



**AGENDA  
REGULAR MEETING  
COUNCIL OF SAN BENITO COUNTY GOVERNMENTS  
AMENDED AGENDA – 06/17/19**

**DATE:** Thursday, June 20, 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. **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.)
- D. Executive Director's Report
- E. Board of Directors' Reports
- F. **PRESENT** Certificate of Recognition to Outgoing COG Employee Chris Thomson -- Gilbert

**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 May 16, 2019 – Gomez
- 2. **RECEIVE** Construction Projects Report – Caltrans District 5
- 3. **APPROVE** Cancellation of July 18, 2019 COG Board Meeting – Gilbert
- 4. **APPROVE** Addendum #3 for a Five Year Lease between Council of San Benito County Governments and Hidalgo, Inc. for office Space Located at 330 Tres Pinos Road, Suite C7 – Postigo

5. **RECEIVE** Council of Governments FY 2018/19 Third Quarter Budget Report – Postigo
6. **APPROVE** Amendment No. 1 to Contract with JJACPA, Inc., Extending the Contract Ending Date to December 31, 2020 – Postigo
7. **RELEASE** the Draft 2019 Public Participation Plan for a Minimum of a 45-day Public Comment Review Period and to Schedule a Public Hearing for the Draft 2019 Public Participation Plan for the August 15, 2019 Board Meeting – Lezama
8. **REAPPOINT** Mr. Jim Parker and Ms. Ann C. Ross to the Social Services Transportation Advisory Council – Valentine

**REGULAR AGENDA:**

9. **APPROVE** FY 2019/20 Council of Governments Final Budget – Postigo
10. **San Benito County Measure G** – Gilbert
  - a. **RECEIVE** Update on Measure G Implementation.
  - b. **ADOPT** Resolution 2019-03, Establishing the Measure G Transportation Safety and Investment Plan Oversight Committee
  - c. **APPOINT** 11 Members to the Measure G Transportation Safety and Investment Plan Oversight Committee
  - d. **APPROVE** Scope of Work for On-Call Project Management and Engineering Services and **AUTHORIZE** the Executive Director to Issue Procurement Documents Pending County Counsel Approval – Gilbert

**ADDENDUM TO THE  
JUNE 20, 2019 – 3:00 PM  
COUNCIL OF SAN BENITO COUNTY GOVERNMENTS  
REGULAR MEETING AGENDA**

The following item has been added to the June 20, 2019 agenda:

**REGULAR AGENDA:**

- 11. RECEIVE** 2019 Draft Unmet Transit Needs Report and Presentation – Lezama

**Adjourn to COG Meeting on August 15, 2019. Agenda Deadline is Tuesday, August 6, 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.*

**SAN BENITO COUNTY  
COUNCIL OF GOVERNMENTS  
REGULAR MEETING**

**May 16, 2019, 3:00 P.M.**

**DRAFT MINUTES**

**MEMBERS PRESENT:**

César E. Flores, Jim Gillio, Marty Richman, Ignacio Velazquez, and Anthony Botelho  
Ex Officio, John Olejnik, 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. COMMITTEE APPOINTMENTS:**

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

Ms. Gilbert asked to continue this item. She stated that currently COG has appointed Director Velazquez and had appointed Director Medina, who has since left COG and replaced the position with Director Botelho, however Director Botelho is already appointed on behalf of the Board of Supervisors. She explained that it would have to be corrected because if another member of COG is appointed they would end up with a quorum of COG at these meetings.

Director Gillio suggested adding the item to the next Board of Supervisors (BOS) agenda. Perhaps, they could appoint Director Botelho on behalf of COG at this meeting and correct the appointment by appointing a member from the BOS (who is not already a member of COG) at their next BOS meeting.

Deputy County Counsel Shirley Murphy, stated that the COG Board could make the appointment to be effective contingent upon removal by the BOS.

There was consensus from the COG Board to follow Director Gillio's suggestion.

There was no public comment.

*Upon a motion duly by made by Director Velazquez, and seconded by Director Gillio, the COG Directors appointed Director Botelho to the San Benito/Santa Clara Mobility Partnership to be effective contingent upon removal by the BOS. Vote: 5/0 motion passes.*

**D. PUBLIC COMMENT:**

**Stephen Rosati**

Mr. Rosati commented on roundabouts. He said he supported changes that need to be made for safety improvements. He said he and his wife observed several roundabouts while traveling though in Massachusetts, Connecticut, and Rhode Island. They were missing 18 wheelers, but there were larger trucks going through which caused some back-ups of about 8 vehicles. He said his wife was questioning the roundabout out on Highway 25/156. He asked that Caltrans and the Board compare similar roundabouts and compare data with stop lights. He said they may be better off doing protective measures vs. roundabout.

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

**E. EXECUTIVE DIRECTOR'S REPORT: Gilbert**

Ms. Gilbert reported good news about Active Transportation Program Senate Bill 152. She stated that the Bill died today in Committee.

Ms. Gilbert announced that COG staff person, Veronica Lezama attended the CALCOG Program and graduated from the program. Ms. Lezama thanked Executive Director Mary Gilbert for allowing her to attend and Maura Twomey from AMBAG and Rural Counties Task Force for reimbursement.

Lastly, Ms. Gilbert introduced Leona Medearis-Peacher General Manager with MV Transportation who reported on an incident that occurred earlier in the week. Ms. Medearis-Peacher started by saying that safety for the drivers and the community is their number one priority. She went on to say that earlier in the week one of the MV drivers, Lorraine Castro, helped save a toddler who was walking into the intersection without any adult supervision. She said that the incident occurred on her route at the intersection of Graf Road and Ortiz Court. The driver radioed in to the dispatch office and the dispatcher called 911. Ms. Castro picked up the child and waited for the police to show up. She helped knock on doors to try to locate which home the child came from. Eventually, the police were able to locate the parents and the child was returned safely and unharmed thanks to Ms. Castro.

The COG Board commended Ms. Castro for her heroic actions. The Board directed staff to draft a letter from the Board congratulating the driver.

**F. CALTRANS DISTRICT 5 REPORT: John Olejnik**

Mr. Olejnik reported that Caltrans will be holding a public workshop on roundabouts on June 10<sup>th</sup> at the Veterans Memorial Building in Hollister. The time has not been set, but they will advise staff as soon as it is determined. He noted that all members of the public are invited.

Mr. Olejnik also reported on the District wide Active Transportation Plan Network public outreach to find where any gaps or areas of need that need improvement for complete streets. He noted that Caltrans staff had a public outreach booth at the Hollister Farmers Market and people helped out by filling out several flyers.

Director Velazquez asked if Caltrans can get a crew to come out and address the weeds growing on the walls and sidewalk along Airline Highway.

Mr. Olejnik said that a maintenance crew came out not too long ago, but this time of year is always a busy time for them. He said he would have them come out again.

Director Richman asked if Caltrans had a “bird’s eye view” training video for drivers on how to use a roundabout.

Mr. Olejnik stated that he did not believe Caltrans had such training videos, but perhaps a good source for such videos would be through DMV or YouTube.

#### **G. BOARD OF DIRECTORS REPORTS:**

Director Botelho reported that he attended an event at Fremont’s Peak where there was discussion regarding the adobe wall on Hwy101 and 156 in San Juan Bautista. The VFW in San Juan Bautista wants to put together a work day to clean up the wall. He asked if Caltrans could get back to him about permit requirements for the adobe wall.

Mr. Olejnik stated that they received the request last week and Caltrans’ Adopt a Highway Program Coordinator was working on a response that may involve a long term agreement so that they can get some work done. He said they should be getting back to him soon.

Director Richman requested that staff reformat the monthly project report that Caltrans provides each month so that it is more user friendly for everyone. He asked if the report could be posted on places like Benitolink, San Benito Live, and San Juan/Aromas –Mission Voice so that the public is able to see what is going on.

Director Richman stated that City of Hollister is putting in a roundabout at San Juan Road and Graf Rd. He said that a training on roundabouts is needed all together. He asked that Caltrans staff coordinate with City of Hollister staff on putting together a roundabout training that includes a video from the driver’s point of view. He stated that perhaps there would be a savings by working in conjunction with the City of Hollister.

Director Gillio commented on the work that Caltrans is doing on Hwy 25/156 with putting in larger lights. He said he would like to see how much of an impact it has on safety in the area. He mentioned that he would be attending the CALCOG meeting at the end of the month and asked if anyone had anything they need him to present to please let him know. He reminded everyone that the County is going to start up with a lot of road work in different areas. He asked to please remind everyone to have a little patience as it may be inconvenient for some people, but is necessary to get our roads fixed.

#### **CONSENT AGENDA:**

- 1. APPROVE** Council of Governments Draft Meeting Minutes Dated April 18 , 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. RECEIVE** Presentation on FY 2019/20 Council of Governments Draft Budget – Postigo

Kathy Postigo presented the Fiscal Year 2019/20 Council of Governments Draft Budget. Ms. Postigo stated that the Draft Budget meets the goals and objectives of the agency and matches revenues with expenses.

There was no public comment.

**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.

Veronica Lezama provided a PowerPoint presentation on the Fiscal Year 2019/2020 Final 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. It guides the agency's activities for the fiscal year and enables the Council of Governments to receive certain types of state and federal funds.

There was no discussion or public comment.

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

**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.

Veronica Lezama provided a PowerPoint presentation on the 2022-2045 San Benito Regional Transportation Plan and answered questions from the Board.

Director Botelho stated that they need to start thinking more seriously about the 101 Corridor from the County line to County line and hopefully further south. He said that when talking about the Hwy 152 Realignment coming down into our 25 Corridor it involves two of Caltrans districts and those are two projects that should be taken into account within the RTP.

Ms. Gilbert stated that with regards to the 101 Corridor, COG will be working together with Caltrans as part of the US 101 Business Plan work items. Caltrans will be taking the lead on it and it will definitely be reflected in our RTP and with regards to State Route 152 as well.

Ms. Gilbert added that the Regional Housing Needs Allocation is one more item that is happening as part of this RTP process, which is required every 8 years. COG completes this for San Benito County and will work with the local jurisdictions on identifying responsibilities for implementing the housing needs that the state has identified for us. Staff will be working closely with AMBAG on this.

Director Richman stated that he was very concerned about the accuracy with past forecast numbers from AMBAG. In the past there were gigantic changes in the population forecast, which led to gigantic changes in the housing forecast, which led to gigantic changes in the business forecast. He stated that it is important because they often tend to drive the political debate, where we're going to go with the housing market and what we think the RHNA numbers are going to be. Then we have the political problem with

the Governor and what the RHNA numbers are going to actually be and whether or not you'll be able to work with them.

Ms. Gilbert stated that she would make note of the concerns. She stated that every time AMBAG does their Metropolitan Transportation Plan Update, they do update their population, employment, and housing forecast numbers. She mentioned that AMBAG just hired a demographer who will be consulting with all of the local jurisdictions especially in regards to housing.

Director Gillio inquired about the safe call boxes and whether or not they would be able to add some Call boxes in the remote area of District 4, South County, where there is zero cell phone service.

Ms. Lezama stated that there were 4-5 call boxes along Panoche Road within 2-3 mile intervals. She stated that there was some additional monies in the budget so that staff could look into adding call boxes in other locations if the Board desired.

There was no public comment.

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

**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

Ms. Gilbert provided a Power-Point presentation on Measure G and noted that staff provided a revised Measure G Citizens Oversight Committee Application Summary for the Board's review and consideration and provided copies for members of the public as well. She stated that staff received 19 applications, however, not all of the categories that the Board had established were filled, such as the Trade/Labor category. Ms. Gilbert stated that staff was seeking direction on how to proceed with next steps. Options include: 1) Extending the application period and continuing outreach to the groups not yet represented 2) Establishing a subcommittee of Board members to review applications with staff 3) Conducting interviews of applicants.

Director Botelho commented on the importance of coordinating database of projects with the County for more efficient project implementation.

There followed some discussion from the Board. The Board directed staff to extend the application period to June 7<sup>th</sup> to try to fill only the Trade/Labor category. The Board directed staff to call the 10 identified applicants below to ask if they are still interested and then bring it back to the Board at their next meeting for adoption.

Tim Burns – District 1  
Hamdy Abass – District 2  
Sandy Hughes – District 3  
Kevin Stopper – District 4  
Andrew Rollins – District 5  
John Eade – Agriculture  
Judi Johnson – Senior/Disabled Community  
Jose Mario Ortega – Industry  
Victor Gomez – Latino Community  
Darlene Boyd – Education

Not Filled – Trade/Labor

Director Velazquez stated that he supported all the recommendations with the exception of Victor Gomez for Latino Community and he recommended Jose Mario Ortega for that category.

Ms. Gilbert stated that staff will bring back to the Board all of the applications that were received at the next Board meeting.

There was no public comment on Item 6c. **APPROVE** 3-Year Contract with KNN Public Finance for Financial Services for an Amount Not to Exceed \$75,000.

*Upon a motion duly made by Director Velazquez, and seconded by Director Botelho, the Directors unanimously approved Item 6c as noted above. Vote: 5/0 motion passes.*

*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 4:19 p.m. Vote: 5/0 motion passes.*

**ADJOURN TO COG MEETING JUNE 20, 2019 at 3:00 P.M.**



# PROJECT UPDATE – SAN BENITO COUNTY

PREPARED FOR THE JUNE 20, 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	Construction area is being cleared of California Tiger Salamanders; once complete, construction can begin and is scheduled to start June 17.
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	Construction is scheduled for Summer with estimated completion by September 1, 2019



# PROJECT UPDATE – SAN BENITO COUNTY

PREPARED FOR THE JUNE 20, 2019 SAN BENITO COUNTY COUNCIL OF GOVERNMENTS MEETING

## 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. Community roundabout workshop is Scheduled for June 25, 2019 at the Veteran's Hall in Hollister, CA at 6- 8PM.
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



## Staff Report

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To: Council of San Benito County Governments  
From: Mary Gilbert, Executive Director Phone Number: (831) 637-7665 x.207  
Date: June 20, 2019  
Subject: **Approve Cancellation of July 18, 2019 Board Meeting**

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### Recommendation:

**APPROVE** Cancellation of July 18, 2019 Board Meeting.

### Background:

In the past, COG has cancelled its July meeting if no action items are required of the Board.

### Financial Impact:

There is no financial impact to COG for cancelling the July meeting.

### Staff Analysis:

Like many other governmental bodies, COG on occasion cancels its meeting in July to accommodate vacation schedules. Staff has reviewed its work items and does not anticipate any action items for the Board in July; therefore, staff recommends that the Board cancel the meeting. In the event any pertinent items become necessary for COG action, staff will consult with the Chairperson and convene a special meeting.

Executive Director Review: \_\_\_\_\_

Counsel Review: \_\_\_\_\_ N/A

## Staff Report

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To: Council of Governments Board of Directors  
 From: Kathy Postigo, Administrative Services Specialist **Telephone:** (831) 637-7665  
 Date: June 20, 2019  
 Subject: **Council of Governments Office Facilities Lease**

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### Recommendation:

**APPROVE** addendum #3 for a five year lease between Council of San Benito County Governments and Hidalgo, Inc. for office space located at 330 Tres Pinos Road, Suite C7.

### Summary:

The lease for COG's office facilities is set to expire on July 31, 2019. Because the current office space location and size meets the needs of both customers and employees, staff recommends the addendum for a five year term.

### Financial Considerations:

The current monthly lease is \$3,157.05 per month for 1,879.2 square feet. The lease includes no Common Area Maintenance fees (CAM) or Triple Net fees (NNN). The current lease amount is \$1.68 per square foot. The addendum is the same amount for the first year and with a .05 per square foot increase each year for the remaining four years.

COG staff asked Hidalgo, Inc. for an addendum extending our lease for another five years and they offered the amounts below for a five year lease:

PERIOD	MONTHLY RENT	SQUARE FOOT COST
08/01/2019 - 07/31/2020	\$3,157.05	\$1.68
08/01/2020 - 07/31/2021	\$3,251.01	\$1.73
08/01/2021 - 07/13/2022	\$3,344.97	\$1.78
08/01/2022 - 07/31/2023	\$3,438.93	\$1.83
08/01/2023 - 07/31/2024	\$3,532.89	\$1.88

**Background:**

The Council of Governments' moved to 330 Tres Pinos Road, Suite C7 in November 2007, almost twelve years ago. The last five year addendum there was a ten cents per square foot a month increase. The new addendum is the same amount for the first year (\$3,157.05) and increases five cents per square foot for each of the remaining four years.

Staff has checked on similar rentals for costs comparisons and have found them to be similar in price.

**Staff Analysis:**

The current space is convenient and meets the needs for both customers and employees. It has adequate parking, adequate office space and is close to bus stops. COG has been at this location for almost twelve years with no problems.

Staff recommends that the Board to **approve** this addendum for a five year lease between Council of San Benito County Governments and Hidalgo, Inc. for office space located at 330 Tres Pinos Road, Suite C7.

Executive Director Review: \_\_\_\_\_

Counsel Review: Yes

Attachments

**ADDENDUM #3 TO LEASE AGREEMENT**

This agreement is entered into this 16th day of May, 2019, by and between **HIDALGO, INC.**, (Landlord) and **COUNCIL OF SAN BENITO COUNTY GOVERNMENTS (COG)**, (Tenant), and is a part of that original Lease dated September 6, 2007, amended July 8, 2011, and further amended July 18, 2014 by and between Landlord and **SAN BENITO COUNTY COUNCIL OF GOVERNMENTS**, as Tenant, for the leased property commonly referred to as **330 Tres Pinos Road, Suite C7, Hollister, California**.

It is agreed between the parties hereto as follows:

1. **TERM:** Lease is to be extended for a period of one (5) year commencing 8/01/19.
2. **RENT:** Rental Schedule shall be as follows:

<b>YEAR</b>	<b>MINIMUM MONTHLY RENT</b>
08/01/19 – 07/31/20	\$3,157.05 per month
08/01/20 – 07/31/21	\$3,251.01 per month
08/01/21 – 07/31/22	\$3,344.97 per month
08/01/22 – 07/31/23	\$3,438.93 per month
08/01/23 – 07/31/24	\$3,532.89 per month

3. **RENEWAL OPTIONS:** Notwithstanding the provisions of paragraph 5, provided that Lessee is not in default under this lease at the time of exercise of the hereinafter described option, Lessee shall have the option to extend the term of the lease for a period of five (5) years upon giving Lessor written notice of exercise of option sixty (60) days prior to the termination of the term of this lease, or the initial option period then in effect. Said option shall be on the same terms and conditions as set forth in this Lease except for minimum monthly rent and Adjustments (CAM) fees, which shall be agreed upon by Lessor and Lessee.
4. **COMMON AREA MAINTENANCE FEES:** Common Area Maintenance Fees for the duration of this extension are included in the minimum monthly rent.

All other terms and conditions of that original Lease, dated September 6, 2007, by and between the Landlord and Tenant, are to remain in effect.

**LESSOR: HIDALGO, INC.**

**LESSEE: COUNCIL OF SAN BENITO  
COUNTY GOVERNMENTS (COG)**

\_\_\_\_\_  
Hidalgo, Inc.

Approved by COG:

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to Legal Form:  
San Benito County Counsel's Office

By: \_\_\_\_\_  
Shirley L. Murphy, Deputy County Council

Date: \_\_\_\_\_

## ADAM SQUARE

1. **PARTIES:** This Lease, dated as of this 6<sup>th</sup> day of September, 2007, is made by and between HIDALGO, INC., (herein called "Landlord") and SAN BENITO COUNTY COUNCIL OF GOVERNMENTS, (herein called "Tenant").
2. **PREMISES:** Landlord does hereby Lease to Tenant and Tenant hereby leases from Landlord that certain space (herein called "Premises"), containing approximately 1879.2 square feet of floor area. The location and dimensions of said Premises are delineated on Exhibit "A" attached hereto and incorporated by reference herein. Said Premises are located in the City of Hollister, County of San Benito, State of California. This Lease is subject to the terms, covenants and conditions herein set forth and the Tenant covenants as a material part of the consideration for this Lease to keep and perform each and all of said terms, covenants and conditions by it to be kept and performed.
3. **USE:** Tenant shall use the Premises for operation of San Benito County Council of Governments and related business, and shall not use or permit the Premises to be used for any other purpose without the prior written consent of Landlord.
4. **MINIMUM RENT:**

4A. Tenant agrees to pay to Landlord as Minimum Rent, without notice or demand, the monthly sum of - SEE ADDENDUM "A" TO LEASE AGREEMENT ATTACHED HERETO AND MADE A PART HEREOF - Dollars, in advance, on or before the first day of each and every successive calendar month during the term hereof, except the first's month's rent shall be paid upon execution hereof. The rental shall commence (*check applicable space*):

  X   On the First (1<sup>st</sup>) day of November, 2007 the Premises being leased in its "as is" condition.

\_\_\_\_\_ Thirty days after substantial completion of Landlord's Work as set forth in Exhibit "B" attached hereto and incorporated herein by reference, or when the Tenant opens for business, whichever is sooner. Landlord agrees that it will, as its sole cost and expense as soon as is reasonably possible after the execution of this Lease, commence and pursue to completion the improvements to be erected by Landlord to the extent shown on the attached Exhibit "B" labeled "Description of Landlord's Work and Tenant's Work". The term "substantial completion of the Premises" is defined as the date on which Landlord or its Architect notifies Tenant in writing that the Premises are substantially complete to the extent of Landlord's Work specified in Exhibit "B" hereof, with the exception of such work as Landlord cannot complete until Tenant performs necessary portions of its work. Tenant shall commence the installation of fixtures, equipment, and any of Tenant's Work as set forth in said Exhibit "B", promptly upon substantial completion of Landlord's Work in the Premises and shall diligently prosecute such installation to completion, and shall open the Premises for business not later than the expiration of said thirty day period.

Rent for any period which is for less than one (1) month shall be a prorated portion of the monthly installment herein based upon a thirty-day month. Said rental shall be paid to the Landlord, without deduction or offset, in lawful money of the United States of America and at such place as Landlord may from time to time designate in writing.

4B. The minimum rental as set forth in 4.A. above shall be increased in accordance with Addendum "A" attached hereto and made a part of the lease agreement.

5. **TERM:**

The lease term shall be five (5) years nine months. The parties hereto acknowledge that certain obligations under various articles hereof may commence prior to the lease term, i.e.: construction, hold harmless, liability insurance, etc. and the parties agree to be bound by these articles prior to commencement of the lease term.

6. **SECURITY DEPOSIT:**

Concurrently with Tenant's execution of this lease, Tenant has deposited with Landlord a sum equivalent to the first two months rent (\$2,000.00). Said sum shall be held by Landlord as security for the faithful performance by Tenant of all the terms, covenants, and conditions of this Lease to be kept and performed by Tenant during the term hereof. If Tenant defaults with respect to any provision of this Lease, including, but not limited to the provisions relating to the payment of rent, landlord may (but shall not be required to) use, apply or retain all or any part of this security deposit for the payment of any rent or any other sum in default, or for the payment of any amount which Landlord may spend or become obligated to spend by reason of Tenant's default, or to compensate Landlord for any other loss or damage which Landlord may suffer by reason of Tenant's default. If any portion of said deposit is so used or applied Tenant shall, within five (5) days after written demand therefor, deposit cash with Landlord in an amount sufficient to restore the security deposit to its original amount and Tenant's failure to do so shall be a default under this Lease. Landlord shall not be required to keep this security deposit separate from its general funds, and Tenant shall not be entitled to interest on such deposit. If Tenant shall fully and faithfully perform every provision of this Lease to be performed by it, the security deposit or any balance thereof shall be returned to Tenant (or, at Landlord's option, to the last assignee of Tenant's interest hereunder) within ten (10) days following expiration of the Lease term. In the event of termination of Landlord's interest in this Lease, Landlord shall transfer said deposit to Landlord's successor in interest.

7. **ADJUSTMENTS:**

- I. In addition to the Minimum Rent provided in Article 4 hereinabove, and commencing at the same time as any rental commences under this Lease, Tenant shall pay to Landlord the following items, herein called Adjustments: **(A FIXED AMOUNT AS SET OUT IN ADDENDUM "A" TO LEASE ATTACHED)**
  - A. All real estate taxes and insurance premiums on the Premises, including land, building, and improvements thereon. Said real estate taxes shall include all real estate taxes and assessments that are levied upon and/or assessed against the Premises, including any taxes which may be levied on rents. Said insurance shall include all insurance premiums for fire, extended coverage, liability, and any other insurance that Landlord deems necessary on the premises. Said taxes and insurance premiums for purpose of this provision shall be reasonably apportioned in accordance with the total floor area of the premises as it relates to the total floor area of the Center, which is from time to time completed as of the first day of each calendar quarter, (provided, however, that if any tenants in said building or buildings pay taxes directly to any taxing authority or carry their own insurance, as may be provided in their leases, their square footage shall not be deemed a part of the floor area).
  - B. Notwithstanding the provision of paragraph 7, tenant shall not be liable for an increase in real property taxes that result from changes in ownership of the premises, other improvements and land of which the premises are a part (Center) during the first term of this Agreement. For purposes of this agreement, "Center" is defined as follows: The entire Adam Square Project. Landlord shall maintain and allow Tenant to inspect its' records reflecting the adjustment expenses of which Tenant is obligated to participate in pursuant to paragraph 7, and said records shall reflect Tenant's proportionate share thereof. Failure of Landlord to submit statements reflecting total adjustments for the Center as provided for in paragraph 7, or to allow inspection of records pertaining to Tenant's proportionate share thereof, shall not be deemed to be a waiver of Tenant's ongoing obligation to pay such sums as are provided for in paragraph 7, but shall prevent Landlord from obtaining any increase therein until such time as said statements are provided or said right of inspection is allowed.

- C. The percent of the total costs of the following items as Tenant's total floor area bears to the total floor area of the Center which is from time to time completed as of the first day of each calendar quarter.
- i. All real estate taxes, including assessments, all insurance costs, and all costs to maintain, repair, and replace common areas, parking lots, sidewalks, driveways, and other areas used in common by the tenants of the Center.
  - ii. All costs to supervise and administer said common areas, parking lots, sidewalks, driveways, collection of rents, and other areas used in common by the tenants or occupants of the Center. Said costs shall include such fees as may be paid to a third party in connection with same and shall in any event include a fee to Landlord to Supervise and administer same in an amount equal to ten (10%) percent of the total cost of (I) above, or 6% of moneys collected on a monthly basis, whichever "Owner" deems appropriate.
  - iii. Any parking charges, utilities surcharges, or any other costs levied, assessed or imposed by, or at the direction of, or resulting from statutes or regulations, or interpretations thereof, promulgated by any governmental authority in connection with the use or occupancy of the premises or the parking facilities serving the premises.
- II. Upon commencement of rental Landlord shall submit to Tenant a statement of the anticipated monthly Adjustments for the period between such commencement and the following January and Tenant shall pay these Adjustments on a monthly basis concurrently with the payment of the Rent. Tenant shall continue to make said monthly payments until notified by Landlord of a change thereof. By April 30 of each year, landlord shall endeavor to give Tenant a statement showing the total Adjustments for the Center for the prior calendar year and Tenant's allocable share thereof, prorated from the commencement of rental. In the event the total of the monthly payments which Tenant has made for the prior calendar year be less than the Tenant's actual share of such Adjustments, then Tenant shall pay the difference in a lump sum within ten (10) days after receipt of such statement from landlord and shall concurrently pay the difference in monthly payments made in the then calendar year and in the amount of monthly payments which are then calculated as monthly Adjustments based on the prior year's experience. Any over-payment by Tenant shall be credited towards the monthly Adjustments next coming due. The actual Adjustments for the prior year shall be used for purposes of calculating the anticipated monthly adjustments for the then current year with actual determination of such Adjustments after each calendar year as above provided; excepting that in any year in which resurfacing is contemplated Landlord shall be permitted to include the anticipated cost of same as part of the estimated monthly Adjustments. Even though the term has expired and Tenant has vacated the premises, when the final determination is made of Tenant's share of said Adjustments for the year in which the lease terminates, Tenant shall immediately pay any increase due over the estimated Adjustments previously paid and, conversely, any overpayment made shall be immediately rebated by Landlord to Tenant. Failure of Landlord to submit statements as called for herein shall not be deemed to be a waiver of Tenant's requirement to pay sums as herein provided. If Tenant has a fixed rate for Adjustments, they will not receive quarterly CAM reports.

#### 8. USES PROHIBITED:

Tenant shall not do or permit anything to be done in or about the Premises nor bring or keep anything therein which is not within the permitted use of the premises which will in any way increase the existing rate of or affect any fire or other insurance upon the Building or any if its contents, or cause a cancellation of any insurance policy covering said building or any part hereof or any of its contents. Tenant shall not do or permit anything to be done in or about the premises which will in any way obstruct or interfere with the rights of other tenants or occupants of the building or injure or annoy them or use or allow the premises to be used for any improper, immoral, unlawful or objectionable purpose; nor shall tenant cause, maintain or permit any nuisance in, on or about the premises. Tenant shall not commit or allow to be committed any waste in or upon the premises.

#### 9. COMPLIANCE WITH THE LAW:

Tenant shall not use the premises, or permit anything to be done nor about the premises, which will in any way conflict with any law, statute, ordinance or governmental rule or regulation now in force or which may hereafter be enacted or promulgated. Tenant shall, at its sole cost and expense, promptly comply with all laws, statutes,

ordinances and governmental rules, regulations or requirements now in force or which may hereafter be in force and with the requirements of any board of fire underwriters or other similar bodies now or hereafter constituted relating to or affecting the condition, use or occupancy of the premises, excluding structural changes not related to or affected by Tenant's improvements or acts. The judgment of any court of competent jurisdiction or the admission of Tenant in any action against Tenant, whether Landlord be a party thereto or not, that Tenant has violated any law, statute, ordinance or governmental rule, regulation or requirement, shall be conclusive of that fact as between the Landlord and Tenant.

#### 10. ALTERATIONS AND ADDITIONS:

Tenant shall not make or allow to be made any alterations, additions or improvements to or of the premises or any part thereof without first obtaining the written consent of landlord and any alterations, additions or improvements to or of said premises, including, but not limited to, wall covering, paneling and built-in cabinet work, but excepting moveable furniture and trade fixtures, shall at once become a part of the realty and belong to the Landlord and shall be surrendered with the premises. In the event Landlord consents to the making of any alterations, additions or improvements to the premises by tenant, the same shall be made by Tenant at Tenant's sole cost and expense. Upon the expiration or sooner termination of the term hereof, Tenant shall, upon written demand by Landlord, given at least thirty (30) days prior to the end of the term, at tenant's sole cost and expense, forthwith and with all due diligence, remove any alterations, additions, or improvements made by Tenant, designated by Landlord to be removed, and Tenant shall, forthwith and with all due diligence, at its' sole cost and expense, repair any damage to the premises caused by such removal.

#### 11. REPAIRS:

- A. By entry hereunder, Tenant shall be deemed to have accepted the premises as being in good, sanitary order, condition and repair, Tenant shall, at Tenant's sole cost and expense, keep the premises and every part thereof in good condition and repair (except as hereinafter provided with respect to Landlord's obligations) including without limitation, the maintenance, replacement and repair of any storefront, doors, window casements, glazing, heating and air-conditioning system (when there is an air conditioning system). Landlord shall obtain a service contract for repairs and maintenance of said system, said maintenance contract to conform to the requirements under the warranty, if any, on said system, plumbing, pipes, electrical wiring and conduits. Tenant shall, upon the expiration or sooner termination of this Lease hereof, surrender the Premises to the Landlord in good condition, broom clean, ordinary wear and tear and damage from causes beyond the reasonable control of Tenant excepted. Any damage to adjacent premises caused by Tenant's use of the premises shall be repaired at the sole cost and expense of tenant.
- B. Notwithstanding the provisions of Article II.A hereinabove, Landlord shall repair and maintain the structural portions of the building, including the exterior walls and roof, unless such maintenance and repairs are caused in part or in whole by the act, neglect, fault or omission of any duty by the Tenant, its agents, servants, employees, invitees, or any damage caused by breaking and entering, in which case Tenant shall pay to Landlord the actual cost of such maintenance and repairs. Landlord shall not be liable for any failure to make such repairs or to perform any maintenance unless such failure shall persist for any unreasonable time after written notice of the need of such repairs or maintenance is given to Landlord by Tenant. Except as provided in Article 25 hereof, there shall be no abatement of rent and no liability of Landlord by reason of any injury to or interference with Tenants' business arising from the making of any repairs, alterations or improvements in or to any portion of the Building or the premises or in or to fixtures, appurtenances, and equipment therein. Tenant waives the right to make repairs at Landlord's expense under any law, statute or ordinance now or hereafter in effect.

#### 12. LIENS:

Tenant shall keep the premises and the property in which the premises are situated free from any liens arising out of any work performed, materials furnished or obligations incurred by or on behalf of Tenant. Landlord may require, at Landlord's sole option, that Tenant shall provide to landlord, at Tenant's sole cost and expense, a lien and

completion bond in an amount equal to one and one-half (1-1/2) times the estimated cost of any improvements, additions, or alterations in the premises which the Tenant desires to make, to insure Landlord against any liability for mechanics' and materialmen's liens and to insure completion of the work.

### **13. ASSIGNMENT AND SUBLETTING:**

Tenant shall not either voluntarily, or by operation of law, assign, transfer, mortgage, pledge, hypothecate or encumber this lease or any interest therein, and shall not sublet the said premises or any part hereof, or any right or privilege appurtenant thereto, or allow any other person (the employees, agents, servants and invitees of Tenant excepted) to occupy or use the said premises, or any portion thereof, without first obtaining the written consent of Landlord, which consent shall not be unreasonably withheld. A consent to one assignment, subletting, occupation or use by any other person shall not be deemed to be a consent to any subsequent assignment, subletting, occupation or use by another person. Consent to any such assignment or subletting shall in no way relieve Tenant of any liability under this Lease. Any such assignment or subletting without such consent shall be void, and shall, at the option of the Landlord, constitute a default under the terms of this Lease. In the event that landlord shall consent to a sublease or assignment hereunder, Tenant shall pay Landlord reasonable fees, not to exceed One Hundred and No/100ths (\$100.00) Dollars, incurred in connection with the processing of documents necessary to giving of such consent.

### **14. HOLD HARMLESS:**

Tenant shall indemnify and hold harmless Landlord against and from any and all claims arising from Tenant's use of the Premises or from the conduct of its business or from any activity, work, or other things done, permitted or suffered by the Tenant in or about the premises, and shall further indemnify and hold harmless Landlord against and from any and all claims arising from any breach or default in the performance of any obligation on Tenant's part to be performed under the terms of this Lease, or arising from any act or negligence of the Tenant, or any officer, agent, employee, guest, or invitee of Tenant, and from all costs, attorney's fees, and liabilities incurred in or about the defense of any such claim or any action or proceeding brought thereon and in case any action or proceeding be brought against Landlord by reason of such claim, Tenant upon notice from landlord shall defend the same at Tenant's expense by counsel reasonably satisfactory to Landlord. Tenant, as a material part of the consideration to Landlord, hereby assumes all risk of damage to property or injury to persons in, upon or about the premises, from any cause other than Landlord's negligence; and Tenant hereby waives all claims in respect thereof against Landlord. Tenant shall give prompt notice to landlord in case of casualty or accidents in the premises.

Landlord or its agents shall not be liable for any loss or damage to persons or property resulting from fire, explosion, falling plaster, steam, gas, electricity, water or rain which may leak from any part of the Building or from the pipes, appliances or plumbing works therein or from the roof, street or subsurface or from any other place resulting from dampness or any other cause whatsoever, unless caused by or due to the negligence of Landlord, its agents, servants or employees. Landlord or its agents shall not be liable for interference with the light, air, or for any latent defect in the Premises.

### **15. SUBROGATION:**

As long as their respective insurers so permit, Landlord and Tenant hereby mutually waive their respective rights of recovery against each other for any loss insured by fire, extended coverage and other property insurance policies existing for the benefit of the respective parties. Each party shall apply to their insurers to obtain said waivers. Each party shall obtain any special endorsements, if required by their insurer to evidence compliance with the aforementioned waiver.

### **16. LIABILITY INSURANCE:**

Tenant shall, at Tenant's expense, obtain and keep in force during the term of this Lease a policy of comprehensive public liability insurance insuring Landlord and Tenant against any liability or arising out of the ownership, use, occupancy or maintenance of the premises and all areas appurtenant thereto. Such insurance shall be in the amount of not less than \$2,000,000.00 single combined liability limit.

The limit of any such insurance shall not, however, limit the liability of the tenant hereunder. Tenant may provide this insurance under a blanket policy, provided that said insurance shall have a Landlord's protective liability endorsement attached hereto. If Tenant shall fail to procure and maintain said insurance, landlord may, but shall not be required to, procure and maintain same, but at the expense of Tenant. Insurance required hereunder shall be in companies rated A+, AAA, or better in "Best's Insurance Guide". Tenant shall deliver to Landlord, prior to right of entry, copies of policies of liability insurance required herein or certificates evidencing the existence and amounts of such insurance with loss payable clauses satisfactory to Landlord. No policy shall be cancelable or subject to reduction of coverage. All such policies shall be written as primary policies not contributing with and not in excess of coverage which Landlord may carry.

#### **17. UTILITIES:**

Tenant shall pay for all gas, heat, light, power, telephone service and all other services and utilities supplied to the premises, together with any taxes thereon. If any such services are not separately metered to Tenant, Tenant shall pay a reasonable proportion to be determined by Landlord of all charges jointly metered with other premises.

#### **18. PERSONAL PROPERTY TAXES:**

Tenant shall pay, or cause to be paid, before delinquency any and all taxes levied or assessed and which become payable during the term hereof upon all Tenant's leasehold improvements, equipment, furniture, fixtures, and any other personal property located in the premises. In the event any or all of the Tenant's leasehold improvements, equipment, furniture, fixtures and other personal property shall be assessed and taxed with the real property, Tenant shall pay to Landlord its share of such taxes within ten (10) days after delivery to Tenant by Landlord of a statement in writing setting forth the amount of such taxes applicable to Tenant's property.

#### **19. RULES AND REGULATIONS:**

Tenant shall faithfully observe and comply with the rules and regulations that Landlord shall from time to time promulgate and/or modify. The rules and regulations shall be binding upon the Tenant upon delivery of a copy of them to Tenant. Landlord shall not be responsible to Tenant for the non-performance of any said rules and regulations by any other tenants or occupants.

#### **20. HOLDING OVER:**

If Tenant remains in possession of the premises or any part hereof after the expiration of the term hereof with the express written consent of Landlord, such occupancy shall be a tenancy from month to month at a rental in the amount of the last monthly minimum rent, plus all other charges payable hereunder, and upon all the terms hereof applicable to a month to month tenancy.

#### **21. ENTRY BY LANDLORD:**

Landlord reserves, and shall at any and all times have, the right to enter the premises to inspect the same, to submit said premises to prospective purchaser or tenants, to post notices of non-responsibility, to repair the premises and any portion of the building of which the premises are a part that Landlord may deem necessary to desirable, without abatement of rent, and may for that purpose erect scaffolding and other necessary structures where reasonably required by the character of the work to be performed, always providing that the entrance to the premises shall not be unreasonably blocked thereby, and further providing that the business of the Tenant shall not be interfered with unreasonably. Tenant hereby waives any claim for damages or for any injury or inconvenience to or interference with Tenant's business, any loss of occupancy or quiet enjoyment of the premises, and any other loss occasioned thereby. For each of the aforesaid purposes, Landlord shall at all times have and retain a key with which to unlock all of the doors in, upon and about the premises, excluding Tenant's vaults, safes and files. And Landlord shall have the right to use any and all means which Landlord may deem proper to open said doors in an emergency, in order to obtain entry to the premises without liability to Tenant except for any failure to exercise due care for Tenant's property and any entry to the premises obtained by Landlord by any of said means, or otherwise, shall not under any

circumstances be construed or deemed to be a forcible or unlawful entry into, or a detainer of the premises, or an eviction of Tenant from the premises or any portion thereof.

## 22. TENANT'S DEFAULT:

The occurrence of any one or more of the following events shall constitute a default and breach of this Lease by Tenant.

22.a. The vacating or abandonment of the premises by Tenant.

22.b. The failure by Tenant to make any payment of rent or any other payment required to be made by tenant hereunder, as and when due, where such failure shall continue for a period of three (3) days after written notice thereof by landlord to tenant.

22.c. The failure by Tenant to observe or perform any of the covenants, conditions or provisions of the Lease to be observed or performed by the Tenant, other than described in Article 22.b, above, where such failure shall continue for a period of thirty (30) days after written notice hereof by Landlord to Tenant; provided, however, that if the nature of Tenant's default is such that more than thirty (30) days are reasonably required for its' cure, then Tenant shall not be deemed to be in default if Tenant commences such cure within said thirty (30) days period and thereafter diligently prosecutes such cure to completion.

22.d. The making by Tenant of any general assignment or general arrangement for the benefit of creditors; or the filing by or against Tenant of a petition to have Tenant adjudged a bankrupt, or a petition or reorganization or arrangement under any law relating to bankruptcy (unless, in the case of a petition filed against Tenant, the same is dismissed within sixth (60) days); or the appointment of a trustee or a receiver to take possession of substantially all of Tenant's assets located at the premises or of Tenant's interest in this Lease, where possession is not restored to Tenant within thirty (30) days; or the attachment, execution or other judicial seizure of substantially all of the Tenant's assets located at the premises or of Tenant's interest in this Lease, where such seizure is not discharged in thirty (30) days.

## 23. REMEDIES IN DEFAULT:

In the event of any such default or breach by Tenant, landlord may at any time thereafter, in his sole discretion, with or without notice or demand and without limiting Landlord in the exercise of a right or remedy which Landlord may have by reason of such default or breach:

23.a. Terminate Tenant's right to possession of the Premises by any lawful means, in which case this lease shall terminate and Tenant shall immediately surrender possession of the premises to Landlord. In such event Landlord shall be entitled to recover from Tenant all damages incurred by landlord by reason of Tenant's default including, but not limited to, the cost of recovering possession of the premises; expenses of reletting, including necessary renovation and alteration of the premises; reasonable attorney's fees; the worth at the time of award by the court having jurisdiction thereof of the amount by which the unpaid rent and other charges and adjustments called for herein for the balance of the term after the time of such award exceeds the amount of such loss for the same period that Tenant proves could be reasonably avoided; and that portion of any leasing commission paid by Landlord and applicable to the unexpired term of this Lease. Unpaid installments of rent or other sums shall bear interest from the date due at the maximum legal rate; or

23.b. Maintain Tenant's right to possession, in which case this Lease shall continue in effect whether or not tenant shall have abandoned the premises. In such event Landlord shall be entitled to enforce all of Landlord's rights and remedies under this Lease, including the right to recover the rent and any other charges and adjustments as may become due hereunder; or

23.c. Pursue any other remedy now or hereafter available to Landlord under the laws or judicial decisions of the State in which the premises are located.

#### **24. DEFAULT BY LANDLORD:**

Landlord shall not be in default unless Landlord fails to perform obligations required of Landlord within a reasonable time, but in no event later than thirty (30) days after written notice by Tenant to Landlord and to the holder of any first mortgage or deed of trust covering the premises whose name and address shall have theretofore been furnished to Tenant in writing, specifying wherein landlord has failed to perform such obligation; provided, however, that if the nature of Landlord's obligation is such that more than thirty (30) days are required for performance then Landlord shall not be in default if Landlord commences performance within such thirty (30) day period and thereafter diligently prosecutes the same to completion. In no event shall Tenant have the right to terminate this Lease as a result of Landlord's default and Tenant's remedies shall be limited to damages and/or an injunction.

#### **25. RECONSTRUCTION:**

In the event the premises are damaged by fire or other perils covered by extended coverage insurance, Landlord agrees to forthwith repair same, and this Lease shall remain in full force and effect, except that Tenant shall be entitled to a proportionate reduction of the minimum rent from the date of damage and while such repairs are being made, such proportionate reduction to be based upon the extent to which the damage and making of such repairs shall reasonably interfere with the business carried on by the Tenant in the premises. If the damage is due to the fault or neglect of Tenant or its employees, there shall be no abatement of rent. In the event the premises are damaged as a result of any cause other than the perils covered by fire and extended coverage insurance then Landlord shall forthwith repair the same, provided the extent of the destruction be less than ten (10%) percent of the then full replacement cost of the premises. In the event the destruction of the premises is to an extent of ten (10%) percent or more of the full replacement cost then Landlord shall have the option;

1. To repair or restore such damage, this Lease continuing in full force and effect, but the Minimum Rent to be proportionately reduced as hereinabove in this Article provided; or
2. Give notice to Tenant at any time within sixth (60) days after such damage, terminating this Lease as of the date specified in such notice, which date shall be no more than thirty (30) days after the giving of such notice.

In the event of giving such notice, this Lease shall expire and all interest of the Tenant in the premises shall terminate on the date so specified in such notice and the Minimum Rent, reduced by a proportionate reduction, based upon the extent, if any, to which such damage interfered with the business carried on by the Tenant in the premises, shall be paid up to date of said such termination. Notwithstanding anything to the contrary contained in this Article, Landlord shall not have any obligation whatsoever to repair, reconstruct or restore the premises when the damage resulting from any casualty covered under this Article occurs during the last twenty-four (24) months of the term of this Lease or any extension thereof. Landlord shall not be required to repair any injury or damage by fire or other cause, or to make any repairs or replacements of any leasehold improvements, fixtures, or other personal property of Tenant.

