



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

DATE: Thursday, November 16, 2023
4:00 p.m.

LOCATION: County Board of Supervisors Chambers
481 Fourth Street
Hollister, CA 95023

DIRECTORS: Bea Gonzales, Chair (County of San Benito)
Scott Freels, Vice-Chair (City of San Juan Bautista)
Mia Casey (City of Hollister)
Dolores Morales (City of Hollister)
Mindy Sotelo (County of San Benito)
Ex Officio: Caltrans District 5

ALTERNATES: San Benito County: Kollin Kosmicki
City of San Juan Bautista: Jackie Morris-Lopez
City of Hollister: Rick Perez

NOTICE OF PROCEDURES FOR COUNCIL OF GOVERNMENTS BOARD MEETINGS

The meeting will be available through Zoom, for those who wish to join or require accommodations.

Members of the public may participate remotely via Zoom at the following link: <https://zoom.us/join> with the following:

Webinar ID: 832-6188-0573 and Webinar Passcode: 231284

*Those participating by phone who would like to make a comment can use the “raise hand” feature by dialing “*9” (star-nine) . In order to receive full Zoom experience, please make sure your application is up to date.*

Remote Zoom participation for members of the public is provided for convenience only. In the event that the Zoom connection malfunctions for any reason, the COG Board of Directors reserves the right to conduct the meeting without remote access.

*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 5. Public Comment.***

1. CALL TO ORDER 4:00 P.M.
2. Pledge of Allegiance
3. Roll Call
4. Verification of Certificate of Posting
5. **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 agenda. No action may be taken unless provided by Govt. Code Sec. 54954.2 Speakers are limited to 3 minutes.)*

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.)

6. APPROVE Council of Governments Draft Action Regular Meeting Minutes Dated September 21, 2023 – Gomez
7. APPROVE Council of Governments Draft Action Regular Meeting Minutes Dated October 19, 2023 – Gomez

ACTION ITEMS:

8. APPROVE the FY 2022/2023 Measure G Annual Report – Lezama
9. APPROVE the 2024 San Benito County Regional Transportation Improvement Program (RTIP) – Lezama
10. FY 2022/2023 Q4 Budget Report – Aceves
 - a. RECEIVE FY 2022/2023 Q4 Budget Report
 - b. APPROVE Budget Adjustments
11. APPROVE Release of Request for Proposals for General Legal Services – Aceves
12. APPROVE Allocation Request Submittal for Transit and Intercity Rail Capital Program (TIRCP) and Zero Emission Transit Capital Program (ZETCP) Using the Attached Project List – Aceves
13. CONCUR with Proposed Caltrans Contract Change Order to Reduce Union Road Stage Construction Closure for the State Route (SR) 156 Improvement Project – Caltrans

INFORMATION ITEMS:

14. RECEIVE Presentation on the Caltrans Project Delivery Process – Abraham/ Caltrans
15. RECEIVE Monthly Caltrans District 5 Construction Projects Report – Caltrans Ex-Officio
16. Caltrans Report/Correspondence (Verbal Report) – Caltrans Ex-Officio

17. Executive Director's Report (Verbal Report) – Abraham

18. Board of Directors' Reports (Verbal Report)

CLOSED SESSION:

19. Public Employee Performance Evaluation

Title: COG Executive Director

Authority: Government Code Section 54957(b)

Adjourn to COG Meeting on December 21, 2023. Agenda Deadline is December 5, 2023, 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.

Written Comments & Email Public Comment

Members of the public may submit comments via email by 5:00 PM. on the Wednesday prior to the Board meeting to the Secretary at monica@sanbenitocog.org, regardless of whether the matter is on the agenda. Every effort will be made to provide Board Members with your comments before the agenda item is heard.

Public Comment Guidelines

1. If participating on Zoom: once you are selected, you will hear that you have been unmuted. At this time, state your first name, last name, and county you reside in for the record.
2. The Council of Governments Board welcomes your comments.
3. Each individual speaker will be limited to a presentation total of three (3) minutes.
4. Please keep your comments brief, to the point, and do not repeat prior testimony, so that as many people as possible can be heard. Your cooperation is appreciated.

If you have questions, contact the Council of Governments, and leave a message at (831) 637-7665 x. 201, or email monica@sanbenitocog.org.

CERTIFICATE OF POSTING

Pursuant to Government Code Section #54954.2(a) the Meeting Agenda for the Council of San Benito County Governments on **November 16, 2023**, at **4:00 P.M.** was posted at the following locations freely accessible to the public:

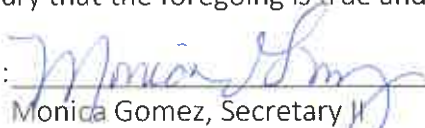
The front entrance of the San Benito County Administration Building, 481 Fourth Street, Hollister, CA 95023, and the Council of Governments Office, 330 Tres Pinos Rd., Ste. C7, Hollister, CA 95023 at the following date and time:

On the 13th day of November 2023, on or before 4:00 P.M.

The meeting agenda was also posted on the Council of San Benito County Governments website, www.sanbenitocog.org, under Meetings, COG Board, Meeting Schedule

I, Monica Gomez, swear under penalty of perjury that the foregoing is true and correct.

BY:



Monica Gomez, Secretary II
Council of San Benito County Governments

COUNCIL OF SAN BENITO COUNTY GOVERNMENTS
REGULAR MEETING
Board of Supervisors Chambers
481 Fourth Street, Hollister, CA 95023 & Zoom Platform
September 21, 2023, at 4:00 P.M.

ACTION MINUTES

MEMBERS PRESENT:

Chair Bea Gonzales, Vice-Chair Scott Freels, Director Mia Casey, Director Dolores Morales, and Ex Officio Scott Eades; Caltrans District 5.

MEMBERS ABSENT:

Director Mindy Sotelo.

STAFF PRESENT:

Executive Director; Binu Abraham, Administrative Services Specialist; Norma Rivera, Transportation Planning Manager; Veronica Lezama, Office Assistant; Griselda Arevalo, Secretary II; Monica Gomez, Deputy County Counsel; Shirley Murphy.

OTHERS PRESENT:

Richard Rosales, Brandy Rider, Jill Leal; Caltrans District 5, Heather Adamson (via-Zoom); Association of Monterey Bay Area Governments, Leona Medearis-Peacher; MV Transit.

1. CALL TO ORDER:

Chair Gonzales called the meeting to order at 4:02 P.M.

2. PLEDGE OF ALLEGIANCE

Chair Gonzales led the pledge of allegiance.

3. ROLL CALL

Secretary Gomez called the roll call and confirmed a quorum of Directors were present.

4. CERTIFICATE OF POSTING

Motion made to acknowledge Certificate of Posting:

Motion: Vice Chair Scott Freels Second: Director Dolores Morales

Motion carried: 4/0

Yes: Gonzales, Casey, Freels, Morales

No: None

Recused: None

Abstention: None
Absent: Sotelo

5. PUBLIC COMMENT:

Chair Gonzales stated for the record that COG received Mr. Joe Thompson’s public comment correspondence. The correspondence was entered into public record.

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.)

6. APPROVE Council of Governments Draft Action Regular Meeting Minutes Dated June 15, 2023 – Gomez
7. APPROVE Council of Governments Draft Action Special Meeting Minutes Dated July 19, 2023 – Gomez
8. APPROVE Council of Governments Draft Action Special Meeting Minutes Dated September 6, 2023 – Gomez
9. APPROVE Amendment No. 1 to Contract with JJA, CPA Inc. for a One-year Extension to Provide Annual Financial Audit and Reporting Services – Aceves
10. ADOPT Resolution 2023-07 Authorizing the Filing of a Claim for Allocation of Transportation Development Act Funds for Fiscal Year 2023/2024 – Aceves

Executive Director Binu Abraham noted a correction to Item 9, which should state “Ratify” instead of “Approve” Amendment No. 1 to Contract with JJA, CPA Inc. for a one-year extension to provide annual financial audit and reporting services.

There was no public comment on Consent.

Motion made to Approve Consent Agenda 6-10, with the above noted correction to Item 9:

Motion: Vice Chair Scott Freels Second: Director Dolores Morales

Motion carried: 4/0

Yes: Gonzales, Casey, Freels, Morales

No: None

Recused: None

Abstention: None

Absent: Sotelo

ACTION ITEMS:

11. HOLD a Public Hearing to Receive Public Input on the Draft 2023 Public Participation Plan – Lezama/AMBAG

Heather Adamson, Planning Director with the Association of Monterey Bay Area Governments, provided an overview of the public hearings and adoption dates for the Public Participation Plan (PPP). Comments will be compiled and reviewed, and changes will be incorporated into the Final 2023 PPP document, as appropriate. Staff will present the Final 2023 for adoption at a future meeting.

Ms. Adamson asked that the COG Board open the public hearing on the Draft 2023 PPP to accept any public comments.

Chair Gonzales opened the public hearing at 4:23 p.m.

There was no public comment.

Chair Gonzales closed the public hearing at 4:23 p.m.

12. ADOPT Resolution 2023-08 Approving Projects for Funding and Authorizing the Application for and Acceptance of FY 2023/24 California State of Good Repair Program Funds Totaling \$107,586 – Lezama

Transportation Planning Manager, Veronica Lezama, reported on Resolution 2023-08 approving projects for funding and authorizing the application for and acceptance of FY 2023/24 California State of Good Repair Program funds totaling \$107,586.

Director Casey asked if the funds were going to be used to purchase a smaller vehicle for the Dial-A-Ride service. She also asked if the funds could be used to add poles to identify the bus stops and add lettering to some of the buses that don't have any lettering.

Ms. Lezama stated that the funds would be used to purchase a 16-passenger cut-away bus. Ms. Lezama stated that staff would have to look into whether or not the guidelines allow using the funds to add poles to identify bus stops and lettering to the buses.

Vice Chair Freels asked about the driver shortage.

Leona Medearis-Peacher, General Manager with MV Transportation, reported that there are currently 16 drivers, before COVID there were 20 drivers. She added that without the operation of the Fixed Route, they are managing with 16 drivers. However, if the Fixed Route service starts up again, they will not have enough drivers.

There was consensus from the Board directing staff to bring this item back at a future meeting. The Board asked staff to look into purchasing a smaller vehicle, as well as researching if the funds could be used to add poles to identify bus stop locations.

INFORMATION ITEMS:

13. RECEIVE Monthly Caltrans District 5 Construction Projects Report – Scott Eades, Caltrans

Caltrans District 5 Director, Scott Eades, reported on the Highway 156 Improvement Project's next phase of work, which involves laying down rebar and then the pouring of continuously reinforced concrete pavement, which has a 40-year pavement life.

There was no public comment.

14. Caltrans Report/Correspondence – Scott Eades, Caltrans

Caltrans District 5 Director, Scott Eades, stated that he wanted to give a big kudos to San Benito COG staff for all the work they put in, and how well the last couple days of the CTC Town Hall event went. He stated that he felt the Commissioners left with a really clear understanding of the challenges the community faces as it relates to transportation, jobs, housing balance, land use changes, and the challenges on how long it takes to get projects done and where our priorities are for getting those projects done.

Mr. Eades highlighted that the US Department of Transportation recently announced the Thriving Communities Grant Program funding opportunity. The program provides technical assistance to under-resourced and disadvantaged communities to help identify, develop, and deliver, transportation and community revitalization efforts. There is \$22 million of grant funding available statewide and the call for projects is open until November 28, 2023.

There was no public comment.

15. Executive Director's Report – Abraham

Executive Director, Binu Abraham, thanked the COG Board and everyone who was involved and attended the two-day CTC Town Hall event. She stated that there was a clear unified message of what the needs of the community are. She mentioned that the CTC Commissioners and staff expressed how wonderful and impressed they were with the Town Hall.

There was no public comment.

16. Board of Director's Reports –

Director Freels thanked Executive Director Abraham, COG staff, and all the moderators who worked to put the CTC Town Hall event together. He stated that he had to give a lot of credit to the Speaker of the Assembly, Robert Rivas, who really set the tone.

Director Morales also thanked Executive Director Abraham and COG staff for all of their hard work and investment of their time in organizing the CTC Town Hall event. She also thanked our partners for working together and looked forward to future endeavors with them. She stated that it had been an

honor to host the CTC Commission and to have the opportunity to speak with them and build relationships.

Director Casey also thanked Executive Director Abraham and COG staff for doing a great job with the CTC Town Hall. She stated that she was informed by Executive Director Abraham that she would no longer be able to prep the Board before COG meetings. She stated that she objected to it and would like to continue meeting with Executive Director Abraham prior to COG meetings because it is very valuable to her to be informed about what is coming before the Board and allows the opportunity to ask questions. Secondly, she stated that she would like to agendaize at a future meeting, consideration to look at outside counsel for the COG Board. She stated that this was done recently with LAFCO. She stated this would provide equity, as there can sometimes be conflicts with having County Counsel handle things that are intergovernmental.

There was consensus from the COG Board directing staff to agendaize an item to look at obtaining outside counsel for COG at a future meeting.

Chair Gonzales stated that she wanted to once again express appreciation to COG staff for the two-day CTC Town Hall event.

There was no public comment.

ADJOURNMENT:

There being no further business to discuss, Director Casey motioned to adjourn at 4:33 p.m.

Motion seconded by Director Morales.

Motion carried: 4/0

Yes: Gonzales, Casey, Freels, Morales

No: None

Recused: None

Abstention: None

Absent: Sotelo

ADJOURN TO COG MEETING NOVEMBER 16, 2023, AT 4:00 P.M.

COUNCIL OF SAN BENITO COUNTY GOVERNMENTS
REGULAR MEETING
Board of Supervisors Chambers
481 Fourth Street, Hollister, CA 95023 & Zoom Platform
October 19, 2023, at 4:00 P.M.

ACTION MINUTES

MEMBERS PRESENT:

Vice-Chair Scott Freels, Chair Bea Gonzales (via-Zoom), Director Mia Casey (via-Zoom), Director Mindy Sotelo, Alternate Director Rick Perez, and Ex Officio Richard Rosales; Caltrans District 5.

MEMBERS ABSENT:

Director Dolores Morales.

STAFF PRESENT:

Executive Director; Binu Abraham, Administrative Services Specialist; Norma Rivera, Transportation Planning Manager; Veronica Lezama, Office Assistant; Griselda Arevalo, Secretary II; Monica Gomez, Deputy County Counsel; Shirley Murphy.

OTHERS PRESENT:

Terry Thompson(via-Zoom), Jill Leal; Caltrans District 5, Heather Adamson (via-Zoom); Association of Monterey Bay Area Governments.

1. CALL TO ORDER:

Vice Chair Freels called the meeting to order at 4:04 P.M.

2. PLEDGE OF ALLEGIANCE

Vice Chair Freels led the pledge of allegiance.

Deputy County Counsel, Shirley Murphy announced that Chair Bea Gonzalez and Director Mia Casey were attending remotely via-Zoom under the “Just Cause Exception” under Government Code section 54953 (f). Chair Gonzales and Director Casey confirmed that they were traveling for official county/city business and that no other person was in their respective rooms.

3. ROLL CALL

Secretary Gomez called the roll call and confirmed a quorum of Directors were present.

Alternate Director Rick Perez was in attendance for Director Dolores Morales.

4. CERTIFICATE OF POSTING

Motion made to acknowledge Certificate of Posting:

Motion: Chair Bea Gonzales Second: Director Mindy Sotelo

Motion carried: 5/0

Yes: Freels, Sotelo, Gonzales, Casey, Alt. Perez

No: None

Recused: None

Abstention: None

Absent: Morales

5. PUBLIC COMMENT: None

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.)

6. APPROVE Council of Governments, Local Transportation Authority, Airport Land Use Commission Draft Cancelled Meeting Minutes Dated August 17, 2023 – Gomez
7. APPROVE Council of Governments Draft Action Special Meeting Minutes Dated September 20, 2023 – Gomez
8. APPROVE Council of Governments Draft Action Special Meeting Minutes Dated September 21, 2023 – Gomez
9. ADOPT the Final 2023 Public Participation Plan – Lezama
10. APPOINT Measure G Citizens Oversight Committee Applicants to Represent the Membership Categories of Trad/Labor, Latino Community, and Supervisorial District 4 – Lezama

There was no public comment on Consent.

Motion made to Approve Consent Agenda 6-10:

Motion: Director Mindy Sotelo Second: Chair Bea Gonzales

Motion carried: 5/0

Yes: Freels, Sotelo, Gonzales, Casey, Alt. Perez

No: None

Recused: None

Abstention: None

Absent: Morales

ACTION ITEMS:

11. ADOPT Resolution 2023-08 Authorizing the Filing of a Claim for Allocation of Transportation Development Act Funds for Fiscal Year 2022/2023 – Aceves

Administrative Services Specialist, Norma Aceves, reported on Resolution 2023-08 authorizing the filing of a claim for allocation of Transportation Development Act funds for Fiscal Year 2022/2023 and answered questions from the Board.

Chair Gonzales asked what the 2 percent set aside for bicycle and pedestrian projects equates to in dollars.

Ms. Aceves stated that every year the dollar amount averages between \$40k to \$50k that staff sets aside. However, she stated that she would have to confirm the actual dollar amount and report back.

Vice Chair Freels asked if it included existing bicycle and pedestrian projects, such as those that require repainting of bicycle symbols, and striping.

Ms. Aceves stated that she would have to go back and look at the Transportation Development Act (TDA) guidelines and report back.

There was no public comment.

Motion made to Adopt Agenda Item 7. as noted above:

Motion: Director Mindy Sotelo Second: Chair Bea Gonzales

Motion carried: 5/0

Yes: Freels, Sotelo, Gonzales, Casey, Alt. Perez

No: None

Recused: None

Abstention: None

Absent: Morales

12. FY 2023/2024 Overall Work Program – Lezama

- a. ADOPT Resolution No. 2023-09 Approving Amendment No. 1 to the Fiscal Year 2023/2024 Overall Work Program (OWP); and
- b. APPROVE Amendment No. 1 of the Overall Work Program Agreement (OWPA) with Caltrans, to Reflect Program Carry-Over of Rural Planning Assistance (RPA) Funds Totaling \$49,857.76 from the Previous Fiscal Year.

Transportation Planning Manager, Veronica Lezama, reported on the Fiscal Year 2023-2024 Overall Work Program (OWP) Resolution No. 2023-09. She reported that approving amendment No. 1 carries-over of Rural Planning Assistance funds from the previous fiscal year into the new fiscal year (2023/2024).

There was no public comment.

Motion made to Adopt Agenda Item 12a.,b. as noted above:

Motion: Director Mindy Sotelo Second: Director Mia Casey
Motion carried: 5/0
Yes: Freels, Sotelo, Gonzales, Casey, Alt. Perez
No: None
Recused: None
Abstention: None
Absent: Morales

INFORMATION ITEMS:

13. RECEIVE Information Regarding the State of Good Repair Program – Lezama

Transportation Planning Manager, Veronica Lezama, provided a report on the State of Good Repair Program. Ms. Lezama noted that COG staff continues to research this item. Staff will be assessing the transit fleet and will be providing a recommendation for the Board’s consideration at an upcoming COG meeting.

There was no public comment.

14. RECEIVE Draft Request for Proposals for General Legal Services – Aceves

Administrative Services Specialist, Norma Aceves, provided a report on a draft Request for Proposal (RFP) for General Legal Services and answered questions from the Board. Staff will bring the RFP back to the COG Board for approval at the next COG Board meeting.

Chair Gonzales suggested reaching out to the County’s recently acquired Counsel, Prentice|Long, Law Firm, to see if they have an area of expertise in transportation.

Director Casey stated that she did not want to have County Counsel be COG’s Counsel. She stated that COG needed to have equity across and would prefer looking at other firms that are separate from the County, as they did with LAFCO.

Vice Chair Freels and Alternate Director Perez concurred with Director Casey’s suggestion.

Director Sotelo commented that she was open to looking at options, however, the Board also needed to ensure that seeking outside counsel makes sense for COG, since all COG employees are County employees, making it different from LAFCO.

Director Casey stated that as far as the functioning of COG, it is an independent organization like LAFCO and COG staff, who are County employees, should still be represented by County Human Resources and County Council, if needed.

There was no public comment.

15. RECEIVE Information Regarding the Transit and Intercity Rail Capital Program (TIRCP) and Zero Emission Transit Capital Program (ZETCP) – Abraham

Executive Director Binu Abraham provided a report on the Transit and Intercity Rail Capital Program (TIRCP) and Zero Emission Transit Capital Program (ZETCP) of which the COG is eligible to claim an estimated total of \$8.2 million.

Chair Gonzales inquired if the funding could be used to re-establish the Fixed Route service that went away after COVID.

