • Distribute information	Monthly	COG
3.	Participate in meetings of the San Benito/Santa Clara Mobility Partnership.	• Agendas • Meetings • Correspondence	Monthly	COG/VTA/ Caltrans
4.	COG Technical Advisory Committee (TAC) meeting agenda items coordination with AMBAG and Caltrans.	• Meetings • Staff reports • Presentations • Technical documents	As needed	COG
5.	Regional Growth Forecast monitoring and information dissemination.	• Review technical documents and provide comments to AMBAG for consistency with local planning efforts. • Participate in meetings with AMBAG and local planning directors to ensure maximum collaboration • Provide updates to local jurisdiction staff as needed in conjunction with AMBAG	As needed	AMBAG COG

6.	Review and participate in the development of technical studies and programs of regional significance.	• Collaborate with AMBAG on various planning grant opportunities • Attend meetings associated with awarded planning studies that benefit the region as a whole • Utilize planning studies to improve planning efforts, such as: the Public Participation Plan updates, Monterey Bay Area Coordinated Public Transit Human Services Transportation Plan, Rural Transit Plan, etc.	As needed	AMBAG COG Caltrans
7.	Participate in activities to improve regional travel, such as attending U.S. 101 Central Coast Coalition meetings.	• Meeting notes • Correspondence	Monthly	COG
8.	Complete Streets Needs Assessment Guidebook Local Implementation.	• Monitor amendments to the Guidebook for consistency with the latest Complete Street design standards • Assist local jurisdictions with development review and project planning to accommodate Complete Streets	June 2020	COG

		• Participate in the County and the City of Hollister's Development Review Committees to ensure local transportation projects consider Complete Street Elements • Provide comment letters for proposed development		
9.	Coordinate with local jurisdictions to mitigate transportation impacts resulting from land-use decisions. Review and comment on the transportation and land use element of proposed developments to ensure maximum efficiency in the regional transportation network.	• Development Review Committee, Planning Commission meetings Comment letters • Technical data	As needed	COG
10.	Review governmental planning, policy, legislation, ordinances, etc.	• Comment on local General Plan Circulation Elements • Ensure local plans are consistent with the adopted San Benito Regional Transportation Plan • Review and comment on local transportation plan	As needed Monthly As needed	COG
11.	Coordinate with local jurisdictions on grant opportunities and project to plan for and develop policies to enhance the transportation network.	• Grant applications • Technical data	Monthly	COG/Caltrans
12.	Collaborate with partners on issues surrounding goods movement.	• Meetings	Monthly	COG/Caltrans

13.	Coordinate with local jurisdictions, CHP, and Caltrans to improve truck routes-enhancing the movement of agricultural goods.	• Meetings • Correspondence	As needed	COG/Caltrans
14.	Research methods to reduce vehicle miles traveled and promote alternative modes of transportation.	• Technical documentation	Monthly	COG
15.	Participate with AMBAG to identify and seek out non-traditional funding for priority projects.	• Meeting notes • Grant applications	Monthly	COG
16.	Review proposed work programs, certify planning process and undertake coordination activities with the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Caltrans and regional agencies the Association of Monterey Bay Area Governments (AMBAG) and the Monterey Bay Air Resources District (MBARD).	• Plans • Program activities	Monthly	COG

Work Element 106: Transit System Planning and Administration

Lead Agency: Local Transportation Authority
Project Manager: Regina Valentine, Transportation Planner

Objective

To develop and maintain a comprehensive regional transit system that will serve the needs of county residents, with particular emphasis on serving transit dependent populations and improving the transit component of the multimodal transportation network.

Previous and On-going Work

LTA staff continues to collaborate with COG in preparing funding and grant applications for Federal Transit Administration and Caltrans funds. Funds include operational, capital and planning activities for County Express and Specialized Transportation services. Funding for the monitoring and preparation of such applications is funded through the Local Transportation Fund.

Staff will continue various activities that would include improve current bus service levels and the size of its vehicle fleet, service efficiency, increase accessibility of services, and develop a flexible plan for the future of its public transportation services.

Work Element 106 Funding Source	Amount
Rural Planning Assistance (RPA)	$30,000
Transportation Development Act (TDA)	$50,000
Total	**$80,000**

	Task	Deliverables	Deadline	Responsible Party
1.	Communicate with Association of Monterey Bay Area Governments (AMBAG) and the Valley Transportation (VTA) to help ensure regional transit planning coordination.	• Meetings • Comments • Plans	Quarterly	LTA
2.	Coordinate with COG during the Unmet Transit Needs process.[18]	• Attend all public meetings • Comment on draft reports • Assist in the distribution of flyers on social media, buses, and throughout the community	November 2019 - June 2020	LTA

[18] See Work Element 101

		• Assist with response to comments received • Work on the implementation of Board approved recommendations		
3.	Work with AMBAG and other regional and local partner agencies to update the federally required Coordinated Public Transit Human Services Transportation Plan.	• Comments • Meetings • Updated Plan	As Necessary	LTA
4.	Ensure project consistency with Regional Transportation Plan (RTP) policies for improved access to elderly and disabled individuals.	• Project comments • Input on Transit RTP narrative and projects	Monthly	LTA
5.	Work with the Social Services Transportation Advisory Council (SSTAC) to ensure that transportation planning and programming considers and incorporate the needs of the elderly, disabled, and low-income communities.	• Staff reports • Planning & Programming documents • Presentations • Grant Applications & Budgets	Bi-monthly	LTA
6.	Prepare planning grant applications for feasibility studies and implementation plans for various types of transit services; work done with grants from successful applications may be performed under separate work elements.	• Grant Applications • Capital, Operational & Planning Grants	As Necessary	LTA
7.	Conduct Transit Needs Assessments and prepare Transit Development Plans and Marketing Plans as appropriate.	• Needs Assessments • Development & Marketing Plans	Monthly	LTA
8.	Identify funding sources for and implementing the Accessible Connections Promoting Active Transportation: A Bus Stop Improvement Plan.	• Grant Applications • Implementation of Improvements	Quarterly	LTA
9.	Implement Short and Long Range Transit Plan recommendations.	• Project List • Project Schedule • Project implementation, per funding availability	Monthly, based on funding availability	LTA
10.	Identify funding sources for and implementing the Intelligent Transportation Systems (ITS) Technology for the 21st Century:	• Grant Applications • ITS improvements, per funding availability	Monthly, based on	LTA

	Using Technology to Improve Safety and Efficiency of San Benito County's Transit System Plan.		funding availability	
11.	Implement and update as required the Federal Transit Administration (FTA) mandated Transit Asset Management Plan.	• Project List • Project Schedule • Project implementation, per funding availability • Plan Updates	Monthly, based on funding availability	LTA
12.	Manage LTA's County Express and Specialized Transportation public transportation operations contracts.	• Monthly Operator Meetings • System Performance Review & Reports • Contractor Coordination • Attend driver safety meetings, as necessary	Monthly	LTA

Work Element 107: Airport Land Use Commission

Lead Agency: San Benito County Airport Land Use Commission
Project Manager: Veronica Lezama, Transportation Planner

Objective

The role of the San Benito Airport Land Use Commission (ALUC) is to ensure the orderly expansion of the land surrounding the public use airports, Hollister Municipal Airport and Frazier Lake Airpark, by guiding future development.

Previous and Ongoing Work

In 2012, the ALUC adopted the Hollister Municipal Airport Land Use Compatibility Plan. The basic function of this Compatibility Plan is to promote compatibility between Hollister Municipal Airport and the land uses surrounding it to the extent that these areas have not already been devoted to incompatible uses. In 2018, ALUC initiates an update to the Airport Land Use Compatibility Plan for Frazier Lake Airpark.

Airport Land Use Commission staff will continue to conduct development reviews, that are refereed by the City of Hollister and County of San Benito, for compatibility determinations and ensure that the local General Plans are made consistent with the Compatibility Plan.

Work Element 107 Funding Source	Amount
Airport Land Use Commission Application Fees	$2,000
Transportation Development Act (TDA)	$10,000
Total	$12,000

	Task	Deliverable	Deadline	Responsible Party
1.	Conduct Site and Architectural Reviews in accordance with the 2012 Hollister Municipal Airport Land Use Compatibility Plan.	• Staff report, maps, comment letters, presentations	Monthly	ALUC
2.	Conduct Site and Architectural Reviews in accordance with the Frazier Lake Airpark's Comprehensive Land Use Plan.	• Staff report, maps, letters, and presentations	Monthly	ALUC
3.	Coordinate with the GIS analyst for precise project reviews and mapping.	• GIS mapping	Monthly	ALUC
4.	Review environmental documents (i.e. Initial Studies, Environmental Impact Reports, etc.).	• Comment letter	Monthly	ALUC
5.	Refer projects to the FAA for review.	• Correspondence	Monthly	ALUC/FAA

6.	Coordinate with Caltrans Division of Aeronautics for topics related to engineering, land use, noise, environment and compatible land use planning.	• Attend Caltrans sponsored training • Submit draft and final Compatibility plan amendments or updates to Caltrans Department of Aeronautics for review	Monthly	ALUC/Caltrans
7.	Administer ALUC Fee Structure.	• Invoices	Monthly	ALUC
8.	Attend the California Airport Land Use Consortium (Cal-ALUC).	• Attend workshops	Annual	ALUC
9.	Process amendments to the Airport Land Use Compatibility Plans for the Hollister Municipal Airport and Frazier Lake Airpark.	• Amendments • Resolutions • Staff reports	As needed	ALUC/Caltrans
10.	Prepare the Airport Land Use Compatibility Plan Frazier Lake Airpark.	• Maps • Compatibility Policies • Presentations • Public meetings • Public hearings • Project Development Team Meetings • Draft Plan • Final Plan	December 2019	ALUC

Work Element 108: Emergency Motorist Aid System - SAFE

Lead Agency: Service Authority for Freeways and Expressways
Project Manager: Veronica Lezama, Transportation Planner

Objective

The objective is to maintain the Emergency Motorist Aid System within San Benito County, which including maintenance and monitoring of call boxes.

Previous and Ongoing Work

In 1998, the Council of San Benito County Governments established the San Benito County Service Authority for Freeways and Expressways (SAFE) to administer the $1 vehicle registration fee collected by the Department of Motor Vehicles for operating a Motorist Aid Program in San Benito County. Specifically consisting of an Emergency Call Box that include 40 call boxes, which help motorists in distress by providing a direct connection to the Monterey County California Highway Patrol communications center. The motorist aid system operates along major roadways throughout the State.

Work Element 108 Funding Source	Amount
Department of Motor Vehicles (DMV)	$47,000
Total	**$47,000**

	Task	Deliverable	Deadline	Responsible Party
1.	Work with Caltrans and the CHP on call box operations.	• Encroachment permits • CHP, Verizon Wireless and AT&T administration	Monthly	SAFE
2.	Work with call box maintenance service provider to maintain the call boxes.	• Maintenance • Reports • Contracts & amendments	Quarterly	SAFE/ Contractor
3.	CHP Agreement for emergency call box answering services.	• Agreement & Resolution	Triennially	SAFE
4.	Prepare report on call box usage to the Board.	• Call box usage reports	Quarterly	SAFE/ Contractor
5.	Participate in statewide CalSAFE meetings.	• Meetings & presentations	Annually	SAFE
6.	Track DMV collection of funds for budget.	• Budget reports	Quarterly	SAFE/ Contractor

Work Element 109: Metropolitan Planning and Programming

Lead Agency: Council of Governments
Project Manager: Veronica Lezama, Transportation Planner

Objective

To work with the Metropolitan Planning Organization, Monterey Bay Area Governments (AMBAG) is required to produce a long range (20+ years) Metropolitan Transportation Plan (MTP) that maintains the region's eligibility for transportation assistance. The MTP is built on a set of integrated policies, strategies, and investments to maintain and improve the transportation system to meet the diverse needs of the region. AMBAG coordinated the development of the MTP with the Regional Transportation Planning Agencies in San Benito, Monterey, and Santa Cruz Counties and organizations having in interest in or responsibly for transportation planning and programming.

Another objective is to continue work with AMBAG on program development, and adoption of regionally significant or federally funded transportation projects for inclusion in the Metropolitan Transportation Improvement Program (MTIP) through amendments and updates. The MTIP is a four year program of surface transportation projects that receive federal funds, are subject to a federally required action, or are regionally significant.

Previous and Ongoing Work

Regionally significant or federally funded transportation projects within the San Benito County region have been included in the MTIP since Fiscal Year 1993/94.