#### **26. EMINENT DOMAIN:**

If more than twenty-five (25%) percent of the premises shall be taken or appropriated by any public or quasi-public authority under the power of eminent domain, either party hereto shall have the right, as its option, within sixty (60) days after said taking, to terminate this Lease upon thirty (30) days written notice. If either less than or more than 25% of the premises are taken (and neither party elects to terminate as herein provided), the minimum rent thereafter to be paid shall be equitably reduced. If any part of the Center other than the premises may be so taken or appropriated, Landlord shall within sixty (60) days of said taking have the right at its' option to terminate this Lease upon written notice to Tenant. In the event of any taking or appropriation whatsoever, Landlord shall be entitled to any and all awards and/or settlements, which may be given, and Tenant shall have no claim against Landlord for the value of any unexpired term of this Lease.

## 27. PARKING AND COMMON AREAS:

Parking shall be at all times available for the non-exclusive use of Tenant during the full term of this Lease or any extension of the term hereof, provided that the condemnation or other taking by a public authority, or sale in lieu of condemnation, of any or all of such common and parking areas shall not constitute a violation of this covenant. Landlord reserves the right to change the entrances, exits, traffic lanes and the boundaries and locations of such parking area or areas, provided, however, that anything to the contrary notwithstanding contained in this Article 27, said parking area or areas shall at all time be substantially equal or equivalent to that shown on the attached Exhibit "A".

27.a. The Landlord shall keep said automobile parking and common areas in a neat, clean and orderly condition and shall repair any damage to the facilities thereof, but all expenses in connection with said automobile parking and common areas shall be charged and prorated in the manner as set forth in Article 7 hereof.

27.b. Tenant, for the use and benefit of Tenant, its' agents, employees, customers, licensees and sub-tenants, shall have the non-exclusive right in common with Landlord, and other present and future owners, tenants and their agents, employees, customers, licensees and sub-tenants, to use said common and parking areas during the entire term of this Lease, or any extension hereof, for ingress and egress, and automobile parking.

27.c. The Tenant, in the use of said common and parking areas, agrees to comply with such reasonable rules, regulations and charges for parking as the Landlord may adopt from time to time for the orderly and proper operation of said common and parking areas. Such rules may include but shall not be limited to the following:

- (1) The restricting of employee parking to a limited designated area or areas; and
- (2) The regulation of the removal, storage and disposal of Tenant's refuse and other rubbish at the sole cost and expense of Tenant.

## 28. SIGNS:

All signs, which are affixed, to the buildings must meet the following specifications:

- (1) Must be designed and constructed by Chaparral signs, or alternate sign maker, if approved by Landlord.
- (2) Signs will be wood carved signs with gold lettering, measuring 18" in height and 24" in width.
- (3) Tenant may make a request of the Landlord for a variation in the size of the sign, however, in no instance will the sign exceed the minimum requirements as established by the City of Hollister Sign Ordinance covering on-site signs.
- (4) The Landlord shall approve the location of the sign.

## 29. DISPLAYS:

The Tenant may not display or sell merchandise or allow carts or other devices within the control of Tenant to be stored or to remain outside the defined exterior walls and permanent doorways of the premises. Tenant further agrees not to install any exterior lighting, amplifiers or similar devices or use in or about the premises any advertising medium which may be heard or seen outside the premises, such as flashing lights, searchlights, loudspeakers, phonographs or radio broadcasts.

### 30. AUCTIONS:

Tenant shall not conduct or permit to be conducted any sale by auction in, upon or from the premises whether said auction by voluntary, involuntary, pursuant to any assignment for the payment of creditors or pursuant to any bankruptcy or other insolvency proceeding.

### 31. HOURS OF BUSINESS:

Subject to the provisions of Article 25 hereof, Tenant shall continuously during the entire term hereof conduct and carry on Tenant's business in the Premises and shall keep the Premises open for business and cause Tenant's business to be conducted therein during the usual business hours of each and every business day as is customary for businesses of like character in the city in which the premises are located to be open for business; provided, however, that this provision shall not apply if the premises should be closed and the business of Tenant temporarily discontinued therein on account of strikes, lockout or similar causes beyond the reasonable control of Tenant.

### 32. GENERAL PROVISIONS:

**32.a. Plats and Riders.** Clauses, plats, riders and addendums, if any, affixed to this Lease are a part hereof.

**32.b. Waiver.** The waiver by Landlord of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or any subsequent breach or the same or any other term, covenant or condition herein contained. The subsequent acceptance of rent hereunder by Landlord shall not be deemed to be a waiver of any preceding default by tenant of any term, covenant or condition of this lease, other than the failure of the Tenant to pay the particular rental so accepted, regardless of Landlord's knowledge of such preceding default at the time of the acceptance of such rent.

**32.c. Joint Obligation.** If there is more than one Tenant the obligations hereunder imposed shall be joint and several.

**32.d. Marginal Headings.** The marginal headings and article titles to the articles of this Lease are not a part of the Lease and shall have no effect upon the construction or interpretation of any part hereof.

**32.e. Time.** Time is of the essence of this Lease and each and all of its provisions in which performance is a factor.

**32.f. Successors and Assigns.** The covenants and conditions herein contained, subject to the provisions as to assignment, apply to and bind the heirs, successors, executors, administrators and assigns of the parties hereto.

**32.g. Recordation.** Neither Landlord nor Tenant shall record this Lease, but a short form memorandum hereof may be recorded at the request of Landlord.

**32.h. Quiet Possession.** Upon Tenant paying the rent reserved hereunder and observing and performing all of the covenants, conditions and provisions on Tenant's part to be observed and performed hereunder, Tenant shall have quiet possession of the premises for the entire term hereof, subject to all the provisions of this Lease.

**32.i. Late Charges.** Tenant hereby acknowledges that late payment by Tenant to landlord of rent or other sums due hereunder will cause Landlord to incur costs not contemplated by this Lease, the exact amount of which will be extremely difficult to ascertain. Such costs include, but are not limited to, processing and accounting charges, and late charges which may be imposed upon Landlord by terms of any mortgage or trust deed covering the premises. Accordingly, if any installment of rent or any sum due from Tenant shall not be received by Landlord or Landlord's designee within ten (10) days after written notice that said amount is past due, then Tenant shall pay to landlord a late charge equal to the maximum amount permitted by law (and in the absence of any governing law, ten (10%) percent of such overdue amount), plus any attorney's fees incurred by Landlord by reason of Tenant's failure to pay rent and/or other charges when due hereunder. The parties hereby agree that such late charges represent a fair

and reasonable estimate of the cost that Landlord will incur by reason of the late payment by Tenant. Acceptance of such late charges by the Landlord shall in no event constitute a waiver of Tenant's default with respect to such overdue amount, nor prevent Landlord from exercising any of the other rights and remedies granted hereunder.

**32.j. Prior Agreements.** This Lease contains all of the agreements of the parties hereto with respect to any matter covered or mentioned in this Lease, and no prior agreements or understanding pertaining to any such matters shall be effective for any purpose. No provision of this Lease may be amended or added to except by an agreement in writing signed by the parties hereto or their respective successors in interest. This Lease shall not be effective or binding on any party until fully executed by both parties hereto.

**32.k. Inability to Perform.** This Lease and the obligations of the tenant hereunder shall not be affected or impaired because the Landlord is unable to fulfill any of its obligations hereunder or is delayed in doing so, if such inability or delay is caused by reason of strike, labor troubles, acts of God, or any other cause beyond the reasonable control of the Landlord.

**32.l. Partial Invalidity.** Any provision of this lease which shall prove to be invalid, void, or illegal shall in no way affect, impair or invalidate any other provision hereof and such other provision shall remain in full force and effect.

**32.m. Cumulative Remedies.** No remedy or election hereunder shall be deemed exclusive but shall, whenever possible, be cumulative with all other remedies at law or in equity.

**32.n. Choice of Law.** The laws of the State in which the premises are located shall govern this Lease.

**32.o. Attorneys' Fees.** In the event of any action or proceeding brought by either party against the other under this Lease, the prevailing party shall be entitled to recover for the fees of its attorneys in such action or proceeding, including costs of appeal, if any, in such amount as the court may adjudge reasonable as attorneys' fees. In addition, should it be necessary for Landlord to employ legal counsel to enforce any of the provisions herein contained, Tenant agrees to pay all attorneys' fees and court costs reasonably incurred.

**32.p. Sale of Premises by Landlord.** In the event of any sale of the premises by Landlord, Landlord shall be and is hereby entirely freed and relieved of all liability under any and all of its covenants and obligations contained in or derived from this Lease arising out of any act, occurrence or omission occurring after the consummation of such sale; and the purchaser, at such sale or any subsequent sale of the premises shall be deemed, without any further agreement between the parties or their successors in interest or between the parties and any such purchaser, to have assumed and agreed to carry out any and all of the covenants and obligations of the Landlord under this Lease.

**32.q. Subordination, Attornment.** Upon request of the Landlord, Tenant will in writing subordinate its rights hereunder to the lien of any mortgage or deed of trust, to any bank, insurance company or other lending institution, now or hereafter in force against the premises, and to all advances made or hereafter to be made upon the security thereof. In the event any proceedings are brought for foreclosure, or in the event of the exercise of the power of sale under any mortgage or deed of trust made by the Landlord covering the premises, the Landlord shall attorn to the purchaser upon any such foreclosure or sale and recognize such purchaser as the Landlord under the Lease. The provisions of the Article to the contrary notwithstanding, and so long as Tenant is not in default hereunder, this Lease shall remain in full force and effect for the full term hereof.

**32.r. Notices.** All notices and demands which may or are to be required or permitted to be given by either party on the other hereunder shall be in writing. All notices and demands by the Landlord to the Tenant shall be sent by United States Mail, postage prepaid, addressed to the Tenant at the premises, and to the address hereinbelow, or to such other place as Tenant may from time to time designate in a notice to the Landlord. All notices and demands by the Tenant to the Landlord shall be sent by United States mail, postage prepaid, addressed to the Landlord at the address set forth herein, and to such other person or place as the Landlord may from time to time designate in a notice to the Tenant.

TO LANDLORD AT: HIDALGO, INC., 330 Tres Pinos Road, Suite B1, Hollister, CA 95023

TO TENANT AT : SAN BENITO COUNTY COUNCIL OF GOVERNMENTS, 330 Tres Pinos Road, Suite C7, Hollister, CA 95023

32.s. **Tenant's Statement.** Tenant shall at any time and from time to time, upon not less than three days prior written notice from landlord, execute, acknowledge and deliver to Landlord a statement in writing

1. Certifying that this Lease is unmodified and in full force and effect or, if modified, stating the nature of such modification and certifying that this Lease as so modified is in full force and effect, and the date to which the rental and other charges are paid in advance, if and, and,
2. Acknowledging that there are not, to Tenant's knowledge, any incurred defaults on the part of the Landlord hereunder, or specifying such defaults if any are claimed, and,
3. Setting forth the date of commencement of rents and expiration of the term hereof. Any such statement may be relied upon by the prospective purchaser or encumbrancer of all or any portion of the real property of which the premises are a part.

32.t. **Authority of Tenant.** If Tenant is a corporation, each individual executing this Lease on behalf of said corporation represents and warrants that he is duly authorized to execute and deliver this Lease on behalf of said corporation, in accordance with the bylaws of said corporation, and that this lease is binding upon said corporation.

**33. BROKERS:**

Tenant warrants that it has had no dealings with any real estate broker or agents in connection with negotiation of this Lease excepting only **The Pivetti Company** and it knows of no other real estate broker or agent who is entitled to a commission in connection with the Lease.

**34. ADDENDUMS AND EXHIBITS:**

The terms of this Lease are hereby modified by the terms of the following exhibits and addenda, attached hereto and made a part hereof:

EXHIBIT "A"  
ADDENDUM "A"  
ADDENDUM "B"

**CONSULT YOUR ATTORNEY:**

If this Lease has been filled in it has been prepared for submission to your attorney for his approval. No representation or recommendation is made by **The Pivetti Company** or its agents or employees as to the legal sufficiency, legal effect, or tax consequences of this Lease.

**HIDALGO, INC.**

By: *Samuel Bull*

DATE: 10/24/07

**SAN BENITO COUNTY COUNCIL OF GOVERNMENTS**

By: *Lisa Rheinheimer*

Lisa Rheinheimer, Executive Director

DATE: 10-19-07

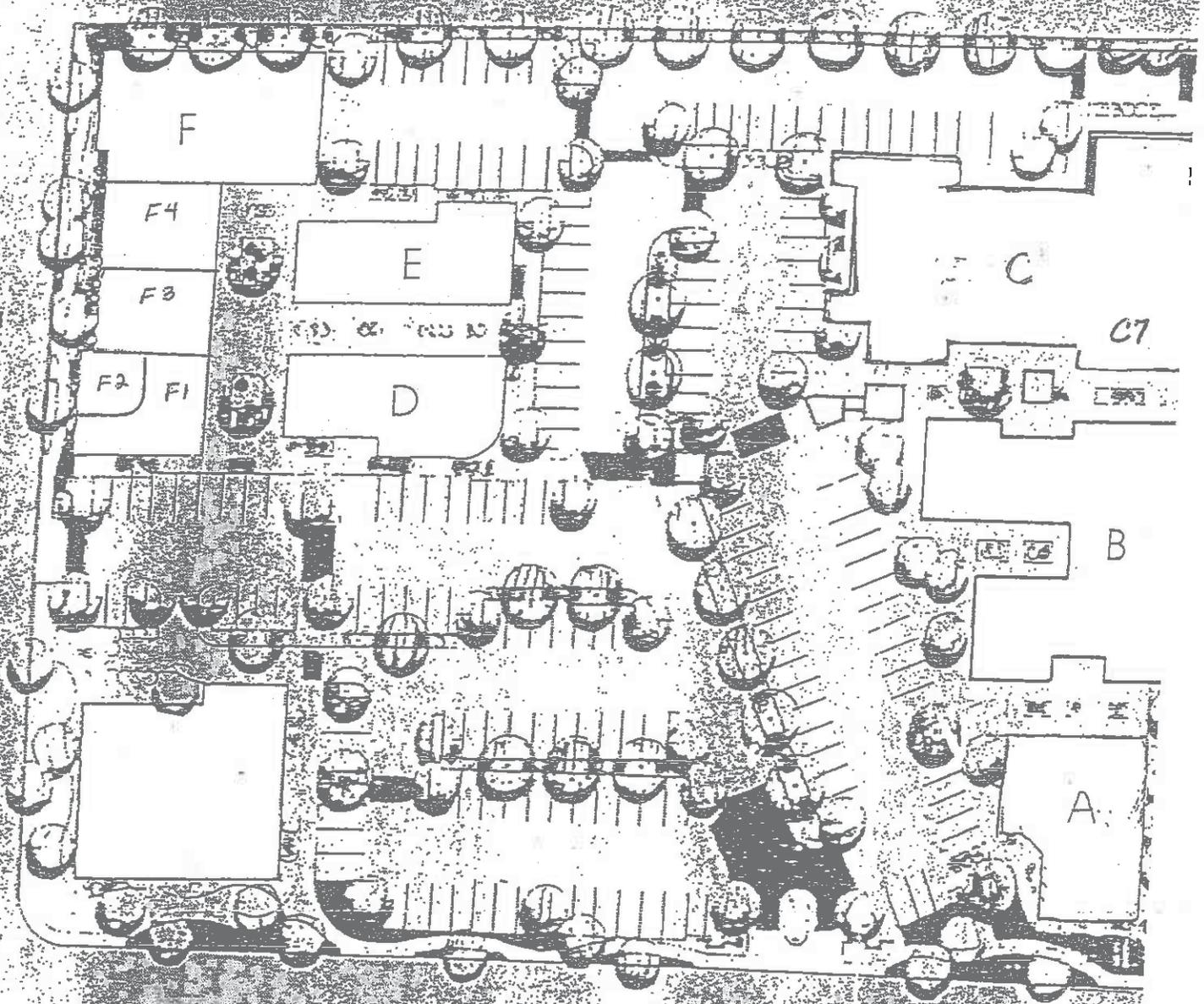
APPROVED AS TO LEGAL FORM:  
San Benito County Counsel's Office

By: *Shirley L. Murphy*

Shirley L. Murphy, Deputy County Counsel

DATE: Oct 19, 2007

RANCHO DRIVE



TRES PINOS ROAD

EXHIBIT "A"

**ADAM SQUARE LEASE  
ADDENDUM "A"**

THE FOLLOWING is an Addendum to the Lease dated September 6, 2007, by and between HIDALGO INC., (Landlord) and SAN BENITO COUNTY COUNCIL OF GOVERNMENTS (Tenant).

**1. RENT ADJUSTMENTS:**

The minimum monthly rent provided for herein shall be subject to adjustment at the commencement of the second year of the term of this lease and each year thereafter as follows:

PERIOD	MINIMUM MONTHLY RENT
1. 11/01/07 - 07/31/08	\$1500.00 PER MONTH
2. 08/01/08 - 07/31/09	\$2950.34 PER MONTH
3. 08/01/09 - 07/31/10	\$3009.34 PER MONTH
4. 08/01/10 - 07/31/11	\$3069.51 PER MONTH
5. 08/01/11 - 07/31/12	\$3130.89 PER MONTH
6. 08/01/12 - 07/31/13	\$3193.50 PER MONTH

**2. RENEWAL OPTIONS**

Notwithstanding the provisions of paragraph 5, provided that Lessee is not in default under this lease at the time of exercise of the hereinafter described option, Lessee shall have the option to extend the term of the lease for a period of five (5) years upon giving Lessor written notice of exercise of option sixty (60) days prior to the termination of the term of this lease, or the initial option period, then in effect. Said option shall be on the same terms and conditions as set forth in this lease except for minimum monthly rent, which shall be agreed upon by Lessor and Lessee. The parties shall have twenty (20) days after Lessor receives the option notice in which to agree on a minimum monthly rent during the extended term during that period, they shall immediately execute an amendment to this lease stating the minimum monthly rent.

**3. COMMON AREA MAINTENANCE FEES:**

Common Area Maintenance Fees for this lease have been included in the rent as set out herein.

Executed at Hollister, California, on the 24 day of OCTOBER 2007.

LESSOR: HIDALGO, INC.



LESSEE: SAN BENITO COUNTY COUNCIL  
OF GOVERNMENTS

 10/19/07

APPROVED AS TO LEGAL FORM  
SAN BENITO COUNTY COUNSEL

 10/19/07  
DEPUTY COUNTY COUNSEL DATE

ADAM SQUARE LEASE  
ADDENDUM "B"

The following is an Addendum to the Lease dated September 6, 2007, by and between HIDALGO INC. (Landlord) and SAN BENITO COUNTY COUNCIL OF GOVERNMENTS (Tenant):

1. Section 1 (PREMISES) is hereby amended to read as follows:

Landlord does hereby Lease to Tenant and Tenant hereby leases from Landlord that certain space designated as Suite C7 at 330 Tres Pinos Road (herein called "Premises"), containing approximately 1879.2 square feet of floor area. The location and dimensions of said Premises are delineated on Exhibit "A" attached hereto and incorporated by reference herein. Said Premises are located in the City of Hollister, County of San Benito, State of California.

This Lease is subject to the terms, covenants and conditions herein set forth and the Tenant covenants as a material part of the consideration for this Lease to keep and perform each and all of said terms, covenants and conditions by it to be kept and performed.

2. Section 5 (TERM) is hereby amended to read as follows:

The lease term shall be five (5) years, nine months. The parties hereto acknowledge that certain obligations under various articles hereof may commence prior to the lease term, i.e., construction, hold harmless, liability insurance, etc. and the parties agree to be bound by these articles prior to commencement of the lease term.

Notwithstanding anything contained in this Lease to the contrary, in the event no funds or insufficient funds are appropriated and budgeted or are otherwise unavailable by any means whatsoever in any fiscal period for Lease payments due under this Lease, Tenant will immediately notify Landlord in writing of such occurrence and this Lease shall terminate on the last day of the fiscal period for which appropriations have been received or made without penalty or expense to Tenant except as to (a) the portions of Lease payments herein agreed upon for which funds shall have been appropriated and budgeted or are otherwise available and (b) Tenant's other obligations and liabilities under this Lease relating to, or accruing or arising prior to such termination. In the event of such termination, Tenant agrees to peaceably surrender possession of the Premises to Landlord on the date of such termination and Landlord shall have all legal and equitable rights and remedies to take possession of the Premises. Notwithstanding the foregoing, Tenant agrees that it will not cancel this Lease and this Lease shall not terminate under the provisions of this Section if any funds are appropriated to it, or by it, for the lease of office space similar to the Premises for the fiscal period in which such termination would have otherwise occurred or for the next succeeding fiscal period.

3. Section 16 (LIABILITY INSURANCE) is hereby amended to read as follows:

Tenant shall, at Tenant's expense, obtain and keep in force during the term of this Lease a policy of comprehensive public liability insurance insuring Landlord and Tenant against any liability or arising out of the ownership, use, occupancy or maintenance of the premises and all areas appurtenant thereto. Such insurance shall be in the amount of not less than \$2,000,000.00 single combined liability limit. In lieu of providing insurance, Tenant may provide self-insurance meeting requirements equivalent to those imposed herein. Tenant warrants that Tenant's self-insurance provides substantially the same protection to Landlord as the insurance required herein.

The limit of any such insurance shall not, however, limit the liability of the tenant hereunder. Tenant may provide this insurance under a blanket policy, provided that said insurance shall have a Landlord's protective liability endorsement attached hereto. If Tenant shall fail to procure and maintain said insurance, landlord may, but shall not be required to, procure and maintain same, but at the expense of Tenant. Insurance required hereunder shall be in companies rated A+, AAA, or better in "Best's Insurance Guide". Tenant shall deliver to Landlord, prior to right of entry, copies of policies of liability insurance required herein or certificates evidencing the existence and amounts of such insurance with loss payable clauses satisfactory to Landlord. No policy shall be cancelable or subject to reduction of coverage. All such policies shall be written as primary policies not contributing with and not in excess of coverage which Landlord may carry.

4. Section 32(o) is hereby deleted in its entirety.

Executed at Hollister, California, on the 24<sup>th</sup> day of OCTOBER, 2007.

LESSOR: HIDALGO, INC.

LESSEE: SAN BENITO COUNTY  
COUNCIL OF GOVERNMENTS

By: *Antonio Bull*

By: *Lisa Rheinheimer* 10-19-07  
Lisa Rheinheimer, Executive Director

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

By: *Shirley L. Murphy* 10/19/07  
Shirley L. Murphy, Deputy County Counsel

**ADDENDUM TO LEASE AGREEMENT**

This agreement is entered into this 8th day of July, 2011, by and between **HIDALGO, INC.**, (Landlord) and **SAN BENITO COUNTY COUNCIL OF GOVERNMENTS.**, (Tenant), and is a part of that original Lease dated September 6, 2007, by and between Landlord and Tenant, for the leased property commonly referred to as 330 Tres Pinos Road, Suite C7, Hollister, California.

It is agreed between the parties hereto as follows:

2. **RENT:** Rental Schedule shall be modified as follows:

<b>YEAR</b>	<b>MINIMUM MONTHLY RENT</b>
08/01/11 – 07/31/12	\$3009.34 per month
08/10/12 – 07/31/13	\$3009.34 per month

All other terms and conditions of that original Lease, dated September 6, 2007, by and between the Landlord and Tenant, are to remain in effect.

**LESSOR: HIDALGO, INC.**

**LESSEE: SAN BENITO COUNTY COUNCIL  
OF GOVERNMENTS**

Edwards A. Bull, Pres.  
Hidalgo, Inc.

Juan O. Garcia

8/2/11  
Date

7/26/11  
Date

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

By: Shirley L. Murphy  
Shirley L. Murphy, Deputy County Counsel

Dated: July 14, 2011

ADDENDUM #2 TO LEASE AGREEMENT

This agreement is entered into this 18th day of July, 2013, by and between HIDALGO, INC., (Landlord) and COUNCIL OF SAN BENITO COUNTY GOVERNMENTS (COG), (Tenant), and is a part of that original Lease dated September 6, 2007, and amended July 8, 2011, by and between Landlord and SAN BENITO COUNTY COUNCIL OF GOVERNMENTS, as Tenant, for the leased property commonly referred to as 330 Tres Pinos Road, Suite C7, Hollister, California.

It is agreed between the parties hereto as follows:

1. **TERM:** Lease is to be extended for a period of one (1) year commencing 8/01/13.

2. **RENT:** Rental Schedule shall be as follows:

YEAR	MINIMUM MONTHLY RENT
08/01/13 – 07/31/14	\$3009.34 per month

3. **RENEWAL OPTIONS:** Notwithstanding the provisions of paragraph 5, provided that Lessee is not in default under this lease at the time of exercise of the hereinafter described option, Lessee shall have the option to extend the term of the lease for a period of three (3) years upon giving Lessor written notice of exercise of option sixty (60) days prior to the termination of the term of this lease, or the initial option period then in effect. Said option shall be on the same terms and conditions as set forth in this Lease except for minimum monthly rent and Adjustments (CAM) fees, which shall be agreed upon by Lessor and Lessee.

4. **COMMON AREA MAINTENANCE FEES:** Common Area Maintenance Fees for this one year extension are included in the minimum monthly rent.

All other terms and conditions of that original Lease, dated September 6, 2007, by and between the Landlord and Tenant, are to remain in effect.

LESSOR: HIDALGO, INC.

*Edwards R. Bull, Pass*  
Hidalgo, Inc.

Date: 7/30/13

LESSEE: COUNCIL OF SAN BENITO COUNTY GOVERNMENTS (COG)

Approved by COG:  
By: *[Signature]* *[Signature]*

Date: 07/18/2013

Approved as to Legal Form:  
San Benito County Counsel's Office

By: *Shirley J. Murphy*  
Shirley J. Murphy, Deputy County Council

Date: July 12, 2013

**ADDENDUM #3 TO LEASE AGREEMENT**

This agreement is entered into this 7th day of July, 2014, by and between HIDALGO, INC., (Landlord) and COUNCIL OF SAN BENITO COUNTY GOVERNMENTS (COG), (Tenant), and is a part of that original Lease dated September 6, 2007, amended July 8, 2011, and further amended July 18, 2013 by and between Landlord and SAN BENITO COUNTY COUNCIL OF GOVERNMENTS, as Tenant, for the leased property commonly referred to as 330 Tres Pinos Road, Suite C7, Hollister, California.

It is agreed between the parties hereto as follows:

- 1. **TERM:** Lease is to be extended for a period of five (5) year commencing 8/01/14.
- 2. **RENT:** Rental Schedule shall be as follows:

YEAR	MINIMUM MONTHLY RENT
08/01/14 – 07/31/15	\$2,593.30 per month
08/01/15 – 07/31/16	\$2,781.22 per month
08/01/16 – 07/31/17	\$2,969.14 per month
08/01/17 – 07/31/18	\$3,157.05 per month
08/01/18 – 07/31/19	\$3,157.05 per month

- 3. **RENEWAL OPTIONS:** Notwithstanding the provisions of paragraph 5, provided that Lessee is not in default under this lease at the time of exercise of the hereinafter described option, Lessee shall have the option to extend the term of the lease for a period of five (5) years upon giving Lessor written notice of exercise of option sixty (60) days prior to the termination of the term of this lease, or the initial option period then in effect. Said option shall be on the same terms and conditions as set forth in this Lease except for minimum monthly rent and Adjustments (CAM) fees, which shall be agreed upon by Lessor and Lessee.
- 4. **COMMON AREA MAINTENANCE FEES:** Common Area Maintenance Fees for the duration of this extension are included in the minimum monthly rent.

All other terms and conditions of that original Lease, dated September 6, 2007, by and between the Landlord and Tenant, are to remain in effect.

**LESSOR: HIDALGO, INC.**

*Eduardo A. Gull, Pres*  
Hidalgo, Inc.

Date: July 22, 2014

**LESSEE: COUNCIL OF SAN BENITO COUNTY GOVERNMENTS (COG)**

Approved by COG:

By: *[Signature]*

Date: 07/17/2014

Approved as to Legal Form:  
San Benito County Counsel's Office

By: *Shirley L. Murphy*  
Shirley L. Murphy, Deputy County Council

Date: July 9, 2014



**P: 831-637-7665**  
**F: 831-636-4160**  
**E: [info@sanbenitocog.org](mailto:info@sanbenitocog.org)**

## Staff Report

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To: Council of San Benito County Governments  
From: Kathy Postigo, Administrative Services Specialist Telephone: (831)637-7665  
Date: June 20, 2019  
**Subject: Third Quarter Budget Report**

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### **Recommendation:**

RECEIVE Council of Governments FY 2018/19 Third Quarter Budget Report.

### **Summary:**

The Third Quarter Budget Report summarizes expenditures and revenues as of March 31, 2019. The Report shows that expenditures were at 41.97% and revenues were at 96.35% in total.

### **Financial Considerations:**

During the third quarter, total expenditures for all COG accounts were \$2,305,261 or 41.97%. This amount is under the 75% estimated for the third quarter.

Revenues were at 96.35% during this period. During the previous quarters, the fund balance was carried forward from the previous fiscal year.

### **Background:**

Staff has prepared the attached budget report for the Board to review. After each quarter the Trial Balances are reviewed and analyzed by staff for errors or corrections. Once the Trial Balances are reviewed, a budget report is prepared and analyzed by staff for budget adjustments/transfers if needed to reflect actual expenditures and revenues.

The individual operating budgets of COG Administration, Rideshare Highway 25 Safety, Vanpool, and Planning State Subvention are all under the 75% estimated for the third quarter.

**Staff Analysis:**

Staff made budget adjustments, approved by the Executive Director as authorized in the Purchasing/Budget policy to cover small overages. At this time there are no Budget Adjustment required.

Staff recommends that the Board RECEIVE the FY 2018/19 Third Quarter Budget Report.

Executive Director Review: \_\_\_\_\_

Counsel Review:  N/A

Supporting Attachments: 1. Council of Governments FY 2018/19 Third Quarter Budget Report

**Council of Government Third  
Quarter Budget Report  
FY 2018/19**

<b>FISCAL SUMMARY</b>	<b>Budgeted FY 18/19</b>	<b>Expenses 3/31/2018</b>	<b>Balance FY 18/19</b>	<b>Projected % 75%</b>	<b>Actual %</b>
<b>EXPENDITURES</b>					
Salaries & Benefits	456,417	350,541	105,876	75%	76.80%
Services & Supplies	161,156	176,021	38,275	75%	109.22%
Contracts	869,462	49,965	819,497	75%	5.75%
Capital	-	-	-	75%	
Other	4,005,746	1,728,735	2,277,011	75%	43.16%
<b>TOTAL EXPENDITURES</b>	<b>5,492,781</b>	<b>\$2,305,261</b>	<b>\$3,240,660</b>	<b>75%</b>	<b>41.97%</b>

**REVENUES**

REVENUES	11,708,274	11,280,535	499,085	75%	96.35%
Operating Transfers	-	-	-		
<b>TOTAL REVENUE</b>	<b>\$11,708,274</b>	<b>\$11,280,535</b>	<b>\$499,085</b>	<b>75%</b>	<b>96.35%</b>
<b>FUND BALANCE</b>	<b>\$6,215,493</b>	<b>\$8,975,273</b>	<b>(\$2,741,574)</b>		

**State Transit Assistance Third Quarter Budget Report  
FY 2018/19**

<b>FISCAL SUMMARY</b>	<b>Budgeted FY 18/19</b>	<b>Expenses 3/31/2018</b>	<b>Balance FY18/19</b>	<b>Projected % 75%</b>	<b>Actual %</b>
<b>EXPENDITURES</b>					
Salaries & Benefits	-	-	-		
Services & Supplies	-	-	-		
Contracts	-	-	-		
Capital	-	-	-		
Other	523,238	-	523,238	75%	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$523,238</b>	<b>\$0</b>	<b>\$523,238</b>	<b>75%</b>	<b>0.00%</b>
<b>REVENUES</b>					
Revenues	523,238	300,866	222,372	75%	57.50%
Operating Transfers	-	-	-		
<b>TOTAL REVENUE</b>	<b>\$523,238</b>	<b>\$300,866</b>	<b>\$222,372</b>	<b>75%</b>	<b>57.50%</b>
<b>TOTAL FUND BALANCE</b>	<b>\$0</b>	<b>\$300,866</b>			

**State Transit Assistance Third Quarter Budget Report  
FY 2018/19**

**REVENUE & EXPENDITURES**

REVENUES Category	Budgeted FY 18/19	Revenues 3/31/2018	Balance FY18/19	Projected % 75%	Actual %
641.001 STAF Interest Revenue	200	-	200	75%	
551.406 State of Good Repair	115,778	70,676	45,102	75%	61.04%
551.406 STAF Revenue	407,260	230,190	177,070	75%	56.52%
<b>TOTAL</b>	<b>523,238</b>	<b>300,866</b>	<b>222,372</b>	<b>75%</b>	<b>57.50%</b>

EXPENDITURES Category	Budgeted FY 18/19	Expenses 3/31/2018	Balance FY18/19	Projected % 75%	Actual %
<b>Personnel</b>					
610.101 Salaries					
<b>Total</b>					
<b>Services and Supplies</b>					
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 Equip- Oil and Gas					
619.158 Maintenance of Structures & Grounds					
619.280 Marketing					
619.166 Membership Dues					
619.176 Special Project Supplies - Printing					
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					
619.188 Rent Space					
##### Small Tools					
619.268 Special Dept Expense - Other					
619.196 Travel Lodging					
196.198 Travel Meals					
619.194 Training					
619.200 Travel Transportation					
619.308 Utilities					
<b>Total</b>					
<b>Contracts</b>					
619.250 Special Dept Expense - Contracts					
<b>Total</b>					
<b>Capital</b>					
650.303 Computer Hardware					
650.301 Automobiles, Trucks, Vans					
<b>Total</b>					
<b>Other</b>					
640.513 Operating Transfers (LTA)	407,460	-	407,460		0.00%
640.513 Operating Transfers (LTA for SGR)	115,778	-	115,778	75%	0.00%
<b>Total</b>	<b>523,238</b>	<b>-</b>	<b>523,238</b>	<b>75%</b>	
<b>TOTAL</b>	<b>523,238</b>	<b>-</b>	<b>523,238</b>	<b>75%</b>	

**Local Transportation Fund (629.7310)**  
**Third Quarter Budget Report**  
**FY 2018/19**

FISCAL SUMMARY	Budgeted	Expenses	Balance	Projected %	Actual %
	FY1 18/19	3/31/2018	FY 18/19	75%	
<b>EXPENDITURES</b>					
Salaries & Benefits	-	-	-		
Services & Supplies	-	-	-		
Contracts	-	-	-		
Capital	-	-	-		
Other	1,414,090	-	1,414,090	75%	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$1,414,090</b>	<b>\$0</b>	<b>\$1,414,090</b>	<b>75%</b>	<b>0.00%</b>
<b>REVENUES</b>					
Revenues	5,662,754	5,522,106	140,648	75%	97.52%
Operating Transfers	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$5,662,754</b>	<b>\$5,522,106</b>	<b>\$140,648</b>	<b>75%</b>	<b>97.52%</b>
<b>TOTAL FUND BALANCE</b>	<b>\$4,248,664</b>	<b>\$5,522,106</b>			

These funds are distributed in the TDA process.

FUND BALANCE DESIGNATED BIKE & PED	523,563
FUND BALANCE DESIGNATED LTA & COG	3,389,657
SET ASIDE FOR LOCAL STREETS & ROADS	1,608,886
FUND BALANCE UNDESIGNATED	-
<b>TOTAL</b>	<b>5,522,106</b>

**Local Transportation Fund (629.7310)**

**Third Quarter Budget Report**

**FY 2018/19**

**REVENUE & EXPENDITURES**

REVENUES Category	Budgeted FY1 18/19	Revenues 3/31/2018	Balance FY 18/19	Projected % 75%	Actual %
541.001 Interest Revenue	6,800	-	6,800	75%	0.00%
LTF Balance	1,730,045	2,309,654	(579,609)	75%	133.50%
Set Aside for Local Streets & Roads	1,608,886	1,608,886	-	75%	100.00%
TDA 2% Reserved for Bike & Ped. Reimbursable	523,563	523,563	-	75%	100.00%
550.102 Highway User 1/4%	1,793,460	1,080,003	713,457	75%	60.22%
<b>TOTAL</b>	<b>5,662,754</b>	<b>5,522,106</b>	<b>140,648</b>	<b>75%</b>	<b>97.52%</b>

EXPENDITURES Category	Budgeted FY1 18/19	Expenses 3/31/2018	Balance FY 18/19	Projected % 75%	Actual %
<b>Personnel</b>					
610.101 Salaries		0	-		
<b>Total</b>					
<b>Services and Supplies</b>					
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					
619.158 Maintenance of Structures & Grounds					
619.280 Marketing					
619.166 Membership Dues					
619.176 Special Project Supplies - Printing					
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					
619.188 Rent Space					
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					
<b>Total</b>					
<b>Contracts</b>					
619.250 Special Dept Expense - Contracts					
<b>Total</b>					
<b>Capital</b>					
650.302 Equipment other than Computer					
650.301 Automobiles, Trucks, Vans					
<b>Total</b>					
<b>Other</b>					
640.513 Operating Transfers (COG)	232,739		232,739		0.00%
640.513 Operating Transfers (LTA)	1,145,482		1,145,482	75%	0.00%
640.513 Operating Trf (2%reserve)	35,869		35,869	75%	0.00%
640.513 Operating Trf (City of Hollister)					
640.513 Operating Trf				75%	
<b>Total</b>	<b>1,414,090</b>	<b>-</b>	<b>1,414,090</b>	<b>75%</b>	<b>0.00%</b>
<b>TOTAL</b>	<b>1,414,090</b>	<b>-</b>	<b>1,414,090</b>	<b>75%</b>	<b>0.00%</b>

**LCTOP (628-7325)**  
**Third Quarter Budget Report**  
**FY 2018/19**

<b>FISCAL SUMMARY</b>	<b>Budgeted FY 18/19</b>	<b>Expenses 3/31/2018</b>	<b>Balance FY18/19</b>	<b>Projected % 75%</b>	<b>Actual %</b>
<b>EXPENDITURES</b>					
Salaries & Benefits	-	-	-	75%	
Services & Supplies	-	53,140	(53,140)	75%	
Contracts	-	-	-	75%	
Capital	-	-	-		
Other	-	-	-		
	<b>\$0</b>	<b>\$53,140</b>	<b>(\$53,140)</b>	<b>75%</b>	
<b>REVENUES</b>					
Revenues	58	71,346	(71,288)	75%	123010.34%
Operating Transfers	-	-	-		
<b>TOTAL REVENUE</b>	<b>\$58</b>	<b>\$71,346</b>	<b>(\$71,288)</b>	<b>75%</b>	<b>123010.34%</b>
<b>TOTAL FUND BALANCE</b>	<b>\$58</b>	<b>\$18,206</b>			

FUND BALANCE

\$18,206

**LCTOP (628-7325)**  
**Third Quarter Budget Report**  
**FY 2018/19**

**REVENUE & EXPENDITURES**

REVENUES Category	Budgeted FY 18/19	Revenues 3/31/2018	Balance FY18/19	Projected % 75%	Actual %
556310 CMAQ Rideshare	-	-	-	75%	
Intrest	-	-	-	75%	
576012 Carry over	58	58	-	75%	100.00%
551.401 State Grant Misc	-	71,288	(71,288)	75%	
570012 Reimbursable/Donation	-	-	-	75%	
<b>TOTAL</b>	<b>58</b>	<b>71,346</b>	<b>(71,288)</b>	<b>75%</b>	<b>123010.34%</b>

EXPENDITURES Category	Budgeted FY 18/19	Expenses 3/31/2018	Balance FY18/19	Projected % 75%	Actual %
<b>Personnel</b>					
610101 Salaries	-	-	-	75%	
623508 Outside Labor	-	-	-	75%	
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>75%</b>	
<b>Services and Supplies</b>					
619.126 Magazines and Subscriptions	-	-	-	75%	
619.130 Clothing and Safety	-	-	-	75%	
619.132 Communications	-	-	-	75%	
619.138 Computer Maintenance	-	-	-	75%	
619.140 Computer Supplies	-	-	-	75%	
645.701 General Insurance	-	-	-	75%	
619.152 Maintenance of Equipment	-	-	-	75%	
619.158 Maintenance of Structures and Grounds	-	-	-	75%	
619.280 Marketing	-	-	-	75%	
619.164 Medical/Dental/Lab Supplies and Services	-	-	-	75%	
619.166 Membership Dues	-	-	-	75%	
619.168 Office Furniture under \$700	-	-	-	75%	
619.170 Office Equipment under \$300	-	-	-	75%	
619.176 Special Project Supplies - Printing	-	-	-	75%	
619.174 Supplies	-	-	-	75%	
619.172 Postage and Delivery	-	-	-	75%	
619.210 Professional Service - Legal	-	-	-	75%	
619.212 Professional Services - Accounting	-	-	-	75%	
619.222 Professional Services - Other Consultants	-	-	-	75%	
619.180 Public and Legal Notices	-	-	-	75%	
619.184 Rent Equipment	-	-	-	75%	
619.186 Rent Structures	-	-	-	75%	
619.268 Special Dept Expense - Other	-	53,140	(53,140)	75%	
619.196 Travel Lodging	-	-	-	75%	
619.198 Travel Meals	-	-	-	75%	
619.194 Training	-	-	-	75%	
619.200 Travel Transportation	-	-	-	75%	
619.306 Utilities	-	-	-	75%	
<b>Total</b>	<b>-</b>	<b>53,140</b>	<b>(53,140)</b>	<b>75%</b>	
<b>Contracts</b>					
619.250 Special Dept Expense - Contracts	-	-	-	75%	
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>75%</b>	
<b>Capital</b>					
650.302 Equipment other than Computer	-	-	-	75%	
650.303 Computer Hardware	-	-	-	75%	
650.301 Automobiles, Trucks, Vans	-	-	-	75%	
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>75%</b>	
<b>Other</b>					
640.513 Operating Transfers	-	-	-	75%	
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>75%</b>	
<b>TOTAL</b>	<b>-</b>	<b>53,140</b>	<b>(53,140)</b>	<b>75%</b>	

**Council of Governments Administration (628.7340)**  
**Third Quarter Budget Report**  
**FY 2018/19**

<b>FISCAL SUMMARY</b>	<b>Budgeted 18/19</b>	<b>Expenses 3/31/2018</b>	<b>Balance FY 18/19</b>	<b>Projected % 75%</b>	<b>Actual %</b>
<b>EXPENDITURES</b>					
Salaries & Benefits	108,054	76,477	31,577	75%	70.78%
Services & Supplies	79,980	52,731	27,249	75%	65.93%
Contracts	43,000	24,168	18,832	75%	56.20%
Capital	-	-	-	75%	
Other	4,620	3,465	1,155		
<b>TOTAL EXPENDITURES</b>	<b>\$235,654</b>	<b>\$156,841</b>	<b>\$78,813</b>	<b>75%</b>	<b>66.56%</b>
<b>REVENUES</b>					
Revenues	233,639	1,672	231,967	75%	0.72%
Operating Transfers	-	-	-		
<b>TOTAL REVENUE</b>	<b>\$233,639</b>	<b>\$1,672</b>	<b>\$231,967</b>	<b>75%</b>	<b>0.72%</b>
<b>TOTAL FUND BALANCE</b>	<b>(\$2,015)</b>	<b>(\$155,169)</b>			

**Council of Governments Administration (628.7340)**

**Third Quarter Budget Report**

**REVENUE & EXPENDITURES**

REVENUES		Budgeted	Revenues	Balance	Projected %	Actual %
Category		18/19	3/31/2018	FY 18/19	75%	
564.501	FUND BALANCE	-	772	(772)	75%	
561.904	Planning (ALUC)	900	900	-	75%	100.00%
570.001	Miscellaneous	-	-	-	75%	
576.012	LTF funds	232,739	-	232,739	75%	0.00%
570.006	Reim. For OPEB Interest	-	-	-	75%	
<b>TOTAL</b>		<b>233,639</b>	<b>1,672</b>	<b>231,967</b>	<b>75%</b>	<b>0.72%</b>

EXPENDITURES		Budgeted	Revenues	Balance	Projected %	Actual %
Category		233639	7/29/1904	231967	75%	
<b>Personnel</b>						
610.101	Salaries	99,979	76,477	23,502	75%	76.49%
619.226	Administrative Support	8,075	-	8,075	75%	0.00%
<b>Total</b>		<b>108,054</b>	<b>76,477</b>	<b>31,577</b>	<b>75%</b>	<b>70.78%</b>