Executive Director Abraham stated that the funding could be used to bring back the Fixed Route service and so much more.

There was consensus from the COG Board, directing staff to pursue eligibility to claim an estimated \$8.2 million in TIRCP and ZETCP funds. The Board also expressed support for hiring a consultant to help staff acquire these funds if needed.

There was no public comment.

16. RECIEVE Monthly Caltrans District 5 Construction Projects Report – Richard Rosales, Caltrans

Caltrans District 5 Deputy District Director for Project Management, Richard Rosales, provided an update on major construction projects on the Caltrans State Highway System in San Benito County and answered questions from the Board.

Regarding the SR 25/156 Roundabout Project, Mr. Rosales reported that initial planning has begun for a possible weekend road closure. They're looking at the following dates: November 11th-12th or November 18th-19th. Mr. Rosales stated that they will coordinate with COG and County staff to ensure that there are no other projects lined up that may conflict with some of the detouring that would need to take place for that weekend.

The COG Board asked that Caltrans notify them of the exact closure date as soon as possible to be able to alert their constituents. They also requested that weekend closure of the Roundabout does not occur at the same time as the scheduled closure of Union Road.

Regarding the Highway 156 Improvement Project, Mr. Rosales reported on the scheduled closure of Union Road between SR 156 and use of San Juan Hollister Road detour from late November to July 2024. He mentioned working with local agencies to try to inform local traffic to stay on Highway 156 instead of using Flint, Bixby, and Lucy Brown, county roads. Mr. Rosales noted that they are communicating with the contractor to look at prioritizing this work in an effort to minimize the amount of closure time. Caltrans will provide an update to the COG Board.

Chair Gonzales asked that in the future, the COG Board be notified of these types of closures/updates prior to it going out to the public via Benitolink or social media. She stated that they need to be able to

work together and be well informed so that they are able to get ahead of it before it goes out to the public.

Mr. Rosales stated that Caltrans would definitely get the information out ahead of time in the future.

Mr. Rosales also mentioned that Caltrans staff met with County and City of Hollister staff, and Executive Director Abraham, last week to discuss no left hand turns coming onto Highway 156 from the county roads. Mr. Rosales stated that if the County is looking into limited time left hand turn closures on county roads via resolution, Caltrans will work with the County on implementing that as part of a contract work.

Director Sotelo asked if once phase 2 of the project is completed in July, would drivers be able to turn left or right from any of the rural roads (i.e. Lucy Brown Rd.) onto the existing Highway 156 at all because that portion of the road will be closed.

Mr. Rosales stated that he would have to look into the staging of the project and would report back to the Board.

Director Sotelo inquired about the San Juan Hollister Road detour at Union Road. She stated that there is a stop sign at the location and it is going to be difficult to turn left. She expressed concern over the impact that the detour will have on traffic during peak hours, not only locally, but interregional traffic as well.

Regarding the proposed roundabout closure, Director Sotelo asked if there was any way to detour interregional traffic, especially truck drivers, to stay on Highway 101 towards 152 and Pacheco Pass, as an alternative to driving through Highway 156 in San Benito County.

Mr. Rosales stated that when traffic is heading northbound on US 101(near Rocks Rd.) they will be able to indicate on the changeable message board that there will be a closure at the intersection of SR 156/SR25.

Vice Chair Freels inquired about the lack of CHP enforcement during the construction of the Highway 156 Project.

Mr. Rosales stated that it may be mainly because the majority of construction is off alignment and not on the existing traveling lanes of traffic on SR 156. However, he mentioned that Caltrans does have contracts with CHP for construction and he would look to see if there is funding available for this project.

Regarding the Highway 25 Curve Alignment Project completion date, Mr. Rosales stated that he would follow up and report back to the Board.

Regarding the Hollister Clean CA Project, specifically, the completion date for the bridge mural in San Juan Bautista, Mr. Rosales stated he would follow up and report back to the Board.

PUBLIC COMMENT:

There was public comment from Chuck Sorbet.

17. RECEIVE Presentation on the Caltrans Project Delivery Process – Abraham/Caltrans

Executive Director Abraham pulled Item 17 from the agenda and stated that the item would be presented at a future meeting when all COG Board members are present.

Chair Gonzales asked if staff had a date in mind regarding the Highway 25 Workshop because she spoke with Director Morales, and they would like to have it soon. Chair Gonzales asked if the meeting was scheduled for November 15. Director Casey confirmed that the meeting is scheduled for November 15.

Chair Gonzales noted that she will be in Anaheim attending the CSAC conference that week. However, she would be willing to attend via-Zoom, like today, if it is an option. She stated that it is important for her to be present and involved with COG and it is why she joined via-Zoom.

Executive Director Abraham explained that there are two separate items. The first meeting is the Highway 25 Workshop, which is scheduled for November 15, but COG staff is waiting to get confirmation from the Board members. Second, is the Caltrans Project Delivery Process presentation, which explains how Caltrans goes through the project process from inception to construction.

Executive Director Abraham proposed that Item 17 (Caltrans project delivery process presentation) be moved to the next COG Board meeting on November 16th, but if the November 15th Workshop works for everybody, she could include the Caltrans project delivery process presentation as part of the Workshop on November 15th. She stated that it was up to the Board.

There was no public comment.

18. Caltrans Report/Correspondence – Richard Rosales, Caltrans

Caltrans District 5 Deputy District Director for Project Management, Richard Rosales, announced that Caltrans sent out a news release about the Highway 25/156 Roundabout project night work that is occurring now. He also announced that California was selected as a national hydrogen hub and will receive up to \$1.2 billion from the US Department of Energy to accelerate the development and deployment of clean, renewable hydrogen, critical to cutting pollution and expanding the clean energy economy statewide.

There was no public comment.

19. Executive Director's Report – Abraham

Executive Director Abraham reported on the California Transportation Commission meeting she attended on October 18-19 in Madera. She also mentioned that California will receive up to \$1.2 billion from the US Department of Energy to accelerate the development and deployment of clean, renewable hydrogen, critical to cutting pollution and expanding the clean energy economy statewide. She stated that there was a report out on the COG hosted CTC Town Hall and everyone was very appreciative of the two-day event. Secondly, Ms. Abraham stated that she wanted to emphasize that the Highway 25 Workshop should be a priority for COG so that there is a plan in place in case funding becomes available. Currently, staff is looking at November 15th as the workshop date, however, this date can be revisited to ensure we find a date that works for all COG Board members.

Director Casey stated that she hopes the Highway 25 Workshop date of November 15th works. She expressed concern over pushing the date out any further.

There was no public comment.

20. Board of Directors' Reports –

Chair Gonzales expressed concern over the need for dedicated left hand turn lane at the intersection of Highway 25 and Santa Ana Road. She asked if it had been brought to Caltrans' attention since this has been an area of concern for Hollister residents.

Mr. Rosales stated that Caltrans Traffic Engineer confirmed that there had been communication with City of Hollister staff. The City of Hollister would need to complete an Intersection Control Evaluation (ICE) study for the intersection. Pending those results, the next action would be to apply for an encroachment permit, which Caltrans would then review, comment, or approve.

Director Casey stated that she believed that the City Manager had been contacted and he is working with Public Works to figure out the next steps as far as completing a study at the Highway 25 and Santa Ana Road intersection.

Director Casey thanked Caltrans for providing the Highway 25/156 Roundabout videos.

Director Sotelo echoed Director Casey's comments. She also wanted to thank everyone that was involved with putting together the two-day COG/CTC Town Hall, which she stated was amazing and incredibly beneficial for our community.

Director Sotelo also inquired about a safety concern that has been raised frequently at the Board of Supervisors regarding speeding that is occurring on Highway 25 going through Tres Pinos.

Mr. Rosales stated that Peter Hendrix, Caltrans Office Chief for Traffic Safety, is looking into the speeding concern along Highway 25 in Tres Pinos and will follow up with County staff.

Vice Chair Freels asked fellow COG members if they would be interested in providing updates on their respective City and County Road plans, at a future COG meeting in 2024. He stated that he sees a lot of complaints on social media about local roads and this would be a good way to keep the public informed about what is going on.

There was consensus from the COG Board to have Executive Director Abraham reach out to the three jurisdictions City Manager's and County Public Works department at the beginning of 2024 so they can provide a report at a future COG meeting.

PUBLIC COMMENT:

There was public comment from Chuck Sorbet, and Stacie McGrady.

ADJOURNMENT:

There being no further business to discuss, Director Sotelo motioned to adjourn at 5:35 p.m. Motion seconded by Alternate Director Perez.

Motion carried: 5/0
Yes: Freels, Sotelo, Gonzales, Casey, Alt. Perez
No: None
Recused: None
Abstention: None
Absent: Morales

ADJOURN TO COG MEETING NOVEMBER 16, 2023, AT 4:00 P.M.



STAFF REPORT

Action

Prepared By: Veronica Lezama,
Transportation Planning Manager
Subject: Measure G Annual Report

Agenda Item No. 8

Approved By:
Binu Abraham, Executive Director
Meeting Date: November 16, 2023

Recommendation:

APPROVE the FY 2022/2023 Measure G Annual Report.

Summary:

The Measure G ordinance requires that a report be prepared annually regarding the administration of the Measure G program to be presented to the COG Board of Directors.

Background/ Discussion:

COG Ordinance 2018-01, which specifies the Council of San Benito County Governments (COG) as the administrator of the Measure G tax, requires the preparation of a report setting forth the amount of funds collected and expended, and the status of any projects authorized to be funded in the Measure G Expenditure Plan.

The FY 22/23 Measure G Annual Report was reviewed by the Measure G Citizens Oversight Committee at their October 25, 2023 meeting. The Committee unanimously recommends that the report be presented to the COG Board of Directors for approval. Upon approval by the Board, the report will be posted on the COG website for public information and the project interactive map will be updated.

Financial Impact:

The Annual Report includes information on Measure G revenues and expenditures for Fiscal Year 2022/2023. During the reporting period, the COG collected a total of \$13.4 million in tax revenues and allocated the full amount to the Cities and County, respectively.

Attachments:

1. Measure G FY 2022/2023 Annual Report

MEASURE G ANNUAL REPORT



Improving Mobility in San Benito County



The Measure G funded pavement milling and overlay of Church Street in the City of San Juan Bautista.

MEASURE G CITIZENS OVERSIGHT COMMITTEE STATEMENT

As the Measure G Citizens Oversight Committee, we look back on Fiscal Year 2022/2023 and we recognize that the cities of San Juan Bautista and Hollister and the County of San Benito made notable progress on the implementation of Measure G projects.

The projects implemented:

- Improved safety and circulation
- Improved pavement conditions
- Enhanced bicycle and pedestrian accessibility



The Council of San Benito County Governments continued to allocate local Measure G funds to leverage state and federal monies to plan, fund, and build transportation projects and programs in our community.

As the Measure G Citizens Oversight Committee, we continued our commitment to ensure that the agency’s projects and programs enhance our local economy, improve the environment, and promote social equity in San Benito County – no matter what mode of transportation a person may use or where they may reside.

Sincerely,

Victor Gomez, Chair
Measure G Citizens Oversight Committee



COUNCIL OF SAN BENITO COUNTY GOVERNMENTS (SBCOG)

The Council of San Benito County Governments is San Benito County's Regional Transportation Planning Agency. The Agency provides a public forum for discussion of regional issues such as transportation mobility at its monthly meetings and through public participation opportunities in all of its planning efforts.

SBCOG Mission

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

Our locally elected Board of Directors is composed of five members representing all areas of San Benito County, including the City of Hollister, the City of San Juan Bautista, and the unincorporated areas of San Benito County. Both the SBCOG Board and staff are committed to maintaining and improving transportation for all of San Benito County.

SBCOG BOARD OF DIRECTORS

Bea Gonzalez, Chair, County of San Benito

Scott Freels, Vice Chair, City of San Juan Bautista

Mia Casey, Director, City of Hollister

Dolores Morales Director, City of Hollister

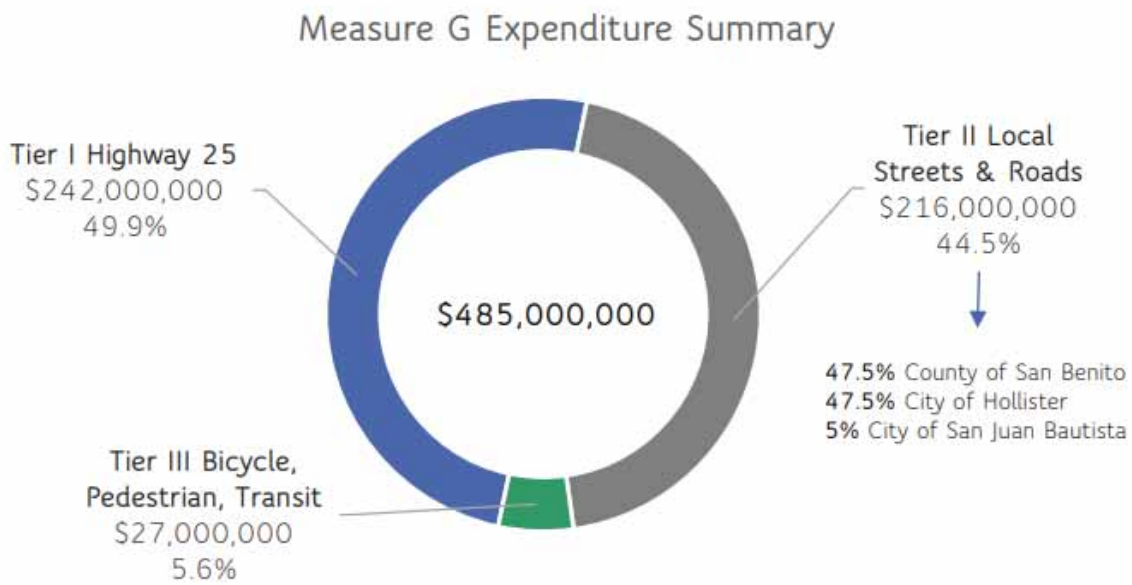
Mindy Sotelo, Director, County of San Benito

MEASURE G

Measure G (COG Ordinance 2018-01 Roads, Transportation Safety Investment Plan) was approved by San Benito County voters on November 6, 2018. The measure is administered by the Council of San Benito County Governments and includes a one percent local transactions and use (sale) tax to be collected for 30 years to improve our local streets and roads, improve connectivity, and reduce congestion.



Measure G calls for a Transportation Safety and Investment Plan Oversight Committee to be composed of San Benito County residents to oversee compliance with the Ordinance.



The measure is expected to generate up to \$485 million over thirty years. Fifty percent of the revenues will be set aside for the Highway 25 Conversion Project between Hollister and Santa Clara County. The other nearly fifty percent of the revenue is being used by our two cities and the County to fix potholes and make road repairs, safety improvements, and fund mobility-for-all programs. Specifically, the Investment Plan includes a project list that divides transportation projects into three tiers: Tier I for Highway 25; Tier II for Local Street and Road Maintenance and Rehabilitation; and Tier III for bicycle, pedestrian, and transit improvements for seniors, youth, and persons with disabilities.



CITIZENS OVERSIGHT COMMITTEE

Measure G calls for an independent Citizens Oversight Committee to oversee compliance with the Ordinance. The Committee consists of San Benito County residents that represent the geographical, social, cultural, and economic diversity of the County to ensure maximum benefit for transportation users. The Committee represents a diverse range of community interests to ensure that taxpayer safeguards are met as Measure G projects and programs are implemented.

The responsibilities of the 11-member Measure G Citizens Oversight Committee are to:

1. Ensure all transportation revenue collected from Measure G is spent in accordance with the Measure G Transportation Safety and Investment Plan
2. Have full access to the SBCOG’s independent auditor and review the annual audits, have the authority to request and review the specific financial information
3. Provide input on the audit to assure the funds are being expended in accordance with the Transportation Safety and Investment Plan
4. Review and make recommendations on any proposed changes to the Transportation Safety and Investment Plan
5. Review and comment on the project delivery schedules and make recommendations to SBCOG on any proposals for changing project delivery priorities
6. Prepare annual reports regarding the administration of the program, to be presented to the SBCOG Board of Directors and posted to the SBCOG’s website (SanBenitoCOG.org)

2023 Committee Makeup (As of Oct. 2023)

- Victor Gomez – Latinx Community (Committee Chair)
- Vacant – Senior/Disabled Community
- Darlene Boyd – Education (Committee Vice Chair)
- Neils Ash– Trade/Labor
- Vacant - Agriculture
- John Espinosa – Industry
- Jim Parker – SBC District 1
- Jason Hopkins – SBC District 2
- Sandy Hughes – SBC District 3
- Kevin Stopper – SBC District 4
- Andrew Rollins – SBC District 5

2022 Committee Makeup

- Victor Gomez – Latinx Community (Committee Chair)
- Paul Scherer – Senior/Disabled Community
- Darlene Boyd – Education (Committee Vice Chair)
- Al Gonzalez – Trade\Labor
- Vacant – Agriculture
- John Espinosa – Industry
- Jim Parker – SBC District 1
- Jason Hopkins – SBC District 2
- Sandy Hughes – SBC District 3
- Kevin Stopper – SBC District 4
- Andrew Rollins – SBC District 5



MEASURE G OVERVIEW

Measure G includes a project list that divides San Benito County transportation projects into the following three tiers. An update on the progress made under each tier is provided below.



FUTURE MATCHING FUNDS

- State Funding Programs
- Matching Developer Impact
- Fees
- Secure Federal Funds



PRIORITIES

- Prioritize Local Road Improvements
- Fast-Track Highway 25
- Invest in Quality of Life: Transit & Bikeways



OVERSIGHT COMMITTEE

- Meetings & Input
- Review Audit Reports & Expenditures
- Prepare Annual Report

TIER 1: SR 25 CONVERSION PROJECT (HIGHWAY 25)

- Caltrans is the lead on the Project Approval & Environmental Documentation (PA&ED) phase of the project with SBCOG support. The PA&ED phase includes the completion of the Final Environmental Document and the Project Report, which documents the project alternative selection at a preliminary engineering level. PA&ED activities include collecting environmental and technical information within the area of project effect, defining the project purpose and need, conducting project development team meetings, consultation with regulatory and resource agencies/public, and stakeholder participation.
- SBCOG hired a project management consulting firm to provide support services to SBCOG in the fields of engineering and project management. The services are being provided during the PA&ED phase and design of the project.

TIER 2: LOCAL STREETS & ROADS

The County of San Benito, City of Hollister, and City of San Juan Bautista received Measure G funds to make road repairs on the Measure G project list. Projects completed in FY 2022/2023 are summarized on page 10.

TIER 3: TRANSIT, BICYCLE, PEDESTRIAN

Tier III funds are set-aside for improving pedestrian facilities and bicycle safety, and protecting and enhancing bus services for seniors, people with disabilities, and youth. No new projects were initiated during FY 2022/2023. SBCOG staff expenses related to the administration of Measure G funds are also funded from Tier III. This includes preparation of the annual audit, preparing financial statements, and disbursing funds to local agencies.

MEASURE G FUNDING

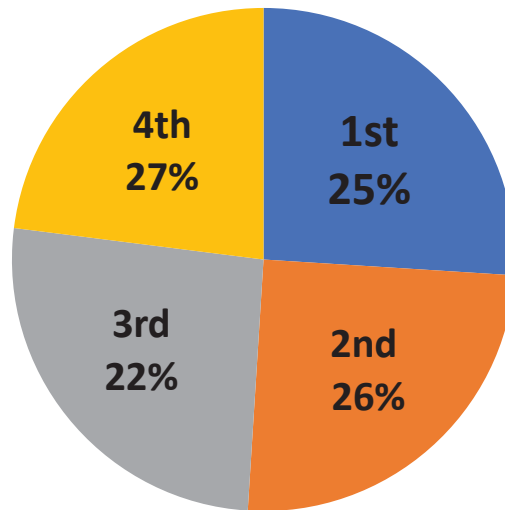
Since the passage of Measure G, revenues collected total \$49.1 million. During the 2022/2023 fiscal year reporting period, tax revenues collected totaled \$13.4 million. A breakdown of the revenues by quarter is provided below.*

Revenue by Quarter

2022/2023

First Quarter	\$3,412,546
Second Quarter	\$3,447,927
Third Quarter	\$2,988,754
Fourth Quarter	\$3,592,942
Total	\$13,442,169

Percent of Revenue by Quarter



*Numbers are unaudited

FUNDING DISTRIBUTION

Measure G funds were allocated to each tier of the program as follows:

Apportionment by Tier	2022/2023
Tier I: Highway 25	\$3,871,345
Tier II: Local Streets & Roads	\$8,451,092
Tier III:	
Transit, Bicycle, & Pedestrian	\$985,311
Administration	\$134,421
Total	\$13,442,169

Within Tier II, Measure G revenues are sub-apportioned to local agencies for local streets and road purposes according to percentages defined in the Roads, Transportation Safety and Investment Plan. San Benito County and the City of Hollister receive 47.5% each, and the City of San Juan Bautista, 5%.