Work Element 109 Funding Source	Amount
Rural Planning Assistance (RPA)	$6,000
Total	$6,000

	Task	Deliverable	Deadline	Responsible Party
1.	Consult with the local jurisdictions to include projects in the Metropolitan Transportation Improvement Program (MTIP). Projects that are regionally significant or have been approved by COG, Caltrans, and/or other agencies for Federal transportation funds are included in the Federal Transportation Improvement Program (FTIP). The FTIP for the Monterey Bay Area is prepared by AMBAG and is called the	• Identify *regionally significant* projects and those funded with federal funds • Assist local jurisdictions with project applications (i.e. meetings and coordination) • Amendments	As Needed As Needed As Needed	COG/AMBAG

	Monterey Bay Metropolitan Transportation Improvement Program (MTIP).			
2.	AMBAG prepares the Metropolitan Transportation Plan (MTP) with COG input. The MTP is the federally mandated long-range transportation plan for the Monterey Bay Area. This plan lays out a financially constrained list of transportation projects over the following 20+ years that will enhance regional mobility as well as reduce greenhouse gas emissions. AMBAG coordinates the development of the MTP with the Regional Transportation Plans[19] for San Benito, Santa Cruz and Monterey Counties. The preparation of the MTP is a multi-year effort and tasks will be identified based on the fiscal year in which they will be delivered. The deliverables and deadlines reflect COGs role in AMBAGs development of the MTP.	• Comments on the Regional Growth Forecast • Comment of Notice of Preparation for EIR • Provide AMBAG with San Benito list of financially constrained and unconstrained transportation projects • Provide AMBAG San Benito's transportation revenue projections	June 2020 January 2020 June 2020 June 2020	
3.	Federal Obligation Authority Plan. Federal legislation requires AMBAG to publish an annual listing of obligated transportation projects for which Federal funds have been given in the prior year. COG coordinates this effort with local agencies that received federal funds for their projects.	• List federally funded projects obligated within the requested time frame	Annually	COG/AMBAG
4.	Monitor implementation of Fixing America Surface Transportation (FAST) Act. On December 4, 2015, the Fixing America's Surface Transportation (FAST) Act (Pub. L. No. 114-94) into law—the first federal law in over a decade to provide long-term funding certainty for surface transportation infrastructure planning and investment. The FAST Act authorizes $305 billion over fiscal years 2016 through 2020 for highway, highway and motor vehicle safety, public transportation, motor carrier safety, hazardous materials safety, rail, and research, technology, and statistics programs.	• Monitor update and requirements	Annually	COG

[19] See Work Element 201

Work Element 110: Measure G Implementation

Lead Agency: Council of Governments
Project Manager: Mary Gilbert, Executive Director

Objective

This Work Element addresses the implementation of the voter approved Measure G, the San Benito County Transportation Safety and Investment Plan. COG, as the Regional Transportation Planning Agency is responsible for ensuring that funds are apportioned, allocated, and expended according to the Measure G Ordinance 2018-01 and the Expenditure Plan. The detailed Plan outlines the most pressing needs and a prudent solution to address them with a 1 percent sales tax over the next 30 years to ensure a stable source of local funding for the San Benito County region. Rural Planning Assistance funds will not be used for this Work Element.

Previous and Ongoing Work

On November 6, 2018, San Benito County voters passed Measure G, the San Benito County Roads and Transportation Safety and Investment Plan. Measure G funds will be used to implement needed Highway 25 improvements, local street and road maintenance, new local roads, transit improvements (for youth, seniors, students, and people with disabilities) pedestrian, and bicycle safety improvements.

Work Element 110 Funding Source				Amount
Measure G funds				$60,000
			Total	$60,000
	Task	**Deliverable**	**Deadline**	**Responsible Party**
1.	**Program Administration**			
a.	Measure G Administrative Tasks Provide for cost-effective administration of the program through the Council of San Benito County Governments.	• Board agendas, minutes, special meetings, presentations, staff reports	Monthly	COG

b.	Establish COG policies and guidelines and update them as necessary to ensure sound implementation of Measure G.	• Guidelines • Policies • Produce, maintain, and update agreements with local agencies for funding allocations • Amendments	Continuous Continuous Continuous Continuous	COG
c.	State and Federal funds become available to COG, as a self-help County.	• Payments received • Funding attribution	November 2019	
2.	**Financial Management**			
a.	Receive funds from State Board of Equalization.	• Payments received	Quarterly	COG
b.	Produce reports of funding availability. Reports to include formula distributions for each category of projects and implementing agency.	• Revenue reports • Presentations • Local agency meetings	Continuous	COG
c.	Distribute the funds to local agencies and projects in accordance with Measure G (COG Ordinance 2018-01).	• Funding requests • Process payments	Continuous	COG
d.	Produce and publish annual reports and audit reports per Measure G ordinance. This work will include analyzing funds receipts, producing reports, and audit the use of the funds.	• Secure Independent Audit Contractor – Request for Proposals – Contract • Project funding and data collection • Board meeting updates • Website updates	Annually Continuous Continuous Continuous	COG

3.	Measure G Project Management			
a.	Tier I: Highway 25 Project Administration The project development process will span from planning to construction and will include the following multi-year processes.	• Funding agreements with Caltrans and VTA • Project Management – Project Development Team meetings – Agendas – Reports • Process project expenditures • Board reports – Presentations – Staff reports – Agendas – Minutes – Website updates • Financial allocations and invoices • Consultant contracts • Process project funding updates in AMBAGs Transportation Improvement Program • Funding requests	As necessary Monthly Continuous Monthly Continuous As necessary As necessary	COG, Caltrans/LTA
b.	Tier II: Local Project Administration • Local Street and Road Maintenance • New roadways Administer funds through the approved process to apportion and allocate local controlled funds to the cities of Hollister and San Juan Bautista and County of San Benito according to Measure G Ordinance and the Expenditure	• Agreements with local agencies and project sponsors • Project Performance Management • Process and monitor local agency funding allocations and balances	July 2019 Continuous Continuous	COG

	Plan. Review reports submitted by all agencies to tracking projects, costs, timelines and completion dates.			
c.	Tier III: Other Categories • Public Transit • Bicycle and Pedestrian Projects	• Project Performance Management • Board Meetings • LTA project oversight • Process and monitor local agency funding allocations and balances	Continuous Monthly Continuous Continuous	COG/LTA
4.	Produce and implement bilingual outreach plan to inform voters on the use Measure G funds. Update the public with news regarding projects, programs, and actions taken as part of the implementation of Measure G.	• Press releases • Fact sheets • Website updates • Public meetings, hearings, presentations • Press releases, social media outreach	As necessary Continuous Continuous Continuous As necessary	COG
5.	Establish, staff, and maintain Citizens Oversight Committee (COC) in accordance with Measure G ordinance.	• Member recruitment (i.e. applications, bylaws, appointments) • Meeting agendas, reports, presentations, minutes • Project updates • Annual financial audit report	July 2019 Quarterly Quarterly Annually	COG

Work Element 201: Regional Transportation Plan

Lead Agency: Council of Governments

Project Manager: Veronica Lezama, Transportation Planner

Objective

To update and maintain a Regional Transportation Plan, including both short range and long range elements, which is responsive to regional goals and policies and consistent with state and federal planning guidelines and requirements (i.e. California Transportation Commission Regional Transportation Plan Guidelines).

Previous and Ongoing Work

Previous work includes the development and adoption of Regional Transportation Plan (RTP) in 1975 with updates annually through 1978 and every 2-4 years thereafter. The San Benito RTP is updated every four years. The previous Regional Transportation Plan was adopted by the COG Board on June of 2018.

In January 2019, COG staff initiated the efforts to prepare the 2022 San Benito RTP. The development of the 2022 RTP is anticipated for completion by the end of the 2021/22 Fiscal Year (June 2022). The San Benito RTP is coordinated with the Association of Monterey Bay Area Governments' (AMBAG) Metropolitan Transportation Plan (MTP). The MTP covers the Regional Transportation Plans of Monterey, Santa Cruz and San Benito Counties. The COG will continue coordination with AMBAG, local jurisdictions, Caltrans, partner agencies, and the public on the development of the San Benito Regional Transportation Plan.

Work Element 201 Funding Source	Amount
Rural Planning Assistance	$69,120
Total	**$69,120**

Task		Deliverable	Deadline	Responsible Party
1.	Implementation of the 2018 Regional Transportation Plan (RTP).	• Monitor delivery of projects • Amendments	Monthly	COG
2.	2022 San Benito RTP Update			
	a. Monitor updates and amendments to the RTP Guidelines.	• Comments	As needed	AMBAG/COG
	b. AMBAG and COG collaboration on the development of the 2022 MTP and San Benito RTP.	• EIR financial and collaborative agreement/MOU	July 2019	COG

	c. Meetings with Association of Monterey Bay Area Governments (AMBAG), Transportation Agency for Monterey County (TAMC), Caltrans, Santa Cruz County Regional Transportation Commission (SCCRTC), and local transit providers on the development of RTPs and AMBAG's Metropolitan Transportation Plan. The preparation of the RTP is a multi-year effort and tasks will be identified based on the fiscal year in which they will be delivered.	• Monthly meetings • Plan schedule • Action items	Monthly	AMBAG/COG
	d. 2022 RTP Goals.	• Goals/Policies • TAC And Board meetings • Comments	April2020	COG
	e. 2022 financial assumptions.	• Funding assumptions spreadsheet • Meetings with local agencies • Comments	February 2021	AMBAG/COG
	f. 2022 project List, financially constrained and unconstrained.	• Local agency meetings • Project lists • Meetings with local agencies • Comments	February 2021	AMBAG/COG
3.	Professional Development.	• Attend trainings and conferences, as appropriate, to enhance knowledge and skills to benefit the RTP development carrying out the agency's mission.	Monthly	COG

Category 300: Short Range Planning

Work Element 301: Bikeway and Pedestrian System Planning and Promotion

Council of Governments

Project Manager: Veronica Lezama, Transportation Planner

Objective

Plan for a comprehensive regional bikeway and pedestrian system that promotes that serves the needs of county-wide residents, with particular emphasis on promoting walking and bicycling as a an integral part of the transportation network.

Previous Work and Ongoing Work

Previous planning work includes the adoption and ongoing implementation of the San Benito County Bikeway and Pedestrian Master Plan, which identifies Active Transportation (i.e. bicycle and pedestrian) facilities within the San Benito County region.

Other efforts include the adoption of the Monterey Bay Area Complete Streets Guidebook, which builds upon best practices from across the nation and was developed to assist local jurisdictions in planning, designing and implementing complete streets projects. Complete streets are roadways designed to safely and comfortably accommodate all users regardless of age or ability.

Work Element 301 Funding Source	Amount
Rural Planning Assistance (RPA)	$18,664
Total	**$18, 664**

	Task	Deliverable	Deadline	Responsible Party
1.	Bicycle and Pedestrian Advisory Committee.	• Meetings • Agendas • Minutes	Quarterly	COG
2.	San Benito County Bikeway and Pedestrian Master Plan Implementation. Conduct planning activities to improve bikeway and pedestrian facilities.	• Amendments • Local agency coordination • Technical reports • Funding applications	Monthly	COG
3.	Assist in planning of Safe Routes to School concepts.	• Public outreach with schools and community partners	Quarterly	COG
4.	Provide planning assistance to local jurisdictions for implementation of Complete Streets concepts.	• Planning and stakeholder meetings • Attend County and City of Hollister Development Review	Monthly	COG

		Committees and provide development reviews comments		
5.	Provide grant application assistance to local jurisdictions.	• Grant applications • Traffic Data, technical reports • Grant application review assistance • Letters of support • Public outreach	As needed	COG
6.	Participate and attend local Safe Kids California San Benito Partners.	• Outreach activities • Attend meetings • Lead event planning • Kids at the Park event planning and helmet fittings • Walk to School Day • Bicycle and pedestrian Safety Campaigns	Monthly	COG
7.	Caltrans District 5 Active Transportation Plan	• Participate in discussions • Regional committee meetings • Review draft documents • Public meetings	June 2020	Caltrans/ COG input

Work Element 302: Road System Planning and Programming

Lead Agency: Council of Governments
Project Manager: Mary Gilbert, Executive Director

Objective

To plan for and finance improvements to and preservation of the road systems within the San Benito County region with the assistance of the Cities and County, Caltrans, and the Association of Monterey Bay Area Governments.

Previous and Ongoing Work

Continue to conduct ongoing traffic monitoring activities and technical studies on specific projects and coordination with Caltrans on regionally significant projects.

COG is also responsible for the development of the Transportation Impact Mitigation Fee Program update. Regional developer impact fees are assessed on new development to pay for new transportation infrastructure needs, as governed by AB1600 (1987). Fee levels are calculated based on a selected list of projects to be funded; due to nexus rules requiring a demonstrated reasonable relationship between the impact and improvement, these are almost exclusively road and highway system expansion.

Other COG efforts includes the distribution of Surface Transportation Block Grant Program (STBG) funds, which provides flexible funding that may be used by localities for projects to preserve and improve the conditions on any public road, pedestrian and bicycle infrastructure, and transit capital projects, including intercity bus terminals. COG also works with local jurisdictions to plan for local roadway improvements.

Other work includes ongoing coordination with AMBAG on the implementation of the U.S. 101 Central Cost California Freight Strategy aimed to:

- Generate long term and short term strategies for the future development of the US 101 corridor by generating a cohesive goods movement and freight infrastructure plan.
- Develop freight data for the US 101 corridor which can be used to help refine planning, forecasting, modeling, land-use and economic development practices within the Central Coast.
- Expand the knowledge base on freight along US 101 for planners and decision makers.

Work Element 302 Funding Source	Amount
Rural Planning Assistance (RPA)	$54,000
Total	**$54,000**

Task		Deliverable	Deadline	Responsible Party
1.	Assist local agencies with technical data and planning support on future street and road realignments and traffic circulation improvements.	• Technical data • Comment letters • Meetings	Monthly	COG
2.	Distribute Surface Transportation Block Grant Program (STBG) funds to the Cities and County, and to special projects based on COG Board approved policies.	• Track STBG funding allocations and expenditures • Special projects assessments • Local agency funding request application assistance • Track invoicing and local agency project eligibility	Monthly	COG
3.	Continue planning and monitoring of projects on the State Highway System.	• Project development team meetings	Monthly	COG
4.	Coordinate with Caltrans on Statewide planning efforts.	• Coordinate and meet with California Transportation Commission staff and Board • California Transportation Plan • Transportation concept reports • Statewide bicycle plans • Statewide freight plans • California State Rail Plan	Monthly June 2020	COG
5.	Coordinate with San Benito County on development to enhance GIS capabilities for Road System Planning.	• GIS coordination • Meetings • Data review	Quarterly	COG

Work Element 303: Transportation System Modeling

Lead Agency: Council of Governments
Contact: Mary Gilbert, Executive Director

Objective

Continue to coordinate with AMBAG to develop and refine the regional traffic model to enhance transportation planning activities.