**Services and Supplies**

619.126	Magazines and Subscriptions	100	-	100	75%	0.00%
619.132	Communications	1,700	1,075	625	75%	63.21%
619.138	Computer Maintenance	2,000	210	1,790	75%	10.48%
619.140	Computer Supplies	1,200	-	1,200	75%	0.00%
645.701	General Insurance	1,873	1,673	0	75%	99.98%
619.152	Maintenance of Equipment	1,500	1,121	379	75%	74.74%
619.158	Maintenance of Structures and Grounds	34	34	-	75%	100.00%
619.280	Marketing	600	498	102	75%	83.02%
619.166	Membership Dues	2,500	-	2,500	75%	0.00%
619.176	Special Project Supplies	265	265	(0)	75%	100.10%
619.174	Supplies	1,200	460	740	75%	38.31%
619.172	Postage and Delivery	1,000	750	250	75%	75.02%
619.210	Professional Service - Legal	9,000	7,092	1,908	75%	78.80%
619.222	Professional Services - Other	-	-	-		
619.208	Tuition Reim	-	-	-	75%	
619.180	Public and Legal Notices	500	-	500	75%	0.00%
619.184	Rent Equipment	2,300	1,633	667	75%	70.98%
619.186	Rent Structures	37,885	28,413	9,472	75%	75.00%
619.190	Rent Space	-	-	-		
619.268	Special Dept Expense - Other	1,500	29	1,471	75%	1.93%
619.196	Travel Lodging	600	587	13	75%	97.90%
619.198	Travel Meals	100	34	66	75%	34.46%
619.194	Training	493	493	0	75%	99.91%
619.200	Travel Transportation	900	755	145	75%	83.84%
649.101	Cost Allocation Plan	9,830	5,863	3,967	75%	59.64%
619.306	Utilities	3,100	1,747	1,353	75%	56.36%
<b>Total</b>		<b>79,980</b>	<b>52,731</b>	<b>27,249</b>	<b>75%</b>	<b>65.93%</b>

**Contracts**

619.250	Special Dept Expense - Contracts	43,000	24,168	18,832	75%	56.20%
<b>Total</b>		<b>43,000</b>	<b>24,168</b>	<b>18,832</b>	<b>75%</b>	<b>56.20%</b>

**Capital**

650.303	Computer Hardware	-	-	-	75%	
650.301	Automobiles, Trucks, Vans	-	-	-		
<b>Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>75%</b>	

**Other**

640.320	OPEB Charges	-	-	-	75%	
645.704	Retiree Medical	4,620	3,465	1,155		75.00%
<b>Total</b>		<b>4,620</b>	<b>3,465</b>	<b>1,155</b>		<b>75.00%</b>

<b>TOTAL</b>		<b>235,654</b>	<b>156,841</b>	<b>78,813</b>	<b>75%</b>	<b>66.56%</b>
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**JE# BUDGET ADJUSTMENTS**

18-19-02	645.701 General Ins.	173.00
	619 158 Maint. Structures	34.00
	619 176 Special Projects	250.00
	619 194 Training	493.00
	Computer Supplies	(950.00)
18-19-11	619.210 Prof. Ser. Legal	2,000.00
	Special Projects Supplies	15.00
	619.166 Membership Dues	(2,000.00)

**Highway 25 Safety (628.7360)**  
**Third Quarter Budget Report**  
**FY 2018/19**

FISCAL SUMMARY	Budgeted FY18/19	Expenses 3/31/2018	Balance FY 18/19	Projected % 75%	Actual %
<b>EXPENDITURES</b>					
Salaries & Benefits	-	-	-		
Services & Supplies	57,000	55,585	1,415	75%	97.52%
Contracts	613,226	9,039	604,187	75%	1.47%
Capital	-	-	-		
Other	-	-	-		
<b>TOTAL EXPENDITURES</b>	<b>\$670,226</b>	<b>\$64,624</b>	<b>\$605,602</b>	<b>75%</b>	<b>9.64%</b>
<b>REVENUES</b>					
Revenues	670,226	393,371	276,855	75%	58.69%
Operating Transfers	-	-	-		
<b>TOTAL REVENUE</b>	<b>\$670,226</b>	<b>\$393,371</b>	<b>\$276,855</b>	<b>75%</b>	<b>58.69%</b>
<b>TOTAL FUND BALANCE</b>	<b>\$0</b>	<b>\$328,747</b>			

FUND BALANCE

\$328,747

# Highway 25 Safety (628.7360)

## Third Quarter Budget Report

FY 2018/19

### REVENUE & EXPENDITURES

REVENUES		Budgeted	Revenues	Balance	Projected %	Actual %
Category		FY18/19	3/31/2018	FY 18/19	75%	
541.001	Interest Income	4,000	-	4,000	75%	0.00%
551.405	Trf. Remainer of 25 Bypass	-	-	-		
564.501	Caltrans reimbursement	235,000	-	235,000		0.00%
570.014	Individual Contributions(RDA) Carryover	431,226	393,371	37,855	75%	91.22%
<b>TOTAL</b>		<b>670,226</b>	<b>393,371</b>	<b>276,855</b>	<b>75%</b>	<b>0.00%</b>

EXPENDITURES		Budgeted	Expenses	Balance	Projected %	Actual %
Category		FY18/19	3/31/2018	FY 18/19	75%	
<b>Personnel</b>						
610.101	Salaries	-	-	-		
<b>Total</b>						
<b>Services and Supplies</b>						
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	-	-	-		
619.158	Maintenance of Structures and Grounds	-	-	-		
619.280	Marketing	-	-	-		
619.166	Membership Dues	-	-	-		
619.176	Special Project Supplies - Printing	-	-	-		
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	Rent Space	-	-	-		
619.268	Special Dept Expense - Other	57,000	55,585	1,415		97.52%
619.196	Travel Lodging	-	-	-		
619.198	Travel Meals	-	-	-		
619.194	Training	-	-	-		
619.200	Travel Transportation	-	-	-		
619.306	Utilities	-	-	-		
<b>Total</b>		<b>57,000</b>	<b>55,585</b>	<b>1,415</b>		<b>97.52%</b>
<b>Contracts</b>						
619.250	Special Dept Expense - Contracts	613,226	9,039	604,187	75%	1.47%
<b>Total</b>		<b>613,226</b>	<b>9,039</b>	<b>604,187</b>	<b>75%</b>	<b>1.47%</b>
<b>Capital</b>						
650.302	Equipment other than Computer	-	-	-		
650.303	Computer Hardware	-	-	-		
<b>Total</b>						
<b>Other</b>						
640.513	Operating Transfers	-	-	-	75%	
<b>Total</b>						
<b>TOTAL</b>		<b>670,226</b>	<b>64,624</b>	<b>605,602</b>	<b>75%</b>	<b>9.64%</b>

**Budget Adj. #**

18-19-06	Special Dept Expense - Other Contracts	\$7,000.00 (7,000.00)
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**Vanpool Program (628.7370)**  
**Third Quarter Budget Report**  
**FY 20178/19**

<b>FISCAL SUMMARY</b>	<b>Budgeted FY 18/19</b>	<b>Expenses 3/31/2018</b>	<b>Balance FY 18/19</b>	<b>Projected % 75%</b>	<b>Actual %</b>
<b>EXPENDITURES</b>					
Salaries & Benefits	12,111	8,171	3,940		67.47%
Services & Supplies	3,781	2,457	1,324	75%	64.97%
Contracts	-	-	-		
Capital	-	-	-	75%	
Other	3,500	-	3,500	0%	0.00%
	<b>\$19,392</b>	<b>\$10,628</b>	<b>\$8,764</b>	<b>75%</b>	<b>54.81%</b>
<b>REVENUES</b>					
Revenues	45,151	45,819	(668)	75%	101.48%
Operating Transfers	-	-	-		
<b>TOTAL REVENUE</b>	<b>\$45,151</b>	<b>\$45,819</b>	<b>(\$668)</b>	<b>75%</b>	<b>101.48%</b>
<b>TOTAL FUND BALANCE</b>	<b>\$25,759</b>	<b>\$35,191</b>			

**Vanpool Program (628.7370)**  
**Third Quarter Budget Report**  
**FY 20178/19**

**REVENUE & EXPENDITURES**

**Revenues**

REVENUES		Budgeted	Revenues	Balance	Projected %	Actual %
Category		FY 18/19	3/31/2018	FY 18/19	75%	
570003	Sale of Fixed Asset	-	250	(250)		
542010	Van Pool Lease	21,600	17,150	4,450	75%	79.40%
	prior year	23,101	28,419	(5,318)	75%	123.02%
570015	Interest	450	-	450		0.00%
<b>TOTAL</b>		<b>45,151</b>	<b>45,819</b>	<b>(668)</b>	<b>75%</b>	<b>101.48%</b>

Expenses	Balance	Projected %	Actual %
3/31/2018	FY 18/19	75%	

**Personnel**

610.101	Salaries	12,111	8,171	3,940	75%	67.47%
610.101	Administrative Support	-	-	-		
<b>Total</b>		<b>12,111</b>	<b>8,171</b>	<b>3,940</b>	<b>75%</b>	<b>67.47%</b>

**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	205	205	0		99.84%
619.152	Maintenance of Equipment	2,976	2,252	724	75%	75.67%
619.154	Maintenance of Equipment - Oil and Gas	-	-	-		
621503	Maintenance of Equipment - Auto	-	-	-		
619.158	Maintenance of Structures and Grounds	-	-	-		
619.280	Marketing	-	-	-		
619.164	Medical/Dental/Lab Supplies & Services	-	-	-		
619.166	Membership Dues	-	-	-		
619.168	Office Furniture under \$700	-	-	-		
619.170	Office Equipment under \$300	-	-	-		
619.176	Special Project Supplies - Printing	-	-	-		
619.174	Supplies	-	-	-		
619.172	Postage and Delivery	-	-	-		
619.210	Legal	100	-	100		0.00%
619.212	Accounting	-	-	-		
619.222	Other Consultants	-	-	-		
619.180	Public and Legal Notices	-	-	-	75%	
619.184	Rent Equipment	-	-	-		
619.186	Rent Structures	-	-	-		
619.188	Rent Space	-	-	-		
619.190	Small Tools	-	-	-		
619.268	Special Dept Expense - Other	500	-	500	75%	0.00%
619.196	Travel Lodging	-	-	-		
619.198	Travel Meals	-	-	-		
619.194	Training	-	-	-		
619.200	Travel Transportation	-	-	-		
619.306	Utilities	-	-	-		
<b>Total</b>		<b>3,781</b>	<b>2,457</b>	<b>1,324</b>	<b>75%</b>	<b>64.97%</b>

**Contracts**

619.250	Special Dept Expense - Contracts	-	-	-		
<b>Total</b>		<b>-</b>	<b>-</b>	<b>-</b>		

**Capital**

650.304	Furniture and Fixtures	-	-	-		
650.302	Equipment other than Computer	-	-	-		
650.303	Computer Hardware	-	-	-		
650.301	Automobiles, Trucks, Vans	-	-	-		
<b>Total</b>		<b>-</b>	<b>-</b>	<b>-</b>		

**Other**

640.320	OPEB	-	-	-		
640.513	Operating Transfers	3,500	-	3,500		0.00%
<b>Total</b>		<b>3,500</b>	<b>-</b>	<b>3,500</b>		<b>0.00%</b>

<b>TOTAL</b>		<b>19,392</b>	<b>10,628</b>	<b>8,764</b>	<b>75%</b>	<b>54.81%</b>
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**JE#**

**BUDGET ADJUSTMENT**

18-19-03	619.701	General Insurance	24.00
	619.152	Maintenance Equip	(24.00)

**Transportation Planning State Subvention (628.7390)**  
**Third Quarter Budget Report**  
**FY 2018/19**

FISCAL SUMMARY	Budgeted FY 18/19	Expenses 3/31/2018	Balance FY 18/19	Projected % 75%	Actual %
<b>EXPENDITURES</b>					
Salaries & Benefits	336,252	265,893	70,359	75%	79.08%
Services & Supplies	16,895	12,108	4,787	75%	71.67%
Contracts	213,236	16,758	196,478	75%	7.86%
Capital	-	-	-	-	-
Other	2,296,537	1,725,270	571,267	75%	75.12%
<b>TOTAL EXPENDITURES</b>	<b>\$2,862,920</b>	<b>\$2,020,029</b>	<b>\$842,891</b>	<b>75%</b>	<b>70.56%</b>
<b>REVENUES</b>					
Revenues	4,569,766	4,942,727	(372,961)	75%	108.16%
Operating Transfers	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$4,569,766</b>	<b>\$4,942,727</b>	<b>(\$372,961)</b>	<b>75%</b>	<b>108.16%</b>
<b>TOTAL FUND BALANCE</b>	<b>\$1,706,846</b>	<b>\$2,922,698</b>			

	<b>\$2,922,698</b>
Designated for RSTP	<b>2,756,853</b>
	<b>\$165,845</b>

**Transportation Planning State Subvention (628.7390)**  
**Third Quarter Budget Report**  
**FY 2018/19**

**REVENUES & EXPENDITURES**

REVENUES		Budgeted	Revenues	Balance	Projected %	Actual %
Category		FY 18/19	3/31/2018	FY 18/19	75%	
551.405	STIP Planning, Programming & Monitoring	55,000	-	55,000	75%	0.00%
551.407	RCTF (TPM Framework) AMBAG	66,446	-	66,446	75%	0.00%
551.407	Rural Planning Assistance	294,000	165,845	128,155	75%	56.41%
551.412	RSTP Exchange	588,908	-	588,908	75%	0.00%
	Fund Balance (Carry over of previous years)	1,916,153	3,295,623	(1,379,470)	75%	171.99%
212500	Held for others	1,481,259	1,481,259	(0)		100.00%
570.006	SB1 Sustainable Community Grant	150,000	-	150,000		0.00%
541.001	Interest	18,000	-	18,000	75%	0.00%
<b>TOTAL</b>		<b>4,569,766</b>	<b>4,942,727</b>	<b>(372,961)</b>	<b>75%</b>	<b>108.16%</b>

EXPENDITURES		Budgeted	Expenses	Balance	Projected %	Actual %
Category		FY 18/19	3/31/2018	FY 18/19	75%	
<b>Personnel</b>						
610.101	Salaries	336,252	265,893	70,359	75%	79.08%
610.101	Rural Planning Assistance	-	-	-		
610.101	PPM	-	-	-		
<b>Total</b>		<b>336,252</b>	<b>265,893</b>	<b>70,359</b>	<b>75%</b>	<b>79.08%</b>

**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	5,683	5,683	0	75%	99.99%
619.152	Maintenance of Equipment	-	-	-		
619.154	Maintenance of Equipment - Oil and Gas	-	-	-		
619.158	Maintenance of Structures and Grounds	-	-	-		
619.260	Marketing	-	-	-		
619.166	Membership Dues	5,412	5,412	-	75%	100.00%
619.176	Special Project Supplies	-	-	-		
619.174	Supplies	100	-	100		0.00%
619.172	Postage and Delivery	-	-	-		
619.180	Public and Legal Notices	-	-	-	75%	
619.184	Rent Equipment	-	-	-		
619.186	Rent Structures	-	-	-		
619.190	Small Tools	-	-	-		
619.268	Special Dept Expense - Other	1,000	-	1,000		0.00%
619.196	Travel Lodging	1,500	-	1,500	75%	0.00%
619.198	Travel Meals	300	15	285	75%	5.08%
619.194	Training	2,300	935	1,365	75%	40.85%
619.200	Travel Transportation	600	63	537	75%	10.51%
619.306	Utilities	-	-	-		
<b>Total</b>		<b>16,895</b>	<b>12,108</b>	<b>4,787</b>	<b>75%</b>	<b>71.67%</b>

**Contracts**

619.250	Contracts	1,236	-	1,236	75%	0.00%
619.250	Contracts SB1	150,000	-	150,000	75%	0.00%
619.250	Special Dept Expense -	62,000	16,758	45,242	75%	27.03%
<b>Total</b>		<b>213,236</b>	<b>16,758</b>	<b>196,478</b>	<b>75%</b>	<b>7.86%</b>

**Capital**

650.303	Furniture and Fixtures	-	-	-		
650.301	Automobiles, Trucks, Vans	-	-	-		
<b>Total</b>		<b>-</b>	<b>-</b>	<b>-</b>		

**Other**

640.320	Operating Trf (To COG Admin OPEB)	-	-	-	75%	
640.513	Operating Transfers (RSTP)	2,296,537	1,725,270	571,267	75%	75.12%
<b>Total</b>		<b>2,296,537</b>	<b>1,725,270</b>	<b>571,267</b>	<b>75%</b>	<b>75.12%</b>

<b>TOTAL</b>		<b>2,862,920</b>	<b>2,020,029</b>	<b>842,891</b>	<b>75%</b>	<b>70.56%</b>
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JE#	BUDGET ADJUSTMENTS	
18-19-04	645.701 General Ins	652.00
	619.166 Membership Dues	1,612.00
	619.250 Contracts	(2,264.00)
18-19-08	640.513 Operating Trf	1,725,270.00
	Fund Balance	(1,725,270.00)



Agenda Item: \_\_\_\_\_

*P: 831-637-7665  
F: 831-636-4160  
E: info@sanbenitocog.org*

## Staff Report

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To: Council of Governments  
From: Kathy Postigo, Administrative Services Specialist      **Telephone:** (831) 637-7665  
Date: June 20, 2019  
Subject: **Amendment to Contract Council of Governments with JJACPA, Inc.**

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### **Recommendation:**

**APPROVE** Amendment No. 1 to Contract with JJACPA, Inc., Extending the Contract ending date to December 31, 2020.

### **Summary:**

Staff is seeking Board approval of an amendment to its contract with JJACPA, Inc. for performing the year-end audit.

### **Financial Impact:**

The contract with JJACPA, Inc. has been included in Fiscal Year 2019/2020 Budget.

### **Background:**

The COG contracted with JJACPA, Inc. to perform the financial audits thru the period ending June 30, 2019. The original proposal was starting the audit in July 16, 2015 and end on June 30, 2016 with automatic renewal for three successive one-year periods. Extending the contract to December 31, 2020 will add the time to complete 2 additional audits.

The original contract had an expiration date of June 30, 2019. Staff is recommending an extension of the contract through December 31, 2020 for JJACPA, Inc. to complete two additional audit years.

Executive Director Review: \_\_\_\_\_

Counsel Review: Yes

Attachment: Amendment No. 1 to Contract with JJACPA, Inc.

*Council of San Benito County Governments  
330 Tres Pinos Rd, Suite C7  
Hollister, CA 95023*

# AMENDMENT TO CONTRACT

# 1

The Council of San Benito County Governments (“COG”) and JJACPA, Inc. (“CONTRACTOR”) enter into this agreement on the date stated next to the signatures below. In consideration of the mutual promises set forth herein, the parties agree as follows:

## 1. Existing Contract.

### a. Initial Contract.

COG and CONTRACTOR acknowledge that the parties entered into a contract, dated July 16, 2015.

### b. Prior Amendments. (Check one.)

The initial contract previously has not been amended.

The initial contract previously has been amended. The date(s) of prior amendments are as follows: \_\_\_\_\_

### c. Incorporation of Original Contract.

The initial contract and any prior amendments to the initial contract (hereafter collectively referred to as the “original contract”) are attached to this amendment as Exhibit 1 and made a part of this amended contract.

## 2. Purpose of this Amendment.

The purpose of this amendment is to change the agreement between the parties in the following particulars:

### a. Term of the Contract. (Check one.)

The term of the original contract is not modified.

The term of the original contract (Exhibit 1) is extended from the current expiration date of June 30, 2019, to a new expiration date of December 31, 2020.

### b. Scope of Services. (Check one.)

The services specified in the original contract (Exhibit 1) are not modified.

The services specified in the original contract (Exhibit 1) are modified as specified below: (Check one.)

The services specified in the original contract are modified only as specified below:

#### Modified or New Scope of Services:

(Insert modified or new services.)

The services specified in the original contract are deleted in their entirety and replaced with the following services:

#### New Scope of Services:

(Insert new services.)

**c. Payment Terms. (Check one.)**

- The payment terms in the original contract (Exhibit 1) are not modified.  
 The payment terms in the original contract (Exhibit 1) are modified as specified below: (Check one.)  
 The payment terms are modified only as specified below:

**Modified or New Payment Terms:**  
(Insert modified or new payment terms.)

- The payment terms are deleted in their entirety and replaced with the following payment terms:

**New Payment Terms:**

**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 the original agreement (Exhibit 1) and this amendment.  
 The basis specified in paragraph B-4.

**B-2. PAYMENT**

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

**B-3. COMPENSATION**

COG shall pay to CONTRACTOR: (Check one.)

- a total lump sum payment of \$ \_\_\_\_\_, or  
 a total sum not to exceed \$90,270,  
for services rendered pursuant to the terms and conditions of the original contract (Exhibit 1) and this amendment, and pursuant to any special compensation terms specified in paragraph B-4.

**B-4. SPECIAL COMPENSATION TERMS: (Check one.)**

- There are no additional terms of compensation.  
 The following specific terms of compensation shall apply:  
(Specify)

**d. Other Terms. (Check one.)**

There are no other terms of the original contract that are modified.

Other terms of the original contract are modified only as specified below:

**Other Modified or New Terms:**  
(Insert other modified or new terms.)

**3. Other Terms.**

All other terms and conditions of the original contract (Exhibit 1) which are not changed by this amendment shall remain the same.

**APPROVED BY COG**

**APPROVED BY CONTRACTOR**

\_\_\_\_\_  
By: César E. Flores  
Title: Chairperson

\_\_\_\_\_  
By: Joseph J. Arch, CPA  
Title: President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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

\_\_\_\_\_  
By: Shirley L. Murphy, Deputy County Counsel

**EXHIBIT 1  
TO AMENDMENT # 1**

**ORIGINAL  
CONTRACT**

(Please attach the initial contract and any prior amendments, from the most recent to the initial contract, in reverse chronological order.)

## CONTRACT

The COUNCIL OF SAN BENITO COUNTY GOVERNMENTS ("COG") and JJACPA, Inc.  
("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 July 16, 2015, and end on June 30, 2016, 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: \_\_\_\_\_
- (c) Comprehensive motor vehicle liability insurance: \_\_\_\_\_

**6. Termination.**

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

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

- There are no additional provisions to this contract.
- 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.
- 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: Interim Executive Director  
Address: 330 Tres Pinos Rd., Suite C7  
Hollister, California 95023  
Telephone No.: (831) 637-7665  
Fax No.: (831) 636-4160

Contract Administrator for CONTRACTOR:  
Name: Joseph J. Arch, CPA  
Title: President/CEO  
Address: 7080 Donlon Way, Suite 204  
Dublin, CA 94568  
Telephone No.: (925) 556-6200  
Fax No.: (925) 556-6201

**SIGNATURES**

APPROVED BY COG:

  
Name: Jerry Muenzer

Chair, Council of Governments

Date: 7/16/15

APPROVED BY CONTRACTOR:

  
Name: Joseph J. Arch, CPA

Title: President/CEO

Date: \_\_\_\_\_

APPROVED AS TO LEGAL FORM:

San Benito County Counsel's Office



By: Shirley L. Murphy, Deputy County Counsel

Date: July 8, 2015

**ATTACHMENT A**  
**Scope of Work**

**On behalf of COG, CONTRACTOR shall perform the following services:**

CONTRACTOR will audit the general-purpose financial statements of the Council of San Benito County Governments (COG) as of June 30, 2015, for the fiscal year ended. Also CONTRACTOR engagement will include the following services:

- a. Perform annual fiscal audit of the COG for FYE June 30, 2015.
- b. Perform annual fiscal audit of Transportation Development Act (TDA) funds of claimants: COG, Local Transportation Authority (LTA), Airport Land Use Commission (ALUC), Service Authority for Freeways and Expressways (SAFE), City of Hollister, San Benito County and City of San Juan Bautista.
- c. The COG will be implementing GASB 68 for fiscal year ended June 30, 2015. Assistance in implementing changes resulting from pronouncements and/or changes made by the Governmental Accounting Standards Board such as GASB 68 for pension accounting will be required.

The Audits must meet all requirements of California state law relating to fiscal audits of Regional Transportation Planning Agency (RTPA) and Transportation Development Act (TDA) claimants. Specifically, contractor shall perform fiscal audits, which comply with all provisions of Title 21, California Code of Regulations, sections 6662, 6664, 6666, and 6667, and other related sections of the California Code of Regulations and adopted by the State of California Business, Transportation and Housing Agency, Department of Transportation and Housing Agency, Department of Transportation, and certain other related provisions of laws, regulations, contracts and grants.

CONTRACTOR will retain all work papers, reports, and related information for a minimum of three years from the date the audit report is finalized. Any representative of the COG, the state, and the federal government, with prior notice and written approval of the COG, may have access to the above-mentioned records.

CONTRACTOR will complete the audits on or before December 31, 2015.

**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.
- 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
- a total sum not to exceed \$ 15,045

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.
- The following specific terms of compensation shall apply:

**END OF ATTACHMENT B.**

**ATTACHMENT C**  
**General Terms and Conditions**

**C-1. 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, Federal Highway Administration (FHWA), or any duly authorized representative of the Federal Government 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 official of the State of the State of California.

#### **C-6 RECORDS TO BE MAINTAINED**

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 the COG notifies CONTRACTOR 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**

1. **AUTOMATIC RENEWAL.** Unless terminated, this contract shall automatically renew for three (3) successive one-year periods (July 31 – June 30) under the same terms and conditions unless either party, not less than sixty (60) days before the expiration of the contract, provides written notice of intent that the agreement not be renewed. However, this provision 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 renewals.

2. **TITLE TO DOCUMENTS; COPYRIGHT.** Paragraph C-7 of Attachment C to this contract is hereby modified to read as follows:

All reports and other materials, exclusive of CONTRACTOR'S work papers, 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.

3. **ADDITIONAL SPECIFIC TERMS AND CONDITIONS:** (check one)

There are no additional specific terms and conditions.

The following additional specific terms and conditions shall apply:  
(Specify)

4. **HARMONIZATION OF CONTRACT TERMS.** Where the specific terms and conditions set forth in this Attachment D specifically conflict with the general terms and conditions set forth in Attachment C to this contract, the more specific terms and conditions shall be deemed to control. However, the general terms and conditions in Attachment C shall remain in full force and effect, to the extent they do not specifically conflict with the specific terms and conditions set forth in this Attachment D.

**END OF ATTACHMENT D.**

**Staff Report**

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To: Council of Governments  
From: Veronica Lezama, Transportation Planner Telephone: (831) 637-7665  
Date: June 20, 2019  
Subject: 2019 Draft Public Participation Plan

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**Recommendation:**

**RELEASE** the Draft 2019 Public Participation Plan for a minimum of a 45-day public comment review period and to schedule a public hearing for the Draft 2019 Public Participation Plan for the August 15, 2019 Board meeting.

**Summary:**

The Association of Monterey Bay Area Governments (AMBAG) is the lead agency in the preparation of the *Draft 2019 Public Participation Plan*. The Plan was prepared in coordination and consultation with our partner agencies: SanSanta Cruz County Regional Transportation Commission (SCCRTC), Transportation Agency for Monterey County (TAMC), San Benito County Local Transportation Authority (LTA), Santa Cruz Metropolitan Transit District (SCMTD) and Monterey-Salinas Transit (MST).

**Financial Considerations:**

The update of the Public Participation Plan is financed by the Federal Highway Administration and Federal Transit Administration planning funds, which AMBAG receives directly. San Benito COG provides no direct financial contribution for the development of the Plan.

**Background:**

The federally required *2019 Public Participation Plan* is a comprehensive document that guides regional planning agencies and local jurisdictions in the public participation process for the tri-county Monterey Bay region that either receive federal funds or are subject to a federally required action.

AMBAG, as the federally designated Metropolitan Planning Organization (MPO) for the Monterey Bay region, prepares and adopts the *Public Participation Plan* at least once every four years. The current *Public Participation Plan* was adopted by AMBAG and accepted by San Benito COG in 2015. The *2019 Public Participation Plan* will cover the four-year period from 2019-2023 and must comply with the current Federal Surface Transportation Act, Fixing America's Surface Transportation Act (FAST Act), which was enacted in 2015.

### Staff Analysis:

The *2019 Public Participation Plan* emphasizes the transportation decision making process, including the expanded use of visualization techniques and innovative online marketing strategies in public outreach within the tri-county region.

Key sections of the *2019 Public Participation Plan* are listed below:

- Public Participation Plan Guiding Principles
- 2019 Public Participation Plan Timeline
- Incorporating Limited-English Proficiency (LEP) Populations into the PPP
- PPP Procedures and Development Process
- Interested Parties and Public Engagement
- Online and Visualization Outreach Strategies

In particular, the Public Participation Plan will play a key role in the public outreach strategy for the upcoming update to the 2022-2045 San Benito Regional Transportation Plan.

Below are key dates for developing the *2019 Public Participation Plan*. The items in bold are applicable to San Benito COG.

- June 12, 2019: AMBAG Board of Directors is scheduled to release the *Draft 2019 Public Participation Plan* for public comment.
- **June 20, 2019: San Benito COG Board of Directors is scheduled to release the *Draft 2019 Public Participation Plan* for public comment.**
- August 14, 2019: AMBAG Public Hearing on *Draft 2019 Public Participation Plan* scheduled to be held at the AMBAG Board of Directors August Meeting.
- **August 15, 2019: COG Public Hearing on *Draft 2019 Public Participation Plan* scheduled to be held at the COG Board of Directors August Meeting.**
- August 28, 2019: Close of the public comment period.
- October 9, 2019: AMBAG Board of Directors scheduled to adopt the *Final 2019 Public Participation Plan*.
- **October 17, 2019: San Benito COG accepts the *Final 2019 Public Participation Plan*.**

Executive Director Review: \_\_\_\_\_

Counsel Review: No

Supporting Attachments:

1. Draft 2019 Public Participation Plan (Appendices are available online at: [www.ambag.org](http://www.ambag.org))

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# Draft 2019 Public Participation Plan

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Association of Monterey Bay Area Governments  
Council of San Benito Governments  
Santa Cruz County Regional Transportation Commission  
Transportation Agency of Monterey County

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June 2019

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## I. Introduction

### ***Background Summary***

The *2019 Public Participation Plan* has been prepared by AMBAG in collaboration with the Council of San Benito County Governments (SBtCOG), the Santa Cruz County Regional Transportation Commission (SCCRTC), the Transportation Agency for Monterey County (TAMC), and the California Department of Transportation (Caltrans) District 5, with additional input and review by Monterey-Salinas Transit (MST), Santa Cruz Metropolitan Transit District (Santa Cruz METRO or SCMTD), San Benito County Express/Local Transportation Authority (LTA) and the cities and counties in the tri-county Association of Monterey Bay Area Governments (AMBAG) metropolitan planning region. The above agencies are defined as Partners in this plan. SBtCOG, SCCRTC and TAMC are referred to as RTPAs in this plan.

The purpose of this plan is to establish the process by which the public can participate in transportation planning, programming and project implementation including the development of the Metropolitan Transportation Plan/Sustainable Communities Strategy for the AMBAG region and the Regional Transportation Plans for Monterey, San Benito, and Santa Cruz counties. The *2019 Public Participation Plan* incorporates strategies to ensure that, to the greatest extent possible, interagency consultation and public participation are an integral part of the regional transportation planning and decision making process.

The public participation policies and procedures described in this plan are structured to comply with all applicable federal and state legislation, rules, and express the genuine regional value and interest for all residents of the Monterey Bay region to participate in the shaping and implementation of regional policies and decisions regarding the region's multimodal transportation system.

The *2019 Public Participation Plan* was developed to conform to the 2015's *Fixing America's Surface Transportation Act* (FAST Act) legislation and pursuant to changes in the California Government Code 65080 that occurred with the passage of Senate Bill (SB) 375 in 2008.

**The "Monterey Bay region" covers the 18 cities and three counties within AMBAG's tri-county area of Santa Cruz, Monterey and San Benito Counties (Figure 1-1).**

The Association of Monterey Bay Area Governments (AMBAG) is a federal designated Metropolitan Planning Organization (MPO), and also serves as the regional forum for the study and discussion of regionally significant issues, which include but are not limited to: housing, transportation, energy efficiency, water conservation, and environmental quality. Elected officials within the Monterey Bay region's 18 cities and three counties form the AMBAG's Board of Directors.

In pursuing its mission, "AMBAG provides strategic leadership and services to analyze, plan and implement regional policies for the benefit of the Counties and Cities of the Monterey Bay region balancing local control with regional collaboration." AMBAG strives to inform and involve its local jurisdictions and the general public throughout its various programs, projects, and work activities conducted by the agency.



The **seven guiding principles for public participation** are as follows:

1. Valuing public participation and promoting *broad based involvement* by members of the community
2. Providing varied *opportunities for public review and input*
3. *Treating all members of the public fairly*, and respecting and considering all public input as an important component of the planning and implementation process
4. Promoting a *culture of dialogue and partnership* among residents, property owners, the business community, organizations, other interested members of the public, and public officials
5. *Involving underserved communities and community groups*, as well as other organizations
6. *Encouraging active public participation* throughout the entire process
7. Providing communications and agency reports that are *clear, timely and broadly distributed*

AMBAG and the RTPAs perform a broad range of public participation and stakeholder engagement activities, such as:

- Conducting public meetings
- Establishing standing and ad hoc committees
- Partnering on studies and projects
- Providing educational and informational programs in accordance with statutory and regulatory directives

All of the activities listed above are open to public involvement and review. AMBAG and the RTPAs (TAMC, SBtCOG and SCCRTC) have taken this opportunity to update the 2019 Public Participation Plan to further improve transportation decision making in the region and to reach out to underserved communities within the Monterey Bay region more effectively.

## II. Regional Roles and Responsibilities

AMBAG, as the designated MPO, must follow federal and state legislation when developing and programming transportation projects. SBCOG, SCCRTC and TAMC, the RTPAs within the AMBAG region, are required to follow federal legislation and state legislation as well if they are utilizing federal funding. Federal and state legislation requirements related to the Public Participation Plan can be found in Appendix E.

### ***State Department of Transportation***

#### **The California Department of Transportation (Caltrans) - District 5**

Caltrans oversees the state transportation planning, and the MPO's transportation planning and programming processes. Caltrans' primary responsibility is to ensure the function of the state highway system and develop transportation projects of statewide importance, including intercity rail projects.

The State Transportation Improvement Program (STIP) includes transportation projects from throughout California, including those from all Monterey Bay Area jurisdictions for approval to the California Transportation Commission (CTC), a policy making body appointed by the Governor and State legislature. In the Monterey Bay region, Caltrans District 5 is the liaison between our partner agencies and Caltrans Headquarters.

### ***Metropolitan Planning Organization***

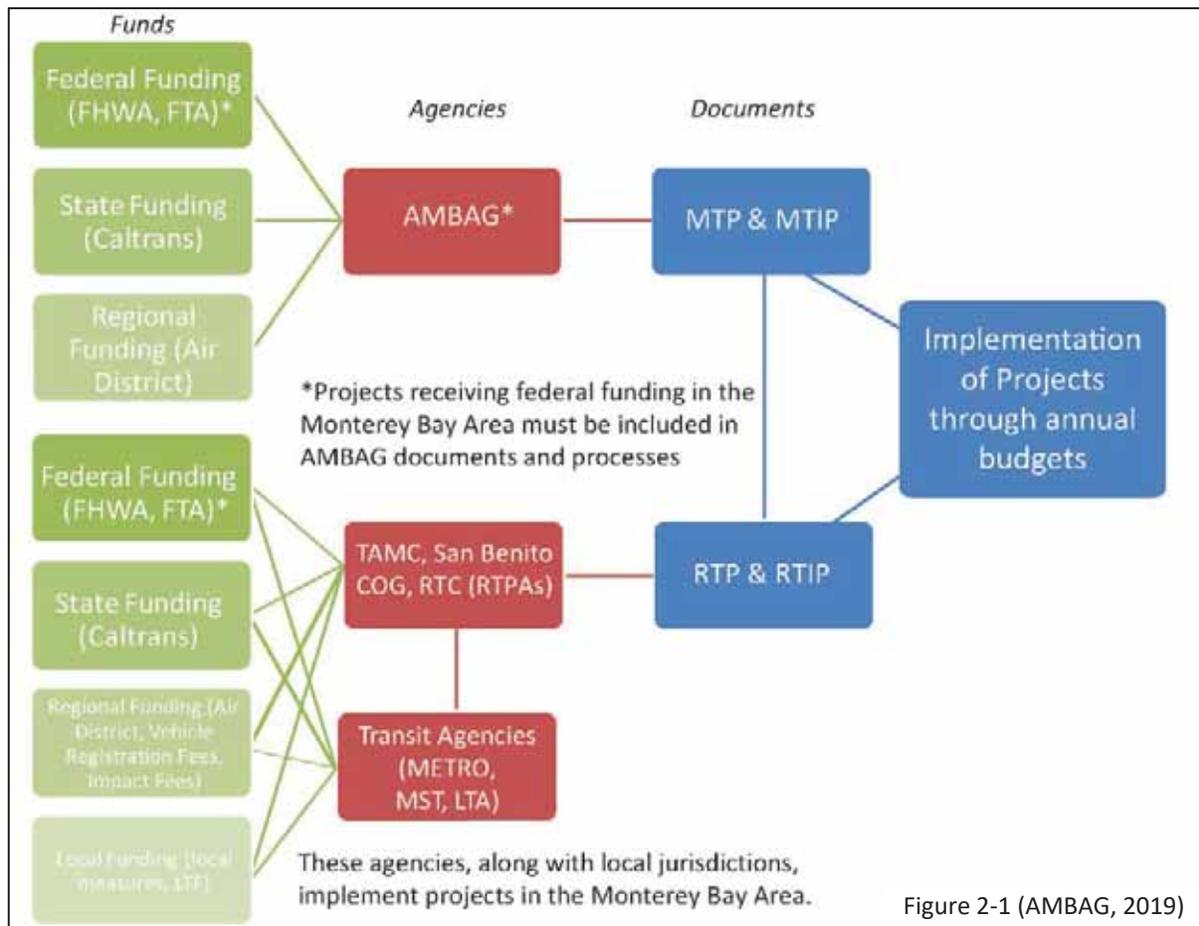
#### **Association of Monterey Bay Area Governments (AMBAG)**

Formed under a joint powers agreement in 1968, AMBAG is a voluntary association of cities and counties for the Monterey Bay region. Established by a joint powers agreement, AMBAG provides a forum for policy and planning issues of regional significance. AMBAG acts as the regional Council of Governments (COG) for Santa Cruz and Monterey Counties and since 1968 has been designated by the Governor as the MPO for the Monterey Bay region.

Membership of the Association of Monterey Bay Area Governments includes 21 jurisdictions within Monterey, San Benito and Santa Cruz Counties. An elected official from each jurisdiction is appointed by that jurisdiction's City Council or Board of Supervisors, with each of the 18 cities represented by one member and each of the three counties by two members, forming the 24 member AMBAG Board of Directors. A representative from TAMC, SBtCOG, SCCRTC, Caltrans, Monterey Salinas Transit, Santa Cruz Metropolitan Transit District, Monterey Bay Air Resources District and the Monterey Bay Community Power each serve as an ex-officio member.

AMBAG, as the MPO for the Monterey Bay region, is charged with developing and periodically updating a federal long range transportation plan and transportation improvement program for the region, as well as developing an annual Overall Work Program (OWP). These statutory requirements are satisfied throughout the development process of updating the Metropolitan Transportation Plan and Sustainable Communities Strategy (MTP/SCS), the Metropolitan Transportation Improvement Program (MTIP) and the OWP.

Below is an organizational chart of how federal, state and local funding sources generally funnel into each agency's projects and programs (Figure 2-1).



### The Metropolitan Transportation Plan and Sustainable Communities Strategy (MTP/SCS)

Adopted in June 2018, the 2040 Metropolitan Transportation Plan/Sustainable Communities Strategy (also known as *Moving Forward 2040 Monterey Bay* or MTP/SCS) is the long range transportation plan for the Monterey Bay region that looks ahead at the possible transportation needs the region will have in coordination with the proposed growth of the region for the next 20 years. Proposed transportation projects must be included in this plan to be eligible for federal funding. The Sustainable Communities Strategy (SCS) contained in this Plan requires the proposed transportation solutions to meet or further reduce the adopted greenhouse gas (GHG) emissions target goals specifically allocated for the Monterey Bay region set forth by the state. AMBAG is beginning the process to update the 2045 MTP/SCS and anticipates the plan to be completed by mid-2022.

### The Metropolitan Transportation Improvement Program (MTIP)

The MTIP is the Monterey Bay region's short range transportation project programming document that contains transportation projects proposed for funding. The MTIP is required to be updated at least every four years; AMBAG typically updates this document every two years.

Federal regulations require that the MTIP be prepared in consultation and coordination with our partner agencies in the region, and be subject to an adequate public outreach and review process.

The MTIP programs transportation improvement projects are proposed to implement the adopted MTP/SCS. The RTIPs and SRTPs are prepared and approved by our partner agencies with extensive interagency consultation, as well as formal public review and hearings on the documents and their adoptions. The projects in the MTIP are, however, not simply a compilation of transportation projects already approved in other programs, but are part of a new program, subject to its own interagency consultation and public comments and review processes.

In addition, the MTIP is developed in consultation and coordination with the following agencies: Caltrans, San Benito County Express, MST (including their paratransit program RIDES), Santa Cruz METRO, SBtCOG, SCCRTC and TAMC.

Federal regulations require the MTIP to be prepared by AMBAG staff in cooperation and consultation with the above agencies as well as federal (FHWA/FTA) oversight agencies. As per federal regulations, AMBAG conducts a proactive interagency consultation and public involvement process to ensure that complete information, timely public notice, full public access at key decisions, and early and continuing involvement of the public be provided during development of this MTIP.

Once developed, the MTIP does not become a static document. It can be amended through a “Formal Amendment” or an “Administrative Modification” within the two to four year cycle.

Formal amendments are changes to projects that are considered significant in nature such as adding or deleting regionally significant or federally funded projects or major changes to the cost or scope of projects and therefore must go through a 14-day public review and a comment period. Formal amendments require AMBAG Board approval, as well as state and federal approval. AMBAG processes formal amendments to the MTIP on a quarterly schedule, and more often if warranted by special circumstances.

Administrative modifications to the MTIP are processed for minor program revisions. The criteria for administrative modifications and amendments are defined in the FAST Act. The administrative modifications are minor changes to projects and are not required to go through public review. AMBAG’s Executive Director is authorized to approve administrative modifications to the MTIP.

The use of technical corrections and advancement or delay of funds using Expedited Project Selection Procedures (EPSP) can also be utilized to update the MTIP. No public review is necessary for AMBAG to use agreed-upon EPSP. EPSP is used to advance projects from the later years of the MTIP and delay the implementation of other projects from earlier years. These changes occur without modification or amendment, based on agreements between AMBAG, Caltrans, local transit operators, and RTPAs.

## **Air Quality Conformity Analysis**

Currently, the Monterey Bay region is in attainment for federal air quality standards. However, if the region becomes non-attainment for federal air quality standards, additional public involvement and interagency consultation is required.

### *Interagency Consultation*

The conformity rule\* requires that Federal, State and local transportation and air quality agencies establish formal procedures to ensure interagency coordination on critical issues. Typical participants in interagency consultation include the FHWA, FTA, EPA, State DOTs, MPOs, and other local transportation agencies, and State and regional air quality agencies. In addition, public transportation operators are often active participants in interagency consultation.

Interagency consultation is a forum for discussing key assumptions to be used in conformity analyses, strategies to reduce mobile source emissions, specific impacts of major projects, issues associated with travel demand and emissions modeling, and the development of motor vehicle emissions budgets. The specific process that will be followed in each area must be adopted as part of the SIP and must be used to develop MTPs, TIPS and the SIP. These adopted interagency consultation procedures are included in the “conformity SIP.”

### *Public Involvement*

The air quality conformity analysis must be provided for public review and comment, similar to the MTP/SCS and MTIP public outreach process. MPOs must then respond to public comment and provide adequate notice of relevant meetings.

## **Overall Work Program (OWP)**

OWP, produced by AMBAG and each of the RTPAs, include federal and state funded planning activities as well as transportation and air quality planning activities proposed for each fiscal year. The OWP incorporates the MPO’s and RTPA’s transportation planning and air quality related work to be accomplished by each. AMBAG coordinates the OWP development process with the region’s RTPAs, transit operators, Caltrans, and is also available for the general public to review and provide comments.

The OWP establishes transportation, air quality, and other regional planning objectives, the methods and timing for achieving those objectives, and identifies planning responsibilities and funding to complete the work. The OWP also serves as a management tool for AMBAG and the RTPA’s in that it identifies all projects and services to be provided during the year beyond those mandated by the metropolitan planning process. The OWP, therefore, presents an annual guide for the agency’s use of resources for the fiscal year.

The OWP is a constantly evolving document; changes occur during the year to reflect priority, funding and staffing changes. As a working document, the OWP must be amended prior to making changes in work scope, budget and completion dates for key tasks.

\* FHWA’s Key Elements of a MTP/TIP Conformity Determination Guide (March 2012):  
[http://www.fhwa.dot.gov/environment/air\\_quality/conformity/guide/guide08.cfm](http://www.fhwa.dot.gov/environment/air_quality/conformity/guide/guide08.cfm)

## ***Regional Transportation Planning***

In the Monterey Bay region, the responsibility for transportation planning and programming is shared between:

- **California Department of Transportation (Caltrans)**
- **Metropolitan Planning Organization (AMBAG)**
- **Regional Transportation Planning Agencies (RTPAs):**
  - ◆ **Transportation Agency for Monterey County (TAMC)**
  - ◆ **Council of San Benito County Governments (SBtCOG)**
  - ◆ **Santa Cruz County Regional Transportation Commission (SCCRTC)**
- **Public Transit Operators:**
  - ◆ **Monterey-Salinas Transit (MST)**
  - ◆ **San Benito County Express**
  - ◆ **Santa Cruz Metropolitan Transit District (Santa Cruz METRO)**

Collectively, these eight agencies are referred to as our “partner agencies.”

AMBAG, in consultation and coordination with our partner agencies develop the Monterey Bay region’s MTP/SCS to ensure that both state and federal requirements for regional transportation planning are met for the Monterey Bay region. The RTPAs are each required to prepare a Regional Transportation Plan (RTP) for their respective counties.