Apportionment by Local Agency	2022/2023
City of San Juan Bautista	\$422,554
City of Hollister	\$4,014,269
County of San Benito	\$4,014,269
Total	\$8,451,092

PROJECT SPONSORS

SBCOG disburses funds for local road projects to the County of San Benito, the City of Hollister, and the City of San Juan Bautista in accordance with the Roads and Transportation Safety Investment Plan. These sponsors are accountable for implementation of their Pavement Management Plans to rehabilitate area roadways within their jurisdiction.



Measure G funds for Highway 25 will be administered and spent by SBCOG. Caltrans is a partner in the delivery of the Highway 25 Project. SBCOG maintains an online, interactive map that identifies planned and completed projects funded under Measure G (sanbenitocog.org).

FY 2022/2023 COMPLETED PROJECTS

CENTRAL AVENUE TRAFFIC CALMING

Construction Date: 2022

The City of Hollister installed a roundabout, curb bump-outs, lane delineators and other traffic calming features at various locations on Central Avenue.

Measure G funded 100% of the \$737,000 construction cost.



SPEED HUMPS

Construction Date: 2022, 2023

The City of Hollister installed speed humps at various locations.

Measure G funded 100% of the \$55,000 project cost.





FY 2022/2023 COMPLETED PROJECTS

CIENEGA ROAD

Construction Date: 2022

The County of San Benito completed road rehabilitation and embankment repairs at two locations on Cienega Road.

Measure G funded 75% (\$500,000) of the \$671,000 project cost.



CITYWIDE STREET, CURB, GUTTER AND SIDEWALK PROJECT

Construction Date: 2023

The City of San Juan Bautista overlaid, or crack sealed 12 streets, modified curb, gutter or sidewalk on six streets, and installed Americans with Disability Act (ADA) compliant ramps at seven intersections.

Measure G funded 100% of the \$1,197,599 project.



PUBLIC ENGAGEMENT



The Measure G website includes updates on complete projects, Measure G Citizens Oversight Committee meetings, Annual Reports, etc.



STAFF REPORT

Action

Prepared By: Veronica Lezama,
Transportation Planning Manager
Subject: Measure G Annual Report

Agenda Item No. 9

Approved By:
Binu Abraham, Executive Director
Meeting Date: November 16, 2023

Recommendation:

APPROVE the 2024 San Benito County Regional Transportation Improvement Program (RTIP).

Summary:

The Regional Transportation Improvement Program (RTIP) is a program of highway, local road, transit, and active transportation projects that a region plans to fund with revenue programmed by the California Transportation Commission (CTC) in the State Transportation Improvement Program (STIP). The RTIP is developed by the regions, such as the Council of San Benito County Governments (SBtCOG), which identifies projects selected by SBtCOG for consideration of funding under the STIP program.

Background/ Discussion:

The State Transportation Improvement Program (STIP/RTIP) is a statewide five-year program of transportation projects, funded with State and Federal revenues. The RTIP identifies projects selected by SBtCOG that are to be funded with our county share of Regional STIP funds over the 5-year period of Fiscal Years 2024/25 to 2028/29.

The enclosed 2024 RTIP identifies the San Benito region as overprogrammed/deficit in funding due to previous advancements of funds for projects such as the SR 156 Improvement Project. While there is no new programming capacity for infrastructure projects, there is a share of funds that is available for programming and reserved for planning activities to assist the local agencies in administering their programs. Those planning activities are administered under the name Planning, Programming and Monitoring (PPM). Through the Overall Work Program, COG completes PPM activities each fiscal year, which include regional coordination, public engagement, update of the Regional Transportation Plan, and other planning related activities.

According to the 2024 State Transportation Improvement Program (STIP), SBtCOG's formula share of PPM funds totals \$260,000 over a five-year period. SBtCOG staff recommends that the Board program its STIP share of funds for PPM only as there is no new funding capacity for infrastructure projects. The proposed programming is subject to California Transportation Commission approval and future funding allocations.

The San Benito County 2024 Regional Transportation Improvement Program (RTIP) is due to the California Transportation Commission (CTC) by December 15, 2023.



Financial Impact:

According to the 2024 State Transportation Improvement Program (STIP), SBtCOG's programming capacity of PPM funds totals \$260,000 in formula share distribution over the following five-year period, which will be respectively programmed and budgeted as follows:

- FY 2024-25: \$37,000
- FY 2025-26: \$58,000
- FY 2026-27: \$58,000
- FY 2027-28: \$57,000
- FY 2028-29: \$50,000

Attachments:

1. 2024 San Benito County Regional Transportation Improvement Program (RTIP)



2024 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM (RTIP)

Prepared by the Council of San Benito County Governments

2024 Regional Transportation Improvement Program

Council of San Benito County Governments

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2024 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM (2024 RTIP)

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Section 21. Detailed Project Programming Summary Table (Optional)	n/a
Section 22. Alternative Delivery Methods (Optional)	n/a
Section 23. Additional Appendices (Optional)	n/a

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A. Overview and Schedule

Section 1. Executive Summary

The San Benito region is scheduled to receive a formula share distribution of \$260,000 total of Planning, Programming and Monitoring funds between Fiscal Years 2024/2025 and 2028/29, according to the 2024 State Transportation Improvement Program (STIP). The 2024 Regional Transportation Improvement Program (RTIP) identifies the regional deficit from a net advancement of \$11,115,000, as of the 2024 Fund Estimate. The Region proposes to program STIP funds for Planning, Programming, and Monitoring only. The PPM programming request is based on the limitations that identifies the five percent limit for county shares.

Section 2. General Information

- **Regional Agency Name**
Council of San Benito County Governments (SBtCOG)
- **Agency website links for Regional Transportation Improvement Program (RTIP) and Regional Transportation Plan (RTP). (insert links below)**

Regional Agency Website Link: <http://www.sanbenitocog.org>

RTIP document link: <http://www.sanbenitocog.org>

RTP link: <http://www.sanbenitocog.org/2022-regional-transportation-plan/>

- **Regional Agency Executive Director/Chief Executive Officer Contact Information**

Name	Binu Abraham
Title	Executive Director
Email	babraham@sanbenitocog.org
Telephone	831.637.7665

- **RTIP Manager Staff Contact Information**

Name	Veronica Lezama	Title	Transportation Planning Manager
Telephone	831.637.7665, Ext. 206		
Address	330 Tres Pinos Rd. Ste. C-7		
City/State	Hollister, CA		
Zip Code	95023		
Email	veronica@sanbenitocog.org		

- **California Department of Transportation Headquarter Staff Contact Information**

Name	Sudha Kodali	Title	Chief, Division of Financial Programming
Address	Department of Transportation. Mail Station 82. P.O. Box 942874		
City/State	Sacramento, CA		
Zip Code	94274		
Email	sudha.kodali@dot.ca.gov		
Telephone	916-216-2630		

- **California Transportation Commission (CTC) Staff Contact Information**

Name	Kacey Ruggiero	Title	Assistant Deputy Director
Address	1120 N Street		
City/State	Sacramento, CA		
Zip Code	95814		
Email	Kacey.Ruggiero@catc.ca.gov		
Telephone	916-707-1388		

Section 3. Background of Regional Transportation Improvement Program (RTIP)

A. What is the Regional Transportation Improvement Program?

The Regional Transportation Improvement Program (RTIP) is a program of highway, local road, transit and active transportation projects that a region plans to fund with State and Federal revenue programmed by the California Transportation Commission in the State Transportation Improvement Program (STIP). The RTIP is developed biennially by the regions and is due to the Commission by December 15 of every odd numbered year. The program of projects in the RTIP is a subset of projects in the Regional Transportation Plan (RTP), a federally mandated master transportation plan which guides a region's transportation investments over a 20 to 25 year period. The RTP is based on all reasonably anticipated funding, including federal, state and local sources. Updated every 4 to 5 years, the RTP is developed through an extensive public participation process in the region and reflects the unique mobility, sustainability, and air quality needs of each region.

B. Regional Agency's Historical and Current Approach to developing the RTIP

The Council of San Benito County Governments (SBtCOG) develops its Regional Transportation Improvement Program (RTIP) by considering the highest priority of unfunded projects in the San Benito Regional Transportation Plan and the STIP guidelines of the California Transportation Commission (CTC) including the CTCs priorities for programming. Public outreach and priority setting takes place within the context of the San Benito Regional Transportation Plan, and it has long been the policy for SBtCOG to engage in extensive public outreach during the many planning documents that inform the agency. This extensive public outreach results in our ability to retain priorities over time, which is essential in regional mobility. Because SBtCOG's access to funding is limited to Planning, Programming, and Monitoring funding, project vetting takes place with the Overall Work Program development.

Section 4. Completion of Prior RTIP Projects (Required per Section 78)

Through the Overall Work Program, San Benito COG has completed Planning, Programming, and Monitoring activities each fiscal year. SBtCOG has primarily planned for regional coordination, public engagement activities, update of the San Benito Regional Transportation Plan, and other Work Elements as identified in the annual Work Program.

Project Name and Location	Description	Summary of Improvements/Benefits
Planning, Programming, and Monitoring in San Benito County	The Planning, Programming, and Monitoring project meets the goals, policies, and objectives of the San Benito Regional Transportation Plan.	Funds were used to support SbtCOG staff time in a broad range of activities to support transportation planning, funding, and monitoring. PPM funding becomes a funding source for the Overall Work Program.

Section 5. RTIP Outreach and Participation

A. RTIP Development and Approval Schedule

Action	Date
CTC adopts Fund Estimate and Guidelines	August 16-17, 2023
Caltrans identifies State Highway Needs	September 15, 2023
Caltrans submits draft ITIP	October 15, 2023
CTC ITIP Hearing, South	November 1, 2023
CTC ITIP Hearing, North	November 8, 2023
Regional Agency adopts 2024 RTIP	November 16, 2023
Regions submit RTIP to CTC	December 15, 2023
Caltrans submits ITIP to CTC	December 15, 2023
CTC STIP Hearing, North	January 25, 2024
CTC STIP Hearing, South	February 1, 2024
CTC publishes staff recommendations	March 1, 2024
CTC Adopts 2024 STIP	March 21-22, 2024

B. Community Engagement

The 2024 RTIP was prepared in accordance with SBtCOG’s Regional Transportation Plan process. The San Benito Regional Transportation Plan’s public outreach efforts consist of early and continuous public involvement opportunities that provide timely information about transportation issues and decision making processes to, affected public agencies, private providers of transportation (including bus operators), users of public transportation, users of pedestrian walkways and bicycle facilities, representatives of people with disabilities, and other interested parties with reasonable opportunities. Because SBtCOG is requesting Planning, Programming, and Monitoring funding, the project of PPM takes place through the Overall Work Program development process. The public meetings traditionally have participation and attendance by the public.

C. Consultation with Caltrans District (Required per Section 20)

Caltrans District: 5

Provide narrative on consultation with Caltrans District staff in the text field below as is required per Section 20 of the STIP Guidelines.

Caltrans provides funding oversight of Planning, Programming and Monitoring (PPM) funds.

In addition, COG recognizes Caltrans as a partner in delivering the SR 156 Improvement Project as one of the region's top priority highway projects which will construct five new miles of 4-lane at-grade expressway from The Alameda in San Juan Bautista to Business Route 156 near Hollister. This project is over programmed in STIP capacity for the region and continues to reflect a deficit in the 2024 STIP Fund Estimate.

2024 STIP Regional Funding Request

Section 6. 2024 STIP Regional Share and Request for Programming

A. 2024 Regional Fund Share Per 2024 STIP Fund Estimate

\$260,000

B. Summary of Requested Programming –

Project Name and Location	Project Description	Requested RIP Amount
Planning, Programming, and Monitoring in San Benito County	The Planning, Programming, and Monitoring project meets the goals, policies, and objectives of the San Benito Regional Transportation Plan.	- 2024-25 \$37,000 - 2025-26 \$58,000 - 2026-27 \$58,000 - 2027-28 \$57,000 - 2028-29 \$50,000

Section 7. Overview of Other Funding Included With Delivery of Regional Improvement Program (RIP) Projects

Click here to enter text.

Proposed 2024 RTIP	Total RTIP	Other Funding					Total Project Cost
		ITIP	STBG/CMAQ	Fund Source 1	Fund Source 2	Fund Source 3	
							-
Planning, Programming and Monitoring	\$260,000						\$260,000
							-
							-
							-
							-
							-
							-
							-
							-
Totals	\$260,000	-	-	-	-	-	\$260,000

Notes: Only programming Planning, Programming and Monitoring funds.

Section 8. Interregional Transportation Improvement Program (ITIP) Funding and Needs

No ITIP funding was requested. [Click here to enter text.](#)

Section 9. Projects Planned Within Multi-Modal Corridors

Not applicable as PPM funds are for planning purposes.

Section 10. Highways to Boulevards Conversion Pilot Program

Not applicable as PPM funds are for planning purposes.

11. Complete Streets Consideration (per Section 26)

Not applicable. SBtCOG does not have any projects at this time due to overprogramming on the State Highway System.

C. Relationship of RTIP to RTP/SCS/APS and Benefits of RTIP

Section 12. Regional Level Performance Evaluation (per Section 22A of the guidelines)

Not applicable. SBtCOG does not have any projects at this time due to overprogramming on the State Highway System.

A. Regional Level Performance Indicators and Measures (per Appendix B of the STIP Guidelines).

Use the following Table B1 to indicate quantitatively the overall regional level performance of your Regional Transportation Plan (RTP). For regions outside a MPO, a second Table B1(a) may be used as a replacement to Table B1. Table B1(a) is included on the next page.

Table B1 Evaluation – Regional Level Performance Indicators and Measures			
Goal	Indicator/Measure	Current System Performance (Baseline)	Projected System Performance (indicate timeframe)
Congestion Reduction	Vehicle Miles Traveled (VMT) per capita.		
	Percent of congested VMT (at or below 35 mph)		
	Commute mode share (travel to work or school)		
Infrastructure Condition	Percent of distressed state highway lane-miles		
	Pavement Condition Index (local streets and roads)		
	Percent of highway bridges by deck area classified in Poor condition		
	Percent of transit assets that have surpassed the FTA useful life period		
System Reliability	Highway Buffer Index (the extra time cushion that most travelers add to their average travel time when planning trips to ensure on-time arrival)		
	Accessibility and on-time performance for rail and transit		
Safety	Fatalities and serious injuries per capita		
	Fatalities and serious injuries per VMT		
Economic Vitality	Percent of housing and jobs within 0.5 miles of transit stops with frequent transit service		

	Mean commute travel time (to work or school)		
	Farebox recovery ratio		
Environmental Sustainability	Change in acres of agricultural land		
	CO ₂ emissions reduction per capita		

Table B1(a)			
Evaluation – Rural Specific Regional Level Performance Indicators and Measures			
Goal	Indicator/Measure	Current System Performance (Baseline)	Projected System Performance (indicate timeframe)
Congestion Reduction	Vehicle Miles Traveled per capita, area, by facility ownership, and/or local vs tourist		
	Peak Volume/Capacity Ratio or Thresholds (threshold volumes based on HCM 2010)		
	Commute mode share (travel to work or school)		
Transit	Total operating cost per revenue mile		
Infrastructure Condition	Distressed lane-miles, total and percent, by jurisdiction		
	Pavement Condition Index (local streets and roads)		
Safety	Total accident cost per capita and VMT		
Environmental Sustainability	Land Use Efficiency (total developed land in acres per population)		

If STIP Project Fact Sheet (STIP Guidelines Appendix A), and Table B1 or B1(a) are insufficient in indicating how progress towards attaining goals and objectives contained in each RTP is assessed and measured, include the following information:

- List your performance measures.
- Provide a quantitative and/or qualitative analysis (include baseline measurement and projected program or project impact).
- State the reason(s) why selected performance measure or measures are accurate and useful in measuring performance. Please be specific.
- Identify any and all deficiencies encountered in as much detail as possible

For qualitative explanations, state how progress towards attaining goals and objectives contained in each RTP is assessed and measured.

Not applicable. SBtCOG does not have any projects at this time due to overprogramming on the State Highway System.

Section 13. Regional and Statewide Benefits of RTIP

Not applicable. SBtCOG does not have any projects at this time due to overprogramming on the State Highway System.

D. Performance and Effectiveness of RTIP

Section 14. Evaluation of Cost Effectiveness of RTIP (Required per Section 22B)

Per Section 22B and Appendix B of the STIP Guidelines, regions shall, if appropriate and to the extent necessary data and tools are available, use the performance measures in Table B2 or B2a below to evaluate cost-effectiveness of projects proposed in the STIP on a regional level.

Table B2			
Evaluation – Cost-Effectiveness Indicators and Measures			
Goal	Indicator/Measure (per thousand dollar invested)	Current Level of Performance (Baseline)	Projected Performance Improvement (indicate timeframe)
Congestion Reduction	Reduce Vehicle Miles Traveled (VMT) per capita		
	Reduce Percent of congested VMT (at or below 35 mph)		
	Change in commute mode share (travel to work or school)		
Infrastructure Condition	Reduce percent of distressed state highway lane-miles		
	Improve Pavement Condition Index (local streets and roads)		
	Reduce percent of highway bridge deck area in Poor Condition		
	Reduce percent of transit assets that have surpassed the FTA useful life period		
System Reliability	Reduce Highway Buffer Index (the time cushion added to the average commute travel times to ensure on-time arrival).		
	Improve accessibility and on-time performance for rail and transit		
Safety	Reduce fatalities and serious injuries per capita		
	Reduce fatalities and serious injuries per VMT		
Economic Vitality	Increase percent of housing and jobs within 0.5 miles of transit stops with frequent transit service		
	Reduce mean commute travel time (to work or school)		
	Increase farebox recovery ratio		
Environmental Sustainability	Change in acres of agricultural land		

	CO ₂ emissions reduction per capita		
--	--	--	--

Table B2(a)			
Evaluation – Rural Specific Cost-Effectiveness Indicators and Measures			
Goal	Indicator/Measure	Current System Performance (Baseline)	Projected Performance (indicate timeframe)
Congestion Reduction	Change in VMT per capita, area, by facility ownership, and/or local vs tourist		
	Change in Peak Volume/Capacity Ratio or Thresholds (threshold volumes based on HCM 2010)		
	Change in Commute mode share (travel to work or school)		
Transit	Change in Total operating cost per revenue mile		
Infrastructure Condition	Change in Distressed lane-miles, total and percent, by jurisdiction		
	Change in Pavement Condition Index (local streets and roads)		
Safety	Change in Total accident cost per capita and VMT		
Environmental Sustainability	Change in Land Use Efficiency (total developed land in acres per population)		

Per Section 22C and Appendix B of the STIP Guidelines, regions may, if appropriate and to the extent necessary data and tools are available, use the benefits or performance improvements in Table B3 below to evaluate the proposed changes to the built environment.

Table B3			
Evaluation – Project Changes or Increased Capacity Benefits			
Project Type Or Mode	Changes to Built Environment	Indicator/Measure	Benefits or Performance Improvement at Project Completion
State Highway	New general purpose lane-miles		
	New HOV/HOT lane-miles		
	Lane-miles rehabilitated		
	New or upgrade bicycle lane/sidewalk miles		
	Operational improvements		
	New or reconstructed interchanges		
	New or reconstructed bridges		
Transit or Intercity Rail	Additional transit service miles		
	Additional transit vehicles		
	New rail track miles		
	Rail crossing improvements		
	Station improvements		
Local Streets and Roads	New lane-miles		
	Lane-miles rehabilitated		
	New or upgrade bicycle lane/sidewalk miles		
	Operational improvements		
	New or reconstructed bridges		

Section 15. Project Specific Evaluation (Required per Section 22D)

Each RTIP shall include a project specific benefit evaluation for each new project proposed that estimates its benefits to the regional system from changes to the built environment, including, but limited to the items listed on page 9 of the STIP Guidelines. A project level evaluation shall be submitted for projects for which construction is proposed if:

- The total amount of existing and proposed STIP for right-of-way and/or construction of the project is \$15 million or greater, or
- The total project cost is \$50 million or greater.

The project level benefit evaluation shall include a Caltrans generated benefit/cost estimate, including life cycle costs for projects proposed in the ITIP. For the RTIP, the regions may choose between the Caltrans estimate and their own estimate (explain why the Caltrans estimate was not used). The project level benefit evaluation must explain how the project is consistent with Executive Order B-30-15 (Climate Change), including a description of any actions taken to protect the state’s most vulnerable populations. The evaluation shall be conducted by each region and

by Caltrans before the RTIPs and the ITIP are submitted to the Commission for incorporation into the STIP.