Previous and Ongoing Work

Staff provided assistance to AMBAG in the development of its Regional Travel Demand Model. COG will continue to provide assistance for AMBAG's current model update process and for transit and goods movement studies.

COG coordinates with AMBAG and its member agencies, as well as the Santa Clara Valley Transportation Authority and other RTPAs to study transportation corridors in the area. Data from these studies is used to enhance the Regional Travel Demand Model. The Model is also used to conduct corridor studies and identify system needs. Rural Planning Assistance (RPA) funds will not be used for Work Element 303.

Work Element 303 Funding Source	Amount
Rural Planning Assistance (RPA)	$6,000
Total	$6,000

	Task	Deliverable	Deadline	Responsible Party
1.	Participate in Model Technical Advisory Committee meetings.	• Meeting notes	Quarterly	COG
2.	Review Model Framework.	• Comments to AMBAG	As needed	COG
3.	Model Impacts of Development while conducting update to the Regional Traffic Impact Fee Program.	• Model analysis reports	Ongoing	COG
4.	Work with local jurisdictions to facilitate model Development.	• Model development reports	As needed	COG

Work Element 304: Regional Rideshare Program

Lead Agency: Council of Governments
Project Manager: Veronica Lezama, Transportation Planner

Objective

To provide a countywide program to foster ridesharing through the use of carpools, vanpools, bicycling, transit, walking, teleworking, and employer outreach programs. COG recognizes that these alternatives to driving alone can play a significant factor in reducing vehicle emissions, vehicle miles traveled, and improve sustainability.

Previous and Ongoing Work

The Rideshare Program is a continuing activity of COG since January 1987. Ongoing activities will include to providing Safe Routes to Schools outreach, bicycles and pedestrian encouragement, planning of Bike Week and Kids at the Park events. Staff will also continue to serve as a partner agency to Safe Kids Coalition of San Benito County on various activities related to active transportation and safety.

Work Element 304 Funding Source	Amount
Local Funds	$5,000
Total	$5,000

	Task	Deliverable	Deadline	Responsible Party
1.	Data entry for carpool and vanpool.	• Match list	Daily	COG
2.	Administer Vanpool Program.	• Process lease fees • Procure vehicles • Administer driver and rider applications • Track maintenance records • Process payments	Daily	COG
3.	Conduct outreach to schools and parents to encourage walking and bicycling among school children.	• Flyers • Safe Routes to School brochures	Monthly	COG
4.	Serve as a member of the Safe Kids Coalition of San Benito County.	• Coordination with partner agencies • Bicycle and Pedestrian event planning	Monthly	COG

5.	Promote annual Bike Week and Walk to School/Work Day events.	• Promotional materials • Helmets fittings	May 2020	COG
6.	Conduct employer outreach activities to promote ridesharing.	• Flyers to employers	Daily	COG

Work Element 305: Regional Transportation Improvement Program

Lead Agency: Council of Governments
Project Manager: Mary Gilbert, Executive Director

Objectives

Planning activities associated with the preparation of the State Transportation Improvement Program (STIP), including the Regional Transportation Improvement Program (RTIP) and the Transportation Alternatives Program.

The RTIP is a five-year planning and programming document that is adopted every two years (odd years) and commits transportation funds to road, transit, bike and pedestrian projects. Funding comes from a variety of federal, state and local sources. Regional and local projects cannot be programmed or allocated by the California Transportation Commission without a current RTIP. Rural Planning Assistance (RPA) funds will not be used for Work Element 305.

Previous and Ongoing Work

This work element is a continuing activity. The primary objective of this work element is to:

- Ensure the RTIP is consistent with the Regional Transportation Plan and the State Transportation Improvement Program (STIP) guidelines;
- Coordinate with statewide, regional, and local planning agencies for future projects;
- Amend existing RTIPs if projects have a change in scope, cost and/or delivery;
- Participate in quarterly STIP related meetings with Caltrans;
- Preparation of final RTIP and Manage and monitor RTIP Projects.

Work Element 305 Funding Source	Amount
Rural Planning Assistance (RPA)	$18,000
Total	$18,000

Task		Deliverable	Deadline	Responsible Party
1.	Coordinate with statewide, regional, and local planning agencies for future projects.	• Staff reports to committees/board • Coordination with Caltrans	November 2019	COG

2.	Amend existing RTIPs if projects have a change in scope, cost and/or delivery.	• Amendments, staff reports, resolutions, draft RTIP	October 2019	COG
3.	Quarterly STIP meetings with Caltrans.	• Provide project updates	Quarterly	COG/Caltrans
4.	Manage and monitor RTIP Projects.	• Track allocation & delivery	Ongoing	COG
5.	Attend planning meetings for STIP Guidelines updates.	• Meeting notes & staff reports	Monthly	COG
6.	Prepare 2020 Regional Transportation Improvement Program for submission to the California Transportation Commission.	• 2020 RTIP	December 2019	COG

Category 400: Special Studies

Work Element 401: Analysis of Public Transit Network Expansion Projects for Congestion Relief of the Highway 25 Corridor

Lead Agency: Council of Governments

Project Manager: Regina Valentine, Transportation Planner

Project Objective:

State Route 25 in northern San Benito County is congested during commute hours due to the many residents commuting into Santa Clara County and beyond. There is a need to identify feasible public transit projects increasing ridership, lowering vehicle miles traveled, reducing emissions, lessening commute times, providing greater economic opportunity, and increasing access between affordable housing in San Benito County and job centers in Silicon Valley. For this reason, an in-depth analysis identifying opportunities to expand the public transit network providing alternatives to driving along the corridor will be completed.

Previous and Ongoing Work

The Council of Governments and the Local Transportation Authority were awarded a Caltrans Senate Bill 1 Sustainable Communities Transportation Planning Grant to develop the Analysis of Public Transit Network Expansion Projects for Congestion Relief of the Highway 25 Corridor. The Analysis will include stakeholder participation, feasibility analysis of public transit network expansion projects, implementation strategies, project cost estimates, and the identification of potential funding strategies and sources.

Work Element 401 Funding Source	Amount
Senate Bill 1: Road Maintenance Rehabilitation Account Sustainable Communities Grant	$150,000
In-Kind Local Match	$19,434
Total	$169,434

	Task	Deliverable	Deadline	Responsible Party
1.	Consultant development of Analysis	• Correspondence • Administrative Draft	October 2019	LTA/Consultant
2.	Hold Project Development Team meetings	• Agendas, Notes	January 2020	LTA/Consultant
3.	Receive feedback on Analysis at local English and Spanish language community events	• Community Event Calendar • Open House • Comments	July 2019	LTA/Consultant
4.	Draft Analysis for public review	• Public Draft • Public Review Period Noticing • Comments	January 2020	LTA/Consultant

5.	Draft Analysis to the Board and Advisory Committees for comment	• Presentation Materials • Agendas, Minutes	January 2020	LTA/Consultant
6.	Final Analysis for Board of Directors to adopt	• Final for Adoption	June 2020	LTA/Consultant
7.	Provide quarterly reports and invoicing	• Quarterly Reports and Invoices	Quarterly	LTA/Caltrans

To be included upon availability of AMBAGs draft OWP

AMBAG Work Elements Partially Funded by COG

WORK ELEMENT NUMBER 624 **San Benito County Regional Transportation Planning**

Project Manager: Heather Adamson **Total Budget: $ 27,650**

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2019-2020

EXPENDITURES	Amount ($)	REVENUE	Amount ($)
Salaries	9,998	FHWA PL	27,650
Fringe Benefits	4,699	In-Kind - Toll Credits	3,171
Indirect	12,453	FTA 5303	-
Professional Services*	-	In-Kind - Toll Credits	-
Supplies	-	FHWA PL c/o	-
Printing		In-Kind - Toll Credits	-
Travel	500	FTA 5303 c/o	-
Toll Credits	3,171	In-Kind - Toll Credits	-
In-Kind/Non-Federal Local Match	-		
TOTAL	**27,650**	**TOTAL**	**27,650**
		% Federal	**100%**

**Contracts are as follows:*
None

Project Description

This work element is programmed as per the Memorandum of Understanding (MOU) between AMBAG, the Council of San Benito County Governments (SBtCOG) and Caltrans. The main objective of this work element is to develop and maintain the federally mandated Metropolitan Transportation Plan (MTP) for the Metropolitan Transportation Planning Area which includes San Benito County (a rural county within the AMBAG metropolitan planning area). It also includes developing and maintaining a San Benito County database used for the AMBAG Regional Travel Demand Model (RTDM) in order to meet the metropolitan transportation planning requirements, including but not limited to evaluating transportation projects and carrying out air quality analysis in a regional context.

AMBAG conducts and coordinates metropolitan transportation planning activities for San Benito County in accordance with MAP-21/FAST Act. requirements and in conjunction with each county's RTP (SCCRTC, TAMC and SBtCOG as detailed in the WE 622), to ensure that they have common formatting for the project database, financial forecasts, project selection criteria, modeling analysis and environmental review (EIR) with the MPO's MTP. Additionally under this work element planning is conducted for the Sustainable Communities Strategy (SCS), public participation and air quality, including but not limited to strategies for reducing Vehicle Miles Travel (VMT) as well as greenhouse gases (GHG) emissions. This work element is developed in conjunction with WE 622.

Project Products

Draft vision, goals, objectives, education materials, revised cost estimates, revenue forecasts, data collection for forecast, charts, graphs, etc. for San Benito County.

Federally Eligible Tasks

All tasks listed below and deliverables are federally eligible..

Previous Accomplishments

Adoption of the 2040 MTP/SCS.

Tasks & Deliverables

Task	*Description*	*Deliverables*	*Budget*	*Completion Date*
1	**Administrative**		**$ 2,500**	
1.1	MTP/SCS Working Group and Executive Steering Committee meetings.	Meeting agendas, presentations, handouts, meeting notes and action items		Monthly
1.2	Development of the Metropolitan Transportation Planning Work Element for FY 2020-21 OWP.	Draft and Final Work Element for FY 2020-21		2/28/2020 Draft 4/17/2020 Final
2	**Planning**		**$ 9,000**	
2.1	Refine/update MTP/SCS vision, goals and policy objectives.	MTP/SCS vision, goals and policy objectives.		6/30/2020
2.2	Update transportation project costs and revenue projections.	Project cost estimates and revenue projections		12/31/2020
	Issue Notice of Preparation and begin initial work on the EIR.	Notice of Preparation		6/20/2020
2.3	Work with local jurisdictions to develop and incorporate new policies in their general/specific plans/ordinances that help achieve the goals of the MTP.	Policies ready for incorporation into general plans and zoning ordinances		6/30/2020
2.4	Work with local jurisdictions to update the land use patterns within the region and develop land use specific transportation improvements consistent with local city and county general plans.	Updated land use and place types, mapping, GIS layers, etc.		6/30/2020
3	**Data Gathering and Analysis**		**$ 6,000**	
3.1	Develop maps, graphs and charts in support of the 2045 MTP/SCS, in addition to maps for 2040 MTP/SCS education and outreach.	Maps, graphs and charts		6/30/2020
3.2	Maintain and update the transportation project database.	Telus database		Quarterly review and updates
4	**Coordination**		**$ 7,650**	
4.1	Coordinate with regional and local agencies to develop the 2045 MTP/SCS.	Meeting agendas, presentations, handouts, meeting notes and action items		6/30/2020
4.2	Conduct Planning Directors Forum meetings.	Meeting agendas, presentations, handouts, meeting notes and action items		4 Meetings

4.3	Coordination meetings with partner agencies.	Meeting agendas, presentations, handouts, meeting notes and action items	Monthly
5	**Public Participation**	**$ 2,500**	
5.1	Continue to provide updates on the progress of planning projects included the adopted 2040 MTP/SCS and the 2045 MTP/SCS currently under development in public forums.	Meeting agendas, presentations, handouts, meeting notes and action items	6/30/2020

Federal Planning Factors (PF)

Project addresses the following Planning Factors:

PF NAME

Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency.

Increase the safety of the transportation system for motorized and non-motorized users.

Increase the security of the transportation system for motorized and non-motorized users.

Increase the accessibility and mobility of people and for freight.

Protect and enhance the environment, promote energy conservation, improve the quality of life and promote consistency between transportation improvements and State and local planned growth and economic development patterns.

Enhance the integration and connectivity of the transportation system, across and between modes, people and freight.

Promote efficient system management and operation.

Emphasize the preservation of the existing transportation system.

Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation.
Enhance travel and tourism.