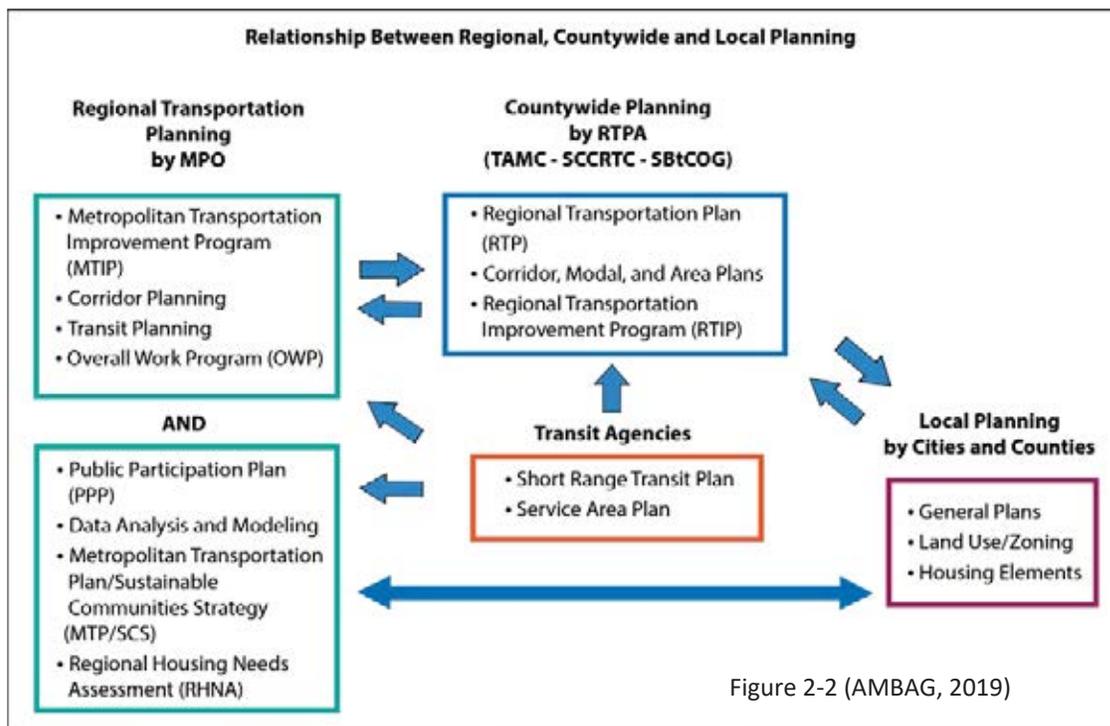
AMBAG and RTPAs work together to make sure that all planning products and programming documents are consistent and meets state and federal requirements. The transportation improvement project included in the countywide RTPs are selected to receive State Transportation Improvement Program (STIP) funds and they are incorporated into each RTPA’s respective Regional Transportation Improvement Programs (RTIP), then forwarded to the California Transportation Commission (CTC) for inclusion in the State Transportation Improvement Program (STIP).

The STIP covers a five year period and is updated biannually. Federally funded and/or regionally significant projects selected to receive a variety of state and federal transportation funds by Caltrans, RTPAs, the transit districts, and other entities are included in the federally required Monterey Bay region’s MTIP, adopted by AMBAG.

The public transit operators prepare Short Range Transit Plans (SRTP) and operate and maintain scheduled transit services in their respective service areas. AMBAG is responsible for meeting federal metropolitan planning and programming requirements for the Monterey Bay region.

AMBAG’s public involvement activities and public hearing notices for the MTIP will satisfy the program of projects requirement of the FTA’s Urbanized Area Formula Program.\*

Below is a flow chart of how planning documents relate across regional, county and local jurisdictions within the Monterey Bay region (Figure 2-2).



### Regional Transportation Planning Agencies (RTPAs)

Regional Transportation Planning Agencies (RTPAs) are designated by the Governor of California, are funded directly through local and state funding, and are responsible for selecting projects to receive state and federal funds. The three RTPAs within the AMBAG region include:

#### Transportation Agency for Monterey County (TAMC)

The Transportation Agency for Monterey County (TAMC) is the state-designated Regional Transportation Planning Agency and Local Transportation Commission for Monterey County. TAMC is also the Congestion Management Agency and the Service Authority for Freeways and Expressways (SAFE). TAMC is a 24 member agency with 17 voting members on the Board of Directors, which is composed of elected officials from each of Monterey County’s 12 incorporated cities and five county supervisorial districts. TAMC also includes seven ex-officio members, one each from the Association of Monterey Bay Area Governments (AMBAG), California State University, Monterey Bay (CSUMB), Caltrans District 5, the Monterey Bay Air Resources District (MBRD), the Monterey Peninsula Airport District (MPAD), Monterey-Salinas Transit (MST) and the City of Watsonville.

\* Please refer to FTA’s 49 USC 5307(C) (1)–(C) (7).

TAMC is responsible for developing and implementing a Regional Transportation Plan, and a Regional Transportation Improvement Program, as well as administration of Local Transportation Funds and programming of federal funds, including Regional Surface Transportation Program (RSTP) funding. TAMC operates a Freeway Service Patrol (FSP) program on congested Highway 1 and U.S. 101 segments in Monterey County to clear vehicle collisions and respond to other freeway emergencies that are a source of traffic congestion, as well as operating and maintaining Monterey County's call box network on state highways.

With the passage of the voter-approved "Transportation Safety & Investment Plan" through Measure X in November 2016, TAMC and local jurisdictions are investing the estimated \$20 million annually into the community, with 60 percent of the revenues dedicated to local road maintenance, pothole repairs and safety projects, and 40 percent dedicated to regional safety and mobility projects.

Another major emphasis of the Transportation Agency is to bring more passenger rail service to Monterey County, so that residents can travel to jobs, health services and entertainment. The rail program includes local commuter service options as well as greater regional access. Trains will also be a popular choice for visitors to Monterey County, helping to ease traffic during the busiest summer months. The result of this effort will remove vehicle trips from Highways 1, 101 and 156.

### **Council of San Benito County Governments (SBtCOG)**

The Council of San Benito County Governments is the state-designated RTPA and the Council of Governments (COG) for San Benito County. SBtCOG is an eight-member agency with a five-member Board of Directors, composed of two representatives each from the San Benito County Board of Supervisors and the Hollister City Council and one representative from the San Juan Bautista City Council. SBtCOG also has one ex-officio representative from Caltrans District 5. SBtCOG is responsible for county-level transportation plans and programs.

SBtCOG adopts a Regional Transportation Plan (RTP) every four years. The RTP is a twenty year planning document that establishes transportation goals and policies for the region, and identifies projects to be implemented with available funding.

In June 2018, SBtCOG adopted their 2040 RTP which includes chapters that address state and federal transportation policies. In addition, topics discussed in SBtCOG's 2040 RTP include Complete Streets, Healthy Communities, Active Transportation, etc.

SBtCOG is responsible for programming State Transportation Improvement Program (STIP) funding in its biennial Regional Transportation Improvement Program, and administration of Transportation Development Act funding. Additionally, SBtCOG allocates transportation funds, including State Surface Transportation Block Grant Program (STBG) funds, to local jurisdictions.

SBtCOG solicits public input on the development of all programs and plans, including the Regional Transportation Plan, Regional Transportation Improvement Program, and Transportation Development Act funding allocations.

SBtCOG is also responsible for administering several multimodal programs. One such program includes the Rideshare Program and the Vanpool Program, which encourages residents to use alternative modes of transportation. The Board of Directors also serves as the following entities:

- Service Authority for Freeways and Expressways (SAFE) administers the emergency call box program
- Local Transportation Authority (LTA) administers public transit services
- Airport Land Use Commission (ALUC) ensures orderly growth around the airport and protects the general welfare of local inhabitants, pilots, and members of the public
- Measure A Authority governs a 1/2 cent sales tax that was established in 1989 to raise money for specific transportation projects in San Benito County. The Measure A Authority no longer operates as the tax expired.

### **Santa Cruz County Regional Transportation Commission (SCCRTC)**

The Santa Cruz County Regional Transportation Commission (SCCRTC) is the state-designated RTPA and Local Transportation Commission for Santa Cruz County. As an RTPA, SCCRTC is responsible for transportation planning, policy, coordination and programming. The SCCRTC Board of Directors consists of all five members of the County Board of Supervisors, one representative from each of the four cities in the county, and three representatives appointed by the Santa Cruz Metropolitan Transit District Board of Directors. SCCRTC also has one ex-officio representative from Caltrans District 5. Board meetings are held the first Thursday of the month, with workshops scheduled for the third Thursday of the month, as needed. SCCRTC is also the Service Authority for Freeway Emergencies (SAFE) which administers the call box program, the Local Transportation Authority which governs a 1/2 cent sales tax established in 2016 for specific transportation projects in Santa Cruz County, and the Rail/Trail Authority.

Members of the public and representatives from local transportation organizations sit on SCCRTC's Bicycle Advisory Committee and Elderly and Disabled Transportation Advisory Committee (E&D TAC) which also serves as the state-mandated Social Service Transportation Advisory Council. The public is also encouraged to attend meetings and address the Board or advisory body. With input from the community, SCCRTC develops and implements a Regional Transportation Plan (RTP), a Regional Transportation Improvement Program (RTIP), and Unmet Transit Needs.

SCCRTC also implements several regional transportation projects and programs. These include ongoing programs such as the Cruz511 Traveler Information Service, the SAFE Callbox Program, and the Freeway Service Patrol (FSP) Program. The Call Box and FSP programs provide assistance to motorists. SCCRTC implements and/or evaluates various regional highway, passenger-rail, and bicycle and pedestrian projects.

In preparing transportation planning and programming documents and implementing specific projects and programs, SCCRTC uses a variety of public participation tools, including public meetings and workshops, public hearings, committee meetings, public notices, press releases,

the SCCRTC website, social media, email notifications, newsletters, surveys, door-to-door canvassing and televised meetings.

### ***Public Transit Operators***

#### **Monterey-Salinas Transit (MST)**

Monterey-Salinas Transit (MST) provides public transit service to a 280 square-mile area of Monterey County with 62 routes, 122 fixed route fleet buses, 34 minibuses for paratransit service, and six trolleys; all of which are Americans with Disabilities Act (ADA) compliant and serve a service area of approximately 437,907 people. In 2010, MST became the countywide transit district overseen by an 13-member voting Board of Directors, composed of one representative each from the County of Monterey and all twelve county cities: Carmel-by-the-Sea, Del Rey Oaks, Gonzales, Greenfield, King City, Marina, Monterey, Pacific Grove, Salinas, Sand City, Seaside and Soledad.

MST's fixed routes provide service primarily in the Monterey Peninsula jurisdictions and in the Salinas Valley. Intercity service is provided via Highway 68 and Highway 1 between these two urban areas of Monterey County. MST provides rural transit service to Carmel Valley and Big Sur, and seasonally along the Monterey waterfronts – the MST Trolleys. In addition, inter-city routes connect MST with Santa Cruz METRO at their Transit Center in Watsonville. Also, MST operates service between Downtown Monterey and the San Jose Diridon Train Station and service between King City and Paso Robles via Fort Hunter Liggett providing timed transfer connections to San Luis Obispo County transit to the south and San Francisco Bay Area transit and rail services to the north.

MST is also responsible, under the Americans with Disabilities Act (ADA), for the provision of complementary paratransit service in Monterey County. To that end, MST operates and administers the RIDES paratransit program that provides service within  $\frac{3}{4}$  mile of MST fixed transit routes. The RIDES program also serves Special Transit service areas in unincorporated rural North and South Monterey County by extending paratransit service to one mile of fixed routes in rural North Monterey County, and two miles of fixed route in South Monterey County. The RIDES program Special Transit service also extends paratransit service to two miles along Highway 68 east between Canyon Del Rey Boulevard and River Road in Salinas.

#### **San Benito County Local Transportation Authority (LTA)**

The San Benito County Local Transportation Authority (LTA) is the designated Consolidated Transportation Services Agency for San Benito County. The LTA is a Joint Powers Authority between the City of Hollister, City of San Juan Bautista, and the County of San Benito. The Board of Directors consists of two elected officials each from the City of Hollister City Council and the County of San Benito Board of Supervisors; and one elected official from the City of San Juan Bautista City Council.

The LTA is responsible for the administration and operation of County Express, the primary public transportation service for the County which operates seven days a week. County Express services include Fixed Route service, complementary paratransit service, Dial-A-Ride, and inter-

county transit services to the City of Gilroy in Santa Clara County. The LTA also provides three specialized transportation services: out-of-county non-emergency medical transportation, senior lunch program transportation, and a medical-shopping assistance program. The LTA seeks public input on the development of operations and plans, which include a Short Range Transit Plan and a Long Range Transit Plan. The LTA also solicits input on potential route changes, fare increases, and other service and policy changes.

### **Santa Cruz Metropolitan Transit District (SCMTD or Santa Cruz METRO)**

The Santa Cruz Metropolitan Transit District (SCMTD or Santa Cruz METRO) provides public transit service in Santa Cruz County and connects with Monterey-Salinas Transit (MST), the Monterey County public transit provider, at the Watsonville Transit Center. Santa Cruz METRO provides service using 94 buses on 26 routes throughout the County. In addition to service throughout Santa Cruz County, Santa Cruz METRO operates, in coordination with the Santa Clara Valley Transportation Authority (VTA), Amtrak, Caltrans and the Capitol Corridor Joint Powers Authority, an express bus service to and from Santa Clara County over State Route 17 (Highway 17) seven days a week.

Santa Cruz METRO has an 11 member Board of Directors composed of one representative from each of the cities of Capitola and Scotts Valley, five approved by the Santa Cruz County Board of Supervisors, two representatives from the City of Santa Cruz and two representatives from the City of Watsonville. In addition to its regular membership, Santa Cruz METRO also has one ex-officio member representing the University of California, Santa Cruz (UCSC). Board meetings are held on the second and fourth Friday of each month. Comments from the general public on any issue can be made during the public comment period at the Board meetings.

Santa Cruz METRO is also responsible for the provision of complementary paratransit to fixed route transit service under the Americans with Disabilities Act (ADA). Santa Cruz METRO ParaCruz provides shared ride, door-to-door service for people certified as unable to use the regular service.

### ***Local Planning Coordination and Sustainability***

In 2008, Senate Bill 375 (SB 375, Steinberg) was passed, which requires AMBAG to include a Sustainable Communities Strategy (SCS) in the Metropolitan Transportation Plan. The SCS aims to incorporate regional growth and housing demand with long range planning scenarios in the joint effort to decrease greenhouse gas emissions at the state and regional level, as set forth by the California Air Resource Board (CARB). AMBAG is required to include SB 375 specific public participation requirements and process into the official Public Participation Plan (PPP) to include greater participation and coordination with local and regional agencies during the MTP/SCS development process.

SB 375 also requires AMBAG to conduct a minimum of two informal meetings in each of our three counties within the Monterey Bay region for members of the board of supervisors and council of governments on the SCS. The purpose of these meetings is to present a draft of the SCS to members of the Board of Supervisors and city council members in each county and to consider their input and recommendations.

### III. Public Participation Requirements

AMBAG and PARTNERS identified and updated various information, techniques and strategies for effective public outreach which were compiled in AMBAG's 2015 Monterey Bay Public Participation Plan to shape and inform the bulk of this *2019 Public Participation Plan (PPP)*. This PPP provides interested parties with reasonable opportunities to be involved in the MPO transportation planning\* and countywide transportation planning process.

To accomplish the consultation requirements of the FAST Act, AMBAG and RTPAs conducted the following actions to ensure all public participation requirements would be met.

#### 1. Research

AMBAG and RTPAs regularly gather information about how to improve public participation for our major plans and projects throughout the planning process. For instance, in 2013, EMC Planning was hired to survey the public in Monterey, San Benito, and Santa Cruz Counties about priorities for funding and projects being considered for the county-level Regional Transportation Plans (RTPs) and AMBAG's 2035 MTP/SCS. The group surveyed 1,200 voters (450 in Monterey County, 450 in Santa Cruz County, and 300 in San Benito County) in spring 2013.

The survey focused on: level of concern about community issues, use of the local transportation system, transportation infrastructure needs, proposed projects for transportation investment, and themes or messages that may assist public information efforts. Obtaining current trends and opinions from a statistically accurate sample of voters in the Monterey Bay region was very useful and was an inclusive public outreach approach.

In addition, AMBAG staff conducted extensive research in preparation for the *2019 Public Participation Plan* by reviewing other California MPOs' recently updated Public Participation Plans, researching new Federal and State legislation that may have affected the implementation process of the Public Participation Plan update, and sought new strategies in technological innovation that we can include to improve public outreach for the Monterey Bay region.

#### 2. Surveys

Online surveys have been used by the SCCRTC in development of its RTP and for projects such as the 2019 Unified Corridor Investment Study, 2019 Highway 9 San Lorenzo Valley Complete Streets Corridor Plan and 2015 Santa Cruz Branch Rail Line Passenger Rail Study. Multiple telephone surveys of likely voters have also been used by the Santa Cruz and Monterey County RTPAs in their evaluation of local funding options for implementing the RTPs.

Overall, online and telephone surveys are great tools to elicit public input as these surveys provide us with a decent sample size of residents from each of our three counties, which allows us to gauge how to best reach the public and address pertinent issues in regards to our major

\* Please refer to FHWA's 23 CFR 450.316(a).

plans and projects. For this reason, these survey methods will continue to be used for future plans and projects.

### **3. Direct Outreach**

Providing public access to and participation in the planning processes of the Monterey Bay region is a responsibility shared between AMBAG, SBtCOG, SCCRTC, TAMC, MST, San Benito County Express, Santa Cruz METRO and Caltrans.

Each partner agency solicits public input to its planning, policy, and programming processes. Various methods are used to engage stakeholders and the general public, and provide affected agencies and interested parties with timely information and opportunities to participate in the transportation planning process.

Each federally funded transportation plan, study, program or project prepared or developed by AMBAG or RTPAS must have its own specified public participation process that defines the avenues for reasonable involvement in the transportation planning process.

The following slate of procedures and strategies represents a compilation of the public participation efforts and opportunities that may be offered to residents in the Monterey Bay region. These procedures and strategies also provide guidance for realizing the desired outcome of a robust and informed level of broad based public involvement in the development and implementation of plans, programs and projects in the region.

Additional information for how to engage in public participation opportunities for each county are summarized in Appendix B.

#### ***Required Procedures and Methods for Public Participation\****

The following public participation activities must be included in every transportation plan, transportation improvement program and Environmental Impact Reports/Study:

- 1. Define Purpose and Identify Stakeholders**
- 2. Consultation and Coordination with Other Agencies**
- 3. Consultation with Interested Parties (Policy Bodies and Advisory Committees)**
- 4. Public Notice, Public Hearings, Comment Periods (utilizes the Brown Act)**
- 5. Use of Media and Informational Materials and Visualization Techniques**
- 6. Encourage Bilingual Participation**
- 7. Respond to Public Comments/Input**
- 8. Web Posting/Distribution of Draft and Final Documents**

\*Please refer to Title 23: 450.316 from *Federal Register Vol. 72 No. 30* in Appendix D for more information.

These activities are further explained in the following text, followed by a special section pertaining to new requirements for the MTP/SCS development pursuant to SB 375.

## **1. Define Purpose and Identify Stakeholders**

Prior to initiating public outreach on transportation plans, programs and projects, AMBAG and RTPAs define the purpose, objectives and stakeholders for public involvement. Individuals and groups that have an interest in transportation decisions may include, but are not limited to:

- Landowners
- Neighborhood and community groups
- Environmental advocates
- Affordable housing advocates
- Transportation advocates
- Home builder representatives
- Business organizations
- Commercial property interests
- Educational organizations
- Tourism representatives
- Trucking and Agriculture representatives

These groups can be represented through direct outreach, advisory committees, or other methods described in the following text. AMBAG and our partner agencies recognize that the public expects a clear understanding of their involvement and purpose throughout the transportation planning process.

As with many transportation projects, funding for public outreach is limited; therefore practical and economical options can be used to expand toolbox skill sets, as well as leverage existing resources and technological advances. For instance, AMBAG, SBtCOG and SCCRTC have added a Google Translation Widget on their webpage so users can switch from English to Spanish while browsing their website.

Also, SCCRTC utilizes Caltrans QuickMap on the Cruz511 traveler information traffic map page. This map includes visuals from the live traffic camera, and road closure information from Caltrans. Tools such as these are cost-effective and helpful, and can reach multiple audiences.

## **2. Consultation and Coordination with Other Agencies**

AMBAG and RTPAs seek input from state and federal resource management agencies during development of transportation planning studies and projects in their respective regions. AMBAG leads the outreach efforts with federal, state and local agencies during development of the Metropolitan Transportation Plan/Sustainable Communities Strategy and the associated Environmental Impact Report which also serves as the RTPA's Regional Transportation Plan

Environmental Impact Report. Appropriate consultation is undertaken with agencies and officials responsible for planning activities within the region, as well as state and federal resource management agencies. These agencies include but are not limited to:

- Federal and State Resource Agencies (Water, Fish and Game, Coastal Commission, etc.)
- Local Tribal Governments
- Housing, Economic Development and Community Planning Agencies
- Airports
- Freight Industry Stakeholders

### ***Transportation Plan and Sustainable Communities Strategy Staff Working Group***

AMBAG, RTPAs and transit agencies within the Monterey Bay region participate in regular coordination group meetings to discuss the preparation of transportation plan updates, policy issues and coordinate development of the SCS for the region that is required by Senate Bill 375.

### ***NEPA and CEQA Consultation***

The public participation process defined by the National Environmental Policy Act (NEPA) for federal consultation serves as the primary process for consultation to occur with federal, state and local resource management agencies. The California Environmental Quality Act (CEQA) requires environmental documents to be prepared across all jurisdictions for regional and local transportation plans and projects, such as Environmental Impact Reports (EIRs).

## **3. Consultation with Interested Parties (Policy Bodies and Advisory Committees)**

AMBAG and our partner agencies hold regularly scheduled meetings that are open to the public and noticed per Brown Act requirements. General meeting notices, agendas and materials are posted at agency offices at least 72 hours before regular meetings and 24 hours before special meetings. All Board meeting and standing committee meeting notices are typically posted on agency websites. Some special meetings or on hearings are also published in general circulation newspapers.

Agendas and materials are made available in advance of meetings by regular mail, email or by links to the host agency website. Agendas are also posted at each agency's respective offices. The agenda of each meeting provides an opportunity for members of the general public to provide comment to the Board/Committee concerning matters within the agency's purview.

Staff reports, transportation plans and studies can be viewed at AMBAG or Partners' offices and are also made available upon request. Transportation plans and some major documents are also available at local public libraries.

In addition, public input to the transportation planning and programming process can include notification and early solicitation through each of the agency's technical advisory committees and through project sponsors, such as city councils and city committees (refer to Figure 3-1).

AMBAG and the region's three public transit operators also use the RTPA technical advisory committees to notify and solicit input on their planning and programming processes.

### ***Technical Advisory Committees (TACs)***

TAMC, SBtCOG and SCCRTC, the three Regional Transportation Planning Agencies (RTPAs) for the Monterey Bay region, each appoints a Technical Advisory Committee (TAC) which meets regularly to help guide the technical aspects of transportation planning, project selection and programming within their respective region. The TAC members are usually planners and engineers representing affected agencies and jurisdictions in each county.

Additional agency representation on these committees includes some combination of the following: AMBAG staff, transit operators, regional agencies, Transportation Management Agencies, educational institutions, redevelopment agencies, Caltrans and the California Highway Patrol (CHP). Recommendations of each committee are provided to the respective Board.

### ***Social Service Transportation Advisory Councils (SSTACs)***

As required by the Transportation Development Act (TDA), each Regional Transportation Planning Agency appoints a Social Services Transportation Advisory Council (SSTAC) to advise the agencies on specialized transportation and unmet transit needs. Candidates are recruited from a broad representation of social services, transportation providers, and the general public representing the elderly, the disabled, and persons of limited means. The Transportation Development Act requires an annual unmet needs public hearing if Local Transportation Funds are to be used for local road projects.

In Monterey and San Benito Counties, the primary purpose of each committee is to ensure that there are no unmet transit needs which are reasonable to meet in areas which use Local Transportation Funds for purposes other than transit. Santa Cruz County does not divert any Local Transportation Funds to road projects, therefore they do not require a formal unmet transit needs process. However, SCCRTC regularly conducts unmet needs process to understand priority transportation needs for seniors, people with disabilities and low income individuals.

In addition to the unmet needs activities of the SSTACs, the three agencies' committees regularly review and comment on proposed planning documents and matters affecting the groups they represent. For instance, the public transit operators' on-going compliance in meeting the complementary paratransit goal provisions of the Americans with Disabilities Act is of interest to SSTAC members. As such, a transit operator representative attends the SSTAC meetings to address complementary paratransit as well as other public transit issues of interest to the committee. SSTAC committee actions are reported to and considered by each Regional Transportation Planning Agency.

In Santa Cruz County, the Elderly and Disabled Transportation Advisory Committee (E&D TAC) serves as the Social Services Transportation Advisory Council. In addition to fulfilling the requirements of the SSTAC as required by California Code, the E&D TAC advises SCCRTC, the

Santa Cruz Metropolitan Transit District (Santa Cruz METRO), the Consolidated Transportation Services Agency, social service agencies and the local jurisdictions in Santa Cruz County on transportation issues, policies, plans, programs, and projects for the elderly, disabled and persons of limited means populations.

In Monterey County, the MST Mobility Advisory Committee serves as the Transportation Agency's Social Services Transportation Advisory Council and advises the agency on the transportation needs of the elderly, persons with disabilities and limited means populations. The Mobility Advisory Committee includes representatives from the County's social service providers and MST RIDES paratransit program customers. The committee serves as an advisory body to MST regarding the delivery of coordinated transportation and mobility management services provided through MST's Consolidated Transportation Services Agency.

In San Benito County, SBtCOG maintains its own SSTAC committee for the purposes of advising the COG and the Local Transportation Authority on matters related to transportation accessibility for the elderly, the disabled, and persons of limited means. Transit issues that may require more attention from the Advisory Council are specialized transportation services, and related planning and studies.

**On the following page is a flow chart of the Building Blocks of Transportation Planning and Public Input (Figure 3-1).**

**Key:**

-  - Public
-  - Committees
-  - Agencies & Staff
-  - Governing Boards (Decision Makers)

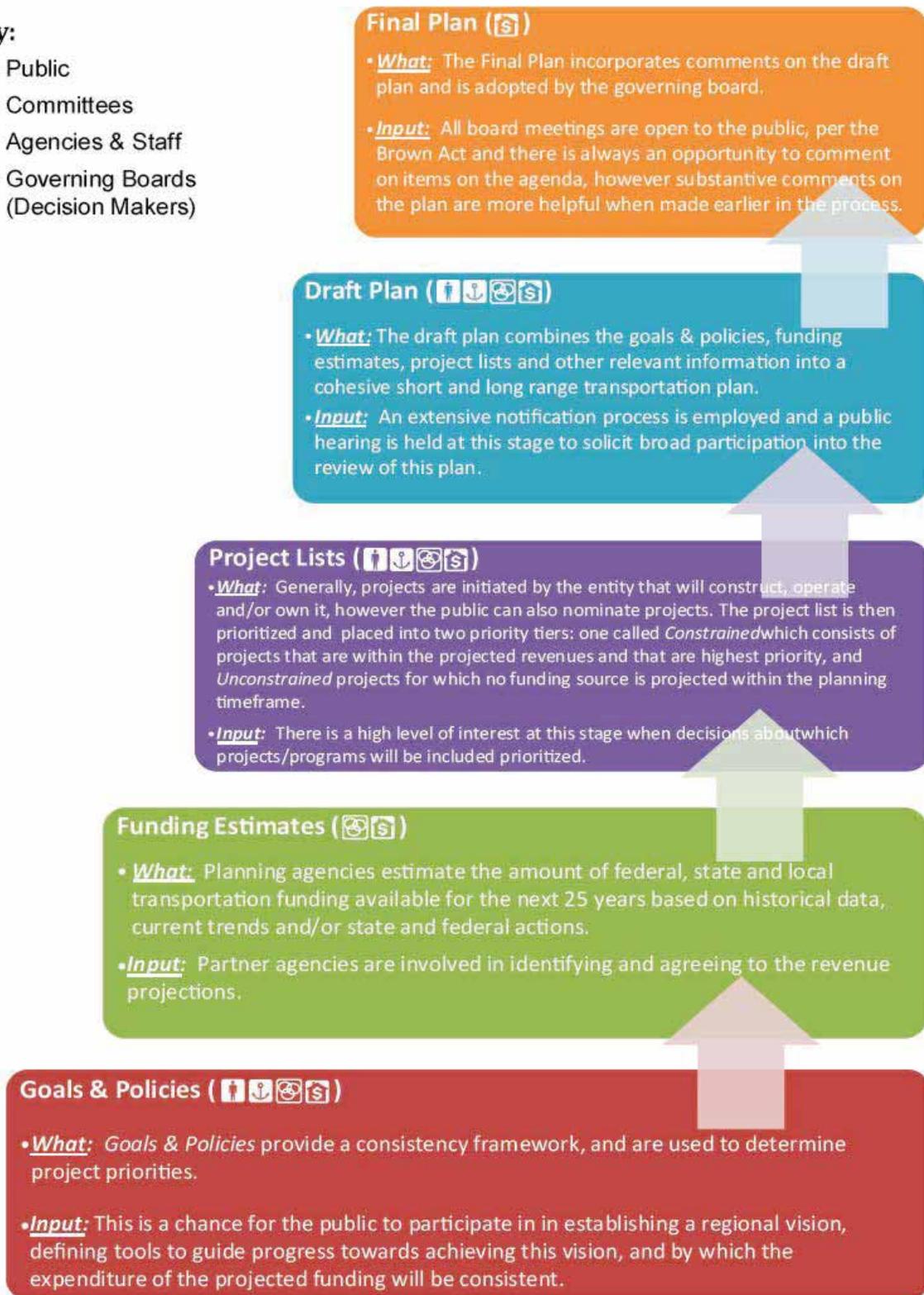


Figure 3-1 (AMBAG, 2019)

### ***Bicycle and Pedestrian Advisory Committees***

SCCRTC appoints a Bicycle Advisory Committee while TAMC appoints a Bicycle and Pedestrian Facilities Advisory Committee, and SBtCOG appoints a Bicycle and Pedestrian Advisory Committee. These committees meet either monthly or semi-monthly to review, discuss and make recommendations on bicycle and pedestrian related projects, plans and in some cases funding programming. Recommendations of each committee are forwarded to the respective Board of Directors or member jurisdictions. These committees are composed of community volunteers and local agencies.

In Santa Cruz County, accessible pedestrian issues are also discussed by the Elderly and Disabled Transportation Advisory Committee (E&D TAC). As needed, the E&D TAC has established standing or temporary subcommittees to discuss pedestrian safety and accessibility.

### ***Rail Policy Committee***

The TAMC Rail Policy Committee meets monthly to advise the Agency on plans and issues associated with commuter and passenger rail services being developed in Monterey County. The Rail Policy Committee is composed of TAMC Board Members or their alternates from the following jurisdictions on the rail lines: Cities of Salinas, Marina, Sand City, Seaside, and Monterey, Supervisorial District 1, Supervisorial District 2, Supervisorial District 4, Supervisorial District 5, and two representatives from South Monterey County: either (a) the 3rd District County Supervisor and a voting TAMC Board member from one of the South Monterey County Cities, or (b) two voting TAMC Board members from South Monterey County Cities. The TAMC Chair may appoint annually ex-officio members as needed.

### ***Transit Citizens Advisory Committee***

Each member of the Santa Cruz METRO Board of Directors appoints one person to the Santa Cruz METRO Advisory Committee (MAC) for a two-year appointment to represent Santa Cruz County. MAC provides advice to Santa Cruz METRO's Board of Directors on matters of Santa Cruz METRO policy and operations referred to the Committee by the Board or Secretary/General Manager and to perform such additional duties as assigned by the Board. MAC also may address issues which members or the public raise with respect to the quantity and quality of services provided by Santa Cruz METRO and meets on the third Wednesday of each month.

In Monterey County, the Monterey-Salinas Transit (MST) Mobility Advisory Committee fulfills this role.

### ***Budget, Administration & Personnel Committee***

In order to ensure efficient and effective operations, SCCRTC's Budget, Administration & Personnel Committee serves to review and monitor issues relating to the budget, work program, and other administrative functions of SCCRTC and makes recommendations to SCCRTC regarding such items. The Committee is also responsible for reviewing personnel matters and conducting the annual performance evaluation of the Executive Director. The

Budget, Administration & Personnel Committee is made up of six SCCRTC commissioners elected to the committee annually. The committee meets the second Thursday of each month.

### ***Traffic Operations System (TOS) Oversight Committee***

SCCRTC has a Traffic Operations System (TOS) Oversight Committee that includes representatives from Caltrans, the California Highway Patrol (CHP), local law enforcement, legislators' representatives and the media. The purpose of the Committee is to identify opportunities to improve the efficiency and safety of the transportation system through implementing operational improvements including the integration of technology into transportation infrastructure to monitor road conditions and inform motorists of potential hazards or delays.

In addition, the Committee monitors the Freeway Service Patrol (FSP) program that improves operations by deploying tow trucks during peak hours to remove hazards from the roadway. The Committee routinely discusses ways to improve communication among the various agencies and to enhance the existing TOS system. The Committee meets biannually. In addition, the SCCRTC staffs the Safe on 17 Task Force to discuss safety improvements and programs for Highway 17. Task Force members include Caltrans, the CHP, the Metropolitan Transportation Commission and other interests on both sides of the hill.

### ***San Benito COG Regional Transportation Plan Advisory Committee***

In 2010, SBtCOG established the Regional Transportation Plan Advisory Committee (RTPAC). It is a standing committee with members appointed by the COG Board of Directors. The purpose of the RTPAC is to review and provide input on the development of SBtCOG's Regional Transportation Plan. The committee is made up of representatives of many community interests, including economic development, education, goods movement, public health, resource management, and underrepresented groups such as the elderly and disabled. The RTPAC meets quarterly with its agenda meetings open to the public in accordance with the Brown Act.

### ***Taxpayer Oversight Committee***

In compliance with state law, the SCCRTC established a Taxpayer Oversight Committee in order to ensure accountability, transparency and public oversight of all funds collected and allocated under Measure D. A Taxpayer Oversight Committee was formed by the Commission to review the annual independent fiscal audit of the expenditure of the Transportation Tax funds. The Oversight Committee issues an annual report on its findings to the Commission regarding compliance with the requirements of the Expenditure Plan and the Ordinance. Members of the Independent Oversight Committee are residents of Santa Cruz County who are neither elected officials of any government, nor employees from any agency or organization that either oversees or implements projects funded from the proceeds of the sales tax. Members are required to fairly represent the geographical, social, cultural and economic diversity of Santa Cruz County to ensure maximum benefit for transportation users. The meetings are announced in advance on the SCCRTC website and are open to the general public.

### ***Ad Hoc Committees***

All the standing advisory committees, like those noted above, must meet requirements of the Brown Act in public involvement and participation requests. In addition to these standing committees, our partner agencies may appoint special ad-hoc committees for specific programs/plans. Although ad-hoc committees do not necessarily have to meet the Brown Act public involvement requirements, they typically do because political leaders and the communities in the region have a strong commitment to the public participation process (CA Government Code § 54952(b)). Additional public input and involvement may occur through these special ad-hoc committees.

## **4. Public Hearings**

Public hearings are held prior to a major decision point to gather comments for the public record, as well as input into the decision making process. Each partner agency holds public hearings prior to adoption of their major plans, programs and major service revisions (e.g. Metropolitan/ Regional Transportation Plans, Transportation Improvement Programs, Short Range Transit Plans, Americans with Disabilities Act, Complementary Paratransit Plans, Unmet Transit Needs, Transit Program of Projects, and Transit Service Revisions).

For instance, Santa Cruz METRO and MST hold public hearings when there is a service change greater than 25 percent, elimination of routes, fare changes, adoption of an ordinance, adoption of a resolution authorizing application for grant funding, adopting the annual budget, environmental documents, eminent domain resolutions, or short range transit plans. All Santa Cruz METRO public hearings are published as a legal notice in local newspapers. For adoption of an ordinance, legal notices are published in both local newspapers and are posted at public places, such as Santa Cruz METRO transit centers.

For some regional and local jurisdictions, public meetings are sometimes broadcast live on public access television, such as city council meetings. These meetings are generally re-broadcasted and available to view on the respective jurisdiction's website, providing the public additional opportunities to view the proceedings.

### ***Public Hearing Notices*** \*

AMBAG and the RTPAs publish legal notices of public hearings in newspapers of general circulation citing the time, date and place of the hearings. For transportation matters of particular interest to our Spanish-speaking communities, public hearing notices are translated and displayed in both English and Spanish in newspapers and radio. For items of wide public interest, public display advertisements may also be used for legal notices. Unless indicated otherwise, public hearing notices are made available at least seven days in advance of a hearing.

\*Please refer to Title 23: 450.316 from *Federal Register Vol. 72 No. 30* in Appendix D for more information.

### ***Public Hearings\****

Public hearings are conducted by the AMBAG Board and RTPAs during their regular meetings or at special meetings scheduled to attract greater community participation. Public hearings may also be conducted by each agency's standing committees. Meetings are held in facilities that are accessible to people with disabilities and along transit routes, when possible.

As part of a public hearing, the policy board will generally receive a report from agency staff prior to opening the hearing for comments from the public. The hearing will be concluded when all members of the public wishing to speak have been provided the opportunity to comment. Agency staff may respond, as appropriate, to comments provided at the hearing prior to the policy board taking action with respect to the subject of the hearing.

**Public Comment Period:** AMBAG and our partner agencies publish legal notices of public comment periods in local newspapers of general circulation citing the dates when they will be accepting comments on regional plans, MTIP, studies and transportation projects. The public comment period for adoption or revision of the Public Participation Plan, Transportation Plans, the Transportation Improvement Program and other key decision points must be "timely" and for the AMBAG region are as follows:

- **AMBAG Public Participation Plan:** 45 Days
- **The Metropolitan Transportation Plan /Sustainable Community Strategy:** 55 days
- **Approval of Transportation Improvement Programs and Other Plans or Studies:** 30 days
- **Regional Transportation Plans:** 30 days
- **Formal Amendments to the MTIP:** 2 weeks

AMBAG and RTPAS accept prepared comments (oral, written and emailed) from the public during the public review period for plans that require public hearings; all such comments are then made part of the public record.

**Amendment or Modification to Draft Plans (MTP/MTIP/PPP) or Projects:** If draft plans or projects differ significantly from the initial draft which was made available for public comment and raises new issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised plans or other plans will be made available within schedule constraints. Minor changes in the draft plans or projects generally can be made after AMBAG, our partner RTPAs, and/or our Transit Agencies have completed its public comment process without further opportunities for public

\*Please refer to Title 23: 450.316 from *Federal Register Vol. 72 No. 30* in Appendix D for more information.

involvement. AMBAG or respective agencies can define what is considered a minor change during the development of the public involvement process for the plan.

## 5. Use of Media and Informational Materials, and Visualization Techniques

Media notification is used by AMBAG and RTPAs to inform the public of upcoming decision points, decisions made and their potential ramifications regarding transportation planning, funding, project implementation and/or service provision. Media coverage can help deliver information regarding actions or events. All plans and projects should **utilize at least one of the following** methods to communicate details about the project and inform the public. The following public participation methods are employed within the Monterey Bay region:

- **Websites** – AMBAG and RTPAS maintain websites on the internet that provides the public with information about the agencies', their programs, and special projects.

Project and program information - including reports, documents, plans, fact sheets, maps, graphs, charts and presentations - is posted on the websites and made available to the public. In addition, interactive functions have been added for members of the public to participate online such as submitting comments, voting and completing surveys on major projects and plans within the Monterey Bay region.

Meeting notices and agendas/minutes for the agency, as well as their advisory committees, are also posted and available for downloading or review. TAMC also provides viewers the ability to watch their board meetings on demand on their website. Most of our partner agencies also have a "What's New" section on their web page to provide reviewing parties a quick way to read more about the latest developments.

Agency websites also provide a forum for graphic materials that assist viewers in visualizing programs and projects. The partner agency websites include:

1. Council of San Benito County Governments: [www.sanbenitocog.org](http://www.sanbenitocog.org)
2. Santa Cruz County Regional Transportation Commission: [www.sccrtc.org](http://www.sccrtc.org)
3. Transportation Agency for Monterey County: [www.tamcmonterey.org](http://www.tamcmonterey.org)
4. Association of Monterey Bay Area Governments: [www.ambag.org](http://www.ambag.org)
5. Monterey-Salinas Transit: [www.mst.org](http://www.mst.org)
6. Santa Cruz METRO: [www.scmttd.org](http://www.scmttd.org)
7. San Benito County Express: [www.sanbenitocountyexpress.org](http://www.sanbenitocountyexpress.org)

- **News Releases** – AMBAG and our partner agencies prepare and forward news releases to print and broadcast media of issues or events that affect the region, including proposed actions, notification of workshops, completion of major projects and legislative actions affecting the transportation planning and service providers. This is perhaps the most frequently used media outreach method. Board meeting highlights are also sent by two

agencies to media contacts as well as elected officials, advisory committees and a range of other interests in the county following each meeting.

- **Articles** in the weekly county business council distributions.
- **Press Conferences** – All of our partner agencies hold press conferences to focus press attention on newsworthy special events and occasions.
- **Radio and Television** Some of the Partners provide televised broadcasts of their Board meetings on community access television. Agencies also work with television and radio stations, special programs, and/or public access media within the region to interview and/or film special segments and upload webcasts/podcasts to spread the word about their agency and/or programs. For instance, AMBAG developed a video about the 2035 MTP/SCS prior to its adoption in 2014.
- **Newsletters, Brochures, and eNews** AMBAG and Partners use newsletters, brochures or eNews to provide information on their transportation programs and particular project development. News releases and eNews are often sent to entities for inclusion in their electronic newsletters.
- **Agency Reports** Several Partners prepare and distribute an annual agency report sent to a broad range of their constituents and planning partners. These reports serve to communicate to the public the agency’s accomplishments, revenue/expenditures and future directions.
- **Posters and Inserts** – Posters and inserts are generally used by our partner agencies to focus attention on a particular program.
- **Project Flyers and Folders** – Several of the Partners develop and distribute information flyers and/or folders at public workshops, meetings, community events, and other significant events. Some agencies are now preparing and distributing fact sheets on various projects, programs and agency information as a way to provide the most current information to the public. Many of the flyers and folders will also be printed in Spanish.
- **Advertising** Many of the Partners use advertising means, such as display ads in newspapers, outdoor advertisements on the sides of buses, “car cards” inside the buses, posters placed in high travel corridors, and business card-sized materials with web links or QR codes to capture people’s attention.
- **Online Social Media Networks** The RTPAs distribute information on their respective plans, programs and projects through online social media networks such as Facebook, Twitter and Nextdoor.
- **Mapping** – AMBAG provides internet users with access to regional planning data available through our website, such as statistical information for multiple geographies ranging from the neighborhood-level to the tri-county level. In addition, the AMBAG 2019 Title VI Plan includes a spatial analysis utilizing U.S. Census data and GIS on our Limited English Proficiency (LEP) populations within the Monterey Bay region. AMBAG and our partner agencies provide GIS mapping tools on each agency’s website and include display maps in planning documents to

help with project visualization. AMBAG's mapping tool can be found on our website at: <http://ambag.org/programs-services/gis>.

## 6. Bilingual Participation

The Monterey Bay region is home to a significant Spanish speaking population; therefore, AMBAG and our partner agencies employ a number of bilingual outreach methods to include participation of the Spanish speaking community. These methods could include:

- Publishing printed information regarding services, projects, programs and meetings in Spanish.
- Spanish language media in the distribution of news releases.
- Advertising public hearings, meetings, projects and programs in the Spanish language print, radio and television media.
- Providing simultaneous Spanish language translation services at meetings.
- Producing Spanish language website content and physical publications such as flyers.
- Providing language identification flashcards at public meetings.
- Ensure that transit contractors recruit bilingual (English/Spanish) personnel.

## 7. Response to Public Input

Timely response to public input is important to encourage public participation and ensure that agencies communicate that public input is valued.

Responses to public input are made directly when public input level permits, or a consolidated response is prepared for specific issues if the volume of public comment does not allow individual responses. Written responses to public or agency input are reported to the respective policy Board for information.

In some cases, as with the transportation plans and Transportation Improvement Program, when significant written and oral comments are received on the draft plan or program as a result of the public involvement process, a summary analysis and report on the disposition of comments is made and reported to the Board of Directors of the agency that received the comments or is approving the document.

## 8. Distribution of Final Documents

Final documents are available on agency websites or agency libraries. Members of the public can request a copy of our final documents from the appropriate agency. Written materials provided to a partner agency board of directors may also be available for review upon request.

## IV. PPP Procedures and Development Process

AMBAG's and the RTPA's *2019 Public Participation Plan (PPP)* aims to give the public ample opportunities for early and continuing participation in critical transportation projects, plans, and decisions, and to provide full public access to key decisions. Engaging the public early and often in the decision making process is critical to the success of any transportation plan or program, and is required by numerous state and federal laws.