E. Detailed Project Information

Section 16. Overview of Projects Programmed with RIP Funding

Not applicable. SBtCOG does not have any projects at this time due to overprogramming on the State Highway System.

F. Appendices

Section 17. Projects Programming Request Forms (Provide Cover Sheet) – Regional Agencies will add their PPRs in this section for each project included in the RTIP, whether it is a project reprogrammed from the 2022 STIP, or a new project.

Section 18. Board Resolution or Documentation of 2024 RTIP Approval (Provide Cover Sheet) – Agencies will add their resolution or meeting minutes.

Section 19. Fact Sheet (1-2 pages). (See Section 50). The fact sheet will be posted on the Commission’s website and must comply with state and federal web accessibility laws and standards.

Section 20. Documentation on Coordination with Caltrans District (Optional) (With Cover Sheet)

Section 21. Detailed Project Programming Summary Table (Optional) N/A

Section 22. Alternative Delivery Methods (Optional) N/A

Section 23. Additional Appendices (Optional) N/A

Section 17. Project Programming Request (PPR) Forms

Amendment (Existing Project) <input type="checkbox"/> YES <input type="checkbox"/> NO				Date	11/06/2023 08:43:57
Programs <input type="checkbox"/> LPP-C <input type="checkbox"/> LPP-F <input type="checkbox"/> SCCP <input type="checkbox"/> TCEP <input checked="" type="checkbox"/> STIP <input type="checkbox"/> Other					
District	EA	Project ID	PPNO	Nominating Agency	
05			2043	Council of San Benito County Governments	
County	Route	PM Back	PM Ahead	Co-Nominating Agency	
San Benito County				MPO	Element
				AMBAG	Local Assistance
Project Manager/Contact			Phone	Email Address	
Veronica Lezama			831-637-7665	veronica@sanbenitocog.org	

Project Title

Planning, Programming and Monitoring

Location (Project Limits), Description (Scope of Work)

Through the Overall Work Program, San Benito COG has completed Planning, Programming, and Monitoring activities each fiscal year. SBtCOG has primarily planned for regional coordination, public engagement activities, update of the Regional Transportation Plan, and other Work Elements as identified in the annual Work Program.

Component	Implementing Agency
PA&ED	
PS&E	
Right of Way	
Construction	Council of San Benito County Governments

Legislative Districts

Assembly:	28	Senate:	17	Congressional:	18
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Project Milestone	Existing	Proposed
Project Study Report Approved		
Begin Environmental (PA&ED) Phase		
Circulate Draft Environmental Document	Document Type	
Draft Project Report		
End Environmental Phase (PA&ED Milestone)		
Begin Design (PS&E) Phase		
End Design Phase (Ready to List for Advertisement Milestone)		
Begin Right of Way Phase		
End Right of Way Phase (Right of Way Certification Milestone)		
Begin Construction Phase (Contract Award Milestone)		
End Construction Phase (Construction Contract Acceptance Milestone)		
Begin Closeout Phase		
End Closeout Phase (Closeout Report)		

Date 11/06/2023 08:43:57

Purpose and Need

NHS Improvements YES NO Roadway Class NA Reversible Lane Analysis YES NO
Inc. Sustainable Communities Strategy Goals YES NO Reduce Greenhouse Gas Emissions YES NO

Project Outputs

Category	Outputs	Unit	Total

Performance Indicators and Measures						
Measure	Required For	Indicator/Measure	Unit	Build	Future No Build	Change

District	County	Route	EA	Project ID	PPNO
05	San Benito County				2043

Project Title
 Planning, Programming and Monitoring

Existing Total Project Cost (\$1,000s)									Implementing Agency
Component	Prior	24-25	25-26	26-27	27-28	28-29	29-30+	Total	
E&P (PA&ED)									
PS&E									
R/W SUP (CT)									
CON SUP (CT)									Council of San Benito County Govern
R/W									
CON									Council of San Benito County Govern
TOTAL									

Proposed Total Project Cost (\$1,000s)									Notes
Component	Prior	24-25	25-26	26-27	27-28	28-29	29-30+	Total	
E&P (PA&ED)									
PS&E									
R/W SUP (CT)									
CON SUP (CT)									
R/W									
CON		37	58	58	57	50		260	
TOTAL		37	58	58	57	50		260	

Fund #1:	RIP - State Cash (Committed)								Program Code
Existing Funding (\$1,000s)									Funding Agency
Component	Prior	24-25	25-26	26-27	27-28	28-29	29-30+	Total	
E&P (PA&ED)									
PS&E									
R/W SUP (CT)									
CON SUP (CT)									
R/W									
CON									
TOTAL									

Proposed Funding (\$1,000s)									Notes
Component	Prior	24-25	25-26	26-27	27-28	28-29	29-30+	Total	
E&P (PA&ED)									
PS&E									
R/W SUP (CT)									
CON SUP (CT)									
R/W									
CON		37	58	58	57	50		260	
TOTAL		37	58	58	57	50		260	

Section 18. Board Resolution or Documentation of 2022 RTIP Approval

To be inserted upon COG board approval.

Section 19. Fact Sheet

2024 State Transportation Improvement Program (STIP)

Fact Sheet¹

Executive Summary

An executive summary of the Regional Transportation Improvement Program (RTIP) highlighting the region's top priorities (ref. Section 1 from the 2024 RTIP Template). Summary may include but not limited to: a list of projects with changes and estimated completion dates and a map.

The San Benito region is scheduled to receive a formula share distribution of \$260,000 total of Planning, Programming and Monitoring funds between Fiscal Years 2024/2025 and 2028/29, according to the 2024 State Transportation Improvement Program (STIP). The 2024 Regional Transportation Improvement Program (RTIP) identifies the regional deficit from a net advancement of \$11,115,000, as of the 2024 Fund Estimate. The Region proposes to program STIP funds for Planning, Programming, and Monitoring only. The PPM programming request is based on the limitations that identifies the five percent limit for county shares.

Benefits

A summary of the most significant benefits the proposed RTIP will provide to the region(s), including the safety, environment, equity, and economic benefits to the community (ref. Section 12, 14, 15, and 16 from the 2024 RTIP Template).

Not applicable. SBtCOG does not have any projects at this time due to overprogramming on the State Highway System.

Goals and Objectives

A description of how the RTIP is advancing the goals and objectives of the Regional Transportation Plan and, where applicable, the Sustainable Communities Strategy (ref. Section 12 from the 2024 RTIP Template) as well as other regional plans, such as Regional Bicycle Plans and the Comprehensive Multimodal Corridor Plans.

Not applicable. SBtCOG does not have any projects at this time due to overprogramming on the State Highway System.

A description of how the RTIP aligns with the State's goals regarding plans such as the Climate Action Plan for Transportation Infrastructure (CAPTI), Caltrans Race and Equity Action Plan (REAP), California Freight Mobility Plan (CFMP), etc.

Not applicable. SBtCOG does not have any projects at this time due to overprogramming on the State Highway System.

¹ The fact sheet (one- or two-page) will be posted on the Commission's website and must comply with state and federal web accessibility laws and standards.



STAFF REPORT

Action

Prepared By: Norma Aceves, Administrative Services Specialist

Subject: FY 2022-2023 Q4 Budget Report

Agenda Item No. 10

Approved By: Binu Abraham, Executive Director

Meeting Date: November 16, 2023

Recommendation:

- a. Receive FY 2022/2023 Q4 Budget Report
- b. Approve Budget Adjustments

Summary:

The fourth quarter Budget Report summarizes revenues and expenditures as of June 30, 2023.

Background/ Discussion:

Staff prepares an end of year update on the revenues and expenditures of COG, LTA, and SAFE's fiscal year performance for the Board to review. The attached report identifies the revenues and expenditures for Fiscal Year (FY) 2023, for the period of July 1, 2022, through June 30, 2023. After each quarter, staff reviews and analyzes the Trial Balances for errors or corrections. Once the Trial Balances are reviewed, staff prepares a budget report and analyzes the need for budget adjustments/transfers to reflect actual revenues and expenditures.

Staff made budget adjustments during the quarter. Adjustments are approved by the Executive Director as authorized in the Purchasing/Budget policy to cover small overages. Budget Adjustments exceeding \$50,000 require the Board's approval.

Financial Impact:

COG- The Fourth Quarter Budget Report for COG consists of the following programs: Local Transportation Fund (LTF), Transportation Planning State Subvention, State Transit Assistance (STA), COG Administration, Highway 25 Safety, Rideshare, Vanpool, LCTOP, Measure A, Measure G. COG revenues closed the year receiving 97.28% of anticipated revenues. Expenditures were under budget at 87.05%. Staff is requesting Board approval on three budget adjustments. The County submitted a claim to COG requesting \$809,602 of their allocated RSTP funds. The amount of \$644,404 was already budgeted, Budget Adjustment 22-23-13 will cover the \$165,198 difference. COG received high than anticipated STA funds which funds transit operations. Budget Adjustment 22-23-11 will increase the STA budget by \$203,439 to cover transit operation costs, freeing up \$203,439 in TDA funds. Budget adjustment 22-23-06 is requesting \$66,149 for the COG

Administration fund from the LTF to cover unanticipated expenses related to salary, legal, and cost plan.

Measure G- Measure G closed the year with 93.77% of budgeted revenues. Measure G generated higher than anticipated sales tax and interest revenues. As such, the Tier II, Local Streets and Roads expense line is entitled to an increased allocation of funds. Staff is requesting Board approval for budget adjustment 22-23-10 in the amount of \$298,222 which will increase the budget for line-item Operating Transfers-Tier II. Following this budget adjustment, Measure G expenditures will be at 73.54%, under budget due to a one-time allocation of LPP-Formulaic funds that were allocated and programmed by the CTC for the environmental phase of the HWY 25 Conversion Project. Since Caltrans is the implementing agency for the environmental phase, the funds were allocated directly to Caltrans and not to COG so the expenditures were never realized on our books resulting in expenditures being below budget.

LTA and PTMISEA- LTA ended the year receiving 84.71% of its budgeted revenues. Expenditures were at 73.13%, under budget to the reduction in services while addressing the driver shortages. The PTMISEA revenues were at 100% as budgeted. The expenditures closed the year at 10%. The budget was rolled over into FY 22/23 with the capital projects scheduled for completion by December 31, 2023.

SAFE- Revenues were on target with 99.78% of budgeted revenues received. Expenditures were under budget, at 72.32%, due to being understaffed.

Attachment:

1. FY 2022-2023 Q4 Budget Report
2. Budget Adjustments 22-23-06, 22-23-10, 22-23-11, and 22-23-13

**Council of Governments
Fourth Quarter Budget Report
FY 2021/22**

FISCAL SUMMARY	Budgeted FY 22/23	Expenses 6/30/2023	Balance FY 22/23	Projected % 100%	Actual %
EXPENDITURES					
Salaries & Benefits	673,550	512,051	44,021	100%	76.02%
Services & Supplies	390,217	337,013	13,414	100%	86.37%
Contracts	9,577,408	9,386,281	191,128	100%	98.00%
Capital	-	-	-	100%	
Other	3,960,171	2,475,719	1,484,452	100%	62.52%
TOTAL EXPENDITURES	14,601,346	\$12,711,063	\$1,733,015	100%	87.05%
REVENUES					
REVENUES	28,446,330	27,673,550	281,557	100%	97.28%
Operating Transfers	-	-	-		
TOTAL REVENUE	\$28,446,330	\$27,673,550	\$281,557	100%	97.28%
FUND BALANCE		\$14,962,487			

SUMMARY DOES NOT INCLUDE MEASURE G, LTA, or SAFE

Local Transportation Fund (629.7310)
Fourth Quarter
FY 2022/23

FISCAL SUMMARY	Budgeted FY 22/23	Actual as of 6/30/2023	Balance FY 22/23	Projected % 100%	Actual %
EXPENDITURES					
Salaries & Benefits	-	-	-		
Services & Supplies	-	-	-		
Contracts	-	-	-		
Capital	-	-	-		
Other	1,804,338	846,430	957,908	100%	46.91%
TOTAL EXPENDITURES	\$1,804,338	\$846,430	\$957,908	100%	46.91%
REVENUES					
Revenues	11,135,944	10,713,172	422,772	100%	96.20%
Operating Transfers	-	-	-	-	-
TOTAL REVENUE	\$11,135,944	\$10,713,172	\$422,772	100%	96.20%
TOTAL FUND BALANCE	\$9,331,606	\$9,866,742			

These funds are distributed in the TDA process.

FUND BALANCE DESIGNATED BIKE & PED	769,565
FUND BALANCE DESIGNATED LTA & COG	7,083,719
SET ASIDE FOR LOCAL STREETS & ROADS	1,241,578
FUND BALANCE UNDESIGNATED	-
TOTAL	9,094,862

Local Transportation Fund (629.7310)

Fourth Quarter

FY 2022/23

REVENUE & EXPENDITURES

REVENUES		Budgeted	Revenues	Balance	Projected %	Actual %
Category		FY 22/23	6/30/2023	FY 22/23	100%	
541.001	Interest Revenue	5,458	207,724	(202,266)	100%	3805.87%
541.003	FMV Adjustment	-	(186,028)			
	LTF Balance	6,327,367	6,067,787	259,580	100%	95.90%
	Set Aside for Local Streets & Roads	1,241,578	1,241,578	-	100%	100.00%
	TDA 2% Reserved for Bike & Ped.	777,684	769,565	8,119	100%	98.96%
	Reimbursable	-	-	-		
550.102	Highway User 1/4%	2,783,857	2,612,546	171,311	100%	93.85%
TOTAL		11,135,944	10,713,172	422,772	100%	96.20%

EXPENDITURES		Budgeted	Expenses	Balance	Projected %	Actual %
Category		FY 22/23	6/30/2023	FY 22/23	100%	
Personnel						
610.101	Salaries		0	-		
Total		-	-	-		
Services and Supplies						
619.126	Magazines and Subscriptions		-	-		
619.130	Clothing and Safety		-	-		
619.132	Communications		-	-		
619.138	Computer Maintenance		-	-		
619.140	Computer Supplies		-	-		
645.701	General Insurance		-	-		
619.152	Maintenance of Equipment		-	-		
619.158	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		-	-		
Total		-	-	-		
Contracts						
619.250	Special Dept Expense - Contracts		-	-		
Total		-	-	-		
Capital						
650.302	Equipment other than Computer		-	-		
650.301	Automobiles, Trucks, Vans		-	-		
Total		-	-	-		
Other						
640.513	Operating Transfers (COG)	468,133	467,791	342	100%	99.93%
640.513	Operating Transfers (LTA)	1,280,528	326,387	954,141	100%	25.49%
640.513	Operating Trf (2%reserve)	55,677	52,251	3,426	100%	93.85%
640.513	Operating Trf (San Benito CO. PW)	-	-	-	100%	
640.513	Operating Trf	-	-	-	100%	
Total		1,804,338	846,430	957,908	100%	46.91%
TOTAL		1,804,338	846,430	957,908	100%	46.91%

22-23-01 640.513 Operating Transfers (COG) +35432
from Fund Balance

22-23-06 640.513 Operating Transfers (COG) +66,149
from Fund Balance

Transportation Planning State Subvention (628.7390)
Fourth Quarter Budget Report
FY 2022/23

FISCAL SUMMARY	Budgeted FY 22/23	Actual as of 6/30/2023	Balance FY 22/23	Projected % 100%	Actual %
<u>EXPENDITURES</u>					
Salaries & Benefits	335,478	293,157	42,321	100%	87.38%
Services & Supplies	24,895	23,516	1,379	100%	94.46%
Contracts	9,328,638	9,325,186	3,452	100%	99.96%
Capital	-	-	-	-	-
Other	1,223,662	809,602	414,060	100%	66.16%
TOTAL EXPENDITURES	\$10,912,673	\$10,451,461	\$461,212	100%	95.77%
<u>REVENUES</u>					
Revenues	15,608,758	15,022,195	101,576	100%	96.24%
Operating Transfers	-	-	-	-	-
TOTAL REVENUE	\$15,608,758	\$15,022,195	\$101,576	100%	96.24%
TOTAL FUND BALANCE	\$4,696,085	\$4,570,734			

Transportation Planning State Subvention (628.7390)
Fourth Quarter Budget Report
FY 2022/23

REVENUES & EXPENDITURES

REVENUES		Budgeted	Revenues	Balance	Projected %	Actual %
Category		FY 22/23	6/30/2023	FY 22/23	100%	
541.001	Interest	5,000	93,712	(88,712)	100%	1874.25%
541.003	FMV Adjustment	-	(83,924)			
551.401	Regional Early Action Planning (REAP)	11,254	11,878	(25,746)	100%	328.77%
551.405	STIP Planning, Programming & Monitoring	37,000	37,000	37,000	100%	0.00%
551.405	STIP - FTA CRRSAA	414,060	-			
551.407	Rural Planning Assistance	328,155	278,298	49,857	100%	84.81%
570.015	Other Rev Private Grants	-	1,120			
551.412	RSTP Exchange	644,404	769,953	(125,549)	100%	119.48%
570.014	Other Revenue Contributions	9,284,000	9,284,000	-	100%	100.00%
570.014	RSTP From Previous years- Held for Others	2,382,922	3,027,326	(644,404)	100%	127.04%
	Fund Balance (Carry over of previous years)	2,501,963	1,602,833	899,130	100%	64.06%
TOTAL		15,608,758	15,022,195	101,576	100%	96.24%

EXPENDITURES		Budgeted	Expenses	Balance	Projected %	Actual %
Category		FY 22/23	6/30/2023	FY 22/23	100%	
Personnel						
610.101	Salaries	335,478	293,157	42,321	100%	87.38%
610.101	Rural Planning Assistance	-	-			
610.101	PPM	-	-			
Total		335,478	293,157	42,321	100%	87.38%

Services and Supplies						
619.126	Magazines and Subscriptions	-	-	-		
619.130	Clothing and Safety	-	-	-		
619.132	Communications	-	-	-		
619.138	Computer Maintenance	-	-	-		
619.140	Computer Supplies	-	-	-		
619.152	Maintenance of Equipment	-	-	-		
619.154	Maintenance of Equipment - Oil and Gas	-	-	-		
619.158	Maintenance of Structures and Grounds	-	-	-		
619.166	Membership Dues	7,598	7,150	448	100%	94.10%
619.172	Postage and Delivery	-	-	-		
619.174	Supplies	100	-	100	100%	0.00%
619.176	Special Project Supplies	-	-	-		
619.180	Public and Legal Notices	-	-	-		
619.184	Rent Equipment	-	-	-		
619.186	Rent Structures	-	-	-		
619.190	Small Tools	-	-	-		
619.194	Training	2,780	2,780	-	100%	100.00%
619.196	Travel Lodging	1,500	1,187	313	100%	79.12%
619.198	Travel Meals	432	432	(0)	100%	100.10%
619.200	Travel Transportation	600	572	28	100%	95.37%
619.268	Special Dept Expense - Other	1,000	850	150	100%	84.96%
619.280	Marketing	-	-	-		
619.306	Utilities	-	-	-		
645.701	General Insurance	10,885	10,545	340		96.88%
Total		24,895	23,516	1,379	100%	94.46%

Contracts						
619.250	Special Dept. Expense - Contracts PRB RHNA	9,500	9,500	-	100%	100.00%
619.250	Special Dept. Expense - Contracts Cathedral	28,538	28,538	(0)	100%	100.00%
619.250	Special Dept. Expense - Contracts	3,600	3,148	452	100%	87.44%
619.250	Special Dept. Expense - Contracts (HWY 156)	9,284,000	9,284,000	-	100%	100.00%
619.250	Special Dept. Expense -Contracts (AMBAG)	3,000	-	3,000	100%	0.00%
Total		9,328,638	9,325,186	3,452	100%	99.96%

Other						
640.320	Operating Transfers (CRRSAA)	414,060	-	414,060	100%	0.00%
640.513	Operating Transfers (RSTP)	809,602	809,602	0	100%	100.00%
Total		1,223,662	809,602	414,060	100%	66.16%
TOTAL		10,912,673	10,451,461	461,212	100%	95.77%

JE#	BUDGET ADJUSTMENTS	
22-23-2	610.101 Salaries -20,162	22-23-13 570.014 RSTP From Previous Years- Held for Others -165,198
	619.250 Contracts +20,162	640.513 Operating Transfers (RSTP) +165198
	551.407 Rural Planning Assistance +34,155	
	619.250 Contracts PRB +9500	
22-23-12	619.166 Membership Dues -612	
	610.101 Salaries -8376	
	619.194 Training +480	
	619.198 Travel Meals +132	
	619.250 Contracts +8376	