WORK ELEMENT NUMBER 642 **San Benito Transportation Improvement Program**

Project Manager: Sasha Tepedelenova **Total Budget: $ 13,500**

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2019-2020

EXPENDITURES	Amount ($)	REVENUE	Amount ($)
Salaries	4,971	FHWA PL	13,500
Fringe Benefits	2,337	In-Kind - Toll Credits	1,548
Indirect	6,192	FTA 5303	-
Professional Services*	-	In-Kind - Toll Credits	-
Supplies		FHWA PL c/o	-
Printing	-	In-Kind - Toll Credits	-
Travel		FTA 5303 c/o	-
Toll Credits	1,548	In-Kind - Toll Credits	-
In-Kind/Non-Federal Local Match	-		
TOTAL	**13,500**	**TOTAL**	**13,500**
		% Federal	**100%**

**Contracts are as follows:*

None

Project Description

This work element programs the San Benito County portion of work related to the Monterey Bay Metropolitan Transportation Improvement Program (MTIP) for FFY 2018-19 to FFY 2021-22. The MTIP implements the Monterey Bay Metropolitan Transportation Plan (MTP), as required by the Fixing America's Surface Transportation (FAST) Act, including projects that meet the region's performance measures and goals, as stated in the adopted 2040 MTP/SCS (access and mobility, economic vitality, environment, healthy communities, social equity, system preservation and safety). It lists multimodal transportation related improvements and includes all federally funded transportation improvement projects, as well as regionally significant transportation improvement projects regardless of funding source. The document is financially constrained, updated every two years and amended as warranted. The Monterey Bay MTIP is first approved by the AMBAG Board of Directors, then by the State Governor, and upon federal (FHWA and FTA) approval, it is included in the Federal Statewide Transportation Improvement Program (FSTIP).

The main objective of this work element is to maintain the federally mandated MTIP for FFY 2018-19 to FFY 2021-22 and to initiate the process of development of the MTIP for FFY 2020-21 to 2023-24, which include projects from San Benito County as part of the metropolitan transportation planning requirements. The MTIP is developed in coordination, cooperation, and consultation with the area's transit providers (San Benito County LTA, MST and SC METRO), Regional Transportation Planning Agencies (TAMC, SCCRTC and San Benito COG), local jurisdictions, Caltrans, FHWA, FTA, and other transportation stakeholders.

Project Products

- Four formal amendments to the MTIP for FFY 2018-19 to FFY 2021-22.
- Ten administrative modifications to the MTIP for FFY 2018-19 to FFY 2021-22.
- Annual List of Federally Obligated Projects by December 31, 2019.
- Notices for public participation for four Formal Amendments.
- Board meetings staff memoranda and other supporting materials.
- Presentations to SBtCOG Technical Advisory Committees and participation in the California Federal Programming Group (CFPG).
- State/federal reports, as mandated or requested for the MPO region.
- Information to local agencies/transit agencies/RTPAs about MTIP.

Federally Eligible Tasks

- Preparation and amendment of the AMBAG's Monterey Bay MTIP.
- Ensure public participation, publish notices and hold public hearings.
- Inter-agency coordination and cooperation in the preparation and amendment of the MTIP.
- Prepare and publish federally mandated annual reports.

Previous Accomplishments

- In coordination, consultation, and cooperation with the RTPAs, transit agencies, local jurisdictions, Caltrans, FHWA, FTA, and other interested stakeholders, developed the Monterey Bay MTIP for FFY 2018-19 to FFY 2021-22.

-Issued fourteen (14) formal amendments and administrative modifications to the Monterey Bay MTIP for FFY 2016-17 through FFY 2019-20 and two (2) to the Monterey Bay MTIP for FFY 2018-19 through FFY 2021-22..

-Programmed HSIP, FTA, SRTS and other special funding and provided guidance to regional and local agencies.

-Provided Concurrence Letters for MST and SCMETRO grant applications to the FTA and executed Supplemental Agreements.

-Published Annual List of Federally Obligated Projects for FFY 2017-18.

-Attended six (6) CFPG meetings.

-Attended three (3) TAC meetings.

Tasks & Deliverables

Task	*Description*	*Deliverables*	*Budget*	*Completion Date*
1	**Administrative**		**$ 3,355**	
1.1	Engage in coordination, cooperation and consultation efforts with staff from San Benito COG for the development of the MTIP for FFY 2020-21 to FFY 2023-24 MTIP.	Meeting agendas, presentations materials and email exchange		6/30/2020
1.2	Make at least two presentations at the San Benito TAC meeting for MTIP update.	Staff reports, presentation materials and handouts		3/30/2019
1.3	Prepare Board agendas, resolutions and provide Board presentations for MTIP formal amendments.	Staff reports, resolutions and presentation materials		Monthly
1.4	Review and provide transit agencies the project consistency certification for FTA funds.	Certificate/letter for grant applications		6/30/2020
1.5	Attend CFPG and other MTIP related meetings.	Meeting notes and follow-up items		Every 6 weeks

1.6	Monitor and update the project schedule and associated funding for MTIP, as well as follow-up with necessary action items.	Updated project timeline and scope of work	Monthly
1.7	Development of the MTIP work elements for the FY 2020-21 OWP.	OWP work element	2/28/2020
2	**Planning**	**$ 4,247**	
2.1	Solicit MTIP Formal Amendment and Administrative Modification requests.	Amendment requests	Quarterly
2.2	Program MTIP amendment projects into CTIPS.	CTIPS programming pages and amendment packages	Quarterly
2.3	Prepare group backup listings.	Group backup listings	Quarterly
2.4	Participate in various webinars/meetings pertaining to Performance Measures in relation to next MTIP development and reporting requirements.	Meetings/Webinars/Handouts	6/30/2020
3	**Data Gathering and Analysis**	**$ 3,544**	
3.1	Prepare 2018 MTIP financial constraint summary tables.	Financial Constraint Summary Tables	6/30/2020
3.2	Coordinate Formal Amendment/Administrative Modification requests with local jurisdictions.	Four formal amendments and ten administrative modifications	Monthly
3.3	Prepare financial tables for each Formal Amendment of the MTIP.	Updated financial tables to go with formal amendments	Quarterly
3.4	Prepare federally mandated MTIP reports.	Annual report and other reports/web posting	12/31/2019
3.5	Publish FY 2018-19 annual list of obligated projects for the AMBAG Region.	Annual list of obligated projects report	12/31/2019
3.6	Update projects for MTIP FFY 2018-19 to FFY 2021-22 in CTIPS.	Draft projects for the MTIP FFY 2018-19 to FFY 2021-22	6/30/2020
4	**Coordination**	**$ 1,177**	
4.1	Attend monthly TAC meetings of San Benito COG.	At least 3 meetings, attendance, and presentations	Monthly
4.2	Coordinate MTIP amendment process with RTPAs and project implementing agencies.	Agenda, email, handouts etc.	Quarterly
5	**Public Participation**	**$ 1,177**	
5.1	Publish public notice for Formal Amendments to the MTIP for public comments/review periods.	Newspaper notices	Quarterly
5.2	Post Formal Amendments to web for public comments/review.	Multiple web postings	Monthly
5.3	Publish annual list of obligated projects for public review/record.	Web posting of annual list of obligated projects	12/31/2019

Federal Planning Factors (PF)

Project addresses the following Planning Factors:

PF NAME

Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.

Increase the safety of the transportation system for motorized and non-motorized users.
Increase the security of the transportation system for motorized and non-motorized users.
Increase the accessibility and mobility of people and for freight.
Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
Enhance the integration and connectivity of the transportation system, across and between modes, people and freight.
Promote efficient system management and operation.
Emphasize the preservation of the existing transportation system.
Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation.
Enhance travel and tourism.

Appendices

To be inserted with the final OWP

Appendix A

Certifications and Assurances

To be inserted with the final OWP

Appendix **B**

FHWA and FTA State and Metropolitan Transportation Planning Process Self-Certification

To be inserted with the final OWP

Appendix **C**

Department of Transportation Debarment and Suspension Certification

To be inserted with the final OWP

Appendix D

Overall Work Program Agreement

To be inserted with the final OWP

Appendix **E**

Resolution

STATE OF CALIFORNIA—CALIFORNIA STATE TRANSPORTATION AGENCY Gavin Newsom, Governor

DEPARTMENT OF TRANSPORTATION
CALTRANS DISTRICT 5
50 HIGUERA STREET
SAN LUIS OBISPO, CA 93401-5415
PHONE (805) 549-3101
FAX (805) 549-3329
TTY 711
www.dot.ca.gov/dist05/

Making Conservation a California Way of Life.

March 29, 2019

Ms. Mary Gilbert
Executive Director
San Benito County Council of Governments (SBtCOG)
330 Tres Pinos Road, Suite C7
Hollister, CA 95023

Dear Ms. Gilbert:

Thank you for the opportunity to review your agency's draft Overall Work Program FY 2019-2020 (OWP). We support and appreciate the comprehensive overview of past and future planning efforts consistent with federal and state guidance.

Caltrans is dedicated to providing a diverse transportation system to meet California's needs. In support of this goal, the *California Transportation Plan 2040* (CTP) describes the state's continued effort to meet mobility, safety, sustainability, and economic objectives. The CTP focuses on integrating statewide long-range modal plans, key programs, and analysis tools that build on Regional Transportation Plans and other planning efforts.

Caltrans values the continuing, cooperative, and comprehensive partnership with SBtCOG in integrating regional and state processes for strategically planning and financing the region's transportation system to achieve long-term goals. State Routes (SR) 25 and 156 in San Benito County are key interregional corridors for moving people, goods, services, and information. Working to raise the profiles of SR 25 and SR 156 continue to be top priorities for Caltrans.

Overall, we commend SBtCOG for producing a comprehensive draft OWP that demonstrates the agency's commitment to planning for continued vitality and multimodal accessibility of the transportation system for all users. Attached are detailed comments for your consideration regarding this year's work effort, which we are available to discuss with you upon request.

If you would like to schedule a meeting to discuss the comments provided, please contact Jill Leal at 805-549-3282 or Jill.Leal@dot.ca.gov.

Sincerely,

FOR AILEEN K. LOE
Deputy District Director
Planning and Local Assistance

Attachment

Attachment

Council of San Benito County Governments FY 2019/2020 Draft Regional Overall Work Program (OWP) Comments by California Department of Transportation (Caltrans)

General Comments:

- Many of the product end dates within the OWP Work Elements are listed as "ongoing" or "June 2020" including but not limited to; 104, 105, 106, 201, 301, 302, 303. More accurate end dates for the activities are essential for Caltrans to monitor the activities throughout the year and verify in the quarterly progress reports.

- We applaud the commencement of the ALUCP effort for Frazier Park Airport.

Specific Comments:

Page 14 – There are no required Federal or California Planning Emphasis Areas (PEAs) for FY 19-20, and reference to PEAs should be removed from the document.

Section iv. Aviation – The description states, "Aviation plays a major role in regional transportation and serves several purposes in the region." Please expand on this description to include any commercial activities such as goods movement (packages) or agricultural commodities.

Page 16 – The table can be expanded in Work Element 104, Public Participation, to include more activities as they are described in the OWP. Public Participation can help affect outcomes in Federal Planning Factors 4, 5, 6, 8, and 10.

Work Element 103: Overall Work Program – Please include more detail in "Previous and Ongoing Work." SBtCOG can include the completion of FY18/19 OWP.

- Please add the task of closing out the FY 19/20 OWP to this work element.
- Please see section 4.07 of the Regional Planning Handbook for additional information on due dates and package requirements.
- Please add the task of "Quarterly Progress Reports".
- Please see section 2.25 of the Regional Planning Handbook for additional information and due dates.
- For task #11, the deadline for formal amendments is May 1st. Please include this in the "deadline" column.

- SBtCOG cannot only use RPA funds for this Work Element. Please add other fund sources as the OWP oversees other fund source activities in addition to RPA. The administrative and financial activities should be in the indirect cost pool including invoice development and submittal of RPA funds.

Work Element 105: Regional Coordination – Please provide more detail for tasks and deliverables for #8 and #10. Caltrans cannot ensure eligibility as they are written.

Work Element 106: Transit System Planning and Administration – Please remove Task 13 as implementation of projects and programs is not an eligible use of funds.

Work Element 109: Metropolitan Planning and Programming – The funding source is listed as Planning, Program and Monitoring, but it the Budget Summary Table it is listed as RPA. Please revise so the fund sources match in both and determine eligibility.

Work Element 301: Bikeway and Pedestrian System Planning and Promotion – Please remove Task 8 as implementation of projects and programs is not an eligible use of RPA funds.

Work Element 302: Road System Planning and Programming – Please remove Task and Deliverables for #4, #7 and #8 as they are not an eligible use of RPA funds.

Work Element 303: Transportation System Modeling – The funding source is listed as Planning, Program and Monitoring, but it the Budget Summary Table it is listed as RPA. Please revise so the fund sources match in both and determine eligibility.

Work Element 305: Regional Transportation Improvement Program – The funding source is listed as Planning, Program and Monitoring, but it the Budget Summary Table it is listed as RPA. Please revise so the fund sources match in both and determine eligibility.

SBCOG
Council of
San Benito
County Governments

Item ____

Staff Report

To:	Council of San Benito County Governments
From:	Veronica Lezama, Transportation Planner **Telephone:** (831) 637-7665
Date:	May 16, 2019
Subject:	**Cost Sharing Agreement for Environmental Impact Report Preparation**

Recommendation:

a. **RECEIVE** update on 2022-2045 San Benito Regional Transportation Plan; and

b. **APPROVE** Cost Sharing Agreement with the Association of Monterey Bay Area Governments for Preparation of the Environmental Impact Report for the 2022-2045 San Benito Regional Transportation Plan and 2045 Metropolitan Transportation Plan and Sustainable Communities Strategy for an Amount not to Exceed $40,000.