### ***Preparation of the 2019 Public Participation Plan***

AMBAG initiated development of the plan by compiling information from various MPO's research and federal transportation regulation. Consultation with our partner agencies on their existing public participation and policy decision making processes was conducted throughout the PPP Process. AMBAG and the RTPAs also consulted with interested parties at the federal, state, regional, and local level to identify opportunities for improving or building upon existing practices. The Draft *2019 Public Participation Plan* will be circulated for public review and comment for minimum of 45 days.

### **The timeline for the 2019 PPP process is shown in Figure 4-1**

The passage of SB 375 resulted in changes in Government Code § 65080, which required an update to the Public Participation Plan. The specific requirements of SB 375 are discussed in detail in Section II, "Statutory and Regulatory Environments."

AMBAG and RTPAs (TAMC, SBtCOG and SCCRTC) worked together to restructure the *2019 Monterey Bay Area Public Participation Plan* to make the plan more useful for transportation decision making in the Monterey Bay region.

### ***Public Participation Plan Guiding Principles***

AMBAG and RTPAs established a set of activities and goals to achieve our guiding principles for the 2019 Public Participation Plan by creating a framework and action plan for each outreach goal. These goals are agencywide and are utilized and implemented in major plans and projects, including the Metropolitan Transportation Plan/Sustainable Communities Strategies, Regional Transportation Plans (RTP), Metropolitan Transportation Improvement Plan (MTIP) and Regional Transportation Improvement Plan (RTIP).

#### **1. Involvement**

Goal: Value public participation and promoting **broad based involvement** by members of the community.

Activity: In addition to having a list of stakeholders and working collaboratively with partner agencies, AMBAG and RTPAs will also interact and outreach to community groups within the Monterey Bay region, as input from a variety of perspectives helps to enhance the process. AMBAG and RTPAs structure their major planning initiatives and funding decisions to provide for meaningful opportunities to help shape outcomes. For example, because AMBAG's 2045 MTP/SCS is the blueprint for both new policies and investments for the Monterey Bay region,

updating and developing the MTP/SCS is one of the best projects for interested persons to get involved. The list of all groups, stakeholders and councilmembers can be found in Appendix D.

## 2. Opportunity

Goal: Provide varied **opportunities for public review and input**.

Activity: AMBAG and RTPAs will engage with partner agencies, committees, working groups, and the public to obtain comments and suggestions during the development of the MTP/SCS, MTIP, RTP and RTIP. When the drafts of major plans, programs, and documents are released, the public review periods for each document tend to vary from 30-60 days. AMBAG and RTPAs will announce these public review periods through various media outlets, thereby providing as many opportunities as possible for the public to read and provide comments on the drafts of our major documents to be implemented in the future. To find out more about our public participation practices by agency, please refer to Appendix B.

## 3. Environmental Justice

Goal: Treat all members of the public fairly, and **respect and consider all citizen input** as an important component of the planning and implementation process.

Activity: AMBAG and RTPAs plan to actively reach out to the traditionally underserved and underrepresented communities within the Monterey Bay region and enhance efforts to involve rural communities in all major transportation planning processes. AMBAG and the RTPAs will undertake specific strategies to involve all members of the general public in regional transportation planning and investment decisions. One size does not fit all as input from diverse perspectives enhances the process.

## 4. Engagement

Goal: Promote a **culture of dialogue and partnership** among residents, property owners, the business community, organizations, other interested citizens, and public officials.

Activity: Early engagement is best. Create support materials that are easy to understand and visually engaging in both print and electronic format and make them accessible at meetings and on AMBAG's website. Plan workshops and/or public hearings at convenient venues and times across the region and/or provide virtual participation if feasible; and ensure such events are fully accessible to the general public, including low income, minority, and rural communities, disabled and Limited English Proficiency (LEP) populations.

## 5. Involvement

Goal: **Involve underserved communities and local community groups**, as well as other organizations.

Activity: Make a greater effort to reach out to local community groups and smaller/rural communities that feel like they don't have a voice and involve them in the public participation process as much as possible. An open and transparent public participation process will help empower affected low income communities and communities of color to participate in the decision making process. Engaging interested persons in regional transportation issues is challenging, yet possible, by making it relevant, removing barriers to participation, and saying it simply.

## 6. Encouragement

Goal: **Encouraging active public participation** throughout the whole process.

Activity: Ask thought provoking questions in workshops and outreach meetings and engage audiences in strong discussions. Public participation is a dynamic activity that requires teamwork and commitment from all of the Monterey Bay region's agencies, from the regional level to the local level.

## 7. Communication

Goal: Providing communications and agency reports that are **clear, timely and broadly distributed**.

Activity: Make all types of communication clear, accessible, and easy to understand. Potential methods include: add a translation link in Spanish for Limited English Proficiency (LEP) citizens through a Google Translation Widget on websites, and distribute flyers, online notices, announcements and other materials in both English and Spanish as feasible to engage diverse populations. We will also provide hearing impaired and visually impaired citizens assistance in online and physical media distributions through physical outreach materials printed in larger font and in braille, upon request. Effective public outreach and involvement requires collaborating with regional local governments, stakeholders and advisory groups such as partner agencies.

## **2019 Public Participation Plan**

The *2019 Public Participation Plan* was developed by AMBAG in collaboration with RTPAs. The AMBAG Board of Directors is scheduled to release the *Draft 2019 Public Participation Plan* for public review in June 2019 and will hold a minimum of a 45-day comment period from June 12, 2019 through the August 21, 2019. A public hearing on the *Draft 2019 Public Participation Plan* is scheduled for August 14<sup>th</sup>, 2019 at the AMBAG Board of Directors meeting. Following is a list of the dates for the AMBAG and RTPAs:

- Draft Release Date For Public Comment
  - June 12, 2019: AMBAG
  - June 20, 2019: SCCRTC and SBtCOG
  - June 26, 2019: TAMC
- Public Hearing at Board Meeting
  - August 1, 2019: SCCRTC
  - August 14, 2019: AMBAG
  - August 15, 2019: SBtCOG
  - August 21, 2019: TAMC
- Close of Public Comment Period
  - August 21, 2019: All Agencies

### **Figure 4-1 shows the important dates for the PPP**

AMBAG and our partner agencies, building upon the work completed as part of the *2015 Monterey Bay Public Participation Plan*, circulated the preliminary Draft PPP to RTPAs advisory committees. Information about the *Draft 2019 Public Participation Plan* was circulated to stakeholder groups and interested parties who have expressed interest in the regional transportation planning process. A list of advisory committees and stakeholders who will receive notification about the availability of the *Draft 2019 Public Participation Plan* is included in Appendix D.

The *Draft 2019 Public Participation Plan* was also made available online on AMBAG's and RTPA's website, and was promoted through AMBAG's and RTPA's online media pages to target social network users.

The main differences between the *2015 Monterey Bay Public Participation Plan* and the *2019 Public Participation Plan* are:

- Expanding each of the seven guiding principles to show how to actively meet each of the goals and foster continued engagement with the public
- Incorporating LEP Populations within the Monterey Bay region into the Plan and creating a more inclusive public participation process. This will coordinate well with the LEP Plan, which will be included in our 2020 Title VI Plan.
- A timeline of the 2019 Public Participation Plan process from conception to execution (Figure 4-1)

- Updating and enhancing our online and visualization outreach strategies

The strategies identified in this Plan will be used by AMBAG and RTPAs during the update of our 2045 MTP/SCS and 2020 MTIP, as well as in each of the RTPAs' RTPs. This 2019 Public Participation Plan will supersede the 2015 Monterey Bay Public Participation Plan.

#### AMBAG 2019 Public Participation Plan Update - Draft Schedule

Date	Tasks/Objective	Due Dates
February and Early March 2019	Outreach to RTPAs by email and confirm point of contacts	3/4/2019
Early March 2019	Email Draft Schedule and Process to RTPAs	3/7/2019
March/April 2019	Email PPP to RTPAs document for changes/edits	3/19/2019
	Edits/Changes for Draft 2019 due on 4/12/2019 to AMBAG	4/12/2019
April/May/June 2019	<b>Present 2019 PPP Update Process to all RTPA TAC/SSTAC meetings and AMBAG Board:</b>	
	<i>4/18/19 - Present 2019 PPP Update Process at SCCRTC ITAC Meeting</i>	4/18/2019
	<i>5/2/19 - Present 2019 PPP Update Process at TAMC and SBtCOG TAC Meetings</i>	5/2/2019
	<i>5/24/19 - Present 2019 PPP Update Process at SBtCOG SSTAC</i>	5/24/2019
	<i>5/29/19 - Present 2019 PPP Update Process at TAMC/MST MAC</i>	5/29/2019
	<i>6/04/19 - Present 2019 PPP Update Process at SCCRTC E&amp;D TAC</i>	6/4/2019
June 2019	Present Draft 2019 PPP to Boards, Release Public Notice (70 days) and Start Public Comment Period	Open Comment Period on: 06/12/2019
	<i>June 12, 2019: AMBAG Board Meeting</i>	Close Comment Period on: 8/21/2019
	<i>June 20, 2019 - SCCRTC TPW and SBtCOG Board Meeting</i>	
	<i>June 26, 2019 - TAMC Board Meeting</i>	
August 2019	Public Hearing on 2019 PPP at AMBAG's August Board Meeting	8/14/2019
	<b>RTPAs to Also Hold Public Hearings (if using AMBAG PPP as their plan)</b>	
	August 1, 2019 - SCCRTC Public Hearing	8/1/2019
	August 15, 2019 - SBtCOG Public Hearing	8/15/2019
	August 21, 2019 TAMC Board Meeting	8/21/2019
	Summarize comments and make revisions to PPP	9/3/2019

Figure 4-1 (AMBAG, 2019)

## V. Interested Parties and Public Engagement

### ***Senate Bill 375 and Sustainable Communities Strategy (SCS) Public Outreach***

In addition to the required methods for public participation employed to seek public input on plans, programs and projects in the Monterey Bay region, AMBAG is required to undertake outreach defined in Senate Bill 375. This legislation requires that the transportation plans prepared by AMBAG be consistent with a Sustainable Communities Strategy (SCS) for achieving greenhouse gas emissions targets approved by the California Air Resources Board (CARB) for the region. AMBAG and our partner agencies coordinated to undertake the specific outreach strategies identified below in preparation for the *Moving Forward 2040 Monterey Bay Plan (or MTP/SCS)*, which was adopted in June 2018. For more information on specific outreach activities, please see Chapter 6 and Appendix D of the 2040 MTP/SCS.

### ***Engagement of Minority, Low Income, and Limited English Proficiency (LEP) Communities***

Pursuant Executive Order 13166 and FTA Circular 4703.1, AMBAG and RTPAs must strive to make more of a conscious effort to incorporate LEP populations within the Monterey Bay region in all regional and local planning projects and programs. This can be done by:

- Increasing publication of information in Spanish and other languages as necessary
- Establishing special bilingual committees
- Increasing outreach to Spanish-language media
- Assessing what is needed to expand cultural diversity at meetings

More information as to how AMBAG will conduct outreach to the LEP populations in our region can be found in the LEP Plan within the AMBAG 2018 Title VI Plan.

### ***Additional Methods for Public Participation***

In addition to the required methods and procedures for engaging public participation, our partner agencies in the Monterey Bay region may utilize some or all of the following optional methods to seek public input on plans, programs, projects and the regional Sustainable Communities Strategy. Methods chosen will depend on the size of the project or the anticipated level of community interest expressed after the initial outreach purpose and list of stakeholders are identified.

#### **1. Public Workshops and Public Meetings**

The purpose of public workshops and public meetings is to present information and obtain input from the public, usually on specific issues, policies, programs, plans or projects. Such meetings are held throughout the planning process and are tailored to specific issues or geographic areas. The Brown Act governs the general conduct of all public meetings, including public workshops.

For public workshops and meetings of particular interest to members of the community, the distribution of notices, agendas and materials via email and on websites is widely used. Public notice ads in local newspapers (online or printed) may also be used depending on the project.

## 2. Community Outreach Events and Strategies

Community activities are used to encourage public engagement in regional planning activities and goals. For example, several of the regional rideshare providers within the Monterey Bay region have worked with the Monterey Bay Unified Air Pollution Control District (MBUAPCD) to promote the annual Rideshare Week and Clean Air Month in the past.

MST and other rideshare agencies within the regional transportation network also attend community meetings, set up displays at Earth Day, at university/community college in-person registration periods, at transportation fairs at employers' work sites and job fairs, at community events, and sponsor related events such as Bike Week and Bike to Work Day. Other community outreach strategies may include:

- Working with community based organizations to enhance outreach, either through direct contact or through the release of Request for Proposals (RFPs) as funding allows
- Incorporating visualization techniques and interactive activities into planning and programming processes
- Outreach through disadvantaged communities, especially in underserved areas of the Monterey Bay region
- Using health services programs to combine outreach efforts
- Working with leadership groups in each county to educate a broader audience of community leaders about transportation issues
- Targeting large employers and colleges/universities
- Holding public hearings and/or focus group meetings outside of typical work hours and at more convenient locations to provide a wider range of public meeting times and multiple locations in each jurisdiction
- Hosting meetings in facilities that are already established activity centers, such as senior centers
- Provide information at high-traffic locations such as Farmer's Markets, First Friday Art Gatherings, neighborhood block parties and parades.
- Increase involvement with local schools including parent groups and charter schools.

## 3. Other Activities

AMBAG and RTPAs also use other public involvement methods as appropriate, including:

- **Public Opinion Surveys** – Public opinion or attitude surveys are used to assess public attitudes or to obtain socioeconomic or demographic information for specific purposes. Electronic deliberative polling and charettes may be employed at meetings to provide instant feedback from the public regarding opinions and attitudes to proposed plans, policies and projects.

- **Stakeholder Meetings** – In the development of special studies, our partner agencies may hold meetings with affected stakeholders to gain their perspective and insights on the study subject.
- **Open Houses** - In an open house, one-to-one exchanges between the public and policy makers and/or staff take place in an informal setting. Members of the public ask questions, express concerns, react to proposed plans and policies and make suggestions.
- **Conferences** – Some partner agencies have hosted conferences on transportation issues for educational purposes, soliciting media coverage, and/or soliciting input on specific funding topics.
- **Speaker’s Bureau** – Designed to have people on staff able to visit various community and interest groups, several agencies employ this method to discuss their agency, its purpose, and upcoming projects/programs/issues.
- **Expert Panels** - Individuals with specific expertise, with or without a stake in the outcome of the process, are invited to sit on expert panels to provide advice to staff on policy and technical issues in an informal, roundtable setting.
- **Focus Groups** – Agencies conduct periodic Focus Groups to determine detailed public opinion on transportation topics in the county or reports written by the agency and transportation in the county.
- **Ribbon Cuttings and Ground Breakings** – Agencies hold ceremonies to commemorate the opening of a new project or the beginning of construction. This provides a great opportunity to demonstrate agency accomplishments to the public.

***Additional Strategies to Increase Involvement***

Although the listing at the beginning of this section provides a summary of the procedures and methods currently used by AMBAG and RTPAs to provide information on their transportation planning processes in the region, each of these methods has varying levels of success, depending on the agency and its constituents. Some of the following methods were particularly successful in eliciting public participation into the transportation arena:

- Agency websites and web postings (such as eNews, videos, visual graphics and blogs)
- Extensive email distribution lists
- Flyers/inserts in paychecks, bills, or other mailers
- Collaborative outreach with other agencies
- Online and mail-in surveys
- Targeted focus group or community meetings
- Interviews on the radio
- Presentations at standing events
- Public service announcements

In addition to these successful methods, the list below incorporates potential methods AMBAG and RTPAs will work to incorporate into their transportation planning, programming and service delivery projects.

## **1. Marketing and Visualization Strategies**

- Online publication and web based comment of plans/programs, including an increased use of illustrations on agency websites and on affiliated social media networks, such as Twitter, Facebook and Nextdoor
- Increased emphasis on public access television, radio and internet radio
- Coordinated media stories between partner agencies and media outlets
- Prepare weekly or monthly transportation column in local newspapers or newsletters
- Develop public service announcements for distribution
- Write articles for company newsletters and special interest publications
- Target marketing/notices highlighting how planning documents may impact them
- Broadcast hearings on the internet, through webcasts and drone overviews
- Distribute electronic neighborhood newsletters
- Use newspaper articles and active communication with published news sources
- “Word of mouth” is most effective, through direct phone calls and e-mails
- Use direct communication and website information
- Use of video on websites like YouTube, Vimeo and others
- Tap into crowdsourcing and news group opportunities for public opinion

## **2. Coordination Strategies**

- Better incorporation between transportation and land use programs and policies
- Establish special commissions/task forces to engage the public in a less formal setting on certain topics
- Notify and make presentations to other government agencies about high priority projects and to publicize upcoming topical meetings
- Provide thorough explanations of the proposals or project needs in an easy to understand method

## **3. Feedback and Evaluation Strategies**

- Constituent survey requesting feedback on their notification preferences
- Follow up with contacts after each public input is received to ensure participants that their efforts are meaningful and are appreciated

## **4. Language Assistance Strategies**

- Provide outreach materials in larger fonts and in braille at public outreach meetings for the visually impaired populations upon request

- Upload audio recordings of the public outreach meetings on our website for our hearing impaired populations
- Ensure all public meetings are held in wheelchair accessible locations to comply with ADA standards and accommodate the physically disabled populations
- Offer translation services online and in printed outreach materials. The Google Translator widget for instance is a potentially great tool that can be used on agency websites that is cost effective and helpful to residents

These strategies are not an exclusive summary of what could be done in the Monterey Bay region, but a list of what AMBAG and RTPAs believe could further enhance public outreach in our region. As our mission statement entails, AMBAG strives to provide “strategic leadership and services to analyze, plan and implement regional policies for the benefit of the Counties and Cities of Monterey, San Benito and Santa Cruz, balancing local control with regional collaboration.”

By updating the PPP, AMBAG and the RTPAs hope to achieve broad public participation on the various transportation planning, programming and project implementation activities within the region.

## VI. Accountability

The 2019 Public Participation Plan has been adopted by AMBAG, TAMC, SBtCOG and SCCRTC. The participation procedures, strategies and goals incorporated into this Public Participation Plan are intended to provide interested parties with reasonable opportunities for involvement in transportation planning, programming and project implementation in the region.

The *2019 Public Participation Plan* contains a comprehensive list of interested parties to encourage participation among a diverse range of stakeholders and community groups. AMBAG is required to comply with state and local legislation in the development of its MTPs and MTIPs. RTPAs are required to comply with state and federal legislation in the development of their RTPs and RTIPs. AMBAG is specifically required to consult with agencies and officials responsible for other planning activities within the region that are affected by AMBAG's MTP/SCS and MTIP (including, as appropriate, state and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation).

The *2019 Public Participation Plan* is intended to act as a guide for the public participation process. The Plan will be reviewed biennially to determine its effectiveness in meeting a full and open participation process in transportation planning, programming and service delivery need.

The *2019 Public Participation Plan* will also be considered as a mandated document that requires AMBAG to continue its commitment to involve minority, low income and Limited English Proficiency (LEP) communities by sharing this Public Participation Plan with these populations and staying connected with current stakeholders and local community groups who represent these populations on an ongoing basis.



## Staff Report

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To: Council of San Benito County Governments  
From: Regina Valentine, Transportation Planner Phone: (831) 637-7665 x 205  
Date: June 20, 2019  
Subject: **Social Services Transportation Advisory Council Membership**

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### Recommendation:

**REAPPOINT** Mr. Jim Parker and Ms. Ann C. Ross to the Social Services Transportation Advisory Council

### Summary:

Staff is recommending reappointment of members to the Social Service Transportation Advisory Council (SSTAC). Per Public Utilities Code, the candidates for membership will be serving on SSTAC as a "potential transit users, sixty years of age or older" and a "concerned citizens with interest in transportation."

### Financial Impact:

There is no financial impact.

### Background:

SSTAC members are appointed by the Council of Governments (COG) Board of Directors. 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).

COG strives to achieve a balanced geographic and minority representation when appointing committee members. This committee consists of 10 members, including:

- One representative of potential transit users who are 60 years of age or older;
- One representative of potential transit users who are disabled;
- Two representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists;
- Two representatives of a local social service for persons with disabilities, including one representative of a social service transportation provider, if one exists;
- One representative of a local social service provider for persons of limited means;
- Two representatives for the Consolidated Transportation Services Agency, if one exists, including one representative from an operator, if one exists;
- One concerned citizen who has expressed interest in social service transportation.

## Staff Analysis

Staff recommends that the COG Board reappoint Mr. Jim Parker and Ms. Ann C. Ross to the SSTAC. Each member of SSTAC has a term of three years and is eligible for reappointment at the end of their term. The two members before the Board for consideration are seeking reappoint as they currently participate on SSTAC:

- Mr. Jim Parker would continue to serve on SSTAC as a “representative of potential transit users, sixty years of age or older.” Mr. Parker is a part-time employee of the Community Foundation for San Benito County and has expressed interest in an express bus service from San Benito County to Silicon Valley.
- Ms. Ann C. Ross would continue to serve on SSTAC as a “representative of concerned citizens with interest in transportation.” Ms. Ross currently serves as a representative on the Community Action Board and has served on the San Benito County Civil Grand Jury. She is interested in transportation as it was part of her area of responsibility while serving in the U.S. Navy.

Staff greatly appreciates the dedication the above members have provided to SSTAC and looks forward to working with them further if reappointed.

Executive Director Review: \_\_\_\_\_

Counsel Review:       N/A      

Supporting Attachment:       Membership Applications



**COUNCIL OF SAN BENITO COUNTY GOVERNMENTS  
SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC)  
APPLICATION FOR APPOINTMENT**

The San Benito County Social Service Transportation Advisory Council (SSTAC) advises the Council of San Benito County Governments (COG) on matters related to transportation accessibility for the elderly, the disabled, and persons of limited means. Members are recruited and appointed by the COG Board to provide a broad representation of social services and transit providers in San Benito County. COG strives to achieve a balanced geographic and minority representation with its members.

If you are interested in serving on SSTAC, please complete this application and include any additional information in the section provided at the end and return it to: Council of San Benito County Governments, Attention: SSTAC Membership, 330 Tres Pinos Road, Suite C7, Hollister, CA 95023.

Name: Jim Parker

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Length of Residence in San Benito County: 32

Occupation: substitute teacher Company: -

Do you currently, or have you ever, used County Express services? If yes, please indicate which services (i.e. Fixed Route, Caltrain Service, Dial-a-Ride, etc.)

Yes  No

How did you hear about SSTAC?  
current member

Please list past and present membership in community organizations, beginning with the most recent:

<u>Dates</u>	<u>Organization</u>	<u>Position</u>	<u>Address</u>
<u>2005 - Present</u>	<u>VFW</u>	<u>-</u>	<u>-</u>

To help us better understand your interests and qualifications, please answer the following questions. You may attach additional pages, if necessary.

Why are you interested in participating on SSTAC for San Benito County?  
Community Transit a keen interest

What concerns and/or interests do you feel you represent for the San Benito County community?  
65+ years; Veterans



**COUNCIL OF SAN BENITO COUNTY GOVERNMENTS  
 SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC)  
 APPLICATION FOR APPOINTMENT**

What expertise do you feel you can offer to SSTAC?

Former commutes to Silicon Valley; Former Director of Grants at Community Foundation

Please describe any experience you have had serving on an advisory committee.

Grants Committee - CFFSBC  
Director Sunnyslope Water District

Select the group you will be representing. Please select only one.

- Representative of potential transit users sixty years of age or older
- Representative of potential transit users who are disabled
- Representative of concerned citizens from the community
- Representative of the local social service providers for seniors  
Agency Name: \_\_\_\_\_
- Representative of the local social service providers for disabled  
Agency Name: \_\_\_\_\_
- Representative of the local social service providers for persons of limited means  
Agency Name: \_\_\_\_\_
- Representative of the local consolidated transportation service agency  
Agency Name: \_\_\_\_\_

I certify that the above information is true and correct and I authorize the verification of the information in the application in the event I am a finalist for the appointment.

[Signature]  
 Signature

6/7/2019  
 Date

Appointments will be considered at a Council of San Benito County Governments Board of Directors meeting. Any information you submit on your application will become a matter of public record.

Submit application to:

Council of San Benito County Governments  
 Attention: SSTAC Membership  
 330 Tres Pinos Road, Suite C7  
 Hollister, CA 95023



**COUNCIL OF SAN BENITO COUNTY GOVERNMENTS  
 SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC)  
 APPLICATION FOR APPOINTMENT**

The San Benito County Social Service Transportation Advisory Council (SSTAC) advises the Council of San Benito County Governments (COG) on matters related to transportation accessibility for the elderly, the disabled, and persons of limited means. Members are recruited and appointed by the COG Board to provide a broad representation of social services and transit providers in San Benito County. COG strives to achieve a balanced geographic and minority representation with its members.

If you are interested in serving on SSTAC, please complete this application and include any additional information in the section provided at the end and return it to: Council of San Benito County Governments, Attention: SSTAC Membership, 330 Tres Pinos Road, Suite C7, Hollister, CA 95023.

Name: Ann C. Ross

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Length of Residence in San Benito County: 17 yrs

Occupation: retired ~~com~~ Community Activist / Veteran Company: SBC / US Navy

Do you currently, or have you ever, used County Express services? If yes, please indicate which services (i.e. Fixed Route, Caltrain Service, Dial-a-Ride, etc.)

Yes  No

How did you hear about SSTAC?  
I am the appointed Incumbent

Please list past and present membership in community organizations, beginning with the most recent:

<u>Dates</u>	<u>Organization</u>	<u>Position</u>	<u>Address</u>
	<u>Sunnyslope County Water Board</u>	<u>Director</u>	<u>Airline Hwy</u>
	<u>CASA, CAD, COC, Rotary</u>	<u>Grand Jury</u>	

To help us better understand your interests and qualifications, please answer the following questions. You may attach additional pages, if necessary.

Why are you interested in participating on SSTAC for San Benito County?  
Social Services are an interest to me in all forms

What concerns and/or interests do you feel you represent for the San Benito County community?  
Logistics, Customer Service, Cost Savings, Legislation and well-being of County citizens



**COUNCIL OF SAN BENITO COUNTY GOVERNMENTS  
 SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC)  
 APPLICATION FOR APPOINTMENT**

What expertise do you feel you can offer to SSTAC?

Transportation Logistics Ed, MBA, MS Management

Please describe any experience you have had serving on an advisory committee.

Leadership positions in the community organizations  
 previously listed

Select the group you will be representing. Please select only one.

- Representative of potential transit users sixty years of age or older
- Representative of potential transit users who are disabled
- Representative of concerned citizens from the community
- Representative of the local social service providers for seniors

Agency Name: \_\_\_\_\_

- Representative of the local social service providers for disabled

Agency Name: \_\_\_\_\_

- Representative of the local social service providers for persons of limited means

Agency Name: \_\_\_\_\_

- Representative of the local consolidated transportation service agency

Agency Name: \_\_\_\_\_

I certify that the above information is true and correct and I authorize the verification of the information in the application in the event I am a finalist for the appointment.

Signature 

Date 6/12/2019

Appointments will be considered at a Council of San Benito County Governments Board of Directors meeting. Any information you submit on your application will become a matter of public record.

Submit application to:

Council of San Benito County Governments  
 Attention: SSTAC Membership  
 330 Tres Pinos Road, Suite C7  
 Hollister, CA 95023



Agenda Item: \_\_\_\_\_

*P: 831-637-7665  
F: 831-636-4160  
E: info@sanbenitocog.org*

## Staff Report

---

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

---

### **Staff Recommendation:**

**APPROVE** FY 2019/20 Council of Governments Final Budget.

### **Summary:**

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

### **Financial Considerations:**

The Council of Governments Final Budget – FY 2019/20 totals \$4.07 million. This Final 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 Final Budget includes direct expenditures for the various upcoming projects and programs as reflected in the FY 2019/20 Final Overall Work Program. Administration and Services and Supplies are also included to support those projects and programs.

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

The Final 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 Final 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 Final Budget is included along with COG’s Final Budget, but has separate fund and account numbers.

In summary, the Council of Governments Final 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 Final Budget.

Executive Director Review: \_\_\_\_\_

Counsel Review:  N/A

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





**SBCOG**

*Council of  
San Benito  
County Governments*

**Council of San Benito County Governments**

**Final Budget  
Fiscal Year 2019/2020**

*Prepared and Compiled by:*

**Kathy Postigo**  
Administrative Services Specialist

**Contact Information:**

330 Tres Pinos Road, Suite C 7  
Hollister, California 95023  
(831) 637-7665  
[www.SanBenitoCOG.org](http://www.SanBenitoCOG.org)

**COUNCIL OF SAN BENITO COUNTY  
GOVERNMENTS  
FINAL BUDGET  
FISCAL YEAR 2019/2020**

*Published by Order of the:*  
**Board of Directors**

**Anthony Botelho**  
County of San Benito

**Cesar Flores**  
City of San Juan Bautista

**Ignacio Velazquez**  
City of Hollister

**Marty Richman**  
City of Hollister

**Jim Gillio**  
County of San Benito

**Executive Director**  
Mary Gilbert

*Prepared and  
Compiled by:*  
**Kathy Postigo**  
Administrative Services Specialist

**Approved: June 20, 2019**  
**Contact Information:**  
330 Tres Pinos Road, Suite C 7  
Hollister, California 95023  
(831) 637-7665

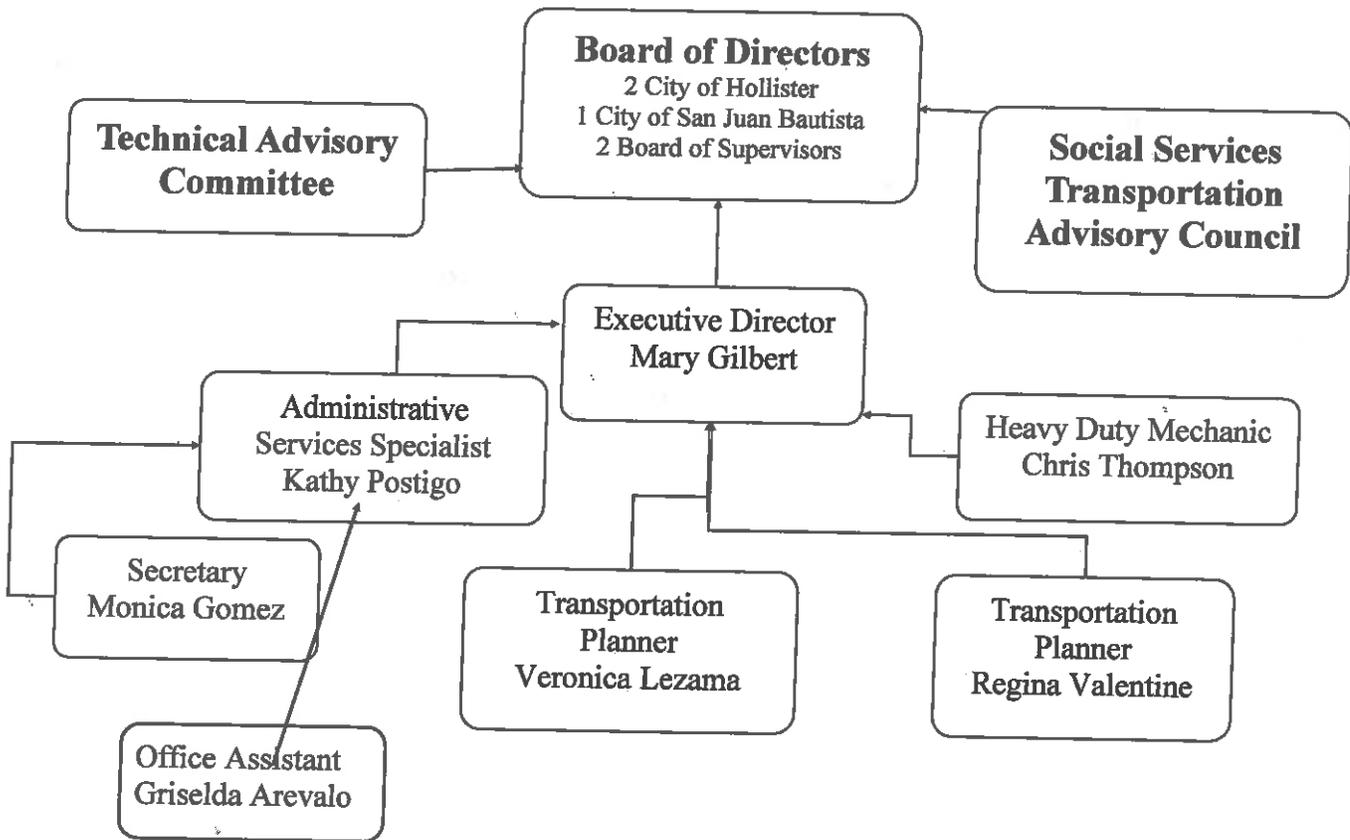
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# Council of San Benito County Governments Organizational Chart

Council of San Benito County  
Governments  
(RTPA)

San Benito County Local  
Transportation Authority  
(CTSA)



## **Council of San Benito County Governments Advisory Committees**

### **Technical Advisory Committee**

Mary Gilbert, Executive Director	Council of Governments
John Guertin, Director of Resource Management Agency	San Benito County
Danny Hillstock, City Engineering Manager	City of Hollister
Mary Paxton, City of Hollister Development Services	City of Hollister
Jill Morales, Regional Planner	Caltrans
Heather Adamson, Director of Planning	AMBAG
Scott Parker, Captain	California Highway Patrol
Michaele LaForge, City Manager	City of San Juan Bautista

### **Social Services Transportation Advisory Committee**

Mary Margaret Bilich, Chair	Disabled Transit User
Jim Parker, Vice Chair	Public
Leona Medearia-Peacher, Member	MV Transportation
Pauline Valdivia, Member	Jovenes de Antaño
Ester Alva	CSWD - Limited Resources
Clay Kempf, Member	Area Agency on Aging
Ann Ross, Member	Public

### **Bicycle and Pedestrian Advisory Committee**

Cathy Buck	Danny Hillstock	Scott Parker
John Teliha	Valerie England	



**Mission:**

*The Council of San Benito County Governments 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.*

**Executive Summary**

The Council of San Benito County Governments is designated as the Regional Transportation Planning Agency for the San Benito County region. As such, the Council of Governments plans and finances transportation projects and programs of regional importance. Projects include bicycle and pedestrian facilities, highways, local streets and roads, transit, and ridesharing and vanpooling.

This Budget continues the goal of prudent and conservative fiscal management. While reserves have been used in the past to bridge a short-term budget gap, this Budget relies on adequate revenues to match only necessary expenditures.

***Budget Goals and Objectives***

The Council of San Benito County Governments' goals and objectives for the FY 2019/2020 Budget are to continue funding the federal and state transportation plans and programs and coordinate with various federal, state, regional and local agencies on transportation projects and programs.

Additionally, the Budget continues the approach of conservative funding scenarios and realistic expenditures. Conservative funding estimates allow the agency to realistically balance the budget without assuming potential revenue streams. Grant applications which are pending a decision are not included in the Budget and will only be amended into the Budget upon award.

***Work Program***

Highlights of the FY 2018/2019 Council of San Benito County Governments Budget include:

- ✓ Regional Planning & Coordination
- ✓ Financing & Project Delivery
- ✓ Transit Planning and Operations
- ✓ Active Transportation

***Staffing***

There has been no staffing changes from the 2018/2019 budget.

***Budget Detail***

The FY 2019/2020 Budget includes several budget accounts. These separate accounts make up the total of the Council of Governments Budget. These accounts include:

- State Transit Assistance
- Local Transportation Fund
- Rideshare Program
- Council of Governments Administration
- Highway 25 Safety
- Vanpool Program
- Transportation Planning State Subvention

Also included in with these budgets is the Measure G Budget.

Each account includes a line item detail which shows expenditures in Personnel, Services and Supplies, Contracts, Capital, and Other. The Revenue Summary in each account shows the funding source for those proposed expenditures. A section is included which shows Revenues vs. Expenditures. The comparison is shown to allow the reader to see how revenues and expenditures match.

In addition, the Budget shows detailed information about the previous year budget with anticipated revenue receipts and expenditure expectations to June 30, 2019. The Budget also includes a column with anticipated revenues for the next budget year, FY 2020/2021. Finally, the Budget includes a column showing the variance between the proposed budget and the previous year adopted budget.

***Expenditure Summary***

The Council of Governments total budget for FY 2019/2020 is \$4,074,237. This budget reflects fund transfers in the amount of \$3.37 million and \$437,134 for planning activities. The amount being expended for COG Administration is \$299,910 from the Transportation Development Act.

The FY 2019/2020 Council of Governments Budget increased by 18.7 percent compared to the FY 2018/2019 Budget. This is attributed mainly to the State of Good Repair Grants Program which was part of the Senate Bill 1. It provides additional revenue for transit infrastructure repair and service improvements. Also the increase of State Transit Assistance funds.

The largest expenditures are in funding the Local Transportation Authority's public transit operations, funding local streets and road rehabilitation and maintenance needs, and funding staff positions for planning work.

The Council of Governments Budget includes claims made by the Local Transportation Authority for public transit operations. A total of \$1,520,385 is proposed for this Transportation Development Act claim. There is a set-aside of \$1,608,886 to be paid to Hollister, San Juan Bautista, and San Benito County for local streets and roads needs. The last major expense is in funding staff for planning and administrative purposes, \$437,134.

***Revenue Summary***

Revenues in the FY 2019/2020 Budget total \$13,350,073. Revenues have increased over the previous fiscal year due to carryover of non-requested allocations.

In FY 2019/2020, the Council of Governments Budget estimates revenue of \$565,393 in State Transit Assistance funds. These funds will be claimed by the Local Transportation Authority through the Transportation Development Act process.

Local Transportation Funds are provided to the Council of Governments under the Transportation Development Act. These funds are generated locally through a ¼ cent sales tax. The estimated revenue for these funds is \$1,930,820.

Other significant revenue sources include the Planning, Programming, and Monitoring (PPM), Rural Planning Assistance, and Regional Surface Transportation Program, and other grant specific funds. Estimates for these funds decrease slightly as the previous fiscal year as not receiving Planning, Programming and Monitoring fund in 2019/2020.

***Budget Summary***

The Council of Governments FY 2019/2020 Budget is balanced. The Budget supports the policies of the Board of Directors to complete projects and plan for the transportation needs of the community. There is no need to pull from reserves in this Budget.

**COUNCIL OF SAN BENITO COUNTY  
GOVERNMENTS**

**FINAL BUDGET**

**FISCAL YEAR 2019/2020**

**COUNCIL OF GOVERNMENTS  
FINAL 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
<b>Local Transportation Fund (627.95.7310)</b>					
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
<b>Total</b>	<b>5,662,754</b>	<b>6,631,253</b>	<b>7,461,775</b>	<b>6,808,870</b>	<b>1,799,021</b>
<b>Transportation Planning State Subvention (628.95.7390)</b>					
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 RCTP (TPM Framework)	66,446	66,446	-	-	(66,446)
551.401 SB1 Sustainable 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	-
<b>Total</b>	<b>4,569,766</b>	<b>5,836,054</b>	<b>4,703,564</b>	<b>4,544,746</b>	<b>133,798</b>
<b>State Transit Assistance (627.95.7300)</b>					
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	-
<b>Total</b>	<b>523,238</b>	<b>601,557</b>	<b>788,986</b>	<b>495,950</b>	<b>265,748</b>
<b>COG Administration (628.95.7340)</b>					
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
<b>Total</b>	<b>233,639</b>	<b>224,645</b>	<b>299,910</b>	<b>216,255</b>	<b>66,271</b>
<b>Rideshare Fund (627.95.7330)</b>					
556.310 CMAQ Rideshare	-	-	-	-	-
570.012 Donations/Balance	3,500	2,627	3,127	3,000	(373)
<b>Total</b>	<b>3,500</b>	<b>2,627</b>	<b>3,127</b>	<b>3,000</b>	<b>(373)</b>
<b>Hwy 25 Safety (628.95.7360)</b>					
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)
<b>Total</b>	<b>670,226</b>	<b>397,371</b>	<b>340,371</b>	<b>90,371</b>	<b>(329,855)</b>
<b>Vanpool Administration Account (628.95.7370)</b>					
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
<b>Total</b>	<b>45,151</b>	<b>50,203</b>	<b>51,350</b>	<b>54,055</b>	<b>6,199</b>
<b>*TOTAL COG REVENUES</b>	<b>11,475,535</b>	<b>13,520,265</b>	<b>13,350,073</b>	<b>11,996,991</b>	<b>1,874,538</b>
<b>Measure G (634.95.7391)</b>					
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	-
<b>TOTAL MEASURE G REVENUES</b>	<b>-</b>	<b>-</b>	<b>6,737,000</b>	<b>8,172,000</b>	<b>6,737,000</b>

\*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 -  
Final 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
<b>EXPENDITURE DESCRIPTION</b>					
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
<b>TOTAL EXPENDITURES</b>	<b>3,335,216</b>	<b>3,957,119</b>	<b>4,074,237</b>	<b>3,228,117</b>	<b>739,021</b>
<b>REVENUES</b>					
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
<b>TOTAL REVENUES</b>	<b>11,709,174</b>	<b>13,742,937</b>	<b>13,649,083</b>	<b>12,214,146</b>	<b>1,939,909</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>3,335,216</b>	<b>3,957,119</b>	<b>4,074,237</b>	<b>3,228,117</b>	<b>739,021</b>

**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**

**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  
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
<b>Personnel</b>					
610.101 Salaries	-	-	-	-	-
619.226 Administrative Support	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Services and Supplies</b>					
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	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Contracts</b>					
619.250 Special Dept Expense - Contracts	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Capital</b>					
650.304 Furniture and Fixtures	-	-	-	-	-
650.302 Equipment other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Other</b>					
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
<b>Total</b>	185,200	601,557	788,986	495,950	603,786
<b>TOTAL PROPOSED BUDGET</b>	<b>185,200</b>	<b>601,557</b>	<b>788,986</b>	<b>495,950</b>	<b>603,786</b>

**COUNCIL OF GOVERNMENTS - STATE TRANSIT ASSISTANCE  
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
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
<b>TOTAL REVENUE</b>	<b>523,238</b>	<b>601,557</b>	<b>788,986</b>	<b>495,950</b>	<b>265,748</b>
<b>TOTAL BUDGET</b>	<b>185,200</b>	<b>601,557</b>	<b>788,986</b>	<b>495,950</b>	<b>603,786</b>

**EXPENDITURES**

Personnel	-	-	-	-	-
Services & Supplies	-	-	-	-	-
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other (LTA)	185,200	601,557	788,986	495,950	603,786
<b>TOTAL EXPENDITURES</b>	<b>185,200</b>	<b>601,557</b>	<b>788,986</b>	<b>495,950</b>	<b>603,786</b>

**REVENUES**

Revenues	523,238	601,557	788,986	495,950	265,748
<b>TOTAL REVENUES</b>	<b>523,238</b>	<b>601,557</b>	<b>788,986</b>	<b>495,950</b>	<b>265,748</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>185,200</b>	<b>601,557</b>	<b>788,986</b>	<b>495,950</b>	<b>603,786</b>

FUND BALANCE	-
DESIGNATED FUND BALANCE	-
UNDESIGNATED FUND BALANCE	-

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

**BUDGET NOTES**

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

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

EXPENDITURE DESCRIPTION	EXPENDITURES				
	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
<b>Personnel</b>					
610.101 Salaries	-	-	-	-	-
619.226 Administrative Support	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Services and Supplies</b>					
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	-	-	-	-	-
619.184 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	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Contracts</b>					
619.250 Special Dept Expense - Contracts	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Capital</b>					
650.304 Furniture and Fixtures	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Other</b>					
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
<b>Total</b>	1,368,348	1,145,714	1,890,726	1,663,371	522,378
<b>TOTAL PROPOSED BUDGET</b>	<b>1,368,348</b>	<b>1,145,714</b>	<b>1,890,726</b>	<b>1,663,371</b>	<b>522,378</b>

**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
<b>TOTAL REVENUE</b>	<b>5,662,754</b>	<b>6,631,253</b>	<b>7,461,775</b>	<b>6,808,870</b>	<b>1,799,021</b>

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
<b>EXPENDITURES</b>					
Personnel	-	-	-	-	-
Services & Supplies	-	-	-	-	-
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other (Operating Transfers out)	1,368,348	1,145,714	1,890,726	1,663,371	522,378
<b>TOTAL EXPENDITURES</b>	<b>1,368,348</b>	<b>1,145,714</b>	<b>1,890,726</b>	<b>1,663,371</b>	<b>522,378</b>
<b>REVENUES</b>					
Revenues	\$5,662,754	\$6,631,253	7,461,775	\$6,808,870	1,799,021
<b>TOTAL REVENUES</b>	<b>5,662,754</b>	<b>6,631,253</b>	<b>7,461,775</b>	<b>6,808,870</b>	<b>1,799,021</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>1,368,348</b>	<b>1,145,714</b>	<b>1,890,726</b>	<b>1,663,371</b>	<b>522,378</b>

<b>FUND BALANCE</b>	<b>5,571,049</b>
<b>DESIGNATED FUND BALANCE</b>	<b>2,422,595</b>
<b>UNDESIGNATED FUND BALANCE</b>	<b>3,148,453</b>