State Transit Assistance (629.7300)
Fourth Quarter Budget Report
FY 2022/23

FISCAL SUMMARY	Budgeted FY 22/23	Actual as of 6/30/2023	Balance FY 22/23	Projected % 100%	Actual %
EXPENDITURES					
Salaries & Benefits	-	-	-		
Services & Supplies	-	-	-		
Contracts	-	-	-		
Capital	-	-	-		
Other	914,951	804,501	110,450	100%	87.93%
TOTAL EXPENDITURES	\$914,951	\$804,501	\$110,450	100%	87.93%
REVENUES					
Revenues	810,551	1,072,530	(261,979)	100%	132.32%
Operating Transfers	-	-	-		
TOTAL REVENUE	\$810,551	\$1,072,530	(\$261,979)	100%	132.32%
TOTAL FUND BALANCE	(\$104,400)	\$268,030			

State Transit Assistance (629.7300)
Fourth Quarter Budget Report
FY 2022/23

REVENUE & EXPENDITURES

REVENUES		Budgeted	Revenues	Balance	Projected %	Actual %
Category		FY 22/23	6/30/2023	FY 22/23	100%	
541.001	Interest	80	14,828	(14,748)	100%	18534.59%
541.003	FMV Adjustment		(13,279)			
551.406	SGR Revenue	209,409	102,382	107,027	100%	48.89%
551.406	STA Revenue	601,062	874,072	(273,010)	100%	145.42%
	SGR Carryover	-	94,528			
TOTAL		810,551	1,072,530	(261,979)	100%	132.32%

EXPENDITURES		Budgeted	Expenses	Balance	Projected %	Actual %
Category		FY 22/23	6/30/2023	FY 22/23	100%	
Personnel						
610.101	Salaries		-	-		
Total		-	-	-		
Services and Supplies						
619.126	Magazines and Subscriptions		-	-		
619.130	Clothing and Safety	-	-	-		
619.132	Communications	-	-	-		
619.138	Computer Maintenance	-	-	-		
619.140	Computer Supplies	-	-	-		
619.152	Maintenance of Equipment	-	-	-		
619.154	Maintenance of Equip- Oil and Gas	-	-	-		
619.158	Maintenance of Structures & Grounds	-	-	-		
619.166	Membership Dues	-	-	-		
619.172	Postage and Delivery	-	-	-		
619.174	Supplies	-	-	-		
619.176	Special Project Supplies - Printing	-	-	-		
619.180	Public and Legal Notices	-	-	-		
619.184	Rent Equipment	-	-	-		
619.186	Rent Structures	-	-	-		
619.188	Rent Space	-	-	-		
619.190	Small Tools	-	-	-		
619.194	Training	-	-	-		
619.196	Travel Lodging	-	-	-		
619.198	Travel Meals	-	-	-		
619.200	Travel Transportation	-	-	-		
619.210	Legal	-	-	-		
619.222	Other Consultants	-	-	-		
619.268	Special Dept Expense - Other	-	-	-		
619.280	Marketing	-	-	-		
619.306	Utilities	-	-	-		
645.701	General Insurance	-	-	-		
Total		-	-	-		
Contracts						
619.250	Special Dept Expense - Contracts		-	-		
Total		-	-	-		
Capital						
650.303	Computer Hardware		-	-		
650.301	Automobiles, Trucks, Vans		-	-		
Total		-	-	-		
Other						
640.513	Operating Transfers (LTA for STA)	804,501	804,501	0	100%	204.08%
640.513	Operating Transfers (LTA for SGR)	110,450	-	110,450	100%	0.00%
Total		914,951	804,501	110,450	100%	87.93%
TOTAL		914,951	804,501	110,450	100%	87.93%

Council of Governments Administration (628.7340)
Fourth Quarter Budget Report
FY 2022/23

FISCAL SUMMARY	Budgeted FY 22/23	Actual as of 6/30/2023	Balance FY 22/23	Projected % 100%	Actual %
<u>EXPENDITURES</u>					
Salaries & Benefits	215,627	215,627	(0)	100%	100.00%
Services & Supplies	196,054	195,577	477	100%	99.76%
Contracts	58,432	58,432	-	100%	100.00%
Capital	-	-	-	100%	
Other	17,220	15,188	9,890		
TOTAL EXPENDITURES	\$487,333	484,824	\$10,366	100%	99.49%
<u>REVENUES</u>					
Revenues	487,333	484,824	2,509	100%	99.49%
Operating Transfers	-	-	-		
TOTAL REVENUE	\$487,333	\$484,824	\$2,509	100%	99.49%
TOTAL FUND BALANCE	\$0	(\$1)			

Council of Governments Administration (628.7340)

Fourth Quarter Budget Report

REVENUE & EXPENDITURES

REVENUES		Budgeted	Revenues	Balance	Projected %	Actual %
Category		FY 22/23	6/30/2023	FY 22/23	100%	
541.001	Interest	-	-	-	100%	
561.904	Charges for Services- Planning	2,000	1800	200	100%	0.00%
564.501	FUND BALANCE	-	-	-	100%	
576.012	Contributions (LTF)	468,133	467,791	342	100%	99.93%
570.006	Other Rev Reim		45	(45)		
576.012	Inter Fund Transfer from Trust	17,200	15,188	2,012		88.30%
TOTAL		487,333	484,824	2,509	100%	99.49%

EXPENDITURES		Budgeted	Actual as of	Balance	Projected %	Actual %
Category		FY 22/23	6/30/2023	FY 22/23	100%	
Personnel						
610.101	Salaries	215,627	215,627	(0)	100%	100.00%
Total		215,627	215,627	(0)	100%	100.00%

Services and Supplies						
619.126	Magazines and Subscriptions	480	300	180	100%	62.50%
620.301	Clothing and Safety			-	100%	
619.132	Communications	3,139	3,139	-	100%	100.00%
619.138	Computer Maintenance	1,877	1,877	-	100%	100.00%
619.140	Computer Supplies	1,450	1,450	-	100%	100.00%
619.152	Maintenance of Equipment	1,642	1,642	-	100%	100.00%
619.158	Maintenance of Structures and Grounds	90	90	-	100%	100.00%
619.166	Membership Dues	96	96	-	100%	100.00%
619.170	Office Equipment	459	459	-	100%	100.00%
619.172	Postage and Delivery	609	609	-	100%	100.00%
621.901	Medical/Dental/Lab Supplies & Services			-	100%	
619.174	Supplies	2,851	2,851	-	100%	100.00%
619.176	Special Project Supplies	250	175	75	100%	70.00%
619.180	Public and Legal Notices	764	764	-	100%	100.00%
619.184	Rent Equipment	2,474	2,474	-	100%	100.00%
619.186	Rent Structures	41,175	41,173	2	100%	100.00%
619.194	Training	-	-	-	100%	
619.196	Travel Lodging	408	408	-	100%	100.00%
619.198	Travel Meals	221	221	(0)	100%	100.11%
619.200	Travel Transportation	574	574	(0)	100%	100.06%
619.280	Marketing	1,500	1,440	60	100%	95.98%
619.210	Professional Service - Legal	32,738	32,738	1	100%	100.00%
619.268	Special Dept Expense - Other	3,504	3,504	(0)	100%	100.00%
619.306	Utilities	4,036	4,036	0	100%	99.99%
645.701	General Insurance	5,089	4,930	159	100%	96.87%
649.101	Cost Allocation Plan	90,628	90,628	-	100%	100.00%
Total		196,054	195,577	477	100%	99.76%

Contracts						
619.250	Special Dept Expense - Contracts	58,432	58,432	-	100%	100.00%
Total		58,432	58,432	-	100%	100.00%

Other						
640.320	OPEB Charges	-	-	-		
645.704	Retiree Medical	17,220	15,188	9,890	100%	88.20%
Total		17,220	15,188	9,890		88.20%

TOTAL		487,333	484,824	10,366	100%	99.49%
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JE#	BUDGET ADJUSTMENTS	
22-23-1	619.170 Office Equipment -1200	22-23-06 570.001 Contributions LTF -66,149
	619.174 Office Supplies +1200	610.101 Salaries +45,454
	570.001 Contributions (LTF) -35,432	619.210 Professional Service - Legal +16,738
	619.25 Special Dept Expense - Contract +35,432	649.101 Cost Allocation Plan +3098
	619.194 Training -500	
	619.200 Travel Transportation -160	22-23-07 619.170 Office Equipment -1541
	619.268 Special Department Expense +660	619.200 Travel Transportation -882
		619.158 Main of Structures and Grounds -410
		619.196 Travel Lodging -392
		619.152 Main of Equipment -358
		619.180 Public and Legal Notices -371
		619.172 Postage and Delivery -191
		619.140 Computer Supplies +650
		619.166 Membership Dues +96
		619.132 Communications +439
		619.174 Supplies +451
		619.184 Rent Equipment +174
		619.198 Travel Meals +21
		619.306 Utilities +536
		619.268 Special Dept Expense - Other +1760
		619.138 Computer Maintenance +18

Highway 25 Safety (628.7360)
Fourth Quarter Budget Report
FY 2022/23

FISCAL SUMMARY	Budgeted FY 22/23	Actual as of 6/30/2023	Balance FY 22/23	Projected % 100%	Actual %
EXPENDITURES					
Salaries & Benefits	-	-	-		
Services & Supplies	5,000	172	4,828	100%	3.44%
Contracts	190,338	2,662	187,676	100%	1.40%
Capital	-	-	-		
Other	-	-	-		
TOTAL EXPENDITURES	\$195,338	\$2,834	\$192,504	100%	1.45%
REVENUES					
Revenues	195,338	192,194	3,144	100%	98.39%
Operating Transfers	-	-	-	-	-
TOTAL REVENUE	\$195,338	\$192,194	\$3,144	100%	98.39%
TOTAL FUND BALANCE	\$0	\$189,359			
FUND BALANCE		<u>\$189,359</u>			

Highway 25 Safety (628.7360)
Fourth Quarter Budget Report
FY 2022/23

REVENUE & EXPENDITURES

REVENUES		Budgeted	Revenues	Balance	Projected %	Actual %
Category		FY 22/23	6/30/2023	FY 22/23	100%	
541.001	Interest Income	250	3,857	(3,607)	100%	1542.69%
541.003	FMV Adjustment	-	(3,454)	3,454		
564.501	Caltrans reimbursement	-	-	-		
570.014	Individual Contributions(RDA) Carryover	195,088	191,791	3,297	100%	98.31%
TOTAL		195,338	192,194	3,144	100%	0.03%

EXPENDITURES		Budgeted	Expenses	Balance	Projected %	Actual %
Category		FY 22/23	6/30/2023	FY 22/23	100%	
Personnel						
610.101	Salaries	-	-	-		
Total		-	-	-		
Services and Supplies						
619.126	Magazines and Subscriptions	-	-	-		
619.132	Communications	-	-	-		
619.138	Computer Maintenance	-	-	-		
619.140	Computer Supplies	-	-	-		
619.152	Maintenance of Equipment	-	-	-		
619.158	Maintenance of Structures and Grounds	-	-	-		
619.166	Membership Dues	-	-	-		
619.172	Postage and Delivery	-	-	-		
619.174	Supplies	-	-	-		
619.176	Special Project Supplies - Printing	-	-	-		
619.180	Public and Legal Notices	-	-	-		
619.184	Rent Equipment	-	-	-		
619.186	Rent Structures	-	-	-		
619.190	Rent Space	-	-	-		
619.194	Training	-	-	-		
619.196	Travel Lodging	-	-	-		
619.198	Travel Meals	-	-	-		
619.200	Travel Transportation	-	-	-		
619.210	Legal	-	-	-		
619.222	Other Consultants	-	-	-		
619.268	Special Dept Expense - Other	5,000	172	4,828		3.44%
619.280	Marketing	-	-	-		
645.701	General Insurance	-	-	-		
619.306	Utilities	-	-	-		
Total		5,000	172	4,828		3.44%
Contracts						
619.250	Special Dept Expense - Contracts	190,338	2,662	187,676	100%	1.40%
Total		190,338	2,662	187,676	100%	1.40%
Capital						
650.302	Equipment other than Computer	-	-	-		
650.303	Computer Hardware	-	-	-		
Total		-	-	-		
Other						
640.513	Operating Transfers	-	-	-	100%	
Total		-	-	-		
TOTAL		195,338	2,834	192,504	100%	1.45%

Budget Adj. #

Rideshare (628-7330)
Fourth Quarter Budget Report
FY 2022/23

REVENUE & EXPENDITURES

REVENUES	Budgeted	Revenues	Balance	Projected %	Actual %
Category	FY 22/23	6/30/2023	FY 22/23	100%	
556.310 CMAQ Rideshare	-	-	-	100%	
541.001 Intrest	-	-	-	100%	
Carry over	-	0	-	100%	
570.012 Donation	4,000	-	4,000	100%	0.00%
		-	-	100%	
570.012 Reimbursable/Donation	-	-	-	100%	
TOTAL	4,000	-	4,000	100%	0.00%

EXPENDITURES	Budgeted	Expenses	Balance	Projected %	Actual %
Category	FY 22/23	6/30/2023	FY 22/23	100%	
Personnel					
610.101 Salaries	-	-	-	100%	
623.508 Outside Labor	-	-	-		
Total	-	-	-	100%	
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-		
619.130 Clothing and Safety	-	-	-		
619.132 Communications	-	-	-		
619.138 Computer Maintenance	-	-	-	100%	
619.140 Computer Supplies	-	-	-		
619.152 Maintenance of Equipment	-	-	-		
619.158 Maintenance of Structures and Grounds	-	-	-		
619.164 Medical/Dental/Lab Supplies and Services	-	-	-		
619.166 Membership Dues	-	-	-		
619.168 Office Furniture under \$700	-	-	-	100%	
619.170 Office Equipment under \$300	-	-	-		
619.172 Postage and Delivery	-	-	-	100%	
619.174 Supplies	-	-	-		
619.176 Special Project Supplies - Printing	-	-	-	100%	
619.180 Public and Legal Notices	-	-	-		
619.184 Rent Equipment	-	-	-		
619.186 Rent Structures	-	-	-		
619.194 Training	-	-	-	100%	
619.196 Travel Lodging	-	-	-		
619.198 Travel Meals	-	-	-		
619.200 Travel Transportation	-	-	-		
619.210 Professional Service - Legal	-	-	-		
619.212 Professional Services - Accounting	-	-	-		
619.222 Professional Services - Other Consultants	-	-	-		
619.268 Special Dept Expense - Other	4,000	-	4,000	100%	0.00%
619.280 Marketing	-	-	-		
619.306 Utilities	-	-	-		
645.701 General Insurance	-	-	-	100%	
Total	4,000	-	4,000	100%	0.00%
Contracts					
619.250 Special Dept Expense - Contracts	-	-	-	100%	
Total	-	-	-	100%	
Capital					
650.301 Automobiles, Trucks, Vans	-	-	-	100%	
650.302 Equipment other than Computer	-	-	-		
650.303 Computer Hardware	-	-	-		
Total	-	-	-		
Other					
640.513 Operating Transfers	-	-	-	100%	
Total	-	-	-	100%	
TOTAL	4,000	-	4,000	100%	0.00%

Vanpool (628.7370)
Fourth Quarter Budget Report
FY 2022/23

FISCAL SUMMARY	Budgeted FY 22/23	Actual as of 6/30/2023	Balance FY 22/23	Projected % 100%	Actual %
<u>EXPENDITURES</u>					
Salaries & Benefits	4,967	3,267	1,701		65.76%
Services & Supplies	4,000	269	3,731	100%	6.73%
Contracts	-	-	-		
Capital	-	-	-	100%	
Other	4,000	-	4,000	0%	0.00%
TOTAL EXPENDITURES	\$12,967	\$3,536	\$9,432	100%	27.27%
<u>REVENUES</u>					
Revenues	40,816	31,281	9,535	100%	76.64%
Operating Transfers	-	-	-	-	
TOTAL REVENUE	\$40,816	\$31,281	\$9,535	100%	76.64%
TOTAL FUND BALANCE	\$27,849	\$27,746			

Vanpool (628.7370)
Fourth Quarter Budget Report
FY 2022/23

REVENUE & EXPENDITURES

REVENUES Category	Budgeted FY 22/23	Revenues 6/30/2023	Balance FY 22/23	Projected % 100%	Actual %
541.001 Interest	20	566	(546)	100%	2831.85%
542.010 Van Pool Lease	-	58	(58)	100%	
541.003 Interest Fair Market value Adjustment prior year	-	(507)	507	0%	0.00%
	40,796	31,164	9,632	100%	76.39%
TOTAL	40,816	31,281	9,535	100%	76.64%

	Budgeted FY 22/23	Expenses 6/30/2023	Balance FY 22/23	Projected % 100%	Actual %
Personnel					
610.101 Salaries	4,967	3,267	1,701	100%	65.76%
610.101 Administrative Support	-	-	-		
	-	-	-		
Total	4,967	3,267	1,701	100%	65.76%

Services and Supplies					
619.126 Magazines and Subscriptions			-		
619.130 Clothing and Safety			-		
619.132 Communications			-		
619.138 Computer Maintenance			-		
619.140 Computer Supplies			-		
619.152 Maintenance of Equipment	3,000	125	2,875	100%	4.17%
619.154 Maintenance of Equipment - Oil and Gas			-		
619.158 Maintenance of Structures and Grounds			-		
619.164 Medical/Dental/Lab Supplies & Services			-		
619.166 Membership Dues			-		
619.168 Office Furniture under \$700			-		
619.170 Office Equipment under \$300			-		
619.172 Postage and Delivery			-		
619.174 Supplies			-		
619.176 Special Project Supplies - Printing			-		
619.180 Public and Legal Notices			-		
619.184 Rent Equipment			-		
619.186 Rent Structures			-		
619.188 Rent Space			-		
619.190 Small Tools			-		
619.194 Training			-		
619.196 Travel Lodging			-		
619.198 Travel Meals			-		
619.200 Travel Transportation			-		
619.210 Legal	100	-	100	100%	0.00%
619.212 Accounting			-		
619.222 Other Consultants			-		
619.268 Special Dept Expense - Other	500	-	500	100%	0.00%
619.280 Marketing	250	-	250		0.00%
619.306 Utilities			-		
645.701 General Insurance	150	144	6	100%	96.00%
621503 Maintenance of Equipment - Auto			-		
Total	4,000	269	3,731	100%	6.73%

Contracts					
619.250 Special Dept Expense - Contracts	-	-	-		
Total	-	-	-		

Capital					
650.301 Automobiles, Trucks, Vans	-	-	-		
650.302 Equipment other than Computer	-	-	-		
650.303 Computer Hardware	-	-	-		
650.304 Furniture and Fixtures	-	-	-		
Total	-	-	-		

Other					
640.320 OPEB	-	-	-		
640.513 Operating Transfers	4,000	-	4,000		0.00%
Total	4,000	-	4,000		0.00%

TOTAL	12,967	3,536	9,432	100%	27.27%
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BUDGET ADJUSTMENT

LCTOP (628-7325)
Fourth
Quarter Budget Report
FY 2022/23

FISCAL SUMMARY	Budgeted FY 22/23	Actual as of 6/30/2023	Balance FY 22/23	Projected % 100%	Actual %
<u>EXPENDITURES</u>					
Salaries & Benefits	-	-	-	100%	
Services & Supplies	157,268	117,478	39,790	100%	74.70%
Contracts	-	-	-	100%	
Capital	-	-	-		
Other	-	-	-		
TOTAL EXPENDITURES	\$157,268	\$117,478	\$39,790	100%	74.70%
<u>REVENUES</u>					
Revenues	163,590	157,354	6,236	100%	96.19%
Operating Transfers	-	-	-	-	
TOTAL REVENUE	\$163,590	\$157,354	\$6,236	100%	96.19%
TOTAL FUND BALANCE	\$6,322	\$39,876			
FUND BALANCE		\$39,876			

LCTOP (628-7325)
Fourth
Quarter Budget Report
FY 2022/23

REVENUE & EXPENDITURES

REVENUES	Budgeted	Revenues	Balance	Projected %	Actual %
Category	FY 22/23	6/30/2023	FY 22/23	100%	
541.001 Interest	40	823	(783)	100%	2057.95%
551.401 State Grant Misc	157,268	157,268	-	100%	100.00%
541.003 FMV Adjustment		(737)	737		
570.101 Carry over Previous	6,282	-	6,282	100%	0.00%
TOTAL	163,590	157,354	6,236	100%	96.19%