Summary:

As a part of preparing and developing the 2022 San Benito Regional Transportation Plan (RTP), the Council of Governments (COG) is required to prepare a program-level Environmental Impact Report. COG is coordinating preparation of this Environmental Impact Report with the Association of Monterey Bay Area Governments (AMBAG), the Santa Cruz County Regional Transportation Commission, and the Transportation Agency for Monterey County, who are also completing EIRs for their respective long-range transportation plans.

Financial Considerations:

COG's financial contribution to the preparation of the Environmental Impact Report is $40,000. Costs for preparation of the Environmental Impact Report will be paid for with Transportation Development Act funds. The cost of an independent Environmental Impact Report would be significantly higher if COG were to opt out of the coordinated report.

Background:

As the Regional Transportation Planning Agency (RTPA) for the San Benito region, the Council of Governments (COG) is responsible for developing a state-mandated Regional Transportation Plan (RTP) every four years. The RTP is the blueprint for the regional transportation system, including addressing needs associated with highways, local streets and roads, bicycle facilities, walkways, public transit, aviation and other programs which support mobility for people and goods.

The existing 2018 San Benito Regional Transportation Plan and Environmental Impact Report were adopted by the COG Board on June 21, 2018. The next update is schedule for adoption for June 16, 2022.

Staff Analysis:

As a core function, COG is required to prepare a Regional Transportation Plan in order for local jurisdictions to be eligible for most state and federal transportation dollars.[1] The development of the Regional Transportation Plan consist of a two and a half year effort in part of COG staff. The 2022 Regional Transportation Plan preliminary project schedule is identified below:

Deadline	Task	Status
May 16, 2019	COG Board receives report on RTP Schedule	✓
April 2020	Refine RTP Vision, Goals, and Objectives	
March 2020	Meeting with local jurisdiction staff on RTP project list & financial assumptions.[2]	
January 2021	Kick-off EIR process	
February 2021	COG Board considers draft Revenue Constrained Transportation Project List and Draft Regional Financial Assumptions for inclusion in the Draft 2022 San Benito RTP and Draft Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS). [3]	
January – March 2022	Conduct extensive outreach to stakeholders, and the public on the Draft RTP and begin public comment period on Draft EIR Prior to release, the Board will receive regular updates on the development of the RTP.	
June 2022	COG Board Considers RTP and EIR Adoption	
June 30, 2022	COG Submits Adopted RTP to Caltrans	

The Board will receive ongoing updates on the 2022 San Benito Regional Transportation Plan at future meetings.

The Regional Transportation Plan is also required to undergo California Environmental Quality Act review and disclosure. Sharing in the cost of the Environmental Impact Report is a cost savings to COG, as an independent report would cost substantially more. COG staff and staff

[1] The amount of available funding to the region varies each year, depending on project readiness, state and federal budgets, and grants received for transportation projects and programs.
[2] Financial assumptions include all transportation funding each jurisdiction anticipates to receive between the years 2022 through 2045.
[3] This item will appear before the board at least twice prior to approval.

from the other agencies work together to form a database of projects, complete financial projections, and complete a coordinated Environmental Impact Report.

Under the Memorandum of Understanding, AMBAG will be the lead agency on the EIR and will contract with a consulting firm to complete the environmental document. COG staff will assist with consultant selection and will contribute to the development of the document.

Executive Director Review:_____ Counsel Review: Yes

Supporting Attachment(s): AMBAG-SBtCOG Cost Sharing Agreement for the Preparation of the 2022-2045 MTP/SCS/RTP Environmental Impact Report

ATTACHMENT 1

DRAFT
AMBAG - SBtCOG
Cost Sharing Agreement for the Preparation of the
2045 MTP/SCS/RTP Environmental Impact Report

THIS AGREEMENT is both a project cost reimbursement and collaborative project agreement between the Association of Monterey Bay Area Governments hereinafter referred to as "AMBAG," and the Council of San Benito County Governments, hereinafter referred to as "SBtCOG."

WHEREAS, AMBAG and SBtCOG have a long-standing relationship and mutual responsibility for transportation planning in San Benito County; and

WHEREAS, AMBAG and SBtCOG are each responsible for the development of, at a minimum, a 20-year long-range transportation plan outlining anticipated projects and policy direction for their respective areas of responsibility; and

WHEREAS, the Metropolitan Transportation Plan (MTP), including the Sustainable Communities Strategy (SCS), and SBtCOG's Regional Transportation Plan (RTP) are each considered a project under the California Environmental Quality Act (CEQA); and

WHEREAS, it has been determined that an environmental review of the 2045 MTP/SCS and RTP will need to be prepared; and

WHEREAS, SBtCOG agrees to designate AMBAG as the Lead Agency pursuant to CEQA for the preparation of the collective environmental review; and

WHEREAS, AMBAG and SBtCOG agree that joint development of the environmental review is desirable and each agrees to participate in the selection of a consultant to conduct environmental review on their 20 plus-year long-range transportation plans and enlist CEQA services from that consultant; and

WHEREAS, the parties hereto desire to enter into an Agreement calling for the mutual development of one environmental review covering SBtCOG's 2045 Regional Transportation Plan in addition to AMBAG's Metropolitan Transportation Plan/Sustainable Communities Strategy (such collective environmental review referred to hereinafter as "Project"); and

WHEREAS, AMBAG shall also enter into separate cost sharing agreements with the Regional Transportation Planning Agencies for Santa Cruz and Monterey Counties allowing for their 2045 Regional Transportation Plans to also be covered by the same environmental review as SBtCOG's RTP and AMBAG's 2045 MTP/SCS.

NOW, THEREFORE, in consideration of the promises and mutual covenants herein contained, the parties hereto agree to the following:

1. Scope of Work

AMBAG shall secure separate cost sharing agreements with the Regional Transportation Planning Agencies for Santa Cruz and Monterey Counties that stipulates the same scope, term, payment procedures, and EIR revision clauses as this agreement to cover those agencies' proportionate share of the Project to be completed under this agreement. AMBAG shall submit executed copies of those agreements to SBtCOG prior to the issuance of a Notice to Proceed on environmental analysis for the Project and prior to the issuance of any invoice by AMBAG to SBtCOG under this agreement.

SBtCOG shall furnish its proportionate share of personnel, materials, services and facilities necessary for collaboration on the Project and will work collectively with AMBAG and the Regional Transportation Planning Agencies for Santa Cruz and Monterey Counties on developing a Request for Proposals for an environmental review consultant, including the Project's Scope of Work.

AMBAG shall produce a scope of work collectively with all of the participating agencies for the combined MTP/SCS/RTP EIR that meets all of the appropriate state requirements and needs of all of the participating agencies and shall conduct a procurement process collectively with all of the participating agencies meeting state and federal procurement requirements to secure an environmental consultant for the combined MTP/SCS/RTP EIR.

AMBAG shall enter into an agreement with an EIR consultant selected mutually by all the participating agencies and require the consultant to produce the combined MTP/SCS/RTP EIR that meets State requirements for such a document and the SBtCOG's and other RTPA's needs and requirements.

2. Term

This Agreement is effective July 31, 2019 and shall end on August 31, 2022, or 30 days after the Lead Agency files the Project's Notice of Determination, whichever occurs last. The period of performance may be extended by six months upon written agreement of all the parties.

3. Project Cost and Payments

The Project costs for consultant services shall not exceed the amount of $300,000 except as provided below. AMBAG and SBtCOG agree to pay the Project costs shown below, as follows:

Agency	Cost
AMBAG	$140,000
SBtCOG	$ 40,000
Other RTPAs	$120,000
Total Project Cost	$300,000

AMBAG will provide overall Project management and will receive Project consultant invoices

and pay the invoices upon satisfactory completion of consultant work. SBtCOG agrees to the following payment schedule:

January 1, 2021	$20,000
January 1, 2022	$20,000

The intent of this payment schedule is to provide for the timely payment of consultant invoices by AMBAG through partial prepayment, without imposing significant burden on SBtCOG through total prepayment. At the end of the Project, if the Project consultant invoices less than the aforementioned Project cost, AMBAG shall return to SBtCOG its share of the remaining non-invoiced amount.

All costs incurred under this Agreement shall be based on actual costs and are subject to audit. Substantiating documents (e.g., travel receipts, invoices, etc.) shall be retained by AMBAG and AMBAG shall keep an accurate accounting of all costs incurred in the performance of the Project for this Agreement, including providing summary reporting information to SBtCOG. No additional amounts shall be required of SBtCOG unless proposed increased costs are first approved by SBtCOG in writing.

4. MTP/SCS/RTP EIR Manager

AMBAG designates Ms. Heather Adamson as the 2045 MTP/SCS/RTP EIR Manager who shall be responsible for the professional conduct of the Project covered by this Agreement and liaison between the Project consultant and SBtCOG. AMBAG shall promptly notify SBtCOG of any change in 2045 MTP/SCS/RTP EIR Manager.

5. SBtCOG Representative

SBtCOG designates Ms. Veronica Lezama as the SBtCOG Representative responsible for the participation in, response to, review and oversight of the products of the Project, and for amendments to this Agreement. SBtCOG shall promptly inform AMBAG of any change to its Representative.

6. Scope of Work Revisions

Any significant changes in the performance of this Agreement as outlined in the Project Scope of Work incorporated herein shall be in writing and require mutual authorization by the 2045 MTP/SCS/RTP EIR Manager and the SBtCOG Representative.

7. Administrative Representative

AMBAG designates Ms. Maura Twomey as the Administrative Representative who shall be responsible for the contractual and administrative aspects of the Agreement. Questions and correspondence of an administrative nature shall be directed to the Administrative Representative at AMBAG, 24580 Silver Cloud Court, Monterey, CA 93940.

8. Allowability of Costs

There shall not be any deviation from the project budget without prior written approval by AMBAG and SBtCOG. The allowability of costs shall be determined in accordance with the OMB Circular 2 CFR Chapter I and II, Part 200 et al. as of December 2013. All requests for budget amendments approval shall be in writing and mutually agreed to by AMBAG and SBtCOG boards. AMBAG shall carefully monitor costs and performance of the consultant, take such steps as necessary to ensure that the Project be completed on time and on budget, and shall alert SBtCOG on an expedited basis of any questions or concerns in the costs or timely completion of the Project.

9. Termination

Either of the parties may terminate this Agreement at any time with or without cause, through a written Notice of Termination. Such Notice by one party will result in the termination of this Agreement among both parties. Such Notice will provide not less than forty-five (45) calendar days for AMBAG to refund to SBtCOG any remaining funds held for completion of this Agreement which are no longer required to pay consultant work for work performed prior to the date of receipt of the Notice of Termination.

10. Indemnification

Each party shall defend, indemnify, and hold harmless the other party and their respective officers, employees, and agents from and against any and all liability, loss, costs, expense, including reasonable attorney's fees, or claims, demands or, suits for injury or damages, in law or in equity, of every kind and nature whatsoever, arising out of or resulting from the performance of this Agreement, but only in proportion to and to the extent caused by or resulting from the negligent acts or omissions or willful misconduct of the indemnifying party or its officers, employees, agents, or volunteers.

11. Disputes

In the event of a dispute arising out of the performance of this Agreement, the party alleging a dispute shall send a written Notice of Dispute to the other party. Within five working days of receipt of such notice, the notified party shall respond and agree to a meeting for the purpose of discussing the dispute, the facts giving rise to the dispute, and a resolution of the dispute, if possible. If resolution of the dispute cannot be reached, the affected party may file appropriate litigation within six months thereafter.

12. Project Records

Financial records, supporting documents and other records pertinent to this Agreement shall be retained by AMBAG for a period of three (3) years from the date of submission of the final expenditure report, except that records pertaining to audit, appeals, litigation or settlement of claims arising out of performance of this Agreement shall be retained until such audits,

appeals, litigation or claims have been disposed of.

All Project records, including but not limited to original data and primary data-yielding materials, secondarily derived tables and figures, and statistical tabulations and other summaries, pertinent to this Agreement, shall be made available by Project consultant to AMBAG and SBtCOG for a period of four (4) years from the termination date of this Agreement.

13. Nondiscrimination

To the extent provided by law and any applicable agency regulations, this Agreement and any program assisted thereby are subject to the policies against discrimination:

- Title VI of the Civil Rights Act of 1964 and the Title VI Assurance executed by California under 23 U.S.C. 324 and 29 U.S.C. 794; and
- The provisions of the Americans with Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat 327, as amended) and the U.S. DOT implementing regulations (49 CFR 27, 37, and 38); and
- The implementing regulations issued pursuant thereto by the California Department of Transportation, the Federal Highway Administration and the Federal Transit Administration; and
- Any assurance of compliance which AMBAG and SBtCOG have filed in accordance with any applicable agency regulations.

14. Severability

If any provision of this Agreement, or the application thereof to any person, place, or circumstance, shall be held by a court of competent jurisdiction to be invalid, unenforceable, or void, the remainder of this Agreement and such provisions as applied to other persons, places, and circumstances shall remain in full force and effect.

15. General Provisions and Certifications

AMBAG and SBtCOG certify that it is in compliance with all applicable federal and state laws and regulations.

16. Entire Agreement

This Agreement constitutes the entire agreement and understanding between AMBAG and SBtCOG and supersedes any prior or contemporaneous agreement or understandings if any. Any changes or modifications shall be accomplished by a written amendment to this Agreement executed by the duly authorized representative of each party.