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

**BUDGET NOTES**

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

**COUNCIL OF GOVERNMENTS - RIDESHARE PROGRAM  
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
<b>Personnel</b>					
610.101 Salaries	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Services and Supplies</b>					
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	-	-	-	-	-
<b>Total</b>	3,500	2,500	3,127	3,000	(373)
<b>Contracts</b>					
619.250 Special Dept Expense - Contracts	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Capital</b>					
650.302 Equipment other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Other</b>					
649.32 Operating Transfers	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>TOTAL PROPOSED BUDGET</b>	<b>3,500</b>	<b>2,500</b>	<b>3,127</b>	<b>3,000</b>	<b>(373)</b>

**COUNCIL OF GOVERNMENTS - RIDESHARE PROGRAM  
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
556310 CMAQ Rideshare Donations/Carry over	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>3,500</b>	<b>2,627</b>	<b>3,127</b>	<b>3,000</b>	<b>(373)</b>

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
<b>EXPENDITURES</b>					
Personnel	-	-	-	-	-
Services & Supplies	3,500	2,500	3,127	3,000	(373)
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>3,500</b>	<b>2,500</b>	<b>3,127</b>	<b>3,000</b>	<b>(373)</b>
<b>REVENUES</b>					
Revenues	3,500	2,627	3,127	3,000	-\$373
<b>TOTAL REVENUES</b>	<b>3,500</b>	<b>2,627</b>	<b>3,127</b>	<b>3,000</b>	<b>(373)</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>3,500</b>	<b>2,500</b>	<b>3,127</b>	<b>3,000</b>	<b>(373)</b>

FUND BALANCE	-
DESIGNATED FUND BALANCE	-
UNDESIGNATED FUND BALANCE	-

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

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

**COUNCIL OF GOVERNMENTS - ADMINISTRATION  
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
<b>Personnel</b>					
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
<b>Total</b>	<b>108,054</b>	<b>108,575</b>	<b>177,233</b>	<b>109,100</b>	<b>69,179</b>
<b>Services and Supplies</b>					
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	-
<b>Total</b>	<b>77,965</b>	<b>73,905</b>	<b>92,607</b>	<b>78,135</b>	<b>14,642</b>
<b>Contracts</b>					
619.250 Special Dept. Expense - Contracts	43,000	37,545	25,450	16,000	(17,550)
<b>Total</b>	<b>43,000</b>	<b>37,545</b>	<b>25,450</b>	<b>16,000</b>	<b>(17,550)</b>
<b>Capital</b>					
650.302 Equipment other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other</b>					
640.320 OPEB Charges	-	-	-	-	-
645.704 Retiree medical	4,620	4,620	4,620	13,020	-
<b>Total</b>	<b>4,620</b>	<b>4,620</b>	<b>4,620</b>	<b>13,020</b>	<b>-</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>233,639</b>	<b>224,645</b>	<b>299,910</b>	<b>216,255</b>	<b>66,271</b>

**COUNCIL OF GOVERNMENTS - ADMINISTRATION  
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
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
<b>TOTAL REVENUE</b>	<b>233,639</b>	<b>224,645</b>	<b>299,910</b>	<b>216,255</b>	<b>66,271</b>

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
<b>EXPENDITURES</b>					
Personnel	108,054	108,575	177,233	109,100	69,179
Services & Supplies	77,985	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	-
<b>TOTAL EXPENDITURES</b>	<b>233,639</b>	<b>224,645</b>	<b>299,910</b>	<b>216,255</b>	<b>66,271</b>
<b>REVENUES</b>					
Revenues	233,639	224,645	299,910	216,255	66,271
<b>TOTAL REVENUES</b>	<b>233,639</b>	<b>224,645</b>	<b>299,910</b>	<b>216,255</b>	<b>66,271</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>233,639</b>	<b>224,645</b>	<b>299,910</b>	<b>216,255</b>	<b>66,271</b>
<b>FUND BALANCE</b>					
<b>DESIGNATED FUND BALANCE</b>					
<b>UNDESIGNATED FUND BALANCE</b>					

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

**BUDGET NOTES**

	Proposed Budget FY 19/20
<b>Personnel</b> Personnel includes salaries, administrative support, and professional services. These include regular staff salaries, and temporary help. Administrative support is the Board of Directors compensation.	
<b>Total</b>	<b>177,233</b>
<b>Services and Supplies</b> 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	
<b>Total</b>	<b>92,607</b>
<b>Contracts</b> Contracts include the cost of the outside financial audit and triennial performance audit. Frazier Lake ALUC report \$20,000	
<b>Total</b>	<b>25,450</b>
<b>Capital</b> No capital requested	
<b>Total</b>	<b>-</b>
<b>Other</b> Other includes COG's share of cost for current employees retirement benefits (OPEB - Other Post Employee Benefits).	
<b>Total</b>	<b>4,620</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>299,910</b>

**COUNCIL OF GOVERNMENTS - HIGHWAY 25 SAFETY PROJECT  
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
<b>Personnel</b>						
610.101	Salaries	-	-	-	-	-
619.226	Administrative Support	-	-	-	-	-
	<b>Total</b>					
<b>Services and Supplies</b>						
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	-	-	-	-	-
	<b>Total</b>					
<b>Contracts</b>						
619.250	Special Dept. Expense - Contracts	620,226	30,000	250,000	90,371	(370,226)
	<b>Total</b>	620,226	30,000	250,000	90,371	(370,226)
<b>Capital</b>						
650.304	Furniture and Fixtures	-	-	-	-	-
650.302	Equipment other than Computer	-	-	-	-	-
650.303	Computer Hardware	-	-	-	-	-
650.301	Automobiles, Trucks, Vans	-	-	-	-	-
	<b>Total</b>					
<b>Other</b>						
640.513	Operating Transfers	-	-	-	-	-
	<b>Total</b>					
	<b>TOTAL PROPOSED BUDGET</b>	620,226	30,000	250,000	90,371	(370,226)

**COUNCIL OF GOVERNMENTS - HIGHWAY 25 SAFETY PROJECT  
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
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)
<b>TOTAL REVENUE</b>		<b>670,226</b>	<b>397,371</b>	<b>340,371</b>	<b>90,371</b>	<b>(329,855)</b>

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
<b>EXPENDITURES</b>						
Personnel		-	-	-	-	-
Services & Supplies		-	-	-	-	-
Contracts		620,226	30,000	250,000	90,371	(370,226)
Capital		-	-	-	-	-
Other		-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>620,226</b>	<b>30,000</b>	<b>250,000</b>		<b>(370,226)</b>
<b>REVENUES</b>						
Revenues		670,226	397,371	340,371	-	(329,855)
<b>TOTAL REVENUES</b>		<b>670,226</b>	<b>397,371</b>	<b>340,371</b>	<b>90,371</b>	<b>(329,855)</b>
<b>TOTAL PROPOSED BUDGET</b>		<b>620,226</b>	<b>30,000</b>	<b>250,000</b>		<b>(370,226)</b>
<b>FUND BALANCE</b>				<b>90,371</b>		
<b>DESIGNATED FUND BALANCE</b>				<b>-</b>		
<b>UNDESIGNATED FUND BALANCE</b>				<b>90,371</b>		

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

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

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

<b>EXPENDITURE DESCRIPTION</b>	<b>Adopted Budget FY 18/19</b>	<b>Estimated Actual to June 30, 2019'</b>	<b>Proposed Budget FY 19/20</b>	<b>Budget Estimate for FY 20/21</b>	<b>Variance FY 18/19 FY 19/20</b>
<b>Personnel</b>					
610.101 Salaries	12,111	13,850	12,468	14,000	357
619.226 Administrative Support	-	-	-	-	-
<b>Total</b>	<b>12,111</b>	<b>13,850</b>	<b>12,468</b>	<b>14,000</b>	<b>357</b>
<b>Services and Supplies</b>					
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	-	-	-	-	-
<b>Total</b>	<b>3,781</b>	<b>3,555</b>	<b>3,827</b>	<b>3,300</b>	<b>46</b>
<b>Contracts</b>					
619.250 Special Dept. Expense - Contracts	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Capital</b>					
650.304 Furniture and Fixtures	-	-	-	-	-
650.302 Equipment other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other</b>					
640.320 OPEB	-	-	-	-	-
640.513 Operating Transfers	3,500	-	3,000	3,000	(500)
<b>Total</b>	<b>3,500</b>	<b>-</b>	<b>3,000</b>	<b>3,000</b>	<b>(500)</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>19,392</b>	<b>17,405</b>	<b>19,295</b>	<b>20,300</b>	<b>(97)</b>

**COUNCIL OF GOVERNMENTS - VANPOOL PROGRAM  
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
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
<b>TOTAL REVENUE</b>		<b>45,151</b>	<b>50,203</b>	<b>51,350</b>	<b>54,055</b>	<b>6,199</b>

**EXPENDITURES VS REVENUES**

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
<b>EXPENDITURES</b>						
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)
<b>TOTAL EXPENDITURES</b>		<b>19,392</b>	<b>17,405</b>	<b>19,295</b>	<b>20,300</b>	<b>(97)</b>
<b>REVENUES</b>						
Revenues		45,151	50,203	51,350	54,055	6,199
<b>TOTAL REVENUES</b>		<b>45,151</b>	<b>50,203</b>	<b>51,350</b>	<b>54,055</b>	<b>6,199</b>
<b>TOTAL PROPOSED BUDGET</b>		<b>19,392</b>	<b>17,405</b>	<b>19,295</b>	<b>20,300</b>	<b>(97)</b>
<b>FUND BALANCE</b>				<b>32,055</b>		
<b>DESIGNATED FUND BALANCE</b>				<b>-</b>		
<b>UNDESIGNATED FUND BALANCE</b>				<b>32,055</b>		

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

**BUDGET NOTES**

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

**COUNCIL OF GOVERNMENTS - TRANSPORTATION PLANNING STATE SUBVENTION  
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
<b>Personnel</b>						
610.101	Salaries	336,252	332,490	289,081	325,000	(47,171)
619.226	Administrative Support	-	-	-	-	-
	<b>Total</b>	<b>336,252</b>	<b>332,490</b>	<b>289,081</b>	<b>325,000</b>	<b>(47,171)</b>
<b>Services and Supplies</b>						
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	5,683	5,683	5,828	5,600	145
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	5,412	5,412	5,425	5,425	13
619.170	Office Equipment under \$3,000	-	-	-	-	-
619.176	Special Project Supplies - Supplies	-	-	-	-	-
619.174	Supplies	-	-	-	-	-
619.172	Postage and Delivery	100	10	100	100	-
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	-	-	-	-	-
	<b>Total</b>	<b>16,895</b>	<b>12,405</b>	<b>17,053</b>	<b>15,475</b>	<b>158</b>
<b>Contracts</b>						
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)
	<b>Total</b>	<b>213,236</b>	<b>87,805</b>	<b>131,000</b>	<b>10,000</b>	<b>(82,236)</b>
<b>Capital</b>						
650.302	Equipment other than Computer	-	-	-	-	-
650.303	Computer Hardware	-	-	-	-	-
650.301	Automobiles, Trucks, Vans	-	-	-	-	-
	<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other</b>						
640.320	Operating Transfers (To COG Admin.OPEB)	-	-	-	-	-
640.513	Operating Transfers (RSTP)	571,267	1,725,270	687,068	603,750	115,801
	<b>Total</b>	<b>571,267</b>	<b>1,725,270</b>	<b>687,068</b>	<b>603,750</b>	<b>115,801</b>
	<b>TOTAL PROPOSED BUDGET</b>	<b>1,137,650</b>	<b>2,157,970</b>	<b>1,124,202</b>	<b>954,225</b>	<b>(13,448)</b>

**COUNCIL OF GOVERNMENTS - TRANSPORTATION PLANNING STATE SUBVENTION  
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
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 Sustainable 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	-
	<b>TOTAL REVENUE</b>	<b>4,569,766</b>	<b>5,836,054</b>	<b>4,703,564</b>	<b>4,544,746</b>	<b>133,798</b>

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
<b>EXPENDITURES</b>						
	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
	<b>TOTAL EXPENDITURES</b>	<b>1,137,650</b>	<b>2,157,970</b>	<b>1,124,202</b>	<b>954,225</b>	<b>(13,448)</b>
<b>REVENUES</b>						
	Revenues	4,569,766	5,836,054	4,703,564	4,544,746	133,798
	<b>TOTAL REVENUE</b>	<b>4,569,766</b>	<b>5,836,054</b>	<b>4,703,564</b>	<b>4,544,746</b>	<b>133,798</b>
	<b>TOTAL PROPOSED BUDGET</b>	<b>1,137,650</b>	<b>2,157,970</b>	<b>1,124,202</b>	<b>954,225</b>	<b>(13,448)</b>
	<b>FUND BALANCE</b>			<b>3,579,362</b>		
	<b>DESIGNATED FUND BALANCE</b>			<b>2,006,642</b>		
	<b>UNDESIGNATED FUND BALANCE</b>			<b>1,572,720</b>		

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

**BUDGET NOTES**

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

**MEASURE G /SALES TAX  
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
<b>Personnel</b>					
610101 Salaries	-	-	-	-	-
623510 Administrative Support	-	-	-	-	-
623508 Outside Labor	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Services and Supplies</b>					
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	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Contracts</b>					
619.250 Special Dept. Expense - Contracts	-	-	56,990	58,970	56,990
<b>Total</b>	-	-	56,990	58,970	56,990
<b>Capital</b>					
650.304 Furniture and Fixtures	-	-	-	-	-
650.302 Equipment other than Computer	-	-	-	-	-
350.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Other</b>					
640.513 Operating Transfers	-	-	5,699,000	5,897,000	5,699,000
<b>Total</b>	-	-	5,699,000	5,897,000	5,699,000
<b>TOTAL PROPOSED BUDGET</b>	-	-	5,755,990	5,955,970	5,755,990

**MEASURE G /SALES TAX  
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
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	-
<b>TOTAL REVENUE</b>	-	-	<b>6,737,000</b>	<b>8,172,000</b>	<b>6,737,000</b>

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
<b>EXPENDITURES</b>					
Personnel	-	-	-	-	-
Services & Supplies	-	-	-	-	-
Contracts	-	-	56,990	58,970	56,990
Capital	-	-	-	-	-
Other	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	-	-	<b>5,699,000</b>	-	<b>5,699,000</b>
<b>REVENUES</b>					
Revenues	-	-	6,737,000	8,172,000	6,737,000
<b>TOTAL REVENUES</b>	-	-	<b>6,737,000</b>	<b>8,172,000</b>	<b>6,737,000</b>
<b>TOTAL PROPOSED BUDGET</b>	-	-	<b>5,755,990</b>	-	<b>5,755,990</b>

<b>DESIGNATED FUND BALANCE</b>	<b>FUND BALANCE</b>	<b>981,010</b>
	<b>DESIGNATED FUND BALANCE</b>	<b>-</b>
	<b>UNDESIGNATED FUND BALANCE</b>	<b>981,010</b>

**BUDGET NOTES**

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

**APPENDIX**

**COUNCIL OF SAN BENITO COUNTY  
GOVERNMENTS**

**BUDGET**

**FISCAL YEAR 2019/2020**

## **PURCHASING POLICIES FOR THE COUNCIL OF GOVERNMENTS**

### **A. DEFINITIONS**

For the purpose of this article, the following words and phrases shall have the meaning respectively ascribed by this section:

- 1) Agency: Council of San Benito County Governments
- 2) Board of Directors: The governing body of the agency.
- 3) Contractual services: Any telephone, gas, water, electric light and power services; the rental of equipment and machinery; insurance; the services of attorneys, physicians, electricians, engineers, consultants or other individuals or organizations possessing a high degree of technical skill; and all other types of agreements under which the contract provides services which are required by the agency, but not furnished by its own employees. Purchase of space for legal advertising shall not be subject to the provisions of this chapter.
- 4) Fixed Assets: Any piece of tangible personal property having an estimated useful life of one calendar year or more, capable of being permanently identified as an individual unit of property, and belonging to one of the general classes of property considered a fixed asset in accordance with generally accepted accounting practices (i.e., equipment, machinery, vehicles, furnishings,) with an accounting value of \$3,000 or more.
- 5) Local Business: any person or entity that regularly maintains a place of business and transacts business in, or maintains an inventory of merchandise for sale in, the County of San Benito.
- 6) Professional Services: An independent contractor's expert advice or professional services that involve extended analysis, personal expertise, the exercise of discretion and independent judgment in their performance, which are of an advisory nature, provide a recommended course of action, and have an end product transmitting information which is related to COG programs. Providers are selected on the basis of qualification, subject to the negotiation of a fair and reasonable compensation. Classification as professional services may also require an advanced, specialized type of knowledge, expertise, technical skill or training customarily acquired either by a prolonged course of study or equivalent experience, such as accountants, financial advisors, auditors, grant writers, program specialists, labor consultants and negotiators, investigators, law enforcement retained certified laboratories, attorneys and other litigation-related specialist, environmental consultants, appraisers, architects, landscape architects, surveyors, engineers, design professionals, and construction project management firms.
- 7) Supplies and equipment: Any personal property, such as physical articles, materials or things, which property shall furnished to, or shall be used by the agency.

**B. PURPOSE OF CHAPTER**

The purpose of this chapter is to adopt policies and procedures governing purchases of supplies, equipment and contractual services by the agency in accordance with section 54200 et seq. of the Government Code. This chapter is not intended to conflict with applicable provisions of state law and shall be interpreted as supplementary thereto.

**C. DESIGNATION OF THE PURCHASING AGENT**

The Board of Directors appoints the Executive Director or designee to serve as the Purchasing Agent for Council of San Benito County Governments.

**D. PURCHASING AGENT – POWERS AND DUTIES**

The Purchasing Agent shall have all the duties and powers prescribed by the laws of the state including the following duties:

1. Acquisition of Personal Property – To purchase equipment, materials, supplies and all other personal property and services for COG where funding has been approved and budgeted by the Board, unless specified otherwise in the Purchasing Policy.
2. Professional Service Contracts – To engage independent contractors to perform professional services through contracts for the COG with or without furnishing of material where the aggregate cost does not exceed \$10,000. Contracts shall not be split between fiscal years to circumvent this dollar limitation.
3. Renewal/Extension of Contracts – To renew or extend contracts for professional services that are critical to ongoing COG projects provided the financial obligation falls within his/her preview of authority.
4. Rental of Real Property – To negotiate and execute in the name of COG, contracts to lease or rent for the COG real property or storage space where funding has been approved by the COG Board, with an annual rent not to exceed \$10,000.

**E. DESIGNATION OF ASSISTANT PURCHASING AGENTS**

The Purchasing Agent has the authority to designate such assistants and limit or rescind authority. The Purchasing Agent may delegate the authority to purchase to a deputy or assistant.

**F. ASSISTANT PURCHASING AGENT – POWERS AND DUTIES**

The Assistant Purchasing Agent shall have all the duties and powers prescribed by laws of the state relating to COG purchasing agents, and orders of the Board of Directors to include the following duties:

1. Acquisition of Personal Property - To purchase, equipment, materials, supplies and all other personal property and services for COG where funding has been approved and budgeted by the Board unless specified otherwise in the COG Purchasing Policy.

2. Professional Service Contracts – To engage independent contractors for professional services through contracts where the cost does not exceed \$3,000, where funding has been approved and budgeted. Contracts shall not be split between fiscal years to circumvent this dollar limitation.
3. Rental of Real Property – To negotiate and execute in the name of COG, contracts to lease or rent for COG real property or storage space, with an annual rent not to exceed \$3,000, where funding has been approved and budgeted by the Board.

#### **G. PURCHASING METHODS AND PROCEDURES**

In the performance of his/her function hereunder, the Purchasing Agent or Assistant Purchasing Agent shall comply with all applicable statutes and regulations. Purchases shall be made using such methods and procedures to secure the lowest price consistent with the quality desirable for the use intended. The Purchasing Agent and Assistant Purchasing Agent shall comply with standards set forth in the Council of Governments Rules & Regulations, Section 3 – Purchasing Policy.

#### **H. EXCEPTIONS TO THE COMPETITIVE PROCESS**

Except as otherwise directed by law, or as directed by the Board of Directors, competitive process is not required for the following purchases:

1. Expert and professional services which involve extended analysis; the exercise of discretion and independent judgment in their performance; and an advanced, specialized type of knowledge, expertise, or training customarily acquired either by a prolonged course of study or equivalent experience as defined under Definitions – Professional Services.
2. Legal brief printing, stenographic services, and transcripts.
3. Books, publications, subscriptions, recordings, motion picture films, and annual book and periodical contracts.
4. Insurance.
5. Contracts for services which by law when some other office or body is specifically charged with obtaining.
6. Public utility services.
7. Ordinary travel expenses.
8. Personal property or services obtainable through master contracts or purchasing association pools identified for the use and benefit of all local agencies.
9. Where law fixes the price of property or services.

10. Training, seminars, and classes for COG personnel.
11. Sole source procurement, defined as an award for a commodity or service which can only be purchased from one supplier, usually because of its technological, specialized, or unique character.
12. Emergency purchases necessary when unforeseen circumstances require an immediate purchase in order to avoid a hazard to life or property or serious interruption of the operation of COG, or the necessary emergency repair of COG equipment.
13. When the product/services are needed by COG pending a contract award and a contractor agrees to provide such product/services at the same contract price as a previous award, until a new contract has been awarded. Such interim period contracts shall not exceed six months.

**I. CONTRACTUAL PROCEDURES**

All Contracts are binding legal documents that are subject to the following provisions:

1. All contracts, leases and any amendments or modifications shall be reviewed and approved as to legal form by the County Counsel's Office prior to execution of the Purchasing Agent, Assistant Purchasing Agents and/or Board of Directors.
2. Prior approval shall be obtained from County Counsel's Office before any contracts for professional services relating to outside attorney services are executed.

**J. PREFERENCE FOR PRODUCTS CONTAINING RECYCLED MATERIALS**

1. The Purchasing Agent shall establish and maintain procedures and specifications to ensure that COG gives preference, in its purchasing decisions, to products containing the maximum amount of recycled materials, where the quality and fitness of such products is equal to those of products containing no recycled materials, or a lesser amount of recycled materials, and where the total cost of such products is reasonable in comparison to the total cost of those products containing no recycled materials, or a lesser amount of recycled materials.
2. "Product containing recycled materials" means, with respect to a paper product, a "recycled paper product" as that term is defined in Section 12301© of the Public Contract Code, and means, with respect to other products, a "recycled product," as that term is defined in Section 12301(d) of the Public Contract Code.
3. To the extent that the Public Contract Code or other provisions of state law provide for purchasing preferences which are more extensive than those established herein, or for additional procedures to increase the use of recycled materials, the provisions of state law shall prevail.

**K. PREFERENCE FOR LOCAL BUSINESSES**

When all other factors are determined to be equal, preference shall be given to individuals or firms having a bona-fide place of business within the County of San Benito. Any responsive, responsible bid, proposal or quote for materials and supplies from a local business which is within ten percent (10%) of the lowest responsive, responsible bid, proposal or quote for materials and supplies, shall be considered equal to the amount of the lowest responsive, responsible bid, proposal or quote. If the business has additional places of business located outside of the County of San Benito, the designated point of sale for all resulting purchases shall be the bona-fide place of business-located within the County of San Benito.

**L. UNLAWFUL PURCHASES**

Failure of the Purchasing Agent or Assistant Purchasing Agent to adhere to the provisions of this policy may incur costs not meriting the definition of county charges and therefore becoming the personal responsibility of the Purchasing Agent or Assistant Purchasing Agent. Except as otherwise provided by law, no purchase of Materials, supplies, furnishings, equipment, other personal property or contractual services shall be made in excess of the amount of the appropriations allowed by the budget.

**M. EMERGENCY PURCHASES WITHOUT PRIOR APPROVAL**

Emergency purchases may be made by the Purchasing Agent or Assistant Purchasing Agent when a generally unexpected occurrence or unforeseen circumstances require an immediate purchase of material, supplies or equipment:

1. in order to avoid a hazard to life or property;
2. in order to avoid a serious interruption or discontinuance of essential services or operation of COG;
3. in order to make necessary emergency repairs of COG equipment required to provide essential services or for the operation of COG; or
4. in order to avoid economic loss to COG.

Emergency purchases shall be submitted to the Board of Directors for ratification at its next meeting.

**N. PROTEST PROCEDURES**

Any aggrieved potential provider of supplies, equipment or contractual services may file a written protest against a potential purchase by the board of directors. The protest shall be filed with the Executive Director one (1) day before the day of the meeting at which the board of directors is initially scheduled to consider the subject purchase. The exact basis for the protest and proof that the protester is a viable and responsible provider of the supplies, equipment or services sought shall be specified in writing and filed with the Executive Director who shall render a written decision in response to the protest not later than five (5)

days after the day of the meeting at which the board of directors is initially scheduled to consider the subject purchase. Any protester disagreeing with the decision of the Executive Director may file an appeal not later than five (5) days after the date of the Executive Director's decision. The appeal shall state the basis of error that the Executive Director allegedly made. The board of directors shall hear the appeal at the next meeting when the appeal may be placed on the agenda.

**O. ACCEPTANCE OF GRATUITIES**

The acceptance of any gratuity in the form of cash, merchandise or any other thing of value by an official or employee of the agency, or by an official or employee of a public agency contracting with the agency, from a vendor or contractor, or prospective vendor or contractor, is prohibited and shall be a cause for disciplinary action in the case of an agency employee or official, or in the case of an official or employee of the contracting public entity, cause for termination of the contract between the agency and the public entity.

## **Policies for Amending the Council of San Benito County Governments' Budget**

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Periodically, it may be necessary for the Executive Director to take financial steps to support administrative functions. A transfer of funds from one item to another may sometimes be needed due to inadequate budget allocations or unforeseen circumstances. Below are the policies for amending the Council of Governments' Budget.

### **1. BUDGET TRANSFER REQUEST FORM**

- a. A Budget Adjustment/Transfer Form must be completed to initiate any budget transfer. (See Attachment 1)
- b. The Budget Adjustment/Transfer Form must be signed by the Executive Director and/or the Administrative Services Specialist.

### **2. EXECUTIVE DIRECTOR APPROVAL OF BUDGET TRANSFERS**

Interdepartmental transfers of less than \$10,000.

Interobject transfers of less than \$10,000.

Intraobject transfers of any amount.

### **3. BOARD APPROVAL OF BUDGET TRANSFERS**

- a. The following Budget Transfers can only be made with prior approval of the Board of Directors.

Transfers of revenue increases.

Interdepartmental transfers of more than \$10,000.

Interobject transfers of more than \$10,000.

Note: Intraobject is within object titles example within Services and Supplies.  
Interobject is between object titles example between Contracts and Personnel.

- a. The following Budget Transfers may be made with prior approval of the Executive Director





## Staff Report

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To: Council of San Benito County Governments  
From: Mary Gilbert, Executive Director Phone Number: (831) 637-7665 x.207  
Date: June 20, 2019  
Subject: **San Benito County Measure G**

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### Recommendation:

- a. **RECEIVE** Update on Measure G Implementation.
- b. **ADOPT** Resolution 2019-03, Establishing the Measure G Transportation Safety and Investment Plan Oversight Committee
- c. **APPOINT** 11 Members to the Measure G Transportation Safety and Investment Plan Oversight Committee.
- d. **APPROVE** Scope of Work for On-Call Project Management and Engineering Services and **AUTHORIZE** the Executive Director to Issue Procurement Documents Pending County Counsel Approval

### Background:

Measure G is a 1% sales tax approved by voters in the November 2018 election. COG is responsible for implementation of the measure and ensuring delivery of the projects in the approved expenditure plan.

### Financial Impact:

Measure G is anticipated to generate an average of \$16 million annually over the 30-year term.

### 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. Our first step is to prepare a work plan to most efficiently conduct an environmental study and design, formulate timely benchmark goals, and prepare a timeline.

- **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, ensuring that financing and accounting procedures are in place prior to receipt of sales tax dollars.

## Staff Analysis

### *Project Management*

At its January 24 special meeting the COG Board discussed the consideration of need for expanded staff resources for administration and implementation of the Measure. Staff is recommending that the COG Board prepare a Request for Proposals for on-call support services in the fields of engineering and project management. Staff has prepared a scope of work for these services for the Board's approval (Attachment 1). The scope was reviewed and approved by the Technical Advisory Committee.

Staff will complete the procurement process and anticipates bringing a contract to the Board for approval in August.

### *Local Jurisdiction Funding – Street and Road Rehabilitation*

Staff anticipates that funds for local jurisdictions will begin to be available for distribution in Fall 2019. 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%.

There are several requirements in place that local jurisdictions must adhere to, 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*

Measure G requires that COG establish the committee prior to the expenditure of any Measure funds.

At its May 16 meeting, the Board identified 10 recommended appointments to the committee for the exception of one category, Trade/Labor. COG extended the application period to June 7 for the one membership category. Staff received three applications for the final membership category of Trade/Labor in advance of the June 7 deadline. COG will appoint the full committee

in June and the committee will likely have its first meeting in July 2019. A summary of the proposed appointments and copies of all applications are included as Attachment 2 to this staff report.

Staff has prepared a resolution which officially establishes the committee and sets forth roles and responsibilities as dictated by Measure G (Attachment 3).

*Strategic Plan*

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. Part of the Strategic Plan will include updating financial forecasting and receiving support in developing a plan for distribution of funds from the Measure. At its April meeting, the COG Board issued a Request for Proposals for financial services, including updating revenue forecasts. KNN Public Finance was awarded a contract and will be assisting COG with updating financial projections and finalizing the Strategic Plan in the Fall. Upon completion of the new financial forecasting, local jurisdictions will receive updated estimates for local streets and roads funding.

Executive Director Review: \_\_\_\_\_

Counsel Review:       N/A      

Supporting Attachment:

1. Scope of Work, Measure G On-Call Services
2. Appointment List and Measure G Citizens Oversight Committee Applications
3. Resolution 19-03, Establishing the Measure G Citizens Oversight Committee

DRAFT Scope of Work  
COG RFP – Project Management and On-Call Engineering Services

**Program/Project Management Services may include but are not limited to:**

- Assisting COG With establishing Program Goals & Objectives, consistent with its strategic plan
- Developing critical milestone schedules for projects
- Establishing administrative compliance objectives and work plan for COG
- Developing a community outreach/communication plan
- Assisting COG with preparation of grant applications and funding requests
- Assisting COG With preparing required programming and other documentation to receive state funding
- Monitoring state and federal funding opportunities
- Coordinating with local jurisdictions to ensure they are compliant with their tax sharing agreements
- Managing the project through all phases, including assisting COG with other service procurements as needed:
  - preliminary engineering
  - environmental determination and approval for both CEQA and NEPA
  - right-of-way support (*for federal projects right of way project management consultants must meet the requirements in Exhibit 13-C of the Local Assistance Procedures Manual*)
  - final plans, specifications and estimate
  - project construction

**Scope of Engineering Services may include but are not limited to:**

- Surveying and mapping
- Street and highway design / reconstruction
- Vertical and horizontal road alignments
- Traffic control plans
- Intersection layout
- Signal timing and coordination planning
- Bicycle and pedestrian facilities design
- Parking layout and design
- Utility relocation design
- Transit related projects
- Review and recommendations for changes to design prepared by other agencies or consultants, including Caltrans

# Measure G Citizens Oversight Committee

## Application Summary

Applicant Name	District	Category						
		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						
Darleen Boyed	2						X	
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		
Cheri Schmidt	4			Insurance				
Keith Snow	4		Partially Disabled					
Judi Johnson	4		Jovenes de Antano Board Member					
John Espinosa	4							Did not note a represented group, but noted that they care about all
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					

# Measure G Citizens Oversight Committee

## Application Summary

Applicant Name	District	Category						
		Agriculture	Senior/Disabled Community	Industry	Trade/Labor	Latino Community	Education	Other
Al Gonzales	2				Union representative/ Instructor Plumbers & Steamfitters Training Center			
Steve Harris	2				Representative construction operators			
Donald Marcus	1				General building contractor			
Robert Scagliotti	3				Agriculture, business, labor employment			

### Applicants by Supervisorial District:

District	Number of Applicants
1 – Medina	5
2 – Botelho	3
3 – Hernandez	3
4 – Gillio	9
5 – De La Cruz	3
<b>Total Applications</b>	<b>23</b>

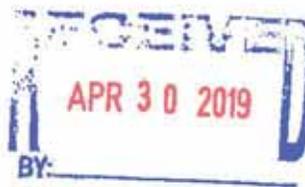
# Measure G Citizens Oversight Committee

Potential Appointment List

Consistent with COG Board Direction on May 16, 2019

<b>Unofficial Membership Representation</b>			
<b>Category</b>	<b>Name</b>	<b>Residence (City, County)</b>	<b>Supervisorial District</b>
Agriculture	John Eade	Unincorporated County	4
Senior/Disabled Community	Judi Johnson	Hollister	4
Industry	Jose Mario Ortega	Unincorporated County	1
Latinx Community	Victor Gomez	Hollister	4
Education	Darlene Boyd	San Juan Bautista	2
Trade/Labor	Vacant – See Applications		
SBC District 1	Tim Burns	Hollister	1
SBC District 2	Hamdy Abass	Hollister	2
SBC District 3	Sandy Hughes	Hollister	3
SBC District 4	Kevin Stopper	Hollister	4
SBC District 5	Andrew Rollins	Hollister	5

**County Supervisorial**  
**District 1**  
**Applications**



# Application for Appointment Measure G Citizens Oversight Committee

Note: Committee members must reside in San Benito County. All members will be required to file a Form 700, Statement of Economic Interests, with the Fair Political Practices Commission upon membership start and annually thereafter.

Please attach additional pages if necessary to complete all questions.

Name of Applicant: <b>Jose Mario Ortega</b>			
Residence Street Address: [REDACTED] <b>DI</b>			
City:	Zip:	Telephone:	email:
Are you a full-time paid officer or employee of local, state or federal government? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> If yes, name employer _____ Position _____			
Nominating Agency or Community Group, if applicable (leave blank if not applicable):			
Occupation & Education: <b>Process Engineering Tech. AS Deg Electronics Engineering Technology</b>			
Do you identify with any of the following groups: (check all that apply)			
<input type="checkbox"/> Agriculture	Describe:	_____	
<input type="checkbox"/> Senior/Disabled Community	Describe:	_____	
<input checked="" type="checkbox"/> Industry	Describe:	25 years experience in High Tech manufacturing	
<input type="checkbox"/> Trade/Labor	Describe:	_____	
<input checked="" type="checkbox"/> Latino Community	Describe:	Managed and coached latino soccer teams in San Jose CA.	
<input checked="" type="checkbox"/> Education	Describe:	Soccer coach for Silver Creek High School and club team in San Jose CA.	
List any areas of expertise or interest (e.g. accounting, project management, engineering, or others): Manufacturing, Project management, engineering, youth and adult sports.			
List community organizations or activities that you have been involved in. Please include the approximate dates you were involved: I have been involved in youth sports since 1999, coached soccer team from U6 to U18, including High School. Involved with the Honduran community in The Bay Area. Coordinated logistics in The Bay Area to collect aid when Hurricane Mitch devastated some regions in Central America.			
Describe why you are interested in serving on this committee: I strongly believe traffic in the Bay Area can be improved. Quality of life depends on what happens to our roads. Investment is a key to improve transportation assets.			
Signature: <u>Jose Mario Ortega</u>		Date <u>4/30/2019</u>	

Appointments will be considered at a Council of San Benito County Governments Board of Directors meeting. Any information you submit on your application will become a matter of public record, with the exception of contact information which will be kept confidential.

RECEIVED  
APR 16 2019  
BY: \_\_\_\_\_



# Application for Appointment Measure G Citizens Oversight Committee

Note: Committee members must reside in San Benito County. All members will be required to file a Form 700, Statement of Economic Interests, with the Fair Political Practices Commission upon membership start and annually thereafter.

Please attach additional pages if necessary to complete all questions.

Name of Applicant: <u>Tim Burns</u>	
Residence Street Address: [REDACTED] <u>DI</u>	
Are you a full-time paid officer or employee of local, state or federal government? No ___ Yes <u>X</u> If yes, name employer <u>CITY OF FRESNO</u> Position <u>DIVISION MANAGER</u>	
Nominating Agency or Community Group, if applicable (leave blank if not applicable):	
Occupation & Education: <u>CODE ENFORCEMENT DIVISION MANAGER - B.S. SAN JOSE STATE UNIV.</u>	
Do you identify with any of the following groups: (check all that apply)	
<input type="checkbox"/> Agriculture	Describe: _____
<input checked="" type="checkbox"/> Senior/Disabled Community	Describe: <u>Senior Citizen</u>
<input type="checkbox"/> Industry	Describe: _____
<input checked="" type="checkbox"/> Trade/Labor	Describe: <u>Painting Contractor - inactive status</u>
<input type="checkbox"/> Latino Community	Describe: _____
<input type="checkbox"/> Education	Describe: _____
List any areas of expertise or interest (e.g. accounting, project management, engineering, or others): <u>MANAGE CODE DIVISION FOR CITY OF FRESNO. OVERSEE A BUDGET OF 5M @, 42 @ STAFF.</u> <u>PREVIOUSLY PROVIDE CIVILIAN OVERSIGHT FOR SPOKANE WA. P.D</u>	
List community organizations or activities that you have been involved in. Please include the approximate dates you were involved: <u>SAN BENITO COUNTY CIVIL GRAND JURY 16/17</u> <u>SAN BENITO COUNTY COMMUNITY EMERGENCY RESPONSE TEAM (CERT) 2017</u>	
Describe why you are interested in serving on this committee: <u>PROVIDE SERVICE TO COMMUNITY. ENSURE TRANSPARENCY AND ACCOUNTABILITY IN USE OF RESOURCES AND CREDIBILITY TO AGENCY.</u>	
Signature: <u>[Signature]</u>	Date: <u>4/3/19</u>

Appointments will be considered at a Council of San Benito County Governments Board of Directors meeting. Any information you submit on your application will become a matter of public record, with the exception of contact information which will be kept confidential.

## Tim Burns



### PROFILE

**A RESULTS DRIVEN PROFESSIONAL** with several years of Law Enforcement, Neighborhood Preservation, Code Compliance, Teaching and Licensed Contracting experience.

- Excellent analytical and problem solving skills, able to efficiently prioritize a broad range of responsibilities to consistently meet deadlines
- Demonstrated ability to manage projects from start to finish
- Experienced in analyzing policies, procedures, protocols and guidelines and suggesting and implementing organizational changes where necessary and appropriate
- Capable of working under pressure with complicated, sensitive and confidential situations
- Possesses strong interpersonal skills, able to work effectively with individuals or groups on all levels
- Active listener, effective communicator through written word and spoken language
- Organized, enthusiastic professional receptive to training and new ideas that will enhance performance
- Achieved reputation as a resourceful person and problem solver

### COMMUNITY SERVICE

- San Benito County, Civil Grand Jury Member 2016-2017
- National Weather Service, SKYWARN Weather Spotter, 2017
- San Benito County Community Emergency Response Team Member (CERT) 2017

### PROFESSIONAL EXPERIENCE

#### **AUGUST 2017-PRESENT**

City of Fresno  
Development and Resource Management Department (DARM)  
2600 Fresno Street  
Fresno, California 93721

**CODE ENFORCEMENT DIVISION MANAGER**

- Supervise a staff of 42 consisting of 4 Code Supervisors, 8 Senior Code Inspectors, 1 Demolition Inspector, 22 Code Inspectors, 2 Laborers and 5 Clerical staff.
- Manage Code Enforcement Division
- Training Coordinator for 74 DARM employees
- Responsible for hiring and promoting staff ( 17 hired, 20 promoted)
- Prepare reports and make recommendations to the Assistant Director and Director
- Develop and manage division budget (5M+)
- Oversee \$500,000 Demolition Fund
- Oversee \$300,000 Abatement Fund

#### FY/17-18 Accomplishments

- 36 code enforcement officers trained and certified as code enforcement officers by CACEO
- Division reorganization
- Standardized work schedules
- Work clothing issued
- Work vehicles purchased
- Established Policy and Procedure Committee

#### Committees

- Emergency Preparedness Contingency of Operation Plan, Department Representative on City Wide Committee
- CACEO Board of Directors

#### Projects

- Contributor DARM Neighborhood Revitalization Department Annual Report

#### JANUARY 2015-AUGUST 2017

County of Monterey  
 Resource Management Agency  
 168 W. Alisal Street, 2<sup>nd</sup> Floor  
 Salinas, California 93901

#### SERVICES MANAGER-CODE COMPLIANCE

- Supervise a staff of 6 consisting of 4 Code Compliance Inspectors, 1 Building Inspector and 1 Office Assistant

- Manage Code Compliance Division
- Coordinate Administrative Hearings
- Approve Stipulated Agreements
- Prepare reports and presentations for the County Board of Supervisors
- Prepare reports and presentations for the Planning Commission
- Employee recruitment and evaluations
- Develop and report on division performance measure results
- Develop division annual budget ( \$600,000.00)
- Manage cost recovery program

#### FY15-16 Accomplishments

- Increased compliance rate from 60% to 75%
- Increased annual cost recovery fees from \$30,000.00 to \$400,000.00 (1200% increase)
- 10% of all Building and Planning permits issued were the result of a code compliance action 191/1853 in Q1,2,3
- Permit valuation \$603,709.00
- 89 Administrative Hearings
- 86% of Administrative Hearing cases were resolved through a Stipulated Agreement

#### Committees

- Medicinal Marijuana Ad Hoc Committee Member
- Monterey County Special Events Task Force member
- Development Review Committee Member
- Ag Runoff and Erosion Committee Chair Person
- Tri County Environmental Task Force Committee Member
- S.M.A.R.T. Project Team Chair Person

#### Projects

- Web site modifications to include receiving on line complaints
- Revised forms and templates for written correspondences
- Implemented cost recovery process
- Implemented Administrative Hearing Program
- Developed and implemented Stipulated Agreement process
- Employee recruitment

## **AUGUST 2009-JANUARY 2015**

City of Spokane  
808 West Spokane Falls Blvd.  
Spokane, Washington 99201

### **POLICE OMBUDSMAN (Retired)**

- Provided independent civilian oversight of 400 member police department
- Received complaints and reviewed investigations
- Participated in complainant, witness and officer interviews
- Reviewed policies and procedures and make recommendations
- Audited the complaint resolution process
- A member of the Mayor's Executive Team
- Provided community outreach
- Served as the media spokesperson for the Office of Police Ombudsman
- Guest speaker upon requests to various agencies and organizations
- Mediated police complaints
- Complete monthly and an annual reports to the City Council
- Make monthly presentations to City Council
- Managed the Office of the Police Ombudsman Ad Hoc Committee
- Managed Office of Police Ombudsman web site
- Provided annual report to the community

### **Associations**

- National Association for Civilian Oversight of Law Enforcement (NACOLE) member and member of the Standards Committee 2010-2015
- United States Ombudsman Association (USOA) member 2009-2015
- California Association of Code Enforcement Officers (CACEO) member 2009-2013, 2015-Present

### **Boards**

- United States Ombudsman Association 2011-2012
- West Central Community Center, Spokane WA 2011-2013
- California Association of Code Enforcement Officers 2009-2013, 2016-Present

## **APRIL 2004-AUGUST 2009**

City of Visalia  
707 East Acequia Avenue  
Visalia, CA. 93291

## NEIGHBORHOOD PRESERVATION MANAGER

- Managed a staff of 11 consisting of: a Housing Specialist, a Housing Technician, three Combination Building Inspectors, two Code Enforcement Technicians, a Senior Administrative Assistant and three Interns.
- Acting Housing and Economic Development Department Director (as required)
- Managed Code Enforcement Program
- Managed Substandard Housing Program
- Managed Affordable Housing Program
- Managed Administrative Citation and Hearing Program
- Managed Conditional Use Permit Inspection Program
- Special projects/investigations as assigned
- Department representative at City Council and Planning Commission meetings
- Public Information Officer for the Housing and Economic Development Department
- Meeting Facilitator
- Completed Staff Reports for City Council and/ or Planning Commission consideration

## Committees

- Managed City of Visalia Historical Preservation Advisory Committee
- Managed Neighborhood Preservation Code Enforcement Committee
- Chairman of the City Wide, SMART Project Team (Specific, Measurable, Achievable, Relevant and Time-bound)
- Member of the City of Visalia Liability and Safety Committee
- Member of the City of Visalia Citizens Academy Steering Committee
- Member of the Subdivision Monitoring Committee
- Member of the General Plan Update Review Committee
- Member Waterways and Ditches Committee

## Project Manager

- Caltrans Context Sensitive Environmental Justice Planning Grant, \$150,000.00 budget
- Abatement of Nuisance Properties Annual Contract, \$400,000.00 budget
- Visalia Fox Theatre exterior rehabilitation and painting, \$30,000 budget

## Projects

- Fee Study for Cost Recovery Assessments
- Apply for grants/ grant management
- Employment recruitment
- Created, implemented and administered the City of Visalia Administrative Citation and Hearing Program
- Created Neighborhood Preservation Division Manual

- Created Municipal Code Field Manual
- Created the Nuisance Assessment and Abatement Team (NAAT) with Police Department
- Created Substandard Housing Inspection Program
- Created Effective Property Management Seminar
- Created and Implemented Historic Homes Down Payment Assistance Program
- Created Reserve Code Enforcement Officer Program
- Created Volunteers in Code Enforcement Program
- Created and implemented Private Property Vehicle Abatement Program
- Created Street Light Out Reporting Program

#### Ordinance Development

- Administrative Code Enforcement Procedures and Penalties
- Kiosk Signage
- Medical Marijuana Businesses
- Medicinal Marijuana, Public Use and Consumption
- Shopping Cart Abatement
- Substandard Housing Inspection Program
- Private Property Vehicle Abatement

#### **MARCH 2002-APRIL 2004**

City of Hollister  
 375 Fifth Street  
 Hollister, California 95023

#### CODE ENFORCEMENT OFFICER

- First, full time Code Enforcement Officer for the City of Hollister
- Develop, implement and manage the Code Enforcement Program
- Resolved 674 cases in 2003
- Managed an active case load of approximately 150 cases
- Enforced Dangerous Buildings and Substandard Housing Code
- Enforced City Municipal Code
- Managed Private Property Vehicle Abatement Program
- Managed Relocation Ordinance Program
- Managed Private Property Residential Weed Abatement Program
- Interacted with City Attorney, Animal Control, Building, Engineering, Environmental Health, Fire , Police and Public Works Departments regarding code enforcement related issues
- Responded to City Council, Planning and Parks Commission inquires and concerns regarding code enforcement related matters

- Media liaison on code enforcement related matters
- Public speaking engagements with local groups and organizations
- San Benito Gang Task Force member and San Benito, Santa Clara, Santa Cruz and Monterey Counties Environmental Task Force member
- Member of the City of Hollister Development Review Committee

#### Projects

- Developed, adopted and implemented the City of Hollister's Relocation Ordinance
- Developed and distributed the City of Hollister's Municipal Code Quick Reference Guide
- Developed and implemented Public Obstruction Program involving portable basketball equipment
- Developed an Administrative Citation process for future implementation
- Developed an effective code enforcement cost recovery program for future implementation
- Developed a volunteer in code enforcement program for future implementation
- Developed a nuisance residence policy
- Provided safety and verbal judo tactical language training to staff

#### Ordinance Development

- Tenant Relocation

#### SEPTEMBER 1994-APRIL 2004

##### Professional Painting Services

1040 Nez Perce Drive

Hollister, California. 95023

PAINTING CONTRACTOR, State of California license # 750020

- Residential and commercial, interior and exterior painting services, employed 2 to 10 employees

#### JUNE 1973-SEPTEMBER 1994

##### Town of Los Gatos

Los Gatos Police Department

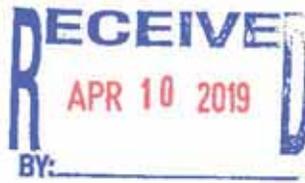
110 East Main Street

Los Gatos, California 95030

**POLICE OFFICER (Retired)**

- Evidence and Property Control Technician
- Reserve Police Officer
- Police Officer
- Traffic Officer
- Traffic Coordinator
- DUI Enforcement Officer
- Police Academy Tactical Training Officer
- Field Training Officer
- Police Detective (crimes against persons)
- Assistant Reserve Coordinator
- Patrol Supervisor
- Police Officer Association President

**County Supervisorial**  
**District 2**  
**Applications**



# Application for Appointment Measure G Citizens Oversight Committee

Note: Committee members must reside in San Benito County. All members will be required to file a Form 700, Statement of Economic Interests, with the Fair Political Practices Commission upon membership start and annually thereafter.