EXPENDITURES	Budgeted	Expenses	Balance	Projected %	Actual %
Category	FY 22/23	6/30/2023	FY 22/23	100%	
Personnel					
610.101 Salaries	-	-	-	100%	
623.508 Outside Labor	-	-	-		
Total	-	-	-	100%	
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-		
619.130 Clothing and Safety	-	-	-		
619.132 Communications	-	-	-		
619.138 Computer Maintenance	-	-	-	100%	
619.140 Computer Supplies	-	-	-		
619.152 Maintenance of Equipment	-	-	-		
619.158 Maintenance of Structures and Grounds	-	-	-		
619.164 Medical/Dental/Lab Supplies and Services	-	-	-		
619.166 Membership Dues	-	-	-		
619.168 Office Furniture under \$700	-	-	-	100%	
619.170 Office Equipment under \$300	-	-	-		
619.172 Postage and Delivery	-	-	-	100%	
619.174 Supplies	-	-	-		
619.176 Special Project Supplies - Printing	-	-	-	100%	
619.180 Public and Legal Notices	-	-	-		
619.184 Rent Equipment	-	-	-		
619.186 Rent Structures	-	-	-		
619.194 Training	-	-	-	100%	
619.196 Travel Lodging	-	-	-		
619.198 Travel Meals	-	-	-		
619.200 Travel Transportation	-	-	-		
619.210 Professional Service - Legal	-	-	-		
619.212 Professional Services - Accounting	-	-	-		
619.222 Professional Services - Other Consultants	-	-	-		
619.268 Special Dept Expense - Other	157,268	117,478	39,790	100%	74.70%
619.280 Marketing	-	-	-		
619.306 Utilities	-	-	-		
645.701 General Insurance	-	-	-		
Total	157,268	117,478	39,790	100%	74.70%
Contracts					
619.250 Special Dept Expense - Contracts	-	-	-	100%	
Total	-	-	-	100%	
Capital					
650.302 Equipment other than Computer	-	-	-		
650.303 Computer Hardware	-	-	-		
650.301 Automobiles, Trucks, Vans	-	-	-		
Total	-	-	-		
Other					
640.513 Operating Transfers	-	-	-		
Total	-	-	-	100%	
TOTAL	157,268	117,478	39,790	100%	74.70%

Budget Adjustment

Measure A Authority (627.7290)
Fourth Quarter Budget Report
FY 2022/23

SUMMARY	Budgeted FY 22/23	Actual as of 6/30/2023	Balance FY 22/23	Projected % 100%	Actual %
<u>EXPENDITURES</u>					
Salaries & Benefits	-	-	-	100%	
Services & Supplies	-	-	-	100%	
Contracts	-	-	-	100%	
Capital	-	-	-	0%	
Other	-	-	-	100%	
TOTAL EXPENDITURES	\$0	\$0	\$0	100%	
<u>REVENUES</u>					
Revenues	-	94	94	100%	
Operating Transfers	-	-	-		
TOTAL REVENUE	\$0	\$94	\$94	100%	
TOTAL FUND BALANCE	\$0	\$94			

\$94

Measure A Authority (627.7290)
Fourth Quarter Budget Report
FY 2022/23

REVENUE & EXPENDITURES

REVENUES	Budgeted	Revenues	Balance	Projected %	Actual %
Category	FY 22/23	6/30/2023	FY 22/23	100%	
507.017 Condemnation Deposit Refund	-	-	-	100%	
507.017 Contributions (HWY 25 Safety RDA)	-	-	-	100%	
507.017 City of Hollister/ San Benito Co Impact Fe	-	-	-	100%	
541.001 Interest Income	-	2	(2)	100%	
541.003 FMV Adjustment	-	(2)	2	100%	
ME A Fund Balance	-	94	94	100%	
TOTAL	-	94	94	100%	#DIV/0!

EXPENDITURES	Budgeted	Expenses	Balance	Projected %	Actual %
Category	FY 22/23	6/30/2023	FY 22/23	100%	
Personnel					
601.101 Salaries	-	-	-		
Total	-	-	-		0.00%
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-		
619.132 Communications	-	-	-		
619.138 Computer Maintenance	-	-	-		
619.140 Computer Supplies	-	-	-		
619.152 Maintenance of Equipment	-	-	-		
619.158 Maintenance of Structures and Grounds	-	-	-		
619.166 Membership Dues	-	-	-		
619.172 Postage and Delivery	-	-	-		
619.174 Supplies	-	-	-		
619.176 Special Project Supplies - Printing	-	-	-		
619.180 Public and Legal Notices	-	-	-		
619.184 Rent Equipment	-	-	-		
619.186 Rent Structures	-	-	-		
619.194 Training	-	-	-		
619.196 Travel Lodging	-	-	-		
619.198 Travel Meals	-	-	-		
619.200 Travel Transportation	-	-	-		
619.210 Legal	-	-	-		
619.222 Other Consultants	-	-	-		
619.268 Special Dept Expense - Other	-	-	-		
619.280 Marketing	-	-	-		
619.306 Utilities	-	-	-		
645.701 General Insurance	-	-	-		
Total	-	-	-	100%	
Contracts					
619.250 Special Dept Expense - Contracts	-	-	-		
Total	-	-	-		
Capital					
650.302 Equipment other than Computer	-	-	-		
Total	-	-	-		
Other					
640.513 Operating Transfers	-	-	-		
Total	-	-	-		
TOTAL	-	-	-	100%	

Measure G Authority (634.7391)
Fourth Quarter Budget Report
FY 2022/23

SUMMARY	Budgeted FY 22/23	Actual as of 6/30/2023	Balance FY 22/23	Projected % 100%	Actual %
EXPENDITURES					
Salaries & Benefits	37,798	37,798	0		100.00%
Services & Supplies	361	361	(0)	100%	
Contracts	2,674,402	172,120	2,500,000	100%	6.44%
Capital	-	-	-		
Other	9,010,869	8,410,869	0	100%	93.34%
TOTAL EXPENDITURES	\$11,723,430	\$8,621,148	\$2,500,000	100%	73.54%
REVENUES					
Revenues	29,809,057	27,952,872	1,856,185	100%	
Operating Transfers	-	-	-		
TOTAL REVENUE	\$29,809,057	\$27,952,872	\$1,856,185	100%	93.77%
TOTAL FUND BALANCE	\$18,085,627	\$19,331,724			

Fund Balance \$19,331,724

Measure G Authority (634.7391)
Fourth Quarter Budget Report
FY 2022/23

REVENUE & EXPENDITURES

REVENUES		Budgeted	Revenues	Balance	Projected %	Actual %
Category		FY 22/23	6/30/2023	FY 22/23	100%	
512.001	1% Sales Tax	12,386,533	13,048,776	(662,243)	100%	105.35%
541.001	Interest Income	11,440	393,393	(381,953)	100%	3438.75%
541.003	FMV Adjustment		(357,043)	357,043	100%	
550.113	SB 1 LLP- Formulaic	600,000	-	600,000	100%	0.00%
550.113	SB 1 LLP- Formulaic Cycle 3	2,500,000	-	2,500,000		0.00%
570.014	Prior Year Balance	14,311,084	14,867,746	(556,662)	100%	103.89%
TOTAL		29,809,057	27,952,872	1,856,185	100%	93.77%

EXPENDITURES		Budgeted	Expenses	Balance	Projected %	Actual %
Category		FY 22/23	6/30/2023	FY 22/23	100%	
Personnel						
601.101	Salaries	37,798	37,798	0	100%	100.00%
Total		37,798	37,798	0		
Services and Supplies						
619.126	Magazines and Subscriptions	-	-	-		
619.132	Communications	-	-	-		
619.138	Computer Maintenance	-	-	-		
619.140	Computer Supplies	-	-	-		
619.152	Maintenance of Equipment	-	-	-		
619.158	Maintenance of Structures and Grounds	-	-	-		
619.166	Membership Dues	-	-	-		
619.172	Postage and Delivery	-	-	-		
619.174	Supplies	-	-	-		
619.176	Special Project Supplies - Printing	-	-	-		
619.180	Public and Legal Notices	-	-	-		
619.184	Rent Equipment	-	-	-		
619.186	Rent Structures	-	-	-		
619.194	Training	-	-	-		
619.196	Travel Lodging	-	-	-		
619.198	Travel Meals	-	-	-		
619.200	Travel Transportation	-	-	-		
619.210	Legal	-	-	-		
619.222	Other Consultants	-	-	-		
619.268	Special Dept Expense - Other	-	-	-		
619.280	Marketing	-	-	-		
619.306	Utilities	-	-	-		
645.701	General Insurance	361	361	(0)	100%	100.08%
Total		361	361	(0)		100.08%
Contracts						
619.250	Special Dept Expense - Contracts	174,402	172,120	2,282	100%	98.69%
619.250	Special Dept Expense - Contracts	2,500,000	-	2,500,000	100%	
Total		2,674,402	172,120	2,500,000	100%	6.44%
Capital						
650.302	Equipment other than Computer	-	-	-		
Total		-	-	-		
Other						
640.513	Operating Transfers- LPP Cycle 3	600,000	-	600,000	100%	
640.513	Operating Transfers- Tier 2	8,410,869	8,410,869	0	100%	100.00%
Total		9,010,869	8,410,869	0	100%	93.34%
TOTAL		11,723,430	8,621,148	2,500,000	100%	73.54%

BUDGET ADJUSTMENT

22-23-09 601.101 Salaries +25,237
645.701 General Insurance +361
619.250 Contracts -25,598

22-23-10 640.513 Operating Transfer- Tier II +298,222
512.001 1% Sales Tax Revenue -298,222

**Local Transportation Authority (627.7320)
Fourth Quarter Budget Report**

FY 2022/23

FISCAL SUMMARY	Budgeted FY 22/23	Actual as of 6/30/2023	Balance FY 22/23	Projected % 100%	Actual %
<u>EXPENDITURES</u>					
Salaries & Benefits	344,768	329,244	15,525	100%	95.50%
Services & Supplies	772,297	308,257	464,040	100%	39.91%
Contracts	1,869,199	1,546,282	322,917	100%	82.72%
Capital	-	-	-	100%	
Other	-	-	-	100%	
TOTAL EXPENDITURES	\$2,986,264	2,183,782	\$802,482	100%	73.13%
<u>REVENUES</u>					
Revenues	2,986,263	2,529,609	514,624	100%	84.71%
Operating Transfers	-	-	-	-	-
TOTAL REVENUE	\$2,986,263	\$2,529,609	\$514,624	100%	84.71%
TOTAL FUND BALANCE	(\$1)	\$345,827			
	Equip. Trf	\$345,827			

Local Transportation Authority (627.7320)

Fourth Quarter Budget Report

FY 2022/23

REVENUE & EXPENDITURES

REVENUES		Budgeted	Revenues	Balance	Projected %	Actual %
Category		FY 22/23	6/30/2023	FY 22/23	100%	
551.113	Mis (FTA 5311 Operating Assistance)	457,619	451,619	6,000	100%	98.69%
551.113	FTA 5310 (Out of county med.)	-	13,674	(13,674)	100%	
551.113	FTA 5310 (Traditional)	-				
551.401	Low Carbon Transit Operations Program	157,268	117,478	39,790	100%	74.70%
551.113	STA SB1			-	100%	
551.113	FTA 5304 Sustainable Communities (SRTI)	3,398	4,923	(1,525)		144.87%
551.113	FTA CARES	202,850	476,774	(273,924)	100%	235.04%
556.301	FTA 5311 CRRSSA	229,609	229,609			
556.301	FTA 5310 CRRSSA	32,929	90,899			
562.803	County Express Fares	65,000	92,737	(27,737)	100%	142.67%
570.001	Other Rev Other Sales Ad Space	1,000	17,124	(16,124)	100%	1712.39%
570.003	Other Rev Sales Revenue Sales of FA			-	100%	
576.012	Transfer from Trust STA	601,062	708,385	(107,323)	100%	117.86%
576.012	Transfer from Trust LTF	1,235,528	326,387	909,141	100%	26.42%
TOTAL		2,986,263	2,529,609	514,624	100%	84.71%

EXPENDITURES		Budgeted	Expenses	Balance	Projected %	Actual %
Category		FY 22/23	6/30/2023	FY 22/23	100%	
Personnel						
610.101	Salaries	344,768	329,244	15,525	100%	95.50%
Total		344,768	329,244	15,525	100%	95.50%
Services and Supplies						
619.130	Clothing and Safety	1,563	1,563	(0)	100%	100.00%
619.132	Communications	1,400	1,382	18	100%	98.73%
619.138	Computer Maintenance	1,200	1,095	105	100%	91.26%
619.140	Computer Supplies	325	33	292	100%	10.08%
619.142	Computer Hardware	1,050	-	1,050	100%	0.00%
619.152	Maintenance of Equipment	55,000	47,554	7,446	100%	86.46%
619.154	Maintenance of Equip - Oil and Gas	220,175	220,175	0	100%	100.00%
619.158	Maint of Structures and Grounds	922	922	0	100%	99.96%
621.503	Maint of Equipment - Auto			-		
619.166	Membership Duesx	715	715	-	100%	100.00%
619.172	Postage and Delivery x	25	-	25	100%	0.00%
619.174	Supplies x	250	41	209	100%	16.40%
619.176	Special Project Supplies x	600	68	532	100%	11.29%
619.178	Treasurer Charges		-	-	100%	
619.180	Public and Legal Notices	1,000	562	438	100%	56.16%
619.190	Small Tools x	100	62	38	100%	62.25%
619.194	Training	2,000		2,000	100%	0.00%
619.196	Travel Lodging x	711	711	-	100%	100.00%
619.198	Travel Meals x	204	204	-	100%	100.00%
619.200	Travel Transportation	200	56	144	100%	27.89%
619.210	Professional Service - Legalx	6,650	6,650	-	100%	100.00%
619.268	Special Dept Expense - Other	201,226	11,343	189,883	100%	5.64%
619.268	FTA 5310 CRRSSA	32,249		32,249		0.00%
619.268	FTA 5311 CRRSSA	229,609		229,609		0.00%
619.280	Marketing x	5,134	5,134	(0)	100%	100.00%
619.306	Utilities			-	100%	
645.701	General Insurance	9,989	9,988	1	100%	99.99%
Total		772,297	308,257	464,040	100%	39.91%
Contracts						
619.250	Special Dept Exp (SRTP)	29,711	19,048	10,663	100%	64.11%
619.250	Special Dept Exp - Contracts (MV/JDA)	1,839,488	1,527,234	312,254	100%	83.02%
Total		1,869,199	1,546,282	322,917	100%	82.72%
Capital						
650.301	Automobiles, Trucks, Vans	-	-	-	100%	
650.312	Depreciation Exp	-	-	-	0%	
Total		-	-	-	100%	
TOTAL		2,986,264	2,183,782	802,482	100%	73.13%

Budget Adjustments	
22-23-04	645.701 General Insurance -320
	619.268 Special Department-Other -680
	619.280 Marketing +502
	619.196 Travel Lodging +161
	619.166 Membership Dues +15
	619.158 Main of Structure and Grounds +322
22-23-05	619.154 Main. of Equip - Oil and Gas +175
	619.130 Clothing and Safety +63
	619.198 Travel Meals +4
	619.210 Professional Service - Legal +1150
	619.280 Marketing +232
	619.268 Special Department-Other -1624

PTMISEA (628.7400)
Fourth Quarter Budget Report
FY 2022/23

FISCAL SUMMARY	Budgeted FY 22/23	Actual as of 6/30/2023	Balance FY 22/23	Projected % 100%	Actual %
<u>EXPENDITURES</u>					
Salaries & Benefits	-	-	-		
Services & Supplies	958,079	98,030	860,049	100%	10.23%
Contracts	-	-	-		
Capital	-	-	-		
Other	-	-	-		
TOTAL EXPENDITURES	\$958,079	\$98,030	\$860,049	100%	10.23%
<u>REVENUES</u>					
Revenues	958,079	958,076	3	100%	100%
Operating Transfers	-	-	-		
TOTAL REVENUE	\$958,079	\$958,076	\$3	100%	100%
TOTAL FUND BALANCE	\$0	\$860,045			

PTMISEA (628.7400)
Fourth Quarter Budget Report
FY 2022/23

REVENUE & EXPENDITURES

REVENUES		Budgeted	Revenues	Balance	Projected %	Actual %
<u>Category</u>		FY 22/23	6/30/2023	FY 22/23	100%	
541.001	Interest Revenue	1,000	17,669	(16,669)	100%	1766.94%
551.401	FMV Adjustment	-	(15,924)	15,924	100%	0.00%
551.401	PTMISEA (Prop B) (carryover PY)	-	-	-	100%	0.00%
551.401	OES (Carryover Prop 1B Grants)	-	-	-	100%	0.00%
	Fund Balance (carryover previous years)	-	-	-	100%	0.00%
570.011	PTMISEA (Prior Yr)	842,426	956,330	(113,904)	100%	0.00%
570.011	OES (State) (Prior Yr)	114,653	-	114,653	100%	0.00%
		-	-	-	100%	0.00%
TOTAL		958,079	958,076	3	100%	100%

EXPENDITURES		Budgeted	Expenses	Balance	Projected %	Actual %
<u>Category</u>		FY 22/23	6/30/2023	FY 22/23	100%	
Personnel						
610.101	Salaries		-	-		
Total			-	-		
Services and Supplies						
619.126	Magazines and Subscriptions			-		
619.132	Communications			-		
619.138	Computer Maintenance			-		
619.140	Computer Supplies			-		
619.152	Maintenance of Equipment			-		
619.154	Maintenance of Equip- Oil and Gas			-		
619.158	Maintenance of Structures & Grounds			-		
619.166	Membership Dues			-		
619.168	Office Furniture under \$700			-		
619.170	Office Equipment under \$300			-		
619.172	Postage and Delivery			-		
619.174	Supplies			-		
619.176	Special Project Supplies - Printing			-		
619.180	Public and Legal Notices			-		
619.184	Rent Equipment			-		
619.186	Rent Structures			-		
619.188	Rent Space			-		
619.190	Small Tools			-		
619.194	Training			-		
619.198	Travel Meals			-		
619.200	Travel Transportation			-		
619.210	Legal			-		
619.222	Other Consultants			-		
619.268	Special Dept Expense - PTMISEA	958,079	98,030	860,049	100%	10.23%
619.268	Special Dept Expense - OES			-	100%	
619.306	Utilities			-		
645.701	General Insurance			-		
Total		958,079	98,030	860,049	100%	10.23%
Contracts						
623601	Special Dept Expense - Contracts			-		
Total				-		
Capital						
650.301	Automobiles, Trucks, Vans			-		
650.302	Equipment other than Computer			-		
650.303	Computer Hardware			-		
650.304	Furniture & Fixtures(Bus Stop Shelters)			-		
Total				-		
Other						
670.000	Trf Out Other Funds			-		
670.000	Interfund Trf			-		
TOTAL		958,079	98,030	860,049	100%	10.23%

Service Authority for Freeways and Expressways (628.7380)
Fourth Quarter Budget Report
FY 2022/23

FISCAL SUMMARY	Budgeted FY 22/23	Actual as of 6/30/2023	Balance FY 22/23	Projected % 100%	Actual %
<u>EXPENDITURES</u>					
Salaries & Benefits	22,679	6,777	15,902	100%	29.88%
Services & Supplies	35,957	35,602	355	100%	99.01%
Contracts	88	87	1	100%	99.00%
Capital	-	-	-		
Other	-	-	-	50%	
TOTAL EXPENDITURES	\$58,724	\$42,467	\$16,257	100%	72.32%
<u>REVENUES</u>					
Revenues	282,502	281,869	633	100%	99.78%
Operating Transfers	-	-	-	-	
TOTAL REVENUE	\$282,502	\$281,869	\$633	100%	99.78%
TOTAL FUND BALANCE	\$223,778	\$239,402			
FUND BALANCE	\$239,402				

Service Authority for Freeways and Expressways (628.7380)
Fourth Quarter Budget Report
FY 2022/23

REVENUE & EXPENDITURES

REVENUES		Budgeted	Revenues	Balance	Projected %	Actual %
Category		FY 22/23	6/30/2023	FY 22/23	100%	
541.001	Interest	440	4,669	(4,229)		1061.14%
550.109	Registered Vehicle Revenue	70,000	70,401	(401)	100%	100.57%
541.003	FMV Adjustment	-	(4,181)	4,181		
	Fund Balance Carryover previous years	212,062	210,980	1,082	100%	99.49%
	TOTAL	282,502	281,869	633	100%	99.78%