17. Choice of Laws

This Agreement shall be interpreted and applied according to the laws of California and shall be deemed to have been entered into in California as of the effective date set forth in Paragraph 2 above.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the month, day and year specified below.

_____ Date: _____

Maura Twomey
Executive Director
Association of Monterey Bay Area Governments

APPROVED AS TO FORM

_____ Date: _____

Don Freeman, AMBAG Legal Counsel

_____ Date: _____

Mary Gilbert
Executive Director
San Benito County Council of Governments

APPROVED AS TO FORM

San Benito County Counsel's Office

Shirley L. Murphy Date: May 9, 2019

Shirley L. Murphy, Deputy County Counsel

Staff Report

To:	Council of San Benito County Governments	
From:	Mary Gilbert, Executive Director	Phone Number: (831) 637-7665 x.207
Date:	May 16, 2019	
Subject:	**San Benito County Measure G**	

Recommendation:

a. **RECEIVE** Update on Measure G Outreach and Implementation

b. **DISCUSS AND PROVIDE DIRECTION** on Applications Received for the Citizens Oversight Committee
c. **APPROVE** 3-Year Contract with KNN Public Finance for Financial Services for an Amount Not to Exceed $75,000

Background:

COG approved a Transportation Safety and Investment Plan and adopted Ordinance 2018-01, the Roads, Transportation, Safety and Investment Plan Ordinance in July 2018. The Ordinance and Investment Plan was put before voters for approval in the November 6, 2018 General Election. Measure G received approval of 69.77% of voters, well above the 2/3 approval required by law.

Financial Impact:

Measure G is anticipated to generate an average of $16 million annually over the 30-year term. The contract with KNN Public Finance is for a total amount not to exceed $75,000 for the three year term of the contract.

Summary
Staff is continuing steps for implementation of Measure G. The tax has been collected since April 1, 2019 and first distributions of funds to COG will occur in July 2019.

Updates on Measure G project categories in the Transportation Safety and Investment Plan priority order are provided below:

- **Category 1: Route 25 4-Lane Expressway Project:** Staff is working closely with the State and Federal government to ensure maximum investments in the Route 25 Project. Caltrans is reviewing the project schedule and cost estimates for COG consideration.

- **Category 2: Maintain local roads, repair potholes, and improve traffic:** Staff is coordinating with local jurisdictions to ensure they are aware of requirements for receiving funds through this category.

- **Category 3: Mobility and More** - Improve transit options for seniors, youth, and people with disabilities, pedestrian and bicycle safety and traffic flow, administration, and future planning & contingency. Staff is in the process of outlining next steps in this category that are aligned with the needs in our Regional Transportation Plan.

- **Category 4: Administration** – Staff is reviewing administration requirements, coordinating with the County of San Benito on ensuring that financing and accounting procedures are in place prior to receipt of sales tax dollars.

Staff Analysis

Measure Administration

Staff is preparing a Request for Proposals for project management, construction management, and other services with a goal of releasing the RFP in June. There may be opportunities to partner with the local jurisdictions for this process and staff is conferring with the local staff on this potential partnership.

At its April meeting, the Board requested clarification on what is considered an "administrative cost" under Measure G. Section 4 of COG Ordinance 2018-01 expressly defines administrative costs as follows:

> The costs to the Authority to administer the Ordinance and Transportation Safety and Investment Plan (Exhibit B) shall be reserved by the Authority before revenue is distributed. Annual administrative costs of the Authority, excluding the California Department of Tax and Fee Administration administrative costs, shall not exceed one percent (1%) of the Measure G revenue generated in that year. The Authority shall expend only that amount of the funds generated from this Ordinance for staff support, audits, annual reports and other administrative expenses and contract services that are necessary and reasonable to carry out its responsibilities pursuant to Division 2 of the Revenue and Taxation Code.

Local Jurisdiction Funding – Street and Road Rehabilitation

Staff anticipates that funds for local jurisdictions will begin to be available for distribution in Fall 2019. Staff has prepared a handout with relevant sections of the Ordinance and Expenditure Plan related to requirements for use of the funds by the local agencies (Attachment 3). It is anticipated that a total of $216 million will be available for local street and road rehabilitation projects over the 30-year measure. The City of Hollister and County of San Benito will each receive 47.5% of those funds while the City of San Juan Bautista will receive 5%.

Staff is meeting with the local jurisdictions to ensure that they are aware of requirements to use the funding, including the use of each jurisdiction's Pavement Management Plan to select projects, as required by the Measure G ordinance. Staff will be developing a Local Jurisdiction Funding Agreement with the input of local staff to ensure that all requirements for funding are clearly addressed by both COG and the local jurisdictions.

Citizens Oversight Committee

Applications for the committee were due April 30th. COG Received 18 applications. Staff has prepared a summary of the applications for the Board's review and consideration (Attachment 1).

Section 10 of COG Ordinance 2018-01includes certain requirements for Oversight Committee membership:

> Members of the Expenditure Plan Oversight Committee shall be appointed by the Authority's Board of Directors and shall be residents who are neither elected officials of any government, nor employees from any agency or organization that either oversees or benefits from the proceeds of the Roads, Transportation Safety and Investment Plan Transactions and Use Tax.
>
> The Expenditure Plan Oversight Committee shall include, at a minimum, representatives who are residents of the City of Hollister, the City of San Juan Bautista, and the unincorporated areas of San Benito County. The Expenditure Plan Oversight Committee will fairly represent the geographical, social, cultural and economic diversity of the County to ensure maximum benefit for road and transportation users. The Expenditure Plan Oversight Committee will gather information and input from outside sources and the Authority staff when necessary.

In addition, the Board established the following parameters for the committee membership:

- 11 members
- Five members each representing the following groups: Agriculture; Senior/Disabled Community; Industry; Trade/Labor; Latino Community; and Education
- Six at-large members

The application allowed applicants to self-identify as a representative of each group; however, upon application review it is not clear that the groups are fully represented as the Board had directed. In addition, there was no applicant from the City of San Juan Bautista so that position would need to be filled.

Staff is seeking direction from the Board on how to proceed with next steps. Options include:

- Extending the application period and continuing outreach to the groups not yet represented
- Establishing a subcommittee of Board members to review applications with staff
- Conducting interviews of applicants

Measure G requires that the Oversight Committee be established prior to the expenditure of any Measure G funds. No expenditures are anticipated prior to August of 2019.

At the April meeting, staff provided a draft resolution that outlines the duties and responsibilities of the Committee. Staff is seeking comments from the Board on the draft prior to finalizing in June.

Strategic Plan

As a primary goal, staff is developing a Measure G Strategic Plan for Board approval later this year. The Strategic Plan will detail all anticipated funding sources, opportunities for bonding and project management, advocacy, and other strategies to ensure that Measure G is successfully implemented with sufficient oversight by COG. Strategic Plan development is a "best practice" of self-help counties to guide the implementation of a new sales tax.

Part of the Strategic Plan will include updating financial forecasting and receiving support in developing a plan for distribution of funds from the Measure. Staff is recommending approval of a contract with KNN Public Finance to complete these financial services on behalf of COG. KNN Public Finance was selected after a Request for Proposals process conducted in April. Two firms submitted proposals, and KNN was the highest-ranked firm. The contract is for a three-year term with the option of three additional one-year terms at the discretion of the COG Executive Director.

Executive Director Review: _____ Counsel Review: Yes

Supporting Attachments:

1. Oversight Committee Application Review Matrix
2. DRAFT Oversight Committee Resolution
3. Contract with KNN Public Finance

Measure G Citizens Oversight Committee

Application Summary

Applicant Name	District	Agriculture	Senior/Disabled Community	Industry	Trade/Labor	Latino Community	Education	Other
Jose Mario Ortega	1			Hi-tech Manufacturing		Coaching Latino Soccer Players	Coaching	
Tim Burns	1		Senior Citizen		Painting Contractor			
Hamdy Abass	2	Plant Pathology						
Cheri Schmidt	2			Insurance				
Salvador Mora	2							Did not note a represented group.
Sandy Hughes	3							Did not note a represented group.
Elia Salinas	3	Cannabis/Hemp		Cannabis/Hemp Manufacturing		LULAC		
Victor Gomez	4			Building		LULAC Member		
Keith Snow	4		Partially Disabled					
Judi Johnson	4		Jovenes Board Member					
John Espinosa	4							Did not note a represented group, but noted that they care about all

Measure G Citizens Oversight Committee

Application Summary

Applicant Name	District	Agriculture	Senior/Disabled Community	Industry	Trade/Labor	Latino Community	Education	Other
John Eade	4	Cattle Rancher		Mitigation &End.Species				
Kevin Stopper	4							Did not note a represented group.
Nereyda Burbank	4	Family History		Customer Industry	Did not specify	Works with Latino community		
Kelly Jay Burbank	4		Disabled Veteran					
Lori Woodle	5							Did not note a represented group.
Andrew Rollins	5	Pets- Pet Friends						
Dawn Koistinen	5		x					

Applicants by Supervisorial District:

District	Number of Applicants
1 -Medina	2
2 - Botelho	3
3 - Hernandez	2
4 – Gillio	8
5 –De La Cruz	3

RESOLUTION NO. _____

A RESOLUTION OF THE SAN BENITO COUNTY COUNCIL OF GOVERNMENTS ESTABLISHING THE MEASURE G TRANSPORTATION SAFETY AND INVESTMENT PLAN OVERSIGHT COMMITTEE

WHEREAS, the San Benito County General Election held November 6, 2018, resulted in the voters approving Measure G, a 30-year Transactions and Use Tax (sales tax) in the amount of one percent (1%) for funding the San Benito County Roads and Transportation Safety and Investment Plan; and

WHEREAS, the Council of San Benito County Governments (COG) Ordinance 2018-01, the "Roads, Transportation, Safety and Investment Plan Transactions and Use Tax Ordinance", requires the establishment of a Measure G Transportation Safety and Investment Plan Oversight Committee to provide for taxpayer safeguards and oversight; and

WHEREAS, the makeup and terms of the Committee members, organization, and their specific duties and responsibilities shall be established by resolution of the COG; and

WHEREAS, COG intends to establish a Measure G Transportation Safety and Investment Plan Oversight Committee to receive and review the independent financial audit of the Measure G funding, operations and other related reports necessary to advise the COG and public of its findings and make recommendations for the thirty-year timeframe of the sales tax.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Establishment: There is hereby established, the Measure G Transportation Safety and Investment Plan Oversight Committee (hereafter referred to as "the Committee").

Membership: The full Committee shall be composed of 11 voting members. The Committee may appoint ad-hoc subcommittees of less than a quorum as required for efficiency.

Terms: The term of the Committee's existence shall be until the fulfillment of all Measure G obligations which is expected to be at least 30 years. The Committee members will serve staggered two-year terms and can be reappointed. The first reappointments shall commence in one year after the Committee formation to

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establish the stagger.

Appointment of Members: COG shall appoint all members of the Committee by majority vote. In the event any vacancies occur during the term of the Committee, such vacancies shall be filled for the remaining unexpired terms in the same manner as original appointments.

Qualifications for Appointment: As established in COG Ordinance 2018-01, the Committee members shall be residents who are neither elected officials of any government, nor employees from any agency or organization that either oversees or benefits from the proceeds of the sales tax. The Committee shall include, at a minimum, representatives from the City of Hollister, the City of San Juan Bautista, and the unincorporated areas of San Benito County. The Committee will fairly represent the geographical, social, cultural and economic diversity of the County to ensure maximum benefit for road and transportation users.

The following types of individuals and organizations are eligible for appointment as members of the Committee:

- Five (5) at-large members, representing each of the five San Benito County Supervisorial Districts.
- Six (6) members representing each of the following groups or interests:
  a. Agriculture / Farm Bureau
  b. Seniors or Persons with Disabilities
  c. Industry
  d. Trade / Labor
  e. Latino / Hispanic
  f. Education

Organization of the Committee and Staff Support: At its first meeting following appointment of its members, the Committee shall organize itself by electing a chair, establish a regular meeting schedule, and arrange for the preparation and adoption of rules of procedure or by-laws. The COG Executive Director shall designate appropriate staff support for the Committee.

Meetings: The Committee shall meet at least once but no more than four times per year. All meetings of the Committee shall comply with the provisions of the Ralph M. Brown Act commencing with Section 54950 of the Government Code of the State of California.

Powers: The Committee shall act in an advisory capacity to the COG and

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information source for the public. No express authority or power to act on behalf of the COG is hereby delegated.

Committee Responsibilities and Duties as Set Forth in COG Ordinance 2018-01:

A. Independent Audits: The Committee shall have full access to the COG's independent auditor and review the annual audits, have the authority to request and review the specific financial information, and provide input on the audit to assure the funds are being expended in accordance with the Transportation Safety and Investment Plan

B. Plan Changes: The Committee shall review and make recommendations on any proposed changes to the Transportation Safety and Investment Plan, prior to COG consideration, subject to 2/3 vote of the voting Committee members;

C. Project Delivery and Priorities: The Committee shall review and comment on the project delivery schedules and make recommendations to the COG on any proposals for changing project delivery priorities; and

D. Annual and Final Reports: The Committee shall prepare annual reports regarding the administration of the program, to be presented to the COG's Board of Directors, which shall acknowledge and respond to the report in writing, and posted to the COG's website.