Please attach additional pages if necessary to complete all questions.

Name of Applicant:  
**Hamdy Abbass**

**[REDACTED]** **DZ**

Are you a full-time paid officer or employee of local, state or federal government?  
No  Yes  If yes, name employer \_\_\_\_\_ Position \_\_\_\_\_

Nominating Agency or Community Group, if applicable (leave blank if not applicable):  
**Stay a Live on HWY 25**

Occupation & Education:  
**Insurance and Financial Professional, BSc University of Alexandria**

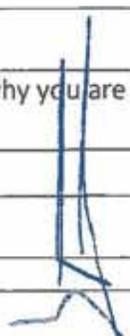
Do you identify with any of the following groups: (check all that apply)

<input checked="" type="checkbox"/> Agriculture	Describe: <u>BSc in Plant Pathology</u>
<input type="checkbox"/> Senior/Disabled Community	Describe: _____
<input type="checkbox"/> Industry	Describe: _____
<input type="checkbox"/> Trade/Labor	Describe: _____
<input type="checkbox"/> Latino Community	Describe: _____
<input type="checkbox"/> Education	Describe: _____

List any areas of expertise or interest (e.g. accounting, project management, engineering, or others):  
\_\_\_\_\_  
\_\_\_\_\_

List community organizations or activities that you have been involved in. Please include the approximate dates you were involved:  
\_\_\_\_\_  
\_\_\_\_\_

Describe why you are interested in serving on this committee:  
\_\_\_\_\_  
\_\_\_\_\_

Signature:  Date 4/10/19

Appointments will be considered at a Council of San Benito County Governments Board of Directors meeting. Any information you submit on your application will become a matter of public record, with the exception of contact information which will be kept confidential.

## Hamdy A. ABBASS



I have been a resident of San Benito County since 1988. Hollister, is our home, where my wife Magda and I raised our two daughters. Having our daughters in the Hollister public school district provided us with an opportunity to be involved not only in their academic careers but gave us the opportunity to play a big role in the community by participating in important academic and social committees that were focused on making an impact in the community.

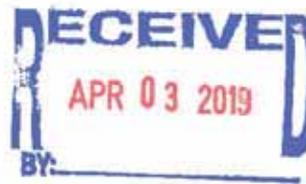
In addition to being an active community member of Hollister, I have managed my business in Gilroy since 1987. Since being in Gilroy, I have been an active member of the Gilroy Rotary Club since 1990 and served as its President in 2013-14, participating and organizing community activities. My proudest accomplishment to date was my active involvement with the **Stay a Live on HWY 25**, grass-roots movement that I co-chaired with Brad Pike in May 2000. Our vision at the time was to bring immediate safety and ultimately widen Highway 25 which due to its narrow two lanes was the cause of many deaths from road accidents. Immediately upon promoting the initiative, were able to collect over 20, 000 signatures delivered to the Governor in August that year. In working closely with many community stakeholders including the general community, city and country government officials, CHP, Caltrans, VTA and our elected official in Sacramento, we were able to make many temporary but immediate adjustments to reduce the number of accidents on HWY 25.

Although the adjustments which we lobbied for did make a great impact, a great deal more work is needed to ensure commuters safety on HWY 25. Therefore, I greatly support Measure G to ensure our residents, daily commuters and guests who visit San Benito County via HWY 25 are safe and would be honored to serve on the committee lobbying our elected officials to protect our community.

### **Community Activity:**

- 2000 Co-Founder "Stay a Live on 25" a Hollister HWY Safety group
- 2003 a Member of the Million Dollar Round Table
- 2004 President San Benito High School Site Council
- 2004 Recognized by the Hollister Community Foundation as Philanthropists for work with SBHS
- Member of The Hazel Hawkins Foundation board
- 2013-14 President of The Gilroy Rotary Club

**Application for Appointment  
Measure G Citizens Oversight Committee**



Note: Committee members must reside in San Benito County. All members will be required to file a Form 700, Statement of Economic Interests, with the Anti-Patronage Practices Commission upon membership start and annually thereafter.

Please attach additional pages if necessary to complete all questions.

Name of Applicant: <b>Darlene Boyd</b>				D2
Residence Street Address: [REDACTED]				
City:	Zip:	Telephone:	email:	
Are you a full-time paid officer or employee of local, state or federal government? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> If yes, name employer _____ Position _____				
Nominating Agency or Community Group, if applicable (leave blank if not applicable): <b>self</b>				
Occupation & Education: <b>Retired educator; multiple subjects credential with visual arts supplement</b>				
Do you identify with any of the following groups: (check all that apply)				
<input type="checkbox"/> Agriculture	Describe: _____			
<input type="checkbox"/> Senior/Disabled Community	Describe: _____			
<input type="checkbox"/> Industry	Describe: _____			
<input type="checkbox"/> Trade/Labor	Describe: _____			
<input type="checkbox"/> Latino Community	Describe: _____			
<input checked="" type="checkbox"/> Education	Describe: 1997 to 2017			
List any areas of expertise or interest (e.g. accounting, project management, engineering, or others): writing, educating and presenting, visual statements, some social media, curriculum planning and implementing				
List community organizations or activities that you have been involved in. Please include the approximate dates you were involved: SBC Community Action Board, Aromas Progressive Action League, SJB 150th Anniversary Committee (logo design) City of SJB Planning Commission (2016-2018), City Watch SJB FB page, San Juan Star Arts Writer				
Describe why you are interested in serving on this committee: To represent the transportation interests of the City of SJB and SBC District 2.				
Signature: <u><i>Darlene Boyd</i></u> Date: <u><i>May 14, 2019</i></u>				

Appointments will be considered at a Council of San Benito County Governments Board of Directors meeting. Any information you submit on your application will become a matter of public record, with the exception of contact information which will be kept confidential.

Application for Appointment  
Measure G Citizens Oversight Committee



Note: Committee members must reside in San Benito County. All members will be required to file a Form 700, Statement of Economic Interests, with the Fair Political Practices Commission upon membership start and annually thereafter.

Please attach additional pages if necessary to complete all questions.

Name of Applicant: <b>Salvador Mora</b>	
Residence Street Address: [Redacted] D2	
Are you a full-time paid officer or employee of local, state or federal government? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> If yes, name employer _____ Position _____	
Nominating Agency or Community Group, if applicable (leave blank if not applicable):	
Occupation & Education: <b>Mortgage Loan Officer. Education: Junior College</b>	
Do you identify with any of the following groups: (check all that apply)	
<input type="checkbox"/> Agriculture	Describe: _____
<input type="checkbox"/> Senior/Disabled Community	Describe: _____
<input type="checkbox"/> Industry	Describe: _____
<input type="checkbox"/> Trade/Labor	Describe: _____
<input type="checkbox"/> Latino Community	Describe: _____
<input type="checkbox"/> Education	Describe: _____
List any areas of expertise or interest (e.g. accounting, project management, engineering, or others): While serving as a Union Representative, I enjoyed reading and interpreting contract language. I have a knack for being able to interpret complicated and sometimes confusing language that is used by government entities.	
List community organizations or activities that you have been involved in. Please include the approximate dates you were involved: I was a Union Representative for approximately 10 years for Santa Clara County Probation Peace Officers' Union, Local 1587.	
Describe why you are interested in serving on this committee: I want to ensure that funds raised thru Measure G are spent appropriately. I also want to make sure that projects that were outlined in the Measure G description are funded and completed.	
Signature: <u>Salvador Mora</u>	Date <u>April 30, 2019</u>

Appointments will be considered at a Council of San Benito County Governments Board of Directors meeting. Any information you submit on your application will become a matter of public record, with the exception of contact information which will be kept confidential.

**County Supervisorial**  
**District 3**  
**Applications**

# Application for Appointment Measure G Citizens Oversight Committee

**RECEIVED**  
APR 29 2019  
BY: \_\_\_\_\_



Note: Committee members must reside in San Benito County. All members will be required to file a Form 700, Statement of Economic Interests, with the Fair Political Practices Commission upon membership start and annually thereafter.

Please attach additional pages if necessary to complete all questions.

Name of Applicant: <u>Sandy Hughes</u>	
Residence Street Address: [REDACTED] <u>D3</u>	
Are you a full-time paid officer or employee of local, state or federal government? <span style="float: right;">0</span> No <input checked="" type="checkbox"/> Yes _____ If yes, name employer _____ Position _____	
Nominating Agency or Community Group, if applicable (leave blank if not applicable): 	
Occupation & Education: <u>Sr. Tax Director Broadcom; B.S. Business w/Accounting Emphasis, MST Tex</u>	
Do you identify with any of the following groups: (check all that apply)	
<input type="checkbox"/> Agriculture	Describe: _____
<input type="checkbox"/> Senior/Disabled Community	Describe: _____
<input type="checkbox"/> Industry	Describe: _____
<input type="checkbox"/> Trade/Labor	Describe: _____
<input type="checkbox"/> Latino Community	Describe: _____
<input type="checkbox"/> Education	Describe: _____
List any areas of expertise or interest (e.g. accounting, project management, engineering, or others): <u>I am a CPA with 30+ years of experience managing complex projects and problem solving. Currently manage US tax compliance &amp; provision for Broadcom, a publicly traded CO. with \$21B of revenue.</u>	
List community organizations or activities that you have been involved in. Please include the approximate in fiscal 18 dates you were involved: <u>Community Foundation - Asset Development Committee 5/18 - present</u> <u>Treasurer - City of San Juan Bautista ~ 1995</u>	
Describe why you are interested in serving on this committee: <u>1) As a commuter I want to see local roads improved to accomodate housing growth, and 2) I want to make sure that we carefully account for each dollar that is collected and spent. I grew up in SB county and</u>	
Signature: <u>[Handwritten Signature]</u>	Date: <u>4/29/19</u>

Appointments will be considered at a Council of San Benito County Governments Board of Directors meeting. Any information you submit on your application will become a matter of public record, with the exception of contact information which will be kept confidential.

*I want to help make this measure a success, and I think I have the right skills to do so.*

# Application for Appointment Measure G Citizens Oversight Committee



Note: Committee members must reside in San Benito County. All members will be required to file a Form 700, Statement of Economic Interests, with the Fair Political Practices Commission upon membership start and annually thereafter.

Please attach additional pages if necessary to complete all questions.

Name of Applicant: ELIA SALINAS

[Redacted] \*D3

Are you a full-time paid officer or employee of local, state or federal government?  
 No  Yes  If yes, name employer \_\_\_\_\_ Position \_\_\_\_\_

Nominating Agency or Community Group, if applicable (leave blank if not applicable): \_\_\_\_\_

Occupation & Education:  
Cannabis & Hemp Consultant

Do you identify with any of the following groups: (check all that apply)

<input checked="" type="checkbox"/> Agriculture	Describe: <u>CANNABIS &amp; HEMP Industry</u>
<input type="checkbox"/> Senior/Disabled Community	Describe: _____
<input checked="" type="checkbox"/> Industry	Describe: <u>MANUFACTURING CANNABIS &amp; HEMP</u>
<input type="checkbox"/> Trade/Labor	Describe: _____
<input checked="" type="checkbox"/> Latino Community	Describe: <u>LULAC</u>
<input type="checkbox"/> Education	Describe: _____

List any areas of expertise or interest (e.g. accounting, project management, engineering, or others):  
Project Management Human Resources  
Conflict Resolution Paralegal  
Team Building

List community organizations or activities that you have been involved in. Please include the approximate dates you were involved:  
San Benito County LULAC #2890 VP 2014 - 2016 2017 - Present MEMBER  
Hollister Little League 1998 - 2003 San Benito Base Ruth 2003 - 2010  
Palma Parents Club 2005 - 2009

Describe why you are interested in serving on this committee:  
I BELIEVE IN ACCOUNTABILITY. CURB SOCIAL MEDIA MISINFORMATION

Signature: [Signature] Date: 26 APRIL 2019

Appointments will be considered at a Council of San Benito County Governments Board of Directors meeting. Any information you submit on your application will become a matter of public record, with the exception of contact information which will be kept confidential.

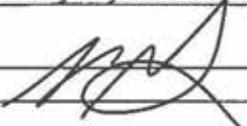
**County Supervisorial**  
**District 4**  
**Applications**

# Application for Appointment Measure G Citizens Oversight Committee



Note: Committee members must reside in San Benito County. All members will be required to file a Form 700, Statement of Economic Interests, with the Fair Political Practices Commission upon membership start and annually thereafter.

Please attach additional pages if necessary to complete all questions.

Name of Applicant: Victor Gomez	
Residence Street Address: [REDACTED] D4	
Are you a full-time paid officer or employee of local, state or federal government? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> If yes, name employer _____ Position _____	
Nominating Agency or Community Group, if applicable (leave blank if not applicable): N/A	
Occupation & Education: Pinnacle Strategy, LLC: Consultant. Education: Aeronautical Science	
Do you identify with any of the following groups: (check all that apply)	
<input type="checkbox"/> Agriculture	Describe: _____
<input type="checkbox"/> Senior/Disabled Community	Describe: _____
<input checked="" type="checkbox"/> Industry	Describe: <u>Building</u>
<input type="checkbox"/> Trade/Labor	Describe: _____
<input checked="" type="checkbox"/> Latino Community	Describe: <u>LULAC Member</u>
<input type="checkbox"/> Education	Describe: _____
List any areas of expertise or interest (e.g. accounting, project management, engineering, or others): <u>My firm provides consulting services for the Entitlement and Building Industry.</u> <u>Served as COG Director for 8 years.</u> <u>Served on Measure G Fundraising Committee.</u>	
List community organizations or activities that you have been involved in. Please include the approximate dates you were involved: <u>Chairman, SBC Chamber 2009-19. SB Business Council Member. LULAC Member.</u>	
Describe why you are interested in serving on this committee: <u>I would like to serve on the committee to contribute my knowledge and experience on transportation related issues. My 8 years as a COG Director and my dedication to the community and advocating</u>	
Signature: 	Date <u>4/1/2019</u>

Appointments will be considered at a Council of San Benito County Governments Board of Directors meeting. Any information you submit on your application will become a matter of public record, with the exception of contact information which will be kept confidential.

RECEIVED  
APR 23 2019  
BY: \_\_\_\_\_



# Application for Appointment Measure G Citizens Oversight Committee

Note: Committee members must reside in San Benito County. All members will be required to file a Form 700, Statement of Economic Interests with the Fair Political Practices Commission upon membership start and annually thereafter.

Please attach additional pages if necessary to complete all questions.

Name of Applicant: <b>Cheri Schmidt</b>	
Residence Street Address: [REDACTED] <b>D4</b>	
City:	Zip: Telephone: email:
Are you a full-time paid officer or employee of local, state or federal government? No <sup>X</sup> Yes _____ If yes, name employer _____ Position _____	
Nominating Agency or Community Group, if applicable (leave blank if not applicable): <b>Hollister Downtown Association</b>	
Occupation & Education: <b>CFO, California Mutual Insurance Company,</b>	
Do you identify with any of the following groups: (check all that apply)	
<input type="checkbox"/> Agriculture	Describe: _____
<input type="checkbox"/> Senior/Disabled Community	Describe: _____
<input checked="" type="checkbox"/> Industry	Describe: <u>Insurance</u>
<input type="checkbox"/> Trade/Labor	Describe: _____
<input type="checkbox"/> Latino Community	Describe: _____
<input type="checkbox"/> Education	Describe: _____
List any areas of expertise or interest (e.g. accounting, project management, engineering, or others): <u>CFO of Insurance Company - 18 years; Senior Auditor for Blanche Kasavan &amp; Pope; Accounting Manager for Ridgemark Corporation managing residential construction projects 3 condo projects, residential lot development; family owned business, B.Schmidt Construction Inc. building residential homes throughout San Benito County.</u>	
List community organizations or activities that you have been involved in. Please include the approximate dates you were involved: <u>Hollister Downtown Association Current President and Director 2016 - present; Trustee Southside School District 1998; Vice President, Nor Cal Chapter Insurance Accounting and Services Association 2010-present; Accountant Pacific Association of Domestic Insurance Companies - 2014-present</u>	
Describe why you are interested in serving on this committee: <u>See attached</u>	
Signature: <u><i>Cheri Schmidt</i></u>	Date <u>04/23/2019</u>

Appointments will be considered at a Council of San Benito County Governments Board of Directors meeting. Any information you submit on your application will become a matter of public record, with the exception of contact information which will be kept confidential.

**SBCOG Citizens Oversight Committee**

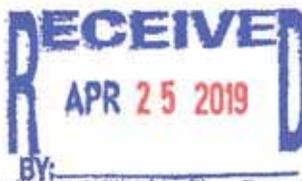
**Cheri Schmidt**

**Describe why you are interested in serving on this committee:**

**As a board member of the Hollister Downtown Association and interested citizen, I have had the opportunity to attend numerous city council, board of supervisor, planning commission and Measure G meetings. I am aware of the extensive work that lead to the success of the passing of Measure G, along with the skepticism of community members that the funds will be utilized as promised.**

**I feel that my accounting background and understanding of governmental and fund accounting could be beneficial in monitoring the use of the funding, provide input and assure to our community that the projects and funding is utilized per the ordinance in the plan.**

# Application for Appointment Measure G Citizens Oversight Committee



Note: Committee members must reside in San Benito County. All members will be required to file a Form 700, Statement of Economic Interests, with the Fair Political Practices Commission upon membership start and annually thereafter.

Please attach additional pages if necessary to complete all questions.

Name of Applicant:  
Keith Snow

Residence Street Address:  
[REDACTED] D4

Are you a full-time paid officer or employee of local, state or federal government?  
No  Yes  If yes, name employer \_\_\_\_\_ Position \_\_\_\_\_

Nominating Agency or Community Group, if applicable (leave blank if not applicable):

Occupation & Education:  
Retired construction foreman / High school diploma

Do you identify with any of the following groups: (check all that apply)

<input type="checkbox"/> Agriculture	Describe: _____
<input checked="" type="checkbox"/> Senior/Disabled Community	Describe: <u>I am partially disabled and identify well with that community.</u>
<input type="checkbox"/> Industry	Describe: _____
<input type="checkbox"/> Trade/Labor	Describe: _____
<input type="checkbox"/> Latino Community	Describe: _____
<input type="checkbox"/> Education	Describe: _____

List any areas of expertise or interest (e.g. accounting, project management, engineering, or others):  
Knowledge of Reports, Planning, Roads, construction, Sidewalks, Sewage, Pipes, highways, operations budget, spend wisely.

List community organizations or activities that you have been involved in. Please include the approximate dates you were involved:  
Maryland Kale - Los Banos 2006 & 2010  
Maryland Kale - Hollister 2012, 2014, 2016, 2018  
Donate to the KSBU Christmas for the kids / active in city council meetings.

Describe why you are interested in serving on this committee:  
I want to be more involved with my community. The progress of the roads and our community is very important to me. I want to make a difference and save money for our needs.

Signature: [Signature] Date: 4/22/19

Appointments will be considered at a Council of San Benito County Governments Board of Directors meeting. Any information you submit on your application will become a matter of public record, with the exception of contact information which will be kept confidential.

# Application for Appointment Measure G Citizens Oversight Committee

RECEIVED  
APR 25 2019  
BY: \_\_\_\_\_



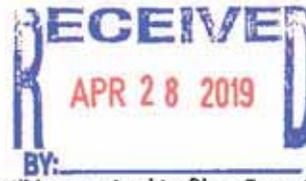
Note: Committee members must reside in San Benito County. All members will be required to file a Form 700, Statement of Economic Interests, with the Fair Political Practices Commission upon membership start and annually thereafter.

Please attach additional pages if necessary to complete all questions.

Name of Applicant: <b>Judi H Johnson</b>	
Residence Street Address: [REDACTED] <span style="float: right; font-size: 2em;">D4</span>	
City: _____	Zip: _____ Telephone: _____ Email: _____
Are you a full-time paid officer or employee of local, state or federal government? No <input checked="" type="checkbox"/> Yes _____ If yes, name employer _____ Position _____	
Nominating Agency or Community Group, if applicable (leave blank if not applicable): _____	
Occupation & Education: <b>MPA (Public Administration) from USF</b>	
Do you identify with any of the following groups: (check all that apply)	
<input type="checkbox"/> Agriculture	Describe: _____
<input checked="" type="checkbox"/> Senior/Disabled Community	Describe: Board member (Secretary) to Jovenes da Antonio
<input type="checkbox"/> Industry	Describe: _____
<input type="checkbox"/> Trade/Labor	Describe: _____
<input type="checkbox"/> Latino Community	Describe: _____
<input type="checkbox"/> Education	Describe: _____
List any areas of expertise or interest (e.g. accounting, project management, engineering, or others): <small>Extensive expertise at reading reports, participating in discussion, asking questions - and as a member of the Howard Jarvis Taxpayers' Association, ask out questions on "getting the most bang for your buck" - with always keeping in mind that answers must be given to local stakeholders.</small>	
List community organizations or activities that you have been involved in. Please include the approximate dates you were involved: Friends of the Library; Delta Kappa Gamma Educational Society (Past President); Active in local Church; 4-H Leader; Board member SSCWD.	
Describe why you are interested in serving on this committee: <small>Currently serve on the HESD Oversight Committee for Measure M &amp; V (Secretary); recently appointed to Gevilar College Oversight Committee for Measure X; Spokesperson for Committee on naming new school (HESD)</small>	
Signature: Will be signed at interview	Date: 04/25/2019

Appointments will be considered at a Council of San Benito County Governments Board of Directors meeting. Any information you submit on your application will become a matter of public record, with the exception of contact information which will be kept confidential.

Application for Appointment  
Measure G Citizens Oversight Committee



Note: Committee members must reside in San Benito County. All members will be required to file a Form 700, Statement of Economic Interests, with the Fair Political Practices Commission upon membership start and annually thereafter.

Please attach additional pages if necessary to complete all questions.

Name of Applicant: <b>John Espinosa</b>	
[Redacted] <b>D4</b>	
Are you a full-time paid officer or employee of local, state or federal government? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> If yes, name employer _____ Position _____	
Nominating Agency or Community Group, if applicable (leave blank if not applicable):	
Occupation & Education: <b>Realtor, Property Owner and Citizen of San Benito County since 2004.</b>	
Do you identify with any of the following groups: (check all that apply)	
<input type="checkbox"/> Agriculture	Describe: <u>As a citizen of San Benito County, I care about all</u>
<input type="checkbox"/> Senior/Disabled Community	Describe: <u>of these various groups, particularly as it relates to</u>
<input type="checkbox"/> Industry	Describe: <u>housing and transportation.</u>
<input type="checkbox"/> Trade/Labor	Describe: _____
<input type="checkbox"/> Latino Community	Describe: _____
<input type="checkbox"/> Education	Describe: _____
List any areas of expertise or interest (e.g. accounting, project management, engineering, or others): <u>As President of our HOA for 12 years, we successfully managed our money while re-paving our roads and repairs to our infrastructure.</u>	
List community organizations or activities that you have been involved in. Please include the approximate dates you were involved: <u>Served my community as Board President of the Ashford Highlands Association, from 2005 to 2017, a Private Gated Community, located just South of Downtown, 52 Homes on approximately 300 acres.</u>	
Describe why you are interested in serving on this committee: <u>Improvements to Infrastructure, fixing our roads fast, but making sure it's done in a cost effective way, expect results and expect it done right.</u>	
Signature: <u>[Signature]</u>	Date: <u>4-28-19</u>

Appointments will be considered at a Council of San Benito County Governments Board of Directors meeting. Any information you submit on your application will become a matter of public record, with the exception of contact information which will be kept confidential.

# Application for Appointment Measure G Citizens Oversight Committee



Note: Committee members must reside in San Benito County. All members will be required to file a Form 700, Statement of Economic Interests, with the Fair Political Practices Commission upon membership start and annually thereafter.

Please attach additional pages if necessary to complete all questions.

Name of Applicant:  
John W. Eade

Residence Street Address:  
[REDACTED] D4

Are you a full-time paid officer or employee of local, state or federal government?  
No  Yes  If yes, name employer \_\_\_\_\_ Position \_\_\_\_\_

Nominating Agency or Community Group, if applicable (leave blank if not applicable):  
\_\_\_\_\_

Occupation & Education:  
Ranching and Real Estate

Do you identify with any of the following groups: (check all that apply)

<input checked="" type="checkbox"/> Agriculture	Describe: <u>Cattle Ranching for 50+ years</u>
<input type="checkbox"/> Senior/Disabled Community	Describe: _____
<input checked="" type="checkbox"/> Industry	Describe: <u>Consulting on Mitigation lands and Endangered Species</u>
<input type="checkbox"/> Trade/Labor	Describe: _____
<input type="checkbox"/> Latino Community	Describe: _____
<input type="checkbox"/> Education	Describe: _____

List any areas of expertise or interest (e.g. accounting, project management, engineering, or others):  
Land Use, large projects, Sunrise Power Link, \$1.9 Billion, Panoche Valley Solar, \$655 million including repaving 20+ miles of county roads, \$3.6 million bridge. Specialized in paving, U.S. Navy Seabees on 2 tours in Vietnam.

List community organizations or activities that you have been involved in. Please include the approximate dates you were involved:  
Farm Bureau, Cattleman's, Measure J, Measure G, 1966 to the present.

Describe why you are interested in serving on this committee:  
As an ardent supporter of Measure G, I vowed to provide oversight to ensure our hard earned tax dollars would be spent as represented by the Measure G Campaign.

Signature: [Signature] Date: 4/15/19

Appointments will be considered at a Council of San Benito County Governments Board of Directors meeting. Any information you submit on your application will become a matter of public record, with the exception of contact information which will be kept confidential.

Application for Appointment  
Measure G Citizens Oversight Committee

RECEIVED  
APR 30 2019  
BY: \_\_\_\_\_



Name of Applicant: KEVIN STOPPER

Residence Street Address: \_\_\_\_\_ D4

Are you a full time paid officer or employee of local, state, or federal government?  
No  Yes \_\_\_\_\_ If yes, name employer \_\_\_\_\_ Position \_\_\_\_\_

Nominating Agency or Community Group, if applicable (leave blank if not applicable): \_\_\_\_\_

Occupation & Education:  
RETIRED FORMER SPECIALTY GAS/CHEMICAL DISTRIBUTION CENTER MGR.

Do you identify with any of the following groups. (check all that apply):

<input type="checkbox"/> Agriculture	Describe: _____
<input type="checkbox"/> Senior/Disabled Community	Describe: _____
<input type="checkbox"/> Industry	Describe: _____
<input type="checkbox"/> Trade/Labor	Describe: _____
<input type="checkbox"/> Latino Community	Describe: _____
<input type="checkbox"/> Education	Describe: _____

List any areas of expertise or interest (e.g. accounting, project management, engineering, or others):  
FORMER TRUCK DRIVER OF 30+ YEARS MOVED INTO DISTRIBUTION & LOGISTICS MANAGEMENT POSITION FOR 12 YEARS. THIS INCLUDED TRANSPORTATION MANAGEMENT, FLEET & DRIVER SAFETY MANAGEMENT. ALSO PROJECT MGMT.

List community organizations or activities that you have been involved in. Please include the approximate dates you were involved:  
2005-2015 VOLUNTEERED FOR SANTA CLARA 2ND HARVEST FOOD BANK  
SANTA CLARA FF FOUNDATION THROUGH EMPLOYER. WORKED VOLUNTEER ON MEASURE G EFFORT-2018-INTERNET LIASON/FACE TO FACE MEETS

Describe why you are interested in serving on this committee:  
HAD INVOLVEMENT IN MEASURE G AND WORKED BEHIND SCENES TO HELP GET IT PASSED. ROADS AND TRANSPORTATION ARE A GREAT INTEREST TO ME AND ALWAYS HAVE BEEN. HOPE TO HELP SEE G WORK WELL

Signature: [Signature] Date 29 APRIL 2019

Appointments will be considered at a Council of San Benito County Governments Board of Directors meeting. Any information you submit on your application will become a matter of public record, with the exception of contact information which will be kept confidential.

**Application for Appointment  
Measure G Citizens Oversight Committee**



Note: Committee members must reside in San Benito County. All members will be required to file a Form 700, Statement of Economic Interests, with the Fair Political Practices Commission upon membership start and annually thereafter.

Please attach additional pages if necessary to complete all questions.

Name of Applicant: <b>Nereyda Burbank</b>	
Residence Street Address: [REDACTED] <b>D4</b>	
Are you a full-time paid officer or employee of local, state or federal government? No ___ Yes <u>X</u> if yes, name employer <u>Hollister Police Department</u> Position <u>Police Officer</u>	
Nominating Agency or Community Group, if applicable (leave blank if not applicable):	
Occupation & Education: <b>PUBLIC SAFETY, COLLEGE</b>	
Do you identify with any of the following groups: (check all that apply)	
<input type="checkbox"/> Agriculture	Describe: <u>FAMILY HISTORY IN AGRICULTURE</u>
<input type="checkbox"/> Senior/Disabled Community	Describe: _____
<input type="checkbox"/> Industry	Describe: <u>PRIOR EXPERIENCE IN NUMEROUS CUSTOMER INDUSTRY</u>
<input checked="" type="checkbox"/> Trade/Labor	Describe: _____
<input type="checkbox"/> Latino Community	Describe: <u>I WORK CLOSELY W/ HISPANIC COMMUNITY IN PUBLIC</u>
<input type="checkbox"/> Education	Describe: <u>BUSINESS PROFESSION</u>
List any areas of expertise or interest (e.g. accounting, project management, engineering, or others): <u>PUBLIC ADMINISTRATION, SOCIAL MEDIA RELATIONS, PUBLIC SPEAKING,</u>	
List community organizations or activities that you have been involved in. Please include the approximate dates you were involved: <u>POLICE OFFICER ASSOCIATION - PRESIDENT 2018/2019</u> <u>BOARD MEMBER OF VINEYARD ESTATES MUTUAL WATER DISTRICT</u> <u>HOLLISTER POLICE DEPARTMENT SOCIAL MEDIA ENGAGEMENT MEMBER 2019</u>	
Describe why you are interested in serving on this committee: <u>AS A MEMBER OF OUR COMMUNITY I AM PASSIONATE ABOUT OUR COMMUNITY CONTINUING TO IMPROVE. ALSO, WORKING IN THE COMMUNITY I KNOW AREAS NEEDED FOR IMPROVEMENT SPECIFICALLY ROAD SAFETY/IMPROVEMENT</u>	
Signature: <u>Nereyda Burbank</u>	Date: <u>04/30/19</u>

Appointments will be considered at a Council of San Benito County Governments Board of Directors meeting. Any information you submit on your application will become a matter of public record, with the exception of contact information which will be kept confidential.

# Application for Appointment Measure G Citizens Oversight Committee



Note: Committee members must reside in San Benito County. All members will be required to file a Form 700, Statement of Economic Interests, with the Fair Political Practices Commission upon membership start and annually thereafter.

Please attach additional pages if necessary to complete all questions.

Name of Applicant:  
Kelly Jay Burbank

Residence Street Address:  
[Redacted] DH

Are you a full-time paid officer or employee of local, state or federal government?  
No \_\_\_ Yes X If yes, name employer San Benito County Position Deputy Sheriff

Nominating Agency or Community Group, if applicable (leave blank if not applicable):

Occupation & Education:  
Patrol Sergeant/College

- Do you identify with any of the following groups: (check all that apply)
- |   |                                   |
|---|-----------------------------------|
| <input type="checkbox"/> Agriculture                          | Describe: _____                   |
| <input checked="" type="checkbox"/> Senior/Disabled Community | Describe: <u>Disabled Veteran</u> |
| <input type="checkbox"/> Industry                             | Describe: _____                   |
| <input type="checkbox"/> Trade/Labor                          | Describe: _____                   |
| <input type="checkbox"/> Latino Community                     | Describe: _____                   |
| <input type="checkbox"/> Education                            | Describe: _____                   |

List any areas of expertise or interest (e.g. accounting, project management, engineering, or others):  
Public Administration, community safety, Critical Incident Instructor.

List community organizations or activities that you have been involved in. Please include the approximate dates you were involved:  
Currently secretary for San Benito Deputy Sheriff's Association  
Currently a board member on Vineyard Estates Water District

Member of Veterans of Foreign Wars (VFW)

Describe why you are interested in serving on this committee:  
I have lived and worked in the community for over 20 years. I want to ensure our community move:  
areas of concern.

Signature: K. Burbank Date 4-30-19

Appointments will be considered at a Council of San Benito County Governments Board of Directors meeting. Any information you submit on your application will become a matter of public record, with the exception of contact information which will be kept confidential.

**County Supervisorial**  
District 5  
Applications

# Application for Appointment Measure G Citizens Oversight Committee



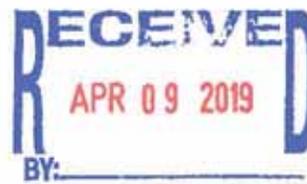
Note: Committee members must reside in San Benito County. All members will be required to file a Form 700, Statement of Economic Interests, with the Fair Political Practices Commission upon membership start and annually thereafter.

Please attach additional pages if necessary to complete all questions.

Name of Applicant: <u>LORI Woodle</u>	
Residence Street Address: <u>[REDACTED] DS</u>	
Are you a full-time paid officer or employee of local, state or federal government? No ___ Yes <u>X</u> If yes, name employer <u>Monterey County</u> Position <u>Finance Manager I</u>	
Nominating Agency or Community Group, if applicable (leave blank if not applicable): 	
Occupation & Education: <u>Finance Manager with Monterey County Resource Management Agency</u>	
Do you identify with any of the following groups: (check all that apply)	
<input type="checkbox"/> Agriculture	Describe: _____
<input type="checkbox"/> Senior/Disabled Community	Describe: _____
<input type="checkbox"/> Industry	Describe: _____
<input type="checkbox"/> Trade/Labor	Describe: _____
<input type="checkbox"/> Latino Community	Describe: _____
<input type="checkbox"/> Education	Describe: _____
List any areas of expertise or interest (e.g. accounting, project management, engineering, or others): <u>In my job I prepare and monitor County Budgets including Capital Projects. I am very familiar with Highway User Taxes, SB1 and Monterey County's Measure X Funding.</u>	
List community organizations or activities that you have been involved in. Please include the approximate dates you were involved: <u>Hollister School District Measure M+V COC, 2016-Pres; VFW Auxilliary member 30 yrs; Civil Grand Jury '99-'00; SBHS Baler Backers 2008-2012; Sunnyslope School PTO + <del>PTA</del> Principals Advisory '00-'05; Janet Graham Memorial Fund '06-'11</u>	
Describe why you are interested in serving on this committee: <u>I am very interested in the proper use of all public funds. My husband is self employed in the Transportation industry and so I have a vested interest in how funds are allocated and accounted for.</u>	
Signature: <u>Lori Woodle</u>	Date: <u>4/2/19</u>

Appointments will be considered at a Council of San Benito County Governments Board of Directors meeting. Any information you submit on your application will become a matter of public record, with the exception of contact information which will be kept confidential.

# Application for Appointment Measure G Citizens Oversight Committee



Note: Committee members must reside in San Benito County. All members will be required to file a Form 700, Statement of Economic Interests, with the Fair Political Practices Commission upon membership start and annually thereafter.

Please attach additional pages if necessary to complete all questions.

Name of Applicant: <u>ANDREW J. ROLLINS</u>	
Residence Street Address: <u>[REDACTED] DS</u>	
Are you a full-time paid officer or employee of local, state or federal government? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> If yes, name employer _____ Position _____	
Nominating Agency or Community Group, if applicable (leave blank if not applicable): 	
Occupation & Education: <u>RETIRED / 7 YRS HOLISTER P.O. 13 YRS LOCKNEE</u> <u>20 YRS CITY OF SAN JOSE / R.A. GAVKAN. + S.J. STATE SANTA CLARA UNIV - CERT</u>	
Do you identify with any of the following groups: (check all that apply)	
<input checked="" type="checkbox"/> Agriculture <u>Pets</u>	Describe: <u>BOARD OF DIRECTORS. PST FRIENDS + RESCUE</u>
<input checked="" type="checkbox"/> Senior/Disabled Community	Describe: _____
<input type="checkbox"/> Industry	Describe: _____
<input type="checkbox"/> Trade/Labor	Describe: _____
<input type="checkbox"/> Latino Community	Describe: _____
<input type="checkbox"/> Education	Describe: _____
List any areas of expertise or interest (e.g. accounting, project management, engineering, or others): <u>LEGAL - PRIVATE INVESTIGATOR, PARALEGAL</u>	
List community organizations or activities that you have been involved in. Please include the approximate dates you were involved: <u>CIVIL GRAND JURY 15+ YRS Ago / PST FRIENDS + RESCUE DIRECTOR</u>	
Describe why you are interested in serving on this committee: <u>COMMUNITY INVOLVEMENT. A JOB FOR A RETIRED PERSON</u>	
Signature: <u>Andrew J. Rollins</u>	Date: <u>4/9/19</u>

Appointments will be considered at a Council of San Benito County Governments Board of Directors meeting. Any information you submit on your application will become a matter of public record, with the exception of contact information which will be kept confidential.

# Application for Appointment Measure G Citizens Oversight Committee



Note: Committee members must reside in San Benito County. All members will be required to file a Form 700, Statement of Economic Interests, with the Fair Political Practices Commission upon membership start and annually thereafter.

Please attach additional pages if necessary to complete all questions.

Name of Applicant: <b>Dawn Koistinen</b>			
Residence Street Address: [REDACTED] <b>D5</b>			
City:	Zip:	Telephone:	email:
Are you a full-time paid officer or employee of local, state or federal government? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> If yes, name employer _____ Position _____			
Nominating Agency or Community Group, if applicable (leave blank if not applicable):			
Occupation & Education: <b>SFSU/Bachelor of Science Management &amp; Finance. Retired</b>			
Do you identify with any of the following groups: (check all that apply)			
<input type="checkbox"/> Agriculture	Describe:	_____	
<input checked="" type="checkbox"/> Senior/Disabled Community	Describe:	_____	
<input type="checkbox"/> Industry	Describe:	_____	
<input type="checkbox"/> Trade/Labor	Describe:	_____	
<input type="checkbox"/> Latino Community	Describe:	_____	
<input type="checkbox"/> Education	Describe:	_____	
List any areas of expertise or interest (e.g. accounting, project management, engineering, or others): <b>See attached</b>			
List community organizations or activities that you have been involved in. Please include the approximate dates you were involved: <b>See attached</b>			
Describe why you are interested in serving on this committee: <b>See attached</b>			
Signature:		Date <u>April 29, 2019</u>	

Appointments will be considered at a Council of San Benito County Governments Board of Directors meeting. Any information you submit on your application will become a matter of public record, with the exception of contact information which will be kept confidential.

**Application for Appointment  
Measure G Oversight Committee**

**DAWN KOISTINEN**

**Areas of expertise:**

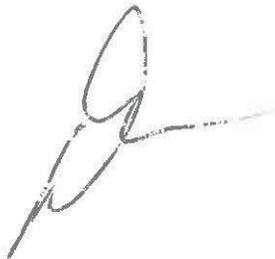
I have had a long career in financial accounting and management and have worked in both the private and public sectors. My experience includes working with Federal, State and local government agencies as well as auditing complex financial documents. My career spanned over 30 years in banking; additionally, I was the San Benito County Treasurer/Public Administrator Office Manager and the Senior Accountant at S. Martinelli & Company.

**Community involvement:**

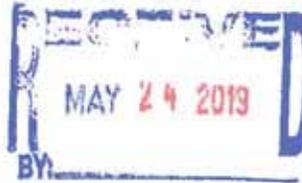
From March until election day of 2018 I participated on COG's Community Engagement Transportation Needs Task Force and sat on the Committee to Repair Our Roads and Reduce Traffic. (Yes on Measure G!) until we successfully got this important measure passed by a better than 2/3 majority vote last November. I am currently serving as a City of Hollister Parks & Recreation Commissioner. I have worked in the public sector as the Treasurer/Public Administrator Office Manager for the County of San Benito.

**Why?**

After spending months working on Measure G and telling voters that we WOULD make sure that their tax dollars would be spent exactly as promised (on road improvements and Highway 25), I want to make sure that that happens. I feel a personal obligation to participate on the Oversight Committee and prove that local government will be responsive to the wishes of the people. Also with my long career in financial services I believe that I can make valuable contributions to the committee's success.



**Trade/Labor Category**  
Various Supervisorial District  
Applications



# Application for Appointment Measure G Citizens Oversight Committee

Note: Committee members must reside in San Benito County. All members will be required to file a Form 700 Statement of Economic interests, with the Fair Political Practices Commission upon membership start and annually thereafter.

Please attach additional pages if necessary to complete all questions.

Name of Applicant: <b>Al Gonzalez</b>	
Residence Street Address: [REDACTED]	
Are you a full-time paid officer or employee of local, state or federal government? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> If yes, name employer _____ Position _____	
Nominating Agency or Community Group, if applicable (leave blank if not applicable): 	
Occupation & Education: <b>Union Representative 2 year University</b>	
Do you identify with any of the following groups: (check all that apply)	
<input type="checkbox"/> Agriculture	Describe: _____
<input type="checkbox"/> Senior/Disabled Community	Describe: _____
<input type="checkbox"/> Industry	Describe: _____
<input checked="" type="checkbox"/> Trade/Labor	Describe: <u>Union Representative</u>
<input type="checkbox"/> Latino Community	Describe: _____
<input type="checkbox"/> Education	Describe: _____
List any areas of expertise or interest (e.g. accounting, project management, engineering, or others): _____ _____	
List community organizations or activities that you have been involved in. Please include the approximate dates you were involved: <u>San Benito Work Force Development Board</u> <u>Instructor at Plumbers &amp; Steamfitters Training Center</u>	
Describe why you are interested in serving on this committee: <u>San Benito County infrastructure directly affects all of us including future generations</u>	
Signature: _____	Date: _____

Appointments will be considered at a Council of San Benito County Governments Board of Directors meeting. Any information you submit on your application will become a matter of public record, with the exception of contact information which will be kept confidential.

Application for Appointment  
Measure G Citizens Oversight Committee



Note: Committee members must reside in San Benito County. All members will be required to file a Form 700, Statement of Economic Interests, with the Fair Political Practices Commission upon membership start and annually thereafter.

Please attach additional pages if necessary to complete all questions.