EXPENDITURES		Budgeted	Expenses	Balance	Projected %	Actual %
Category		FY 22/23	6/30/2023	FY 22/23	100%	
Personnel						
610.101	Salaries	22,679	6,777	15,902	100%	29.88%
	Total	22,679	6,777	15,902	100%	29.88%
Services and Supplies						
619.126	Magazines and Subscriptions	-	-	-		
619.130	Clothing and Safety	-	-	-		
619.132	Communications	1,500	1,369	131	100%	91.24%
619.138	Computer Maintenance	-	-	-		
619.140	Computer Supplies	-	-	-		
619.152	Maintenance of Equipment	31,921	31,921	0	100%	100.00%
619.154	Maintenance of Equipment - Oil and Gas	-	-	-		
619.158	Maintenance of Structures and Grounds	-	-	-		
619.164	Medical/Dental/Lab Supplies & Services	-	-	-		
619.166	Membership Dues	-	-	-		
619.168	Office Furniture under \$700	-	-	-		
619.170	Office Equipment under \$300	-	-	-		
619.172	Postage and Delivery	-	-	-		
619.174	Supplies	-	-	-		
619.176	Special Project Supplies - Printing	-	-	-		
619.180	Public and Legal Notices	-	-	-		
619.196	Travel Lodging	50	-	50		0.00%
619.198	Travel Meals	-	-	-	100%	
619.200	Travel Transportation	150	-	150	100%	0.00%
619.210	Legal	1,638	1,638	1	100%	99.97%
619.222	Other Consultants	-	-	-		
619.268	Special Dept Expense - Other	-	-	-		
619.280	Marketing	-	-	-		
619.306	Utilities	-	-	-		
645.701	General Insurance	698	676	22		96.81%
	Total	35,957	35,602	355	100%	99.01%
Contracts						
619.250	Special Dept Expense - Contracts	88	87	1	100%	99.00%
	Total	88	87	1	100%	99.00%
Capital						
650.301	Automobiles, Trucks, Vans	-	-	-		
650.302	Equipment other than Computer	-	-	-		
650.303	Computer Hardware	-	-	-		
650.304	Furniture and Fixtures	-	-	-		
	Total	-	-	-	100%	
Other						
640.320	OPEB	-	-	-		
640.513	Operating Transfers	-	-	-		
	Total	-	-	-		
	TOTAL	58,724	42,467	16,257	100%	72.32%

Budget Adjustment

22-23-3 619.152 Maintenance of Equip. -88
619.250 Contracts +88

22-23-8 619.152 Maintenance of Equip. +9
619.210 Legal +638
610.101 Salaries -647

11/2/2023 10:47 AM

**Council of San Benito County Governments
BUDGET ADJUSTMENT/TRANSFER**

22-23-06

Please Indicate Type:

Fiscal Year: 2022-2023 **Appropriation/Est. Revenue Increase**
(Requires Board Approval)

Department: Council of Governments/ Local Transportation Fund

Org Key: 628.95.7340 and 629.95.7310 **Interdepartmental Transfer or Interobject Transfer >\$50,000**
(Requires Board Approval)

Interobject Transfer <\$50,000
(Requires Executive Director and Admin Ser Spe)

Intraobject Transfer
(Requires Executive Director)

<u>Org Key:</u>	<u>Object No:</u>	<u>Description</u>	<u>Decrease/ Rev. Increase</u>	<u>Increase</u>
629.95.7310	540.513	Operating Transfers (COG)	\$ (66,149.00)	
628.95.7340	610.101	Salaries		\$ 45,454.00
628.95.7340	619.210	Professional Services- Legal		\$ 16,738.00
628.95.7340	649.101	Cost Plan		\$ 3,098.00
628.95.7340	619.138	Computer Maintenance		\$ 859.00
Total			\$ (66,149.00)	\$ 66,149.00

Comments: Salary overages related to unanticipated personnel matters in July/Aug of 2022.

Legal related to unanticipated personnel matters and RHNA discussions.

Overage in COG's contribution to the County Cost Plan. County erroneously charged an additional \$3,098.

COG has reached out to the County requesting a correction/refund of the \$3,098.

Submitted: Norma Aceves 10/31/2023
Date

Verification of Sufficient Funds: *Norma Aceves* 10/31/2023
Administrative Services Specialist Date

Approval: _____ 11/1/2023
Executive Director Date

Approval by COG Board

Attested: _____ Date

Clerk of the Board: _____ Vote: _____ Yes _____ No

**Council of San Benito County Governments
BUDGET ADJUSTMENT/TRANSFER**

22-23-10

Please Indicate Type:

Fiscal Year: 2022-2023

Appropriation/Est. Revenue Increase
(Requires Board Approval)

Department: Measure G

Org Key: 634.95.7391

**Interdepartmental Transfer or
Interobject Transfer >\$50,000**
(Requires Board Approval)

Interobject Transfer <\$50,000
(Requires Executive Director and Admin Ser Spe)

Intraobject Transfer
(Requires Executive Director)

<u>Org Key:</u>	<u>Object No:</u>	<u>Description</u>	<u>Decrease/ Rev. Increase</u>	<u>Increase</u>
634.95.7391	640.513	Operating Transfer- Tier II		\$ 298,222.00
634.95.7391	512.001	1% Sales Tax Revenue	\$ (298,222.00)	
Total			\$ (298,222.00)	\$ 298,222.00

Comments: The Measure G fund received higher sales tax revenue than anticipated in the FY 22-23 budget. As such, the Tier II Local Street and Road category is entitled to its additional allocation of funds.

Submitted: Norma Aceves 11/1/2023
Date

Verification of Sufficient Funds: *Norma Aceves* 11/1/2023
Administrative Services Specialist Date

Approval: _____ 11/2/2023
Executive Director Date

Approval by COG Board _____
Date

Attested: _____
Clerk of the Board: _____ Vote: _____ Yes _____ No

**Council of San Benito County Governments
BUDGET ADJUSTMENT/TRANSFER**

22-23-11

Please Indicate Type:

Fiscal Year: 2022-2023

Appropriation/Est. Revenue Increase
(Requires Board Approval)

Department: State Transit Assistance

Org Key: 629.95.7300

**Interdepartmental Transfer or
Interobject Transfer >\$50,000**
(Requires Board Approval)

Interobject Transfer <\$50,000
(Requires Executive Director and Admin Ser Spe)

Intraobject Transfer
(Requires Executive Director)

<u>Org Key:</u>	<u>Object No:</u>	<u>Description</u>	<u>Decrease/ Rev. Increase</u>	<u>Increase</u>
629.95.7300	640.513	Operating Transfer- (to LTA for STA)		\$ 203,439.00
629.95.7300	541.406	STA Revenue	\$ (203,439.00)	
Total			\$ (203,439.00)	\$ 203,439.00

Comments: The STA fund received higher revenue than anticipated in the FY 22-23 budget. As such, COG will transfer these funds LTA operations, freeing up TDA funds.

Submitted: Norma Aceves _____ 11/1/2023
Date

Verification of Sufficient Funds: *Norma Aceves* _____ 11/1/2023
Administrative Services Specialist Date

Approval: _____ 11/2/2023
Executive Director Date

Approval by COG Board _____
Date

Attested: _____
Clerk of the Board: _____ Vote: _____ Yes _____ No

**Council of San Benito County Governments
BUDGET ADJUSTMENT/TRANSFER**

22-23-13

Please Indicate Type:

Fiscal Year: 2022-2023
Department: Transportation Planning State Subvention
Org Key: 628.95.7390

- Appropriation/Est. Revenue Increase**
(Requires Board Approval)
- Interdepartmental Transfer or Interobject Transfer >\$50,000**
(Requires Board Approval)
- Interobject Transfer <\$50,000**
(Requires Executive Director and Admin Ser Spe)
- Intraobject Transfer**
(Requires Executive Director)

<u>Org Key:</u>	<u>Object No:</u>	<u>Description</u>	<u>Decrease/ Rev. Increase</u>	<u>Increase</u>
628.95.7390	570.014	RSTP From Previous years- Held for Others	\$ (165,198.00)	
628.95.7390	640.513	Operating Transfers (RSTP)		\$ 165,198.00
Total			\$ (165,198.00)	\$ 165,198.00

Comments: County submitted a claim for RSTP funds in the amount of \$809,602. An amount of \$644,404 was already included in the budget. This budget adjustment request will cover the difference.

Submitted: Norma Aceves 11/2/2023
Date

Verification of Sufficient Funds: *Norma Aceves* 11/2/2023
Administrative Services Specialist Date

Approval: _____ Executive Director _____ Date

Approval by COG Board _____ Date

Attested: Clerk of the Board: _____ **Vote:** _____ Yes _____ No



STAFF REPORT

Action

Prepared By: Norma Aceves, Administrative Services Specialist

Subject: Retention of Legal Counsel

Agenda Item No. 11

Approved By: Binu Abraham

Meeting Date: November 16, 2023

Recommendation:

Approve release of Request for Proposals for General Legal Services.

Summary:

Staff has prepared a Request for Proposals (RFP) for General Legal Services for the Board's approval for release.

Background/ Discussion:

At the September COG Board meeting, the Board of Directors expressed interest in moving to obtain legal counsel from an independent law firm. At the October Board meeting, a draft RFP was provided to the Board for discussion. The Board expressed that COG should be looking at legal firms that are separate from the County. Staff has prepared an RFP for the Board's review and approval for release.

The RFP includes general legal services as well as specialized transportation legal services.

Financial Impact:

There is no financial impact at this time. Once proposals are reviewed, staff will bring the financial implications to the Board for consideration of a contract.

Attachments:

1. RFP for Legal Services



Council of San Benito County Governments (SBCOG)

Request for Proposals SBCOG #2023-01

General Legal Services

December 21, 2023, 3:00 PM

Prepared By:

Council of San Benito County Governments
330 Tres Pinos Road, Suite C7
Hollister, California 95023
(831) 637-7665

Council of San Benito County Governments
General Legal Services
Request for Proposals SBCOG #2023-01

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SECTION 1. REQUEST

The Council of San Benito County Governments (SBCOG) is seeking a qualified attorney or law firm interested in serving as the general legal counsel to SBCOG, providing legal advice and representation on transportation law and contracts.

This Request for Proposals (RFP) describes the scope of services, outlines proposal requirements, lists the criteria that will be used to evaluate the proposals, and provides the selection schedule.

See Section 3: Scope of Services for more detail. Consultants are invited to submit a Proposal to provide the scope of services outlined in Section 3: Scope of Services.

~ END SECTION 1 ~

SECTION 2. BACKGROUND

The Council of San Benito County Governments (SBCOG) is San Benito County's regional transportation planning agency. SBCOG was established in 1973 for the purpose of forming consensus on regional issues facing San Benito County. Its member agencies consist of the Cities of Hollister and San Juan Bautista and the County of San Benito. SBCOG plays a central role in transportation infrastructure planning and funding assistance for both the cities, county, and transit operators.

Structure

SBCOG is governed by a board comprised of 5 elected officials (two from the City of Hollister, two from the County of San Benito and one from the City of San Juan Bautista). The Director of Caltrans District 5 or their designee has an ex-officio seat. SBCOG is led by an executive director appointed by the board.

The SBCOG board of directors typically meets on the third Thursday of every month from 4pm-6pm.

Authorities:

In terms of authorities, SBCOG has several key designations:

- Designated by the State of California as the Regional Transportation Planning Agency (RTPA) for the County of San Benito.
- Council of Governments for Regional Housing Needs Allocation (RHNA)
- Local Transportation Authority administers and operates public transportation services in the county.
- Airport Land Use Commission (ALUC)
- Service Authority for Freeways and Expressways (SAFE)
- Local transportation sales tax authority to administer Measure G program.

~ END SECTION 2 ~

SECTION 3. SCOPE OF WORK

3.1 General Description

SBCOG seeks an attorney or law firm to provide general legal services for SBCOG. The service specifically entails providing legal review and advice to the agency on documents, agreements and responsibilities related to transportation planning and funding.

Examples of duties:

- Provision of all legal advice to SBCOG’s executive director, board members, and other designated personnel as appropriate.
- Providing legal review and advice on documents, contracts, memoranda, and Resolutions and Ordinances.
- Providing guidance on compliance with the Brown Act, Public Records Act requests, ethics, and conflict of interest law.
- Attendance at all SBCOG board meetings, and/or other SBCOG meetings deemed necessary or as requested by SBCOG Board of Directors or executive director.
- Providing guidance on compliance with State and Federal laws and regulations pertaining to regional transportation planning agencies (RTPA), State Transportation Improvement Program (STIP), the Transportation Development Act (TDA), federal transportation and transit laws, regulations, and funding.
- Providing guidance on compliance with State and Federal Constitutional law and other laws and regulations pertaining to eminent domain, Civil Rights, and the Americans with Disabilities Act (ADA).
- Provide guidance related to environmental regulations including the California Environmental Quality Act (CEQA).
- Compliance with state and federal procurement and contract requirements established by Caltrans and U.S. Department of Transportation.
- Provide legal advice and review of transportation sales tax measures (Measure A and Measure G).

Attendance at Board meetings is required. Virtual attendance is an option at the discretion of the Board and/or Executive Director.

~ END SECTION 3 ~

SECTION 4. INSTRUCTIONS TO RESPONDENTS

4.1 Responding to RFP

Respondents shall submit a completed Proposal via email, as one PDF attachment, with appropriate attachments or explanatory materials in response to SBCOG RFP #2023-01. All attachments shall be identified with the Respondent’s name, the RFP number and page number. No hardcopies, oral, telegraph, telephone, facsimile, or photocopies will be accepted. Emailed proposals should contain “**Proposal for General Legal Services**” in the subject line. Late proposals will not be accepted.

4.2 RFP Documents

The following exhibits, in addition to this RFP and the Official Proposal Form set forth in Section 5 of this RFP, are included as a part of this RFP:

- Exhibit A – Respondent Fact Sheet
- Exhibit B – Acknowledgment of Addenda Form
- Exhibit C – Customer References
- Exhibit D – Designation of Subcontractors
- Exhibit E – Non-Collusion Declaration
- Exhibit F – Fee Schedule
- Exhibit G – Standard Contract

4.3 RFP Process Schedule

The following is an anticipated RFP schedule. SBCOG may change the estimated dates and process as deemed necessary.

The proposed schedule for the submittal reviews and notification is as follows:

Activity	Date
Release RFP online at: www.sanbenitocog.org	November 17, 2023
Deadline for Written Questions	December 15, 2023
SBCOG Deadline to Respond to Questions	December 18, 2023
Deadline for Proposals	December 21, 3:00 PM
Review Proposals	January 2 – January 3, 2024
Interviews (as needed)	January 4, 2024
Select Consultant, Negotiate Contract	January 5, 2024
Approximate Award Date	January 19, 2024

4.4 Submission of Proposals

Respondent shall submit the Proposal on the form(s) provided, to the two (2) email addresses listed below. Please compile Proposal into one (1) PDF document. All items shall be filled in and the signatures of all persons signing shall be written and printed in longhand. Respondent shall submit one (1) electronic copy including all applicable supporting documentation, including but not limited to the Exhibits set forth in Section 6 of this RFP, emailed to the individuals named below:

Binu Abraham, Executive Director
babraham@sanbenitocog.org

Norma Aceves, Administrative Services Specialist
norma@sanbenitocog.org

All Proposals must be received via email by no later than **3:00 PM, Pacific Time, on December 21, 2023**. You will receive an email response from SBCOG that your proposal has been received. Facsimile transmission of Proposals or hardcopies will not be accepted. Proposals must be signed by the Respondent or by a duly authorized officer of the Respondent, emailed along with all required documents, to the agency representative specified in this RFP.

All costs of the preparation of a Proposal shall be the sole responsibility of the Respondent. All materials submitted in response to the Request for Proposal become the property of SBCOG and shall not be returned.

All Proposals shall remain firm for at least ninety (90) calendar days after the Proposal Due Date or unless otherwise specified. Within ninety (90) calendar days after the Proposal Due Date, a contract may be awarded by SBCOG to the highest ranked Respondent, as it may deem proper in its absolute discretion. The time for awarding a contract may be extended at the sole discretion of SBCOG, if required to evaluate Proposals of for such other purposes as SBCOG may determine, unless the Respondent objects to such extension in writing, submitted with the Proposal.

A responsive Proposal shall be limited in length to **no more than 15 double-sided pages**, and 12 point size font. Page limit is not inclusive of cost Proposal, certification forms, or résumés. Submissions beyond the page limit will not be considered.

A responsive Proposal shall include, at a minimum, the following items:

- The fully completed and executed Official Proposal Form set forth in Section 5 of this RFP
- Fully completed and executed Exhibits A through F of this RFP
- A cover letter
- A brief description of the Respondent's experience, including the year the firm was established, type of firm (partnership, corporation, etc.), and a statement of the Respondent's qualifications for performing the subject services, demonstrating Respondent has at least two (2) years' of experience providing the services described in Section 3, Scope of Work
- Evidence of Respondent's possession of all personal license(s), business license(s) needed in order to perform the services required and/or any other licenses and/or permits required to do business in the City of Hollister, County of San Benito, and/or State of California
- An organizational chart depicting the names of the individual or team proposed by the Respondent and a brief summary of the qualifications and experience of each member proposed as the project team, demonstrating each has the personal license(s) necessary and at least two (2) years' of experience providing the services described in Section 3, Scope of Work
- A concise, but detailed description on the Respondent's approach to meet the requirements set forth in Section 3, Scope of Work
- The relevant qualifications and experience of any Subcontractors to be used, as well as customer references for each Subcontractor
- A cost Proposal that includes the hourly rates for all positions and staff persons expected to work on the project, including the annual hourly rate for the duration of the contract, and any other related costs that are billed directly. Hourly rates should indicate

overhead rates applied (as appropriate). Once the contract is signed, hourly and other rates shall remain in effect for the duration of the contract. The cost Proposal must be submitted in a separate email. Cost proposal shall be email to Norma Aceves at norma@sanbenitocog.org.

- Any past, current or upcoming projects by your firm or professionals that may result in an actual or perceived conflict of interest with this representation.
- Other relevant information that will assist SBCOG in selecting the most qualified Respondent(s).

4.5 Proprietary Information

All information appearing within the Proposal may be subject to public inspection. Any proprietary information must be clearly marked as such and submitted in a separate email to Norma Aceves at norma@sanbenitocog.org, marked proprietary in the subject line, and referenced only within the body of the Proposal.

4.6 Point of Contact

All questions regarding this RFP shall be directed to Norma Aceves, Administrative Services Specialist norma@sanbenitocog.org with the subject: “**Questions for COG RFP 2023-01 General Legal Services**” followed by a brief description. No other individual has the authority to respond to any questions submitted unless specifically authorized by Binu Abraham, Executive Director or her designee. Failure to adhere to this process may disqualify the Respondent.

4.7 Interpretation

Should any discrepancies or omissions be found in the RFP specifications/requirements, or doubt as to their meaning, the Respondent shall notify SBCOG in writing at once (e-mail is acceptable). SBCOG will post addenda with further instruction or clarification on www.SanBenitoCOG.org for all interested parties to view. SBCOG shall not be held responsible for oral interpretations. Questions must be received at least seven (7) days before the Proposal due date and will be answered via Addenda.

4.8 Questions

Questions must be received by **December 15, 2023 at 4:00 PM, Pacific Time**. All Addenda issued shall be incorporated into the contract. It is the Respondent’s responsibility to check the website to obtain the most current information regarding this RFP.

4.9 Updates and Addenda

No one is authorized to amend any of these documents in any respect by an oral statement or to make any representation or interpretation in conflict with their provisions. Any changes to these documents will be issued in writing via Addendum by Binu Abraham or her designee, to be posted on SBCOG’s website at www.SanBenitoCOG.org for all interested parties to view, and to be faxed, emailed, or mailed to all prospective Respondents known by SBCOG, if and when necessary. All Addenda issued shall be incorporated into the contract. Respondents shall be responsible for monitoring SBCOG’s website at www.SanBenitoCOG.org to obtain the most current information regarding this RFP. Current information may be in the form of an update or a formal Addendum. The last day for updates and Addenda to be posted on the above mentioned website is **December 18, 2023, at 5:00 PM, Pacific Time**.

4.10 Late Responses

All responses to the RFP must be emailed to babraham@sanbenitocog.org AND norma@sanbenitocog.org no later than **3:00 PM, December 21, 2023, Pacific Time**.

Respondents shall be responsible for the timely delivery of their Proposals. Proposals received after the deadline will not be accepted and will be unopened and discarded.

4.11 Multiple Proposals

Only one Proposal will be accepted from any one person, partnership, corporation or other entity; however, several alternatives may be included in one Proposal.

4.12 Proposal Evaluation Criteria

If an award is made, it will be made to the responsive Proposal by a responsible Respondent that offers SBCOG the greatest value based on an analysis involving a number of criteria. SBCOG intends to award a Contract to the Proposer that offers the best value, considering a variety of qualitative factors, including price. SBCOG reserves the right to determine that the highest-ranked Proposer provides the best value to SBCOG, even if the highest-ranked Proposer does not offer the lowest price. An Evaluation Committee (Committee) that SBCOG designates will evaluate proposals SBCOG receives based on the evaluation criteria set forth herein.