PASSED AND ADOPTED BY THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS on this x day of June 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
César E. Flores, Chair

ATTEST:
Mary Gilbert, Executive Director

APPROVED AS TO LEGAL FORM:
San Benito County Counsel's Office

By: _____

Date: _____

By: _____
Shirley L. Murphy, Deputy County Counsel

Date: _____

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CONTRACT

The COUNCIL OF SAN BENITO COUNTY GOVERNMENTS ("COG") and KNN Public Finance, LLC ("CONTRACTOR") enter into this contract which shall be effective on the date stated in Paragraph 1.

1. **Duration of Contract**.

This contract shall commence on May 16, 2019, and end June 30, 2022, unless sooner terminated as specified herein.

2. **Scope of Services**.

CONTRACTOR, for COG's benefit shall perform the services specified on Attachment A to this contract. Attachment A is made a part of this contract.

3. **Compensation for Services**.

In consideration for CONTRACTOR's performance, COG shall pay compensation to CONTRACTOR according to the terms specified in Attachment B. Attachment B is made a part of this contract.

4. **General Terms and Conditions**.

The rights and duties of the parties to this contract are governed by the general terms and conditions mutually agreed to and listed in Attachment C. Attachment C is made a part of this contract.

5. **Insurance Limits.**

CONTRACTOR shall maintain the following insurance policy limits of coverage consistent with the further insurance requirements specified in Attachment C.

(a) Comprehensive general liability insurance: $1,000,000
(b) Professional liability insurance: $1,000,000
(c) Comprehensive motor vehicle liability insurance: $1,000,000

6. **Termination.**

The number of days of advance written notice required for termination of this contract is 30 (THIRTY) Days .

7. **Specific Terms and Conditions** *(check one)*

[ ] There are no additional provisions to this contract.

[X] The rights and duties of the parties to this contract are additionally governed by the specific, additional terms mutually agreed to and listed in Attachment D. Attachment D is made a part of this contract.

[x] The rights and duties of the parties to this contract are additionally governed by the specific, additional terms mutually agreed to and listed in Attachment E. Attachment E is made a part of this contract.

8. **Information about Contract Administrators.**

The following names, titles, addresses, and telephone numbers are the pertinent information for the respective contract administrators for the parties.

Contract Administrator for COG :

Name: Mary Gilbert

Title: Executive Director

Address: 330 Tres Pinos Road, Suite C-7

Hollister, California 95023

Telephone No.: 831-637-7665

Fax No.: 831-636-4160

Contract Administrator for CONTRACTOR:

Name: David Leifer

Title: Senior Managing Director

Address: 1300 Clay Street, Suite 1000

Oakland, CA 94610

Telephone No.: 510-208-8264

Fax No.: 510-208-8282

SIGNATURES

APPROVED BY COG:

_____

Name: Cesar Flores

Chair, COG

Date: _____

APPROVED BY CONTRACTOR:

_____

Name: David Leifer

Title: Senior Managing Director

Date: _____

APPROVED AS TO LEGAL FORM:
SAN BENITO COUNTY COUNSEL'S OFFICE

Shirley L. Murphy

By: Shirley L. Murphy, Deputy County Counsel

Date: May 10, 2019

ATTACHMENT A
Scope of Services

Task 1: Goal Setting

CONTRACTOR will work with the COG staff, technical advisory committees, and Board of Directors to define the Measure G project delivery and implementation objectives. CONTRACTOR will address the following areas:

- Preparing Measure G revenue projections and projected project costs and updating the Measure G Cash Flow Model prepared in 2018 by CONTRACTOR on behalf of COG
- Identifying sources of matching and leveraged funds for projects
- Identifying financing tools considered to deliver the Highway 25 project
- Developing policies surrounding the distribution of sales tax revenues based on percentage allocation targets and local funding agreements

Task 2: Strategic Plan

Task 2.1: Prepare a timetable setting forth the actions necessary to accomplish the financing objectives of COG.

CONTRACTOR shall prepare a detailed time and responsibilities schedule to ensure that objectives of the Strategic Plan process are met under the required timeframes and that the final Strategic Plan is complete no later than December 2019.

Targeted Timetable for the Development of the Strategic Plan

Month	Tasks and Deliverables
May	▪ Select top ranked consultant, negotiate contract. ▪ Present municipal advisor contract to COG Board for approval (May 16).
June – July	▪ *Kick-off meeting with COG staff and municipal advisor. Begin Goal Setting discussion.* ▪ *Finalize financial goals and objectives.* ▪ *Outline Strategic Plan sections and assign municipal advisor ownership of the Financial Section.* ▪ **Discuss revenue projection model and methodology.** ▪ **Refine KNN's Measure G cash flow model with COG staff. Update revenue and expenditure assumptions. Update assumptions for other funding sources (SB-1, TIF, and STIP).** ▪ Cities/County Report 1-Year Expenditure Plans. ▪ Cities/County Provide Maintenance of Effort Documents. ▪ **Present revenue projection and local agency allocation alternatives. Recommend growth assumptions and revenue allocation approach.** ▪ **Refine cash flow model with revenue projections, revenue allocations, and Highway 25 and other project expenditure schedules.**
August – September	▪ **Distribute preliminary draft of Financial Section to Strategic Plan incorporating economic landscape, revenue estimates, and expectations for Measure G funding resources.** ▪ **Incorporate further refinements to cash flow model to incorporate into the Strategic Plan.** ▪ **Finalize Financial Section of Strategic Plan for COG to include in the broader document.**
October	▪ Draft Strategic Plan reviewed with COG Board ▪ Conduct Board training on draft Strategic Plan ▪ *Receive comments on draft Plan and incorporate additional feedback.*
November – December	▪ COG adopts inaugural Strategic Plan ▪ Begin early launch of projects

Bold tasks represent KNN-specific tasks. *Italicized tasks will be conducted in tandem with the COG.*

Task 2.2: Evaluate and assist in refining the Strategic Plan's financial and cash flow principles, goals and protocols; assist in the identification of financing alternatives and recommend adjustments where appropriate.

CONTRACTOR will assist COG in developing the following elements of the Measure G Strategic Plan:

- Program Allocation Methodology. CONTRACTOR shall assist COG with planning and budgeting Measure G revenues in the targeted percentage allocation established by the Measure G Expenditure Plan. To ensure Tier I/Tier II/Tier III funding categories receive their allocated percentages, capital programs will be planned and managed carefully within their respective allocations.
- Cash Balance Targets. CONTRACTOR shall review financial data and make recommendations to COG regarding a recommended minimum cash balance target.
- Inter-Program Loan Policy. CONTRACTOR shall make recommendations to COG regarding policy guidelines for loans that may be made within the Measure G programs to support the

delivery of shovel-ready projects.

Task 2.3 Financing Alternative Scenarios

CONTRACTOR shall review financial alternatives and scenarios available to COG and make recommendations on specific strategies to meet the Strategic Plan's financial and policy principles, goals and protocols including size and timing of recommended debt issuance and appropriate debt issuance instrument;

Task 2.4: Assist COG with the development of a Final Strategic Plan for the implementation of Measure G.

CONTRACTOR shall Assist COG in Drafting Financial Sections of the Strategic Plan.

Task 2.5 Board Training and Education Study Sessions.

CONTRACTOR shall conduct Board Training and Education Study Sessions related to development of the Strategic Plan as directed by COG.

Task 3: Other Services

CONTRACTOR shall provide on-call support for the following services to COG:

- Assist in the development of the financial plan and cash flow for the next Strategic Plan update.
- Assist in capital planning.
- Refine Measure G cash flow model and develop or refine plan of financing.
- Develop expertise of COG personnel and Board Members.
- Provide written and oral reports for COG staff and Board Members.
- Assist in planning for future debt financing.
- Analyze alternative financing structures and make recommendations.
- Provide transaction services as needed.
- Provide knowledge of markets and expertise on available resources.
- Dissemination Agency and Continuing Disclosure Consulting Services
- Other related services as determined necessary by COG.

END OF ATTACHMENT A.

ATTACHMENT B
Payment Schedule

B-1. BILLING

Charges for services rendered pursuant to the terms and conditions of this contract shall be invoiced on the following basis: (check one)

[ ] One month in arrears.
[ ] Upon the complete performance of the services specified in Attachment A.
[x] The basis specified in paragraph B-4.

B-2. PAYMENT

Payment shall be made by COUNCIL OF GOVERNMENTS to CONTRACTOR at the address specified in paragraph 8 of this contract, net thirty (30) days from the invoice date.

B-3. COMPENSATION

COUNCIL OF GOVERNMENTS shall pay to CONTRACTOR: (check one)

[ ] a total lump sum payment of $ _____, or

[x] a total sum not to exceed $ 75,000 through the initial 3-year contract term of June 30, 2022.,

for services rendered pursuant to the terms and conditions of this contract and pursuant to any special compensation terms specified in this attachment, Attachment B.

B-4. SPECIAL COMPENSATION TERMS: (check one)

[ ] There are no additional terms of compensation.
[x] The following specific terms of compensation shall apply: (Specify)
For the services provided in Attachment A, CONTRACTOR shall be paid based on the hourly rates provided below. Hourly rates are subject to annual increases not to exceed 3% a year with written approval from COG sixty days in advance of such increases.

Title	Hourly Rate
Senior Managing Director	$345
Director	$325
Vice President	$295
Associate	$245
Analyst	$200

COG will reimburse CONTRACTOR for its reasonable out of pocket expenses. Such expenses include, but are not limited to, the expense of mileage or other travel to meetings, the expense of any internal color copying or outside copying costs, courier or delivery charges, and conference call charges. Reimbursement for expenses are subject to a not-to-exceed amount of $1,500.

Payment for services and /or reimbursement of costs shall be made upon CONTRACTOR's satisfactory performance, based upon the services provided under the Scope of Services detailed in Attachment A.

END OF ATTACHMENT B.

ATTACHMENT C
General Terms and Conditions

C-I. INDEMNIFICATION.

CONTRACTOR and COG each agree to indemnify, defend and save harmless the other party and the other party's officers and employees, from and against any and all claims and losses whatsoever arising out of, or in any way related to, the indemnifying party's performance under this contract, including, but not limited to, claims for property damage, personal injury, death, and any legal expenses (such as attorneys' fees, court costs, investigation costs, and experts' fees) incurred by the indemnitee in connection with such claims or losses. A party's "performance" includes the party's action or inaction and the action or inaction of that party's officers and employees.

C-2. GENERAL INSURANCE REQUIREMENTS.

Without limiting CONTRACTOR's duty to indemnify COG, CONTRACTOR shall comply with the insurance coverage requirements set forth in the contract and in this attachment. Those insurance policies mandated by Paragraph C-3 shall satisfy the following requirements:

(a) Each policy shall be issued by a company authorized by law to transact business in the State of California.

(b) Each policy shall provide that COG shall be given notice in writing at least thirty (30) days in advance of any change, cancellation, or nonrenewal thereof.

(c) The comprehensive motor vehicle and comprehensive general liability policies shall each provide an endorsement naming COG and its officers, agents and employees as additional insureds.

(d) The required coverage shall be maintained in effect throughout the term of this contract.

CONTRACTOR shall require all subcontractors performing work under this contract to obtain substantially the identical insurance coverage required of CONTRACTOR pursuant to this agreement.

C-3. INSURANCE COVERAGE REQUIREMENTS.

If required by paragraph 5 of the contract, CONTRACTOR shall maintain the following insurance policies in full force and effect during the term of this contract:

(a) Comprehensive general liability insurance. CONTRACTOR shall maintain comprehensive general liability insurance, covering all of CONTRACTOR's operations with a combined single limit of not less than the amount set out in paragraph 5 of this contract.

(b) Professional liability insurance. CONTRACTOR shall maintain professional liability insurance with liability limits of not less than the amount set out in paragraph 5 of this contract.

(c) Comprehensive motor vehicle liability insurance. CONTRACTOR shall maintain comprehensive motor vehicle insurance covering all motor vehicles (including owned, non-owned and hired) used in providing services under this contract, with a combined single limit of not less than the amount set out in Paragraph 5 of this contract.

(d) Workers' compensation insurance. CONTRACTOR shall maintain a workers' compensation plan covering all of its employees as required by California Labor Code Section 3700, either through workers' compensation insurance issued by an insurance company or through a plan of self-insurance certified by the State Director of Industrial Relations. If CONTRACTOR elects to be self-insured, the certificate of insurance otherwise required by this contract shall be replaced with a consent to self-insure issued by the State Director of Industrial Relations.

C-4. CERTIFICATE OF INSURANCE.

Prior to the commencement of performance of services by CONTRACTOR and prior to any obligations of COG, CONTRACTOR shall file certificates of insurance with COG, showing that CONTRACTOR has in effect the insurance required by this contract. CONTRACTOR shall file a new or amended certificate promptly after any change is made in any insurance policy which would alter the information on the certificate then on file. In lieu of providing proof of insurance, CONTRACTOR may provide proof of self-insurance meeting requirements equivalent to those imposed herein. CONTRACTOR warrants that CONTRACTOR's self-insurance provides substantially the same protection to COG as the insurance required herein. CONTRACTOR further agrees to notify COG in the event any change in self-insurance occurs that would alter the obligations undertaken in this contract within thirty (30) days of such change.

C-5. RECORDS TO BE MAINTAINED.