Name of Applicant:  
**Steve Harris**

Are you a full-time paid officer or employee of local, state or federal government?  
No<sup>x</sup> Yes If yes, name employer \_\_\_\_\_ Position \_\_\_\_\_

Nominating Agency or Community Group, if applicable (leave blank if not applicable):  
**SJB council member John Freeman**

Occupation & Education:  
**western Regional Rep International union of Operating Engineers**

Do you identify with any of the following groups: (check all that apply)

<input type="checkbox"/> Agriculture	Describe: _____
<input type="checkbox"/> Senior/Disabled Community	Describe: _____
<input type="checkbox"/> Industry	Describe: _____
<input checked="" type="checkbox"/> Trade/Labor	Describe: <b>I am a rep for construction operators</b>
<input type="checkbox"/> Latino Community	Describe: _____
<input type="checkbox"/> Education	Describe: _____

List any areas of expertise or interest (e.g. accounting, project management, engineering, or others):  
I have both worked and represented construction workers as well as maintained relationships with Employers in the industry for over 20 years. I am a member of the community and would like to be involved.

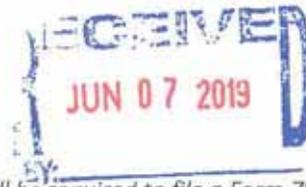
List community organizations or activities that you have been involved in. Please include the approximate dates you were involved:  
I have worked for the Operating Engineers both locally and Nationally for 20+ years and been involved as a delegate to the Building and construction Trades council.

Describe why you are interested in serving on this committee:  
I was involved with the yes on measure G committee and feel I could bring the expertise you are seeking to the committee

Signature: *Steve Harris* Date 5-31-19

Appointments will be considered at a Council of San Benito County Governments Board of Directors meeting. Any information you submit on your application will become a matter of public record, with the exception of contact information which will be kept confidential.

# Application for Appointment Measure G Citizens Oversight Committee



Note: Committee members must reside in San Benito County. All members will be required to file a Form 700, Statement of Economic Interests, with the Fair Political Practices Commission upon membership start and annually thereafter.

Please attach additional pages if necessary to complete all questions.

Name of Applicant: DONALD S. MARCUS

Residence Street Address: [REDACTED]

Are you a full-time paid officer or employee of local, state or federal government?  
 No X Yes \_\_\_\_\_ If yes, name employer \_\_\_\_\_ Position \_\_\_\_\_

Nominating Agency or Community Group, if applicable (leave blank if not applicable):  
N/A

Occupation & Education:  
GENERAL BUILDING CONTRACTOR / RANCHER B.S. CAL POLY SLO - 1972

Do you identify with any of the following groups: (check all that apply)

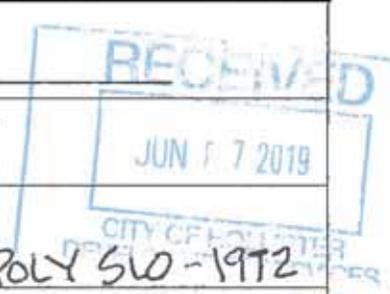
<input type="checkbox"/> Agriculture	Describe: _____
<input type="checkbox"/> Senior/Disabled Community	Describe: _____
<input type="checkbox"/> Industry	Describe: _____
<input checked="" type="checkbox"/> Trade/Labor	Describe: <u>GEN. BLDG CONTRACTOR - HOUSTON SINCE 1985</u>
<input type="checkbox"/> Latino Community	Describe: _____
<input type="checkbox"/> Education	Describe: _____

List any areas of expertise or interest (e.g. accounting, project management, engineering, or others):  
GENERAL COMMERCIAL, INDUSTRIAL, RESIDENTIAL PROJECT CONSTRUCTION & DESIGN. HAVE COMPLETED OVER 1200 PROJECTS - MOSTLY LOCAL. MOST PROJECTS CREATE INCREASED LABOR OPPORTUNITIES.

List community organizations or activities that you have been involved in. Please include the approximate dates you were involved:  
SBC BOARD OF SUPERVISORS - 2004-2008 SB HIGH SCHOOL TRUSTEE 4 YRS  
HOUSTON ROTARY, HOUSTON ELKS CLUB APPROX 1995  
SBCO SADDENBERG PRESIDENT & DIRECTOR 20 YRS

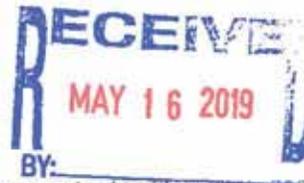
Describe why you are interested in serving on this committee:  
CONTINUE TO SERVE THE BENEFIT OF ALL S.B. CO RESIDENTS, INFRASTRUCTURE (LIKE ELSEWHERE) IN DIRE NEED OF GOOD MGT. & REPAIR

Signature: [Signature] Date: 6/7/19



Appointments will be considered at a Council of San Benito County Governments Board of Directors meeting. Any information you submit on your application will become a matter of public record, with the exception of contact information which will be kept confidential.

# Application for Appointment Measure G Citizens Oversight Committee



Note: Committee members must reside in San Benito County. All members will be required to file a Form 700, Statement of Economic Interests, with the Fair Political Practices Commission upon membership start and annually thereafter.

Please attach additional pages if necessary to complete all questions.

Name of Applicant: <u>Robert Scagliotti</u>	
Residence Street Address: [REDACTED]	
Are you a full-time paid officer or employee of local, state or federal government? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> If yes, name employer _____ Position _____	
Nominating Agency or Community Group, if applicable (leave blank if not applicable): <u>Peter Hernandez</u>	
Occupation & Education: <u>Farmer High School</u>	
Do you identify with any of the following groups: (check all that apply)	
<input checked="" type="checkbox"/> Agriculture	Describe: _____
<input type="checkbox"/> Senior/Disabled Community	Describe: _____
<input type="checkbox"/> Industry	Describe: _____
<input checked="" type="checkbox"/> Trade/Labor	Describe: <u>* agriculture, business, labor employment, buy + sell hay.</u>
<input type="checkbox"/> Latino Community	Describe: _____
<input type="checkbox"/> Education	Describe: _____
List any areas of expertise or interest (e.g. accounting, project management, engineering, or others): _____ _____	
List community organizations or activities that you have been involved in. Please include the approximate dates you were involved: <u>Fish + Game ELKS Lodge</u> _____	
Describe why you are interested in serving on this committee: <u>Because I WANT to see the money spend wisely</u> _____	
Signature: <u>[Signature]</u>	Date: <u>5-17-19</u>

Appointments will be considered at a Council of San Benito County Governments Board of Directors meeting. Any information you submit on your application will become a matter of public record, with the exception of contact information which will be kept confidential.

BEFORE THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

A RESOLUTION OF THE COUNCIL OF SAN BENITO )  
COUNTY GOVERNMENTS ESTABLISHING THE ) Resolution No. COG 19-03  
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, by the Council of San Benito County Governments, that it hereby makes the following determinations:

**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 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 who are residents 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 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. The COG Board of Directors 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 20<sup>th</sup> 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  
Shirley L. Murphy, Deputy County Counsel  
Date: June 13, 2019



## Staff Report

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To: Council of Governments  
From: Veronica Lezama, Transportation Planner Telephone: (831) 637-7665  
Date: June 20, 2019  
Subject: 2019 Unmet Transit Needs Process

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### Recommendation:

**RECEIVE** 2019 Draft Unmet Transit Needs Report and Presentation.

### Summary:

In its role as the Transportation Development Act fund administrator, the Council of Governments is responsible for conducting the annual Unmet Transit Needs process.

### Financial Considerations:

Assembly Bill 325 was enacted by the California Legislature to improve existing public transportation services and encourage regional transportation coordination. Known as the Transportation Development Act (TDA) of 1971, this law provides funding to be allocated to transit and non-transit related purposes that comply with regional transportation plans. TDA continues to be a major funding source for public transportation in California.

For the 2019/20 Fiscal Year, the Council of Governments anticipates to receive a Transportation Development Act (TDA) allocation of approximately \$2,496,413. TDA provides two major sources of funding to COG, including: the Local Transportation Fund (LTF) and the State Transit Assistance (STA) fund.

The Local Transportation Fund (LTF) accounts for \$1,930,820 which is allocated in the following order of priority as set forth in TDA statutes: \$299,010 for COG Administration, \$38,616 (2% of LTF) for local jurisdiction bicycle and pedestrian projects, and \$954,792 to the Local Transportation Authority (LTA).<sup>1</sup> The second fund source, State Transit Assistance fund (STA), can only be allocated for public transit purposes to the LTA for County Express and Specialized Transportation services. This allocation totals \$565,553. All funds are allocated in accordance with the Transportation Development Act.<sup>2</sup>

Any remaining TDA funds must be used to finance the community's expressed comments (Attachment 1) on the Unmet Transit Needs (Attachment 2, Page 1) that are found Reasonable to Meet (Attachment 2, Page 2) before being allocated to other transportation needs. Apart

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<sup>1</sup> Two percent of the funds is made available to the Cities and County for facilities provided for the exclusive use of pedestrians and bicycles.

<sup>2</sup>TDA law requires that TDA funds shall be allocated by the designated transportation planning agency for the purposes specified in the PUC in the following priority: Administration Allocations (i.e. COG administration), Planning and Programming Allocations (i.e. COG planning and administration), Pedestrian and Bicycle Allocations (i.e. for Cities and County use), Rail Passenger Service, Transit Development Board Area Allocations (i.e. LTA administration), Community Transit Service Allocations (i.e. Specialized Transportation service), Public Transportation and Grade Separation Allocations (i.e. County Express service), and Miscellaneous Transportation Allocations (i.e. local streets and roads, bicycle and pedestrian projects, rail, and transit).

from the Unmet Transit Needs process, COG must also conduct an independent financial audit<sup>3</sup> and performance audit<sup>4</sup> to ensure that TDA funds are spent and used in compliance.

**Background:**

In its role as the Transportation Development Act (TDA) fund administrator, COG is responsible for conducting the annual Unmet Transit Needs process. Unmet Transit Needs (Attachment 2, Page 1) are defined as:

*“Expressed or identified needs of a significant segment of the community for public transportation services to meet basic mobility needs which are not currently being met through existing transit services or other means of transportation.*

*The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.*

- 1. The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.*
- 2. Sufficient broad-based community support exists.*
- 3. Request is a current rather than future need.*
- 4. Request is not operational in nature (i.e. minor route change, bus stop change, etc.).”*

Presuming that an unmet transit need is identified, a further determination is conducted to establish whether or not that need is "Reasonable to Meet" in accordance with COG adopted criteria (Attachment 2, page 2). If an Unmet Transit Need is found “Reasonable to Meet,” then 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.

**Staff Analysis:**

The Unmet Transit Need process consists of the following three key steps:

1. Solicit testimony from the public on the Unmet Transit Needs of the community;
2. Analyze the Unmet Transit Needs expressed by the public, in accordance with COG adopted definition of an Unmet Transit Need and Reasonable to Meet criterion; and
3. Adopt findings regarding Unmet Transit Needs, found Reasonable to Meet, which may exist for implementation by the Local Transportation Authority (LTA) in the upcoming 2019/20 Fiscal Year.

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<sup>3</sup> Fiscal audits are conducted annually, and include transit operator’s revenue-to-expense ratio, known as farebox recovery.

<sup>4</sup> Performance audits are conducted every three years and include performance measures that verify the efficiency and effectiveness of COG and LTA.

During the months of February and March staff completed above-mentioned step one. During the public comment period, COG received a total of 75 comments from the public (Attachment 1).

For the above Step 2, staff analyzed the Unmet Transit Needs expressed by the public, in accordance with COG adopted definition of an Unmet Transit Need (Attachment 2, Page 1) and Reasonable to Meet criterion (Attachment 2, Page 2). The enclosed public comment has been reviewed by the Social Services Transportation Advisory Council,<sup>5</sup> as required by TDA.

The COG Board is being asked to comment on the public testimony and staff’s response to those comments (Attachment 1).

Below is the Unmet Transit Need process timeline.

UNMET TRANSIT NEEDS PROCESS TIMELINE	SCHEDULE 2019	STATUS
Onboard passenger outreach	February	√
Public meeting, Hollister Community Center	February 14	√
Public meeting, San Juan Bautista Community Center	February 19	√
Public hearing, COG meeting in Hollister (meeting cancelled, hearing rescheduled to April 18, 2019)	February 21	√
Public hearing, COG meeting in Hollister	April 18	√
Public comment period concludes	April 18	√
Social Services Transportation Advisory Council meeting to review all comments received	May 24	√
COG Board receives draft Unmet Transit Needs Report	June 20	√
COG Considers Adoption the 2019 Unmet Transit Needs Report	July 18/ August 15	
COG submits adopted Unmet Transit Needs Report to Caltrans	August 15	
Report due to Caltrans	August 15	

Executive Director Review: \_\_\_\_\_

Counsel Review: No

Supporting Attachments:

1. 2019 Unmet Transit Needs Comments & Responses
2. Unmet Transit Needs Definition (Attachment 2, Page 1), Reasonable to Meet Criteria (Attachment 2, page 2)

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<sup>5</sup> The Social Services Transportation Advisory Council advises the Council of Governments on matters related to its public transportation services and is responsible for representing the concerns of all segments of the community, including the elderly, persons with disabilities, and persons of limited means.

## UNMET TRANSIT NEEDS 2019

## Public Comment and COG Response



## COUNTY EXPRESS COMMENTS

Customer Service Comments			
No.	Comment	Unmet Transit Needs Determination and Criteria	COG Response
1.	Commenter praised Rachel the County Express red line bus driver.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> <li>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	Thank you for your comment.
2.	Good service, use County Express daily.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> <li>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	Thank you for your comment.
3.	First time rider on County Express – good service, it picked me up. I have also taken Specialized Transportation, provided by Jovenes de Antano, services to go to doctor.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> <li>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	Thank you for your comment.
4.	I am very pleased with the rides.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> <li>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	Thank you for your comment.

5.	I am very satisfied with the County Express, I take it everywhere, great drivers take me to doctors/Safeway/Kmart.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> <li>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	Thank you for your comment.
6.	San Juan really needs the service, I am glad you can provide it, thank you. My grandfather used in the 1980s.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> <li>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	Thank you for your comment.
7.	I’m very satisfied with the bus service I receive.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> <li>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	Thank you for your comment.
8.	I think dial-a-ride is great. I love that they will pick us up – wherever.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> <li>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	Thank you for your comment.
9.	Very good service!	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> <li>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	Thank you for your comment.

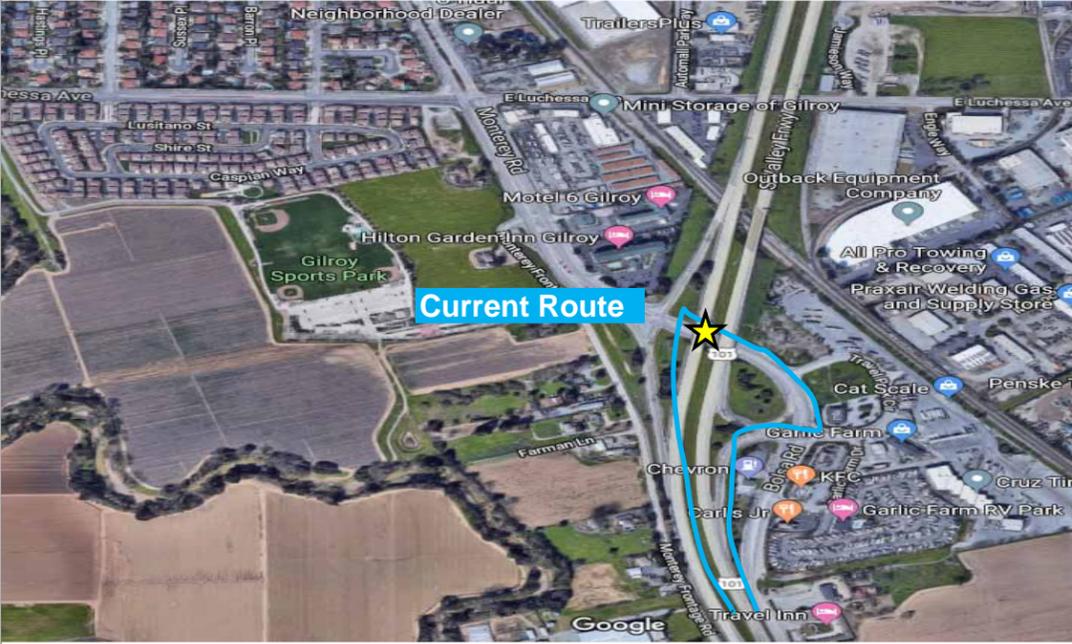
Gap in Service Comments			
No.	Comment	Unmet Transit Needs Determination and Criteria	COG Response
10.	Restore midday Fixed Route service.	Unmet Transit Need, Reasonable to Meet.	The LTA will be implementing the restoration of the midday Fixed Route Service in the 2019/20 Fiscal Year. The cost of restoring the Fixed Route midday weekday service is estimated at \$128,790 annually (2,862 service hours x contractor hourly rate of \$45). The cost does not include fuel, maintenance, or monthly contract fixed rate of ≈\$30,000 for all transit services. The LTA is expected to receive State Transit Assistance from Senate Bill 1, Road Repair and Accountability Act of 2017 for the implementation of the Fixed Route service.
11.	How about adding more Dial-a-Ride buses?	Unmet Transit Need, Not Reasonable to Meet. C. COST EFFECTIVENESS The proposed service would: 1. Not cause the responsible operator or service claimant to incur expenses in excess of the maximum allocated funds. 2. Not set a precedent for other service expansions without a reasonable expectation of available funding. 3. Have available funding on a long-term basis to maintain the service.	At this time, it would be cost prohibited to implement additional dial-a-ride services during the week. During the week, the Dial-a-Ride fleet is at capacity and not enough drivers to accommodate the increase in service.  On the weekend, supplemental Dial-a-Ride services will be implemented in fiscal year 2019/20. The cost of providing an additional weekend Dial-a-Ride service vehicle is estimated at \$28,080 annually (\$45/contractor hourly rate x 6 hours/day x 104 weekend days/year). The costs does not include fuel, maintenance, or monthly contract fixed rate of ≈\$30,000 for all transit services.
12.	I would love if the bus or dial-a-ride would run a little later.	Unmet Transit Need, Not Reasonable to Meet. D. SYSTEM PERFORMANCE 1. The efficiency of the new, expanded or revised transit service, excluding specialized transportation services, shall be measured on efficiency, such as: <ul style="list-style-type: none"> <li>• Cost per passenger trip,</li> <li>• Cost per vehicle service hour,</li> <li>• Passenger trips per vehicle service hour,</li> <li>• Passenger trips per service mile,</li> <li>• On-time performance.</li> </ul> 2. The proposed service would have a reasonable expectation of future increase in ridership.	At this time, the proposed service would not have a reasonable expectation of future increase in ridership during later hours. This request will be studied in greater detail during the update on the Short and Long Range Transit Plan.
13.	There should be more frequency on the bus schedules.	Unmet Transit Need, Reasonable to Meet.	The LTA will be implementing the restoration of the midday Fixed Route Service in the 2019/20 Fiscal Year, which will increase Fixed Route frequency.
14.	More times for inter-county – preferably between 1:15 p.m. and 3:35 p.m. (Additional number of times comment received: 4)	Unmet Transit Need, Reasonable to Meet.	There is currently a large wait time between a 1:15 p.m. and 3:35 p.m. bus leaving Gavilan College. As Low Carbon Transit Operations Program (LCTOP) funding becomes available, staff will be researching the option to add another run between 1:15 PM and 3:35 PM to better accommodate students.

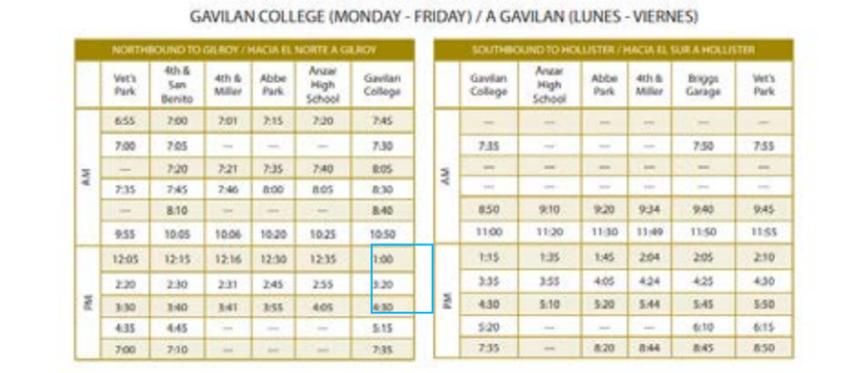
GAVILAN COLLEGE (MONDAY - FRIDAY) / A GAVILAN (LUNES - VIERNES)													
NORTHBOUND TO GILROY / HACIA EL NORTE A GILROY				SOUTHBOUND TO HOLLISTER / HACIA EL SUR A HOLLISTER									
	Vet's Park	4th & San Benito	4th & Miller	Abbe Park	Anzar High School	Gavilan College		Gavilan College	Anzar High School	Abbe Park	4th & Miller	Briggs Garage	Vet's Park
AM	6:55	7:00	7:01	7:15	7:20	7:45							
	7:00	7:05				7:30		7:35				7:50	7:55
		7:20	7:21	7:35	7:40	8:05							
		7:35	7:45	7:46	8:00	8:05	8:30						
		8:10				8:40							
		9:55	10:05	10:06	10:20	10:25	10:50						
PM	12:05	12:15	12:16	12:30	12:35	1:00							
	2:20	2:30	2:31	2:45	2:55	3:20							
	3:30	3:40	3:41	3:55	4:05	4:30							
	4:35	4:45				5:15						6:10	6:15
	7:00	7:10				7:35						8:20	8:45

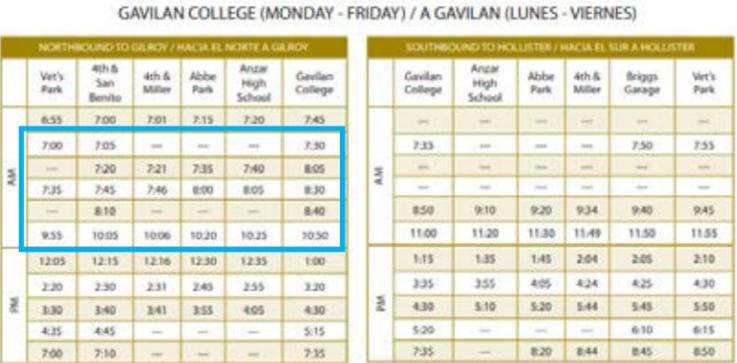
15.	More frequent buses especially towards nights.	<p>Unmet Transit Need, Not Reasonable to Meet.</p> <p>C. COST EFFECTIVENESS</p> <p>The proposed service would:</p> <ol style="list-style-type: none"> <li>1. Not cause the responsible operator or service claimant to incur expenses in excess of the maximum allocated funds.</li> <li>2. Not set a precedent for other service expansions without a reasonable expectation of available funding.</li> <li>3. Have available funding on a long-term basis to maintain the service.</li> </ol>	<p>Buses operate: Monday through Friday 5:30 a.m. to 8:30 p.m., Saturdays and Sundays 7:40 a.m. to 6:00 p.m.</p>
16.	More Routes – time schedules variety	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> </ul> <p>Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</p>	<p>The LTA will be implementing the restoration of the midday Fixed Route Service in the 2019/20 Fiscal Year, which will increase Fixed Route frequency.</p>
17.	During winter and summer times, adding more available bus times. Possibly adding a time interval that the bus must be there at the stop so people could still arrive to their stop.	<p>Unmet Transit Need, Not Reasonable to Meet.</p> <p>D. SYSTEM PERFORMANCE</p> <ol style="list-style-type: none"> <li>1. The efficiency of the new, expanded or revised transit service, excluding specialized transportation services, shall be measured on efficiency, such as: <ul style="list-style-type: none"> <li>• Cost per passenger trip,</li> <li>• Cost per vehicle service hour,</li> <li>• Passenger trips per vehicle service hour,</li> <li>• Passenger trips per service mile,</li> <li>• On-time performance.</li> </ul> </li> <li>2. The proposed service would have a reasonable expectation of future increase in ridership.</li> </ol>	<p>The demand for bus service to/from Gavilan College decreases due to the summer and winter breaks. It would not be operationally efficient to continue providing full service.</p>
18.	More buses in between current Gavilan College schedule.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> </ul> <p>Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</p>	<p>There is currently a large wait time between a 1:15 p.m. and 3:35 p.m. bus leaving Gavilan College. As Low Carbon Transit Operations Program (LCTOP) funding becomes available, staff will be researching the option to add another run between 1:15 PM and 3:35 PM to better accommodate students</p>

19.	Need more stop to Gavilan College it's overcrowded.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an "unmet need." If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> </ul> <p>Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</p>	<p>There is currently a large wait time between a 1:15 p.m. and 3:35 p.m. bus leaving Gavilan College. As a result, both Gavilan College and GECA students are boarding the 3:35 p.m. run. As Low Carbon Transit Operations Program (LCTOP) funding becomes available, staff will be researching the option to add another run between 1:15 PM and 3:35 PM to better accommodate students.</p>
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**Operational Comments**

No.	Comment	Unmet Transit Needs Determination and Criteria	COG Response
20.	Earlier pickup time for 8:00 a.m. preschool schedule and keeping to promised pick up time.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an "unmet need." If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> <li>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	<p>Dial-a-Ride services are not recommended for morning school drop off trips as the service operates on a 30 minute service window. The County Express cannot guarantee on-time school trip and recommends passengers use the Fixed Route Service.</p> <p>In the new County Express contract term – County Express will use the Transit Miner a real-time reporting platform, which provides dispatchers clear views of on-time performance by route, vehicle operator, and vehicle identification throughout the service day for Demand Response services.</p>
21.	Anzar High School to Gavilan Route: How about a stop in Gilroy (Monterey Road) before going to Gavilan College?	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an "unmet need." If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> <li>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	 <p>The Monterey Rd configuration provides limited bus stop spacing and causes a safety issue for passengers. The location is also non-compliant with the Americans with Disabilities Act.</p>
22.	Intercounty scheduled (North/Southbound to Hollister) that better matches the GECA	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an "unmet need." If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p>	<p>Each quarter, staff reviews the schedules and will now include review of the GECA Program schedule. There is currently a large wait time between a 1:15 p.m. and 3:35 p.m. bus leaving Gavilan College. As a result, both Gavilan College and GECA students</p>

	<p>classes, also need capacity control on the buses.</p> <p>Currently, the GECA semester schedules fluctuates and provides challenges with the County Express fixed Schedule.</p>	<ul style="list-style-type: none"> <li>The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>Sufficient <i>broad-based</i> community support exists.</li> <li>Request is a <i>current</i> rather than <i>future</i> need.</li> <li>Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	<p>are boarding the 3:35 p.m. run. As Low Carbon Transit Operations Program (LCTOP) funding becomes available, staff will be researching the option to add another run between 1:15 PM and 3:35 PM to better accommodate students.</p> 
23.	<p>Bus schedule (North/South bound to Hollister) that better match evening classes</p>	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>Sufficient <i>broad-based</i> community support exists.</li> <li>Request is a <i>current</i> rather than <i>future</i> need.</li> <li>Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	<p>Each quarter, staff reviews the schedules and will now include review of the Gavilan College evening class schedule.</p>
24.	<p>Bus schedule (North/South bound to Hollister) that better match summer classes)</p>	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>Sufficient <i>broad-based</i> community support exists.</li> <li>Request is a <i>current</i> rather than <i>future</i> need.</li> <li>Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	<p>Each quarter, staff reviews the schedules and will now include review of the Gavilan College summer class schedule.</p>
25.	<p>Improve punctuality (busses often late).</p>	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>Sufficient <i>broad-based</i> community support exists.</li> <li>Request is a <i>current</i> rather than <i>future</i> need.</li> </ul> <p>Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</p>	<p>In the new County Express contract term – County Express will use Transit Miner, a real-time reporting platform, which provides dispatchers clear views of on-time performance by route, vehicle operator, and vehicle identification throughout the service day for Demand Response services.</p>
26.	<p>Direct routes from Gilroy to Hollister and vice versa</p>	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>Sufficient <i>broad-based</i> community support exists.</li> <li>Request is a <i>current</i> rather than <i>future</i> need.</li> </ul> <p>Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</p>	<p>Some routes are directed towards San Juan Bautista before heading to Gilroy to ensure San Juan Bautista residents are provided with transportation services. There are a few routes that provide direct service between Gilroy and Hollister.</p>

27.	Can you have bus for pick-up 8 p.m. or around that time for Gavilan College.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> </ul> <p><b>Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</b></p>	Currently the last bus leaving Gavilan College departs at 7:35 p.m. There is a possibility to reroute the bus. Currently, the bus stops at the Gavilan College first, prior to picking-up at Gavilan College. The LTA may consider picking-up at the Caltrain station first, then heading to Gavilan College for a closer arrival to 8:00 p.m.
28.	More buses on the same Gavilan route.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> </ul> <p>Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</p>	There is currently a large wait time between a 1:15 p.m. and 3:35 p.m. bus leaving Gavilan College. As Low Carbon Transit Operations Program (LCTOP) funding becomes available, staff will be researching the option to add another run between 1:15 PM and 3:35 PM to better accommodate students.
29.	More buses needed for weekend. Dial-A-Ride shouldn't have to reserve so far in advance- they always tell me they're booked up.	Unmet Transit Need, Reasonable to meet.	The weekend Dial-a-Ride service has reached capacity. There is currently one vehicle available on the weekend between 9 a.m. to 3 p.m. The cost of providing an additional weekend Dial-a-Ride service vehicle is estimated at \$28,080 annually (\$45/contractor hourly rate x 6 hours/day x 104 weekend days/year). The costs does not include fuel, maintenance, or monthly contract fixed rate of ≈\$30,000 for all transit services. The supplemental Dial-a-Ride services will be implemented in fiscal year 2019/20.
30.	More pick up times around 2:00-3:00 at Gavilan.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> </ul> <p>Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</p>	There is currently a large wait time between a 1:15 p.m. and 3:35 p.m. bus leaving Gavilan College. As Low Carbon Transit Operations Program (LCTOP) funding becomes available, staff will be researching the option to add another run between 1:15 PM and 3:35 PM to better accommodate students
31.	More pick up times around 7:00 a.m. -10:00 a.m. in Hollister to Gavilan College.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> </ul> <p>Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</p>	<p>County Express provides several time runs in the 7 a.m. to 10 a.m. timeframe to accommodate passengers.</p> 
32.	Be nice to have the Red Line run on Saturdays and Sundays.	<p>Unmet Need, Not reasonable to meet.</p> <p>D. SYSTEM PERFORMANCE</p> <p>1. The efficiency of the new, expanded or revised transit service, excluding specialized transportation services, shall be measured on efficiency, such as:</p>	Supplemental weekend Dial-a-Ride services will be implemented in fiscal year 2019/20. New Dial-a-Ride services will be able to provide transportation for passengers wanting to reach destination areas along the Red Line.

		<ul style="list-style-type: none"> <li>• Cost per passenger trip,</li> <li>• Cost per vehicle service hour,</li> <li>• Passenger trips per vehicle service hour,</li> <li>• Passenger trips per service mile,</li> <li>• On-time performance.</li> </ul> <p>2. The proposed service would have a reasonable expectation of future increase in ridership.</p>	
33.	Would be nice if Dial-A-Ride to St. Francis Retreat in San Juan.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• <b>Sufficient <i>broad-based</i> community support exists.</b></li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> </ul> <p>Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</p>	St. Frances Retreat is outside of the County Express service area. Sufficient community support does not currently exist to extend the County Express service area.
34.	More buses to central Hollister.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> </ul> <p>Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</p>	The Hollister Fixed Route operates Monday through Friday in the City of Hollister between the hours of 6:15 a.m. to 11:15 a.m. and 2:10 p.m. to 5:51 p.m.
<b>Infrastructure Comments</b>			
No.	Comment	Unmet Transit Needs Determination and Criteria	COG Response
35.	More benches	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> <li>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	The LTA developed a Bus Stop Improvement Plan, which evaluates each County Express bus stops for its accessibility and amenities and makes recommendations for priority improvements. The LTA has identified funding for the procurement of bus stop improvements, which are scheduled for implementation in the Winter of 2019.
36.	Wi-Fi on Gavilan College bus (Additional number of times comment received: 4).	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> <li>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	<p>The LTA currently does not have an identified fund source to implement Wi-Fi on County Express buses.</p> <p>The estimated cost of implementing Wi-Fi includes a one-time cost of \$15,000 to \$20,000 (dependent on equipment and data usage on 6 vehicles). The annual and ongoing cost totals between \$5,000 and \$8,500 (dependent on carrier network fees).</p>
37.	Some of the buses don’t have bike racks.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p>	All buses have bicycle racks, except for buses 46, 47, 61. Buses 46 and 47 will soon be replaced. LTA staff will research the possibility of installing a bicycle rack on bus 61.

		<ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> <li>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	
38.	Heater/Air conditioning (Additional number of times comment received: 1).	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> <li>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	Due to the nature of LTA’s services, cutaways are the predominant vehicle type in the LTA fleet. Cutaways are produced using a truck chassis with custom-made fiberglass bodies and floorplans. For this reason, the same amount of effort to ensure rider comfort, including HVAC performance that goes into mass produced vehicles unfortunately is not possible in cutaway vehicles. Although this is the case, LTA works to ensure that the HVAC systems in the vehicles are working to their maximum potential as reported in the driver Daily Vehicle Inspections. If heating and AC upgrades are available and if the budget allows, the LTA will select the upgrades.
39.	More space for wheelchairs please.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> <li>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	LTA’s fleet meets all ADA requirements. If Dial-a-ride or Fixed Route services are at wheelchair capacity at any given time, County Express will dispatch a second vehicle. On Intercounty services, once the ADA securement area slots have been occupied, a passenger must wait for the next bus as permitted by ADA law regarding shuttle services.
40.	Better seats.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> <li>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	Due to the nature of LTA’s services, cutaways are the predominant vehicle type in the LTA fleet. Cutaways are produced using a truck chassis with custom-made fiberglass bodies and floorplans. For this reason, the same amount of effort to ensure rider comfort, including HVAC performance that goes into mass produced vehicles unfortunately is not possible in cutaway vehicles. Although this is the case, LTA works to ensure that the HVAC systems in the vehicles are working to their maximum potential as reported in the driver Daily Vehicle Inspections.
41.	Seating area on 4 <sup>th</sup> & San Benito is often dirty and littered. Need frequent clean-up.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> <li>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	The LTA will work with the contractor to improve cleanliness.

**General Comments**

42.	Being part of times for the bus. Learning routes for the bus.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> <li>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	Thank you for your comment.
43.	Bus overcrowded sometimes (space) in the afternoon Gavilan bus.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> </ul> <p>Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</p>	There is currently a large wait time between a 1:15 p.m. and 3:35 p.m. bus leaving Gavilan College. As a result, both Gavilan College and GECA students are boarding the 3:35 p.m. run. As Low Carbon Transit Operations Program (LCTOP) funding becomes available, staff will be researching the option to add another run between 1:15 PM and 3:35 PM to better accommodate students.
44.	Allow Food/Drinks.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> <li>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	In order to maintain a sanitary environment food should be consumed prior or after boarding the bus. The American with Disabilities Act provides for exceptions for people with medical conditions.
45.	Allow music on the bus.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> <li>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	For the comfort of all passengers, rides are encouraged to use headphones.
46.	Monthly transfer rides.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> <li>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	The monthly bus passes for Fixed Route and Intercounty services offer unlimited rides. The Dial-a-Ride service currently does not allow for monthly transfers because it is more costly to operate a curb-to-curb service as it does not operate on a fixed schedule.

47.	Go Pass for San Benito Bus Pass	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> <li>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	<p>The Valley Transportation Authority (VTA) Go Pass program allows companies, educational institutions and residential complexes (“Participants”) to purchase annual unlimited-ride passes for all eligible employees, residents or students (“Users”). A Go Pass sticker is affixed to an approved identification badge and the user presents it on the train as proof of payment.</p> <p>County Express Token Transit users can also have other parties’ purchase their bus passes. Intercounty services and Fixed route services provide unlimited rides with the purchase of the month pass, respectively.</p>
48.	Using larger buses with more room (more seats).	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> </ul> <p>Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</p>	<p>There is currently a large wait time between a 1:15 p.m. and 3:35 p.m. bus leaving Gavilan College. As a result, both Gavilan College and GECA students are boarding the 3:35 p.m. run. As Low Carbon Transit Operations Program (LCTOP) funding becomes available, staff will be researching the option to add another run between 1:15 PM and 3:35 PM to better accommodate students.</p>
49.	Allow student to eat (certain foods)	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> <li>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	<p>In order to maintain a sanitary environment food should be consumed prior or after boarding the bus. The American with Disabilities Act provides for exceptions for people with medical conditions.</p>
50.	Lower price for students.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> <li>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	<p>Staff has recognized requests from the community for free or reduced fares for students and low-income residents. During FY 2019/20, County Express will offer free Fixed Route service the first week of each month and free Intercounty service during the lower-ridership months of December, January and June, a project only made possible by the use of FY 2018/19 Low Carbon Transit Operations Program (LCTOP) funding.</p>
51.	Have more space on the Gavilan run.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> <li>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	<p>There is currently a large wait time between a 1:15 p.m. and 3:35 p.m. bus leaving Gavilan College. As a result, both Gavilan College and GECA students are boarding the 3:35 p.m. run. As Low Carbon Transit Operations Program (LCTOP) funding becomes available, staff will be researching the option to add another run between 1:15 PM and 3:35 PM to better accommodate students.</p>

52.	Have driver play the radio.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> <li>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	For the comfort of all passengers, rides are encouraged to use headphones.
53.	Would like the Intercounty schedule posed further in advanced.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> <li>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	LTA staff will work on improving the timely distribution of schedules.
54.	Drivers should get paid more.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> <li>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	Drivers are compensated based a contract between MV Transportation and the San Benito County Local Transportation Authority. Additionally, MV Transportation’s drivers and dispatchers are unionized with a Memorandum of Understanding between the union and the contractor.
<b>Other</b>			
55.	It would be nice if you had the meeting during the time of day when the bus is actually running that people could ride the bus to the event this should be one of your items on the list.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> <li>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.).</li> </ul>	During this meeting time, we offer Dial-A-Ride service although Fixed Route is not running. This is one of three public meetings to be held, one of which will be on Thursday, February 21st at 481 Fourth Street, Hollister at 3pm when Fixed Route is running. Also, understanding it is difficult to attend meetings in person, we welcome Unmet Transit Needs comments by mail: 330 Tres Pinos Road, Suite C7, Hollister; by email <a href="mailto:veronica@sanbenitocog.org">veronica@sanbenitocog.org</a> ; and by phone (831) 637-7665 x 204.



No.	Statement	Unmet Transit Needs Determination and Criteria	COG Response
56.	I live on Pacheco Pass and Jovenes de Antaño senior Lunch Program transportation doesn't go out where I live. (Senior lunch Program has service boundary.) I don't want to use Dial-A-Ride because of \$1.00 convenience fee. I can't always call in advance because lady has special needs. Sometimes she changes her mind and decides the day of that she wants to go to senior lunch program.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an "unmet need." If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> </ul> <p>Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</p>	County Express transportation services are provided to the area near Pacheco Pass. The advance reservation policy was developed to allow dispatchers to establish the pickup schedule prior to providing Dial-a-Ride trips. The \$1.00 convenience fee is aimed at discouraging interruptions in the established schedule. The advance reservation policy reduces operational cost and increases efficiency in transit services. Specialized Transportation provides services as far as Fairview Road and Santa Ana Road at no cost to passengers.
57.	Need bus that will go to Pacheco and Fairview Rd for the senior lunch program.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an "unmet need." If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> </ul> <p>Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</p>	County Express transportation services are provided to the area near Pacheco Pass. The advance reservation policy was developed to allow dispatchers to establish the pickup schedule prior to providing Dial-a-Ride trips. The \$1.00 convenience fee is aimed at discouraging interruptions in the established schedule. The advance reservation policy reduces operational cost and increases efficiency in transit services.
58.	Good Driver Carlos	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an "unmet need." If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> </ul> <p>Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</p>	Thank you for your comment.
59.	Doctors' appointments Pick up prescriptions Grocery shopping	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an "unmet need." If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> </ul> <p>Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</p>	Thank you for your comment.
60.	<ol style="list-style-type: none"> <li>1. To come to center</li> <li>2. To go to Dr. appointments</li> <li>3. To go to groceries food</li> </ol>	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an "unmet need." If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> </ul> <p>Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</p>	Thank you for your comment.

61.	To come to Community Center	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> <li>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	Thank you for your comment.
62.	Being pick up on time.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> <li>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	The LTA will work with the contractor to improve on-time performance.
63.	Need more medical bus service.	Unmet Transit Need, Reasonable to meet.	The LTA has increased Out of County Medical Transportation Services effective May 2019, as FTA Section 5310 operational funding became available.
64.	Being pick up after doctor’s appt. (long wait) How can time be improved.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> <li>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	The LTA will work with the contractor to improve on-time performance.
65.	To pick me up and take me to my address.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> <li>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	Thank you for your comment.
66.	That they bring me to the dining room (Community Center) and that they take me to my home because I do not have a car and I am of low income.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> <li>• The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.</li> <li>• Sufficient <i>broad-based</i> community support exists.</li> <li>• Request is a <i>current</i> rather than <i>future</i> need.</li> <li>• Request is not operational in nature (i.e. minor route change, bus stop change, etc.)</li> </ul>	Thank you for your comment.

## ADOPTED DEFINITIONS AND PROCEDURES FOR NOTICING AND CONDUCTING THE ANNUAL UNMET TRANSIT NEEDS HEARING

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As required by PUC section 9940 1.5, the Council of San Benito County Governments must adopt formal definitions of "unmet transit need" and "reasonable to meet." The first definition is the primary tool used to evaluate the public testimony received during the initial hearing.

The second definition is used to evaluate the reasonableness of meeting those requests. State law (PUC Section 994015(c)) has been modified to clarify that..."the fact that an identified transit need cannot fully be met based on available resources shall not be the sole reason for finding that a transit need is not reasonable to meet."

Additionally, the Act specifies that..." An agency's determination of needs that are reasonable to meet shall not be made by comparing unmet transit needs with the need of streets and roads. "

### I. The "unmet needs" definition adopted by Council of San Benito County Governments:

"Unmet needs are defined as expressed or identified needs of a significant segment of the community for public transportation services to meet basic mobility needs which are not currently being met through existing transit services or other means of transportation.

Included, at a minimum, are those public transportation or specialized services that are identified in the Regional Transportation Plan, Short Range Transit Plan and/or Transit Development Plan, which have not been implemented or funded."

### II. The "unmet needs" threshold criteria adopted by the Council of San Benito County Governments:

The following criteria must be true for the COG to consider a request an "unmet need". If a request **fails** to satisfy any of the criteria below, the request is **not** an unmet need.

1. The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.
2. Sufficient *broad-based* community support exists.
3. Request is a *current* rather than *future* need.
4. Request is not operational in nature (i.e. minor route change, bus stop change, etc.)

### III. Adopted Definition of "Transit Needs That Are Reasonable To Meet Determination."

In making the reasonableness determination, an analysis will be conducted on existing transit services, available options, likely demand and general costs based on similar services in the area and available studies. Once completed, the following criteria shall be considered.

## REASONABLE TO MEET CRITERIA

In making a reasonableness determination, an analysis will be conducted on existing transit services, available options, likely demand and general costs based on similar services in the area and available studies. An Unmet Transit Need would be considered reasonable to meet if the proposed service is in general compliance with the following criteria:

### A. EQUITY

The proposed service would:

1. Benefit the general public.
2. Not unreasonably discriminate against nor favor any particular area or segment of the community at the exclusion of any other.
3. Not result in adversely affect existing services in other parts of the transit system that have an equal or higher priority immediately or within the foreseeable future.
4. Require a subsidy per passenger generally equivalent to other parts of the transit system, unless overriding reasons so justify.

### B. TIMING

The proposed service would:

1. Be in response to an existing rather than a future need.
2. Be implemented consistent with federal, state, or regional funding approval schedules, if such funds are the most appropriate primary method of funding.

### C. COST EFFECTIVENESS

The proposed service would:

1. Not cause the responsible operator or service claimant to incur expenses in excess of the maximum allocated funds.
2. Not set a precedent for other service expansions without a reasonable expectation of available funding.
3. Have available funding on a long-term basis to maintain the service.

### D. SYSTEM PERFORMANCE

1. The efficiency of the new, expanded or revised transit service, excluding specialized transportation services, shall be measured on efficiency, such as:
  - Cost per passenger trip,
  - Cost per vehicle service hour,
  - Passenger trips per vehicle service hour,
  - Passenger trips per service mile,
  - On-time performance.
2. The proposed service would have a reasonable expectation of future increase in ridership.

#### **E. OPERATIONAL FEASIBILITY**

1. The new, expanded or revised transit service must be safe to operate and there must be adequate roadways and turnouts for transit vehicles.
2. The new service would be provided with the existing vehicle fleet or with vehicles that can be acquired with available funds.
3. The new service would have the available maintenance staff to cover the additional vehicle maintenance hours incurred as a result of the proposed service.

#### **F. COMMUNITY ACCEPTANCE**

A significant level of community support exists for the public subsidy of transit services designed to address the unmet transit need. Including but not limited to, community groups, community leaders, and community meetings reflecting support for the unmet transit need.

#### **G. ADA CONFORMITY**

The new, expanded or modified service, excluding specialized transportation services, would conform to the requirements of the Americans with Disabilities Act. The COG shall consider the financial impact on the TDA claimant if complementary paratransit services are required as a result of the new, expanded, or modified service.

#### **H. OTHER FACTORS**

Other specific, formulated components that COG determines to affect the reasonableness of meeting an unmet transit need.