CONTRACTOR shall keep and maintain accurate records of all costs incurred and all time expended for work under this contract. CONTRACTOR shall contractually require that all of CONTRACTOR's subcontractors performing work called for under this contract also keep and maintain such records. All such records, whether kept by CONTRACTOR or any subcontractor, shall be made available to COG or its authorized representative, or officials of the State of California for review or audit during normal business hours, upon reasonable advance notice given by COG, its authorized representative, or officials of the State of California.

C-6. RETENTION OF RECORDS.

CONTRACTOR shall maintain and preserve all records related to this contract for a period of three years from the close of the fiscal year in which final payment under this contract is made. CONTRACTOR shall also contractually require the maintenance of such records in the possession of any third party performing work related to this contract for the same period of time. Such records shall be retained beyond the three-year period, if any audit involving such records is then pending, until the audit findings are resolved. The obligation to insure the maintenance of the records beyond the initial three year period shall arise only if COG notifies CONTRACTOR of the commencement of an audit prior to the expiration of the three year period.

C-7. TITLE TO DOCUMENTS; COPYRIGHT.

All reports and other materials collected or produced by the CONTRACTOR or any subcontractor of CONTRACTOR shall, after completion and acceptance of the contract, become the property of COG, and shall not be subject to any copyright claimed by the CONTRACTOR, subcontractor, or their agents or employees. CONTRACTOR may retain copies of all such materials exclusively for administrative purposes. Any use of completed or uncompleted documents for other projects by CONTRACTOR, any subcontractor, or any of their agents or employees, without the prior written consent of COG is prohibited.

C-8. INDEPENDENT CONTRACTOR.

CONTRACTOR and its officers and employees, in the performance of this contract, are independent contractors in relation to COG and not officers or employees of COG. Nothing in this contract shall create any of the rights, powers, privileges or immunities of any officer or employee of COG. CONTRACTOR shall be solely liable for all applicable taxes or benefits, including, but not limited to, federal and state income taxes, Social Security taxes, or ERISA retirement benefits, which taxes or benefits arise out of the performance of this contract. CONTRACTOR further represents to COG that CONTRACTOR has no expectation of receiving any benefits incidental to employment.

C-9. CONFLICT OF INTEREST.

CONTRACTOR covenants that it presently has no interest and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder. CONTRACTOR further covenants that, in the performance of this contract, no subcontractor or person having such an interest shall be used or employed.

C-10. COMPLIANCE WITH APPLICABLE LAWS.

CONTRACTOR shall comply with all applicable federal, state and local laws now, or hereafter, in force, and with any applicable regulations, in performing the work and providing the services specified in this contract. This obligation includes, without limitation, the acquisition, and maintenance of any permits, licenses, or other entitlements necessary to perform the duties imposed expressly or impliedly under this contract.

C-11. NONDISCRIMINATION.

CONTRACTOR shall not discriminate in the employment of persons necessary to perform this contract on any legally impermissible basis, including on the basis of the race, color, national origin, ancestry, religion, age, sex, or disability of such person.

C-12. BANKRUPTCY.

CONTRACTOR shall immediately notify COG in the event that CONTRACTOR ceases conducting business in the normal manner, becomes insolvent, makes a general assignment for the benefit of creditors, suffers or permits the appointment of a receiver for its business or

assets, or avails itself of, or becomes subject to, any proceeding under the Federal Bankruptcy Act or any other statute of any state relating to insolvency or protection of the rights of creditors.

C-13. PROHIBITION AGAINST ASSIGNMENT AND DELEGATION OF DUTIES.

Except as specifically authorized herein, no rights under this contract may be assigned and no duties under this contract may be delegated by CONTRACTOR without the prior written consent of COG, and any attempted assignment or delegation without such consent shall be void.

C-14. NEGOTIATED CONTRACT.

This contract has been arrived at through negotiation between the parties. Neither party is to be deemed the party which prepared this contract within the meaning of California Civil Code Section 1654.

C-15. SEVERABILITY.

Should any provision herein be found or deemed to be invalid, this contract shall be construed as not containing such provision, and all other provisions which are otherwise lawful shall remain in full force and effect. To this end, the provisions of this contract are declared to be severable.

C-16. ENTIRE CONTRACT.

This contract is the entire agreement of the parties. There are no understandings or agreements pertaining to this contract except as are expressly stated in writing in this contract or in any document attached hereto or incorporated herein by reference.

C-17. TIME IS OF THE ESSENCE.

Time is of the essence in the performance of this contract.

C-18. TERMINATION.

Either party may terminate this contract, with or without cause, at any time. In order to terminate this contract, the terminating party shall give advance written notice to the other party. The termination shall be effective no earlier than the expiration of the number of days specified in paragraph 6 of this contract. The termination notice shall be made as specified in paragraph C-19, below. In the event of termination, COG shall pay CONTRACTOR for all work satisfactorily performed prior to the effective date of the termination.

C-19. NOTICES.

Notices to the parties in connection with the administration of this contract shall be given to the parties' contract administrator personally, by regular mail, or by facsimile transmission as more particularly specified in this paragraph. Notices will be deemed given on:

(a) The day the notice is personally delivered to the contract administrator or the office of the party's contract administrator; or

(b) Five days after the date the notice is deposited in the United States mail, addressed to a party's contract administrator as indicated in this contract, with first-class postage fully prepaid; or

(c) On the day that the notice is transmitted by facsimile to a party's facsimile number specified in paragraph 8 of this contract, provided that an original of such notice is deposited in the United States mail, addressed to a party's contract administrator as indicated in this contract, on the same day as the facsimile transmission is made.

C-20. RESPONSIBILITY OF CONTRACT ADMINISTRATORS.

All matters concerning this contract which are within the responsibility of the parties shall be under the direction of, or shall be submitted to, the respective contract administrators or to the party's employee specified, in writing, by the contract administrator. A party may, in its sole discretion, change its designation of its contract administrator and shall promptly give written notice to the other party of any such change.

C-21. MATERIALITY.

The parties consider each and every term, covenant, and provision of this contract to be material and reasonable.

C-22. WAIVER.

Waiver by either party of a breach of any covenant of this contract will not be construed to be a continuing waiver of any subsequent breach. COG's receipt of consideration with knowledge of CONTRACTOR's violation of a covenant does not waive its right to enforce any covenant of this contract. The parties shall not waive any provisions of this contract unless the waiver is in writing and signed by all parties.

C-23. AUTHORITY AND CAPACITY.

CONTRACTOR and CONTRACTOR's signatory each warrant and represent that each has full authority and capacity to enter into this contract.

C-24. BINDING ON SUCCESSORS.

All of the conditions, covenants and terms herein contained shall apply to, and bind, the heirs, successors, executors, administrators and assigns of CONTRACTOR. CONTRACTOR and all of CONTRACTOR's heirs, successors, executors, administrators, and assigns shall be jointly and severally liable under this contract.

C-25. CUMULATION OF REMEDIES.

All of the various rights, options, elections, powers and remedies of the parties shall be construed as cumulative, and no one of them exclusive of any other or of any other legal or equitable remedy which a party might otherwise have in the event of a breach or default of any condition, covenant or term by the other party. The exercise of any single right, option, election, power or remedy shall not, in any way, impair any other right, option, election, power or remedy until all duties and obligations imposed shall have been fully performed.

C-26. INDEPENDENT ADVICE.

Each party hereby represents and warrants that in executing this contract it does so with full knowledge of the rights and duties it may have with respect to the other. Each party also represents and warrants that it has received independent legal advice from its attorney with respect to the matters set forth in this contract and the rights and duties arising out of this contract, or that such party willingly foregoes any such consultation.

C-27. NO RELIANCE ON REPRESENTATIONS.

Each party hereby represents and warrants that it is not relying, and has not relied, upon any representation or statement made by the other party with respect to the facts involved or its rights or duties. Each party understands and agrees that the facts relevant, or believed to be relevant to this contract may hereunder turn out to be other than, or different from the facts now known to such party as true, or believed by such party to be true. The parties expressly assume the risk of the facts turning out to be different and agree that this contract shall be effective in all respects and shall not be subject to rescission by reason of any such difference in facts.

C-28. REDUCTION OF CONSIDERATION.

CONTRACTOR agrees that COG shall have the right to deduct from any payments specified in Attachment B any amount owed to COG by CONTRACTOR as a result of any obligation arising prior to, or after, the execution of this contract. For purposes of this paragraph, obligations arising prior to, or after, the execution of this contract may include, without limitation, any property tax, secured or unsecured, which tax is in arrears. If COG exercises the right to reduce the consideration specified in Attachment B, COG, at the time of making a reduced payment, shall give CONTRACTOR notice of the amount of any off-set and the reason for the reduction.

C-29. COUNTERPARTS.

This contract may be executed in any number of counterparts, each of which so executed shall be deemed to be an original. The counterparts shall together constitute one contract.

END OF ATTACHMENT C.

ATTACHMENT D
Specific Terms and Conditions
REGULATORY DISCLOSURES

MSRB Rule G-42
Disclosure of Conflicts of Interest and Legal or Disciplinary Events

Pursuant to Municipal Securities Rulemaking Board ("MSRB") Rule G-42, on Duties of Non-Solicitor Municipal Advisors, Municipal Advisors are required to make certain written disclosures to clients which include, amongst other things, Conflicts of Interest and any Legal or Disciplinary events of KNN Public Finance, LLC ("CONTRACTOR") and its associated persons.

Conflicts of Interest

Other Municipal Advisor Relationships

CONTRACTOR serves a wide variety of other clients that may from time to time have interests that could have a direct or indirect impact on the interests of COG. For example, CONTRACTOR serves as municipal advisor to other municipal advisory clients and, in such cases, depending on the client, owes either a fiduciary duty or a duty of care to such other clients just as it does to COG under this engagement. Overlapping clients include the County of San Benito. These other clients may, from time to time and depending on the specific circumstances, have competing interests. In acting in the interests of its various clients, CONTRACTOR could potentially face a conflict of interest arising from these competing client interests. CONTRACTOR fulfills its regulatory duty and mitigates such conflicts through dealing honestly and with the utmost good faith with COG.

Compensation CONTRACTOR represents that in connection with the issuance of municipal securities, CONTRACTOR may receive compensation from an Issuer or Obligated Person for services rendered, which compensation is contingent upon the successful closing of a transaction and/or is based on the size of a transaction. Consistent with the requirements of MSRB Rule G-42, CONTRACTOR hereby discloses that such contingent and/or transactional compensation may present a potential conflict of interest regarding CONTRACTOR's ability to provide unbiased advice to enter into such transaction. This conflict of interest will not impair CONTRACTOR's ability to render unbiased and competent advice or to fulfill its fiduciary duty to the Issuer.

If CONTRACTOR becomes aware of any additional potential or actual conflict of interest after this disclosure, CONTRACTOR will disclose the detailed information in writing to the Issuer in a timely manner.

Legal or Disciplinary Events

CONTRACTOR has never been subject to any legal, disciplinary or regulatory actions nor was it ever subject to any legal, disciplinary or regulatory actions previously, when it was a division of Zions First National Bank or Zions Public Finance, Inc.

A regulatory action disclosure has been made on Form MA-I for one of CONTRACTOR's municipal advisory personnel relating to a 1998 U.S. Securities and Exchange Commission ("SEC") order that was filed while the municipal advisor was employed with a prior firm, (not CONTRACTOR). The details of which are available in Item 9; C(1), C(2), C(4), C(5) and the corresponding regulatory action DRP section

on Form MA and Item 6C; (1), (2), (4), (5) and the corresponding regulatory action DRP section on Form MA-I. Issuers may electronically access CONTRACTOR's most recent Form MA and each most recent Form MA-I filed with the Commission at the following website: www.sec.gov/edgar/searchedgar/companysearch.html.

The SEC permits certain items of information required on Form MA and Form MA-I to be provided by reference to such required information already filed on a regulatory system (e.g., FINRA CRD). The above noted regulatory action has been referenced on both Form MA and MA-I due to the information already filed on FINRA's CRD system and is publicly accessible through BrokerCheck at http://brokercheck.finra.org. For purposes of accessing such BrokerCheck information, the Municipal Advisor's CRD number is 4457537.

There has been no change to any legal or disciplinary event that has been disclosed on CONTRACTOR's original SEC registration Form MA filed on February 8, 2016 or Form MA-I's filed on January 22, 2016.

Additional Disclosures - MSRB Rule G-10

Pursuant to Municipal Securities Rulemaking Board Rule G-10, on Investor and Municipal Advisory Client Education and Protection, Municipal Advisors are required to provide certain written information to their municipal entity and obligated person clients which include the following:

a) CONTRACTOR is currently registered as a Municipal Advisor with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board.

b) Within the Municipal Securities Rulemaking Board ("MSRB") website at www.msrb.org, COG may obtain the Municipal Advisory client brochure that is posted on the MSRB website. The brochure describes the protections that may be provided by the MSRB Rules along with how to file a complaint with financial regulatory authorities.

END OF ATTACHMENT D.

Attachment E

Specific Terms and Conditions

1. Unless terminated, the COG Executive Director may extend this contract for three successive one-year option terms by providing written notice to CONTRACTOR no later than April 1.

2. Compensation for each individual option term will not exceed $30,000.

3. The provisions in paragraphs E-1 and E-2 will not in any way prevent either party from exercising the right to terminate this contract with 30 days written notice as specified in paragraph 6 of this contract, and the termination provisions as provided in paragraph 6 of this contract shall apply to all contract option terms.

END OF ATTACHMENT E.