An Evaluation Committee will review each Proposal for completeness and content. Each Proposal will be evaluated based upon the relevant experience of the Respondent. The Evaluation Committee will review and rank the Proposals according to the Evaluation Criteria described below and assigned points per criteria as indicated. The Evaluation Committee may conduct interviews, if necessary. The rankings will be based upon the evaluation criteria that may include, but is not necessarily limited to the following:

Evaluation Criteria	Max. Points
Organization, Experience, and Reference	25
Qualifications	30
Staff	20
Technical Approach	15
Cost proposal	10
TOTAL	100

- **Organization, Experience, and Reference:** Does the Respondent’s organizational structure show sufficient depth for its present workload? Has the Respondent demonstrated the ability to successfully provide services for projects of a similar complexity and nature as described herein? Are the Respondent’s references from past clients and associates favorable? Does the Respondent show financial and operational stability?
- **Qualification:** Showcase the breadth and quality of services required for the anticipated project. Demonstrate examples of creative and collaborative solutions.
- **Staff:** Do the qualifications of key personnel to be assigned to the anticipated projects coincide with project requirements? What will be key personnel’s proposed response time to query’s?
- **Technical Approach:** Does the Respondent have an understanding of the services they will be providing? Does the Respondent understand their role for the Project? What is the Respondent’s performance methodology? What is the Respondent’s workflow? Will the Respondent be able to perform the Scope of Work within a timely manner?
- **Cost:** Does the Respondent provide the hourly rate for attorney(s) and staff (including law clerks and paralegals) to be assigned to SBCOG and a summary of any other related costs that are billed directly?

4.13 Selection Procedure

SBCOG shall perform an initial review of all Proposals to determine responsiveness as specified in Paragraph 4.4 in this RFP. The Evaluation Committee will review all responsive Proposals and will rank Proposals in descending order of preference according to the weighted criteria identified in section 4.12. The Evaluation Committee will then select the preferred Proposal, that best meets the needs as set forth in this RFP, is the best qualified, and is able to provide the requested services as follows:

- **PRE-SELECTION:** The Evaluation Committee will review and screen the Proposals for completeness. Proposals that are incomplete, or improperly written, may be considered non-responsive and may be rejected. Each Proposal will be evaluated for its completeness and responsiveness to the Evaluation Criteria set forth in Section 4.11 above, and to the Scope of Services outlined in Section 3 of this RFP. Based upon the scores of responsive Proposals, the Evaluation Committee will set a competitive range and may invite Respondents in the competitive range to participate in an in-person or virtual interview. Top ranking Respondents will be asked to prepare an oral presentation of their Proposal to the Evaluation Committee. References may be contacted by any person of the Evaluation Committee. The Evaluation Committee reserves the right to evaluate the interview and presentation, and to reevaluate the initial Proposal based upon new information provided during the interview component. The Evaluation Committee will make its recommendations to the SBCOG Board of Directors. The Board of Directors will make the final determination regarding the highest ranked Respondent, based on the recommendation of the Evaluation Committee.
- **SELECTION:** Award of a contract shall not be based on cost alone, but on the strength of qualifications of the Respondent and the Respondents' capability of providing the services outlined in the RFP. The Evaluation Committee will rank the Proposals based upon the interview, compliance with the RFP terms and conditions, quality and performance of the services offered based on previous contracts, reference checks for the same or similar services, and the capacity of the Respondent to perform the required services.
- **NEGOTIATIONS:** Following final selection by the SBCOG Board of Directors of the highest ranked Respondent, staff will enter negotiations with the highest ranked Respondent, regarding the terms of a contract consistent with the RFP and the Proposal, which will be submitted to SBCOG Board of Directors for approval. The successful Respondent will be expected to enter into the agreement appended as Exhibit G to this RFP. No modifications to the general terms and conditions of the standard contract appended as Exhibit G to this RFP will be considered. If an agreement is not reached within a reasonable time after the highest ranked Proposal is identified, SBCOG reserves its right to terminate negotiations with the highest ranked Respondent and begin negotiations with the next highest ranked Respondent, suspend the process entirely or request new Proposals. This process will continue until an agreement is reached or all Proposals are rejected.

All Respondents may be notified of the Proposal which is ranked highest. No other information will be released.

The evaluation of the Proposals shall be within the sole judgment and discretion of the Evaluation Committee and the SBCOG Board of Directors. SBCOG reserves the right to reject any and all Proposals received pursuant to the RFP. The award of a contract is contingent on funding availability and SBCOG Board of Directors' approval. SBCOG is under no obligation to award any contract. There shall be no appeal of any decision of SBCOG, or any SBCOG representative.

4.14 Reservations

SBCOG reserves the right to do the following at any time and for its own convenience, at its sole discretion:

- To reject any and all Proposals, without indicating any reason for such rejection
- Waive or correct any minor or inadvertent defect, irregularity or technical error in the RFP or any RFP procedure, in any Proposal, or in any subsequent negotiation process
- Terminate this RFP and issue a new RFP anytime thereafter
- Procure any services specified in the RFP by other means
- Extend any or all deadlines specified in the RFP, including deadlines for accepting Proposals, by issuance of an Addendum at any time prior to the deadline for receipt of Proposals
- Disqualify any Respondent on the basis of any real or perceived conflict of interest or evidence of collusion that is disclosed by the Proposal or other data available to SBCOG. Such disqualification is at the sole discretion of SBCOG
- Reject the Proposal of any Respondent that is in breach of or in default under any other agreement with SBCOG.
- Reject any Respondent deemed by SBCOG to be non-responsive, unreliable, unqualified, or non-responsible.

4.15 Notification of Modification or Withdrawal of Proposals

The Respondent may modify or withdraw a Proposal by submitting a written request for its modification or withdrawal to a SBCOG representative at any time prior to the Proposal submission deadline. The withdrawal shall be signed by the Respondent or an authorized agent of the Respondent.

The Respondent may thereafter submit a new Proposal prior to the deadline. All Proposals not modified or withdrawn prior to the deadline will become SBCOG's property. Modifications of a Proposal offered in any manner, oral or written, will not be considered after the deadline.

4.16 Notice of Intent to Award

Notice of Intent to Award may be issued upon receipt of all required documents.

4.17 Contractor Responsibility and Performance

SBCOG will consider the Contractor to be the sole point of contact with regard to all contractual matters.

Contractor shall provide the services of one (1) or more qualified contract manager(s) responsible for assuring that the services provided under the contract are satisfactory.

4.18 Insurance

The Contractor, at its sole cost and expense, for the full term of this contract (and extensions thereof), shall obtain and maintain at minimum all of the following insurance coverage. Such insurance coverage shall be primary coverage as respects SBCOG and any insurance or self-insurance maintained by SBCOG shall be in excess of the Contractor's insurance coverage and shall not contribute to it.

1. Types of Insurance and Minimum Limits

- a) Worker's Compensation and Employer's Liability Insurance in conformance with the laws of the State of California.
- b) The Contractor's vehicles used in the performance of this contract, including owned, non-owned (e.g. owned by the Contractor's employees), leased or hired vehicles, shall each be covered with Automobile Liability Insurance in the minimum amount of \$500,000 combined single limit per accident for bodily injury and property damage.
- c) The Contractor shall obtain and maintain Comprehensive General Liability Insurance coverage in the minimum amount of \$1,000,000.00 combined single limit, including bodily injury, personal injury, and property damage. Such insurance coverage shall include, without limitation:
 - (i) Contractual liability coverage adequate to meet the Contractor's indemnification obligations under this Request;
 - (ii) Full Personal Injury coverage;
 - (iii) Broad form Property Damage coverage, and
 - (iv) A cross-liability clause in favor of SBCOG.
- d) The Contractor shall obtain and maintain Professional Liability Insurance coverage in the minimum amount of \$1,000,000.00 combined single limit. Such insurance coverage shall include, without limitation:
 - (i) Contractual liability coverage adequate to meet the Contractor's indemnification obligations under this Request; and
 - (ii) A cross-liability clause in favor of SBCOG.

2. Other Insurance Provisions

- a. As to all insurance coverage required herein, any deductible or self-insured retention exceeding \$5,000 shall be disclosed to and be subject to written approval by SBCOG.
- b. All required Automobile Liability Insurance, Comprehensive or Commercial General Liability Insurance or Professional Liability Insurance shall contain the following endorsement as a part of each policy:

"The Council of San Benito County Governments is hereby added as an additional insured as respects the operations of the named insured."
- c. All the insurance required herein shall contain the following clause:

"It is agreed that these policies shall not be cancelled nor the coverage reduced until thirty (30) days after the Council of San Benito County Governments ("SBCOG") shall have received written notice of such cancellation or reduction. The notice shall be deemed effective the date delivered to SBCOG as evidenced

by properly validated return receipt. Such notice shall be sent to: Council of San Benito County Governments, 330 Tres Pinos Road Suite C7, Hollister, CA 95023".

- d. The prospective Contractor agrees to provide SBCOG at or before the effective date of any award resulting from this RFP with a certificate of insurance of the coverage required.
- e. All required insurance policies shall be endorsed to contain the following clause: This Insurance shall not be cancelled until after thirty (30) days prior written notice has been given to:

Council of San Benito County Governments
Binu Abraham, Executive Director
330 Tres Pinos Road, Suite C7
Hollister, CA 95023

The Contractor agrees to provide its insurance broker(s) with a full copy of these insurance requirements and provide SBCOG on or before the effective date of this contract Certificates of Insurance for all required coverage. By submitting a Proposal, the proposing Respondent agrees to provide the insurance specified in Paragraph 3.17 of this RFP.

4.19 Pre-Award Conference

If requested, successful Respondent(s) shall meet with SBCOG representatives prior to the Award of Contract to review the specifications and finalize the initiation of the proposed contract.

4.20 Execution of Agreement

Upon successful reference checks, evaluations and receipt of all required documents, the agreement must be executed by both parties. The successful Respondent will be expected to enter into the agreement appended as Exhibit G to this RFP, with other terms and conditions specified in this RFP incorporated therein. No modifications to the general terms and conditions of the standard contract appended as Exhibit G to this RFP will be considered. Submittal of a Proposal shall constitute concurrence with the terms and conditions set forth in SBCOG's standard contract and in this RFP.

4.21 Cost of Service

SBCOG reserves the right to negotiate the proposed cost with the successful Respondent prior to contract signing. Agreed to costs and cash discounts are to be firm through the end of the contract term. Upon renewal, rates may be adjusted by mutual agreement. Any subsequent cost increase will be no more than the change in the Consumer Price Index for the San Francisco, Oakland and San Jose, CA area for the twelve (12) months preceding the agreement's expiration date. However, in the case of an announced cost decrease, such decrease shall be passed on to SBCOG.

~ END SECTION 4 ~

SECTION 5. OFFICIAL PROPOSAL FORM

The undersigned offers and agrees to furnish all work, materials, supplies, equipment and other incidentals required to complete the services subject to this Request for Proposals, for the costs stated and in conformance with all requirements, conditions and instructions. All hours are approximate and there is no guarantee that all hours will be met. No minimum or maximum hours apply to the resulting contract. The respondent is to consider the estimated number of hours as only a ball park figure based on prior history for the same services.

Complete the following Exhibit A including costs of services as shown. Please note any deviation from the hourly charge and indicate the number of hours needed to complete each task.

Have you complied with all specifications, requirements, terms and conditions of this RFP?

Yes No

A “no” answer requires a detailed explanation giving reference to all deviations to be submitted on company letterhead in attachment form. All exceptions must reference the RFP paragraph and section number followed by an explanation

Executed in _____, California, on _____, _____

Signature _____ Title _____

Print Name _____

Name of Company _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Date _____

I declare under penalty of perjury that I have not been a party with any other Respondent to offer a fixed cost in conjunction with this Request for Proposal.

~ END SECTION 5 ~

EXHIBIT B—ACKNOWLEDGMENT OF ADDENDA FORM

_____ (Respondent or Proposed Subcontractor Business Name)

hereby acknowledges receipt of all Addenda through and including:

Addendum No. _____ , dated _____ .

Addendum No. _____ , dated _____ .

Addendum No. _____ , dated _____ .

Addendum No. _____ , dated _____ .

Addendum No. _____ , dated _____ .

Addendum No. _____ , dated _____ .

Addendum No. _____ , dated _____ .

Addendum No. _____ , dated _____ .

Authorized Representative Name and Title: _____

Authorized Representative Signature: _____

Date _____

END OF EXHIBIT B

EXHIBIT C—CUSTOMER REFERENCES

List and submit with this Proposal four (4) customer references, for whom you have furnished similar product or services.

1. Company Name: _____
 Address: _____

 Contact Person: _____
 Telephone No.: _____

2. Company Name: _____
 Address: _____

 Contact Person: _____
 Telephone No.: _____

3. Company Name: _____
 Address: _____

 Contact Person: _____
 Telephone No.: _____

4. Company Name: _____
 Address: _____

 Contact Person: _____
 Telephone No.: _____

END OF EXHIBIT C

EXHIBIT D—DESIGNATION OF SUBCONTRACTORS

Respondent shall complete the form below for each Sub-Contractor. A Sub-Contractor is one who: (1) performs Work or labor; or (2) provides a service to the Respondent. If there are no Sub-Contractors, please state "NONE".

SUBCONTRACTORS		
NAME	LOCATION OF BUSINESS	WORK

SIGNATURE BLOCK	
Respondent Signature: _____	Date: _____
Respondent's Name & Title (Print): _____	

END OF EXHIBIT D

EXHIBIT E—NON-COLLUSION DECLARATION

TO BE EXECUTED BY RESPONDENT AND SUBMITTED WITH THE PROPOSAL

I, _____, am the
Name
_____ of _____,
Position/Title Company

the party making the foregoing Proposal that the Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Proposal is genuine and not collusive or sham; that the Respondent has not directly or indirectly induced or solicited any other Respondent to put in a false or sham Proposal; and has not directly or indirectly colluded, conspired, connived, or agreed with any Respondent or anyone else to put in a sham Proposal, or that anyone shall refrain from responding; that the Respondent has not in any manner directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Proposal price of the Respondent or any other Respondent, or to fix any overhead, profit, or cost element of the Proposal price, or of that of any other Respondent, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the Proposal are true; and, further, that the Respondent has not, directly or indirectly, submitted his or her Proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, Proposal depository, or to any member or agent thereof to effectuate a collusive or sham Proposal.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

Date Signature

END OF EXHIBIT E

EXHIBIT F—FEE SCHEDULE

		Hourly Rate	Est. Hours	Total Cost
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

Total overall cost for services identified: _____

END OF EXHIBIT F

EXHIBIT G—STANDARD CONTRACT

The following is a copy of the Standard Contract used by SBCOG for contracting with consultants or individuals for professional services. This document shall serve as the basis for a contract with the successful consultants (s) or individual(s). *Respondents should not respond to this RFP if they cannot agree to the standard contract terms and conditions.*

The COUNCIL OF SAN BENITO COUNTY GOVERNMENTS ("COG") and _____ ("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 _____, and end on _____ unless sooner terminated as specified herein.

2. Scope of Services.

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

3. Compensation for Services.

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

4. General Terms and Conditions.

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

5. Insurance Limits.

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

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

6. Termination.

The number of days of advance written notice required for termination of this contract is 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.

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: Binu Abraham

Title: Executive Director

Address: 330 Tres Pinos Road, Ste. C7

Hollister, California 95023

Phone No.: (831) 637-7665

Fax No.: (831) 636-4160

Contract Administrator for CONTRACTOR:

Name:

Title:

Address:

SIGNATURES

APPROVED BY CONTRACTOR:

Name:

Chair

Date:

Name:

Title:

Date:

APPROVED AS TO LEGAL FORM:

San Benito County Counsel's Office

By:

Shirley L. Murphy, Deputy County Counsel

Date:

ATTACHMENT A
Scope of Services

This section has been intentionally left blank as the scope of services will be provided following selection of a qualified Respondent.

~ END ATTACHMENT A ~

ATTACHMENT B
Payment Schedule

B-L. 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 COG to CONTRACTOR at the address specified in paragraph 7 of this 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 \$ _____.

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: (Specify)

CONTRACTOR shall invoice monthly at an hourly rate for services rendered pursuant to B-4 and of this Contract. CONTRACTOR shall provide a monthly progress report as a part of the monthly invoice which tracks tasks specified in Attachment A, Scope of Services, with services completed by CONTRACTOR. The monthly progress report shall include the following:

- Description of the tasks in progress or achieved
- Description of the tasks still to be achieved
- Percentage of work still anticipated for each task

~ END 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 the County of San Benito 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 officials of the State of California.

C-6. RETENTION OF RECORDS.

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

C-7. TITLE TO DOCUMENTS; COPYRIGHT.

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

C-8. INDEPENDENT CONTRACTOR.

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

C-9. CONFLICT OF INTEREST.

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

C-10. COMPLIANCE WITH APPLICABLE LAWS.

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

C-11. NONDISCRIMINATION.

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

C-12. BANKRUPTCY.

CONTRACTOR shall immediately notify COG in the event that CONTRACTOR ceases conducting business in the normal manner, becomes insolvent, makes a general assignment for the benefit of creditors, suffers or permits the appointment of a receiver for its business or assets, or avails itself of, or becomes subject to, any proceeding under the Federal Bankruptcy Act or any other statute of any state relating to insolvency or protection of the rights of creditors.

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

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

C-14. NEGOTIATED CONTRACT.

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

C-15. SEVERABILITY.

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

C-16. ENTIRE CONTRACT.

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

C-17. TIME IS OF THE ESSENCE.

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

C-18. TERMINATION.

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

C-19. NOTICES.

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

- (a) The day the notice is personally delivered to the contract administrator or the office of the party's contract administrator; or
- (b) Five days after the date the notice is deposited in the United States mail, addressed to a party's contract administrator as indicated in this contract, with first-class postage fully prepaid; or
- (c) On the day that the notice is transmitted by facsimile to a party's facsimile number specified in paragraph 8 of this contract, provided that an original of such notice is deposited in the United States mail, addressed to a party's contract administrator as indicated in this contract, on the same day as the facsimile transmission is made.

C-20. RESPONSIBILITY OF CONTRACT ADMINISTRATORS.

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

C-21. MATERIALITY.

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

C-22. WAIVER.

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

C-23. AUTHORITY AND CAPACITY.

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

C-24. BINDING ON SUCCESSORS.

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

C-25. CUMULATION OF REMEDIES.

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

C-26. INDEPENDENT ADVICE.

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

C-27. NO RELIANCE ON REPRESENTATIONS.

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

C-28. REDUCTION OF CONSIDERATION.

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

C-29. COUNTERPARTS.

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

~ END ATTACHMENT C ~

~ END EXHIBIT G ~

~ END SECTION 6 ~



STAFF REPORT

Action

Prepared By: Norma Aceves, Administrative Services Specialist

Subject: TIRCP & ZETCP

Agenda Item No. 12

Approved By: Binu Abraham, Executive Director

Meeting Date: November 16, 2023

Recommendation:

Approve allocation request submittal for the Transit and Intercity Rail Capital Program (TIRCP) and Zero Emission Transit Capital Program (ZETCP) using the attached project list.

Summary:

The Council of San Benito County Governments is eligible for an allocation of \$8,160,164 in TIRCP and ZETCP funds for transit purposes.

Background/ Discussion:

The State's Fiscal Year 23-24 Budget includes significant new funding for transit capital that may also be applied to cover transit operational needs on a region-by-region basis. Funds can be used to prevent service cuts and increase ridership; prioritize the availability of transit for riders who are transit dependent; and to prioritize transit agencies representing a significant percentage of the region's ridership.

TIRCP Eligibility: Funds may be allocated for rail, bus, and ferry integration and bus rapid transit and other bus and ferry investments that increase ridership and reduce greenhouse gas emissions.

ZETCP Eligibility: Funds may be allocated for funding zero-emission transit equipment, including, but not limited to, zero-emission vehicles and refueling infrastructure; and funding transit operations expenditures that prevent service reduction or elimination in order to maintain or increase transit ridership (if consistent with an approved regional short-term or long-term financial plan).

COG will submit an Initial Allocation Package by December 31, 2023. The Initial Allocation Package will include detailed information on how COG will be increasing transit ridership and/or lowering emissions with its proposed projects. The proposed projects were pulled from a 2022 Board adopted Short Range Transit Plan which studied and identified the needs and transit opportunities for the San Bento community.

The proposed projects are as follows:

Administration:

- Project Administration \$81,602

Capital Projects:

- Zero-Emission Vehicles \$1,500,000
- Transit Hub \$2,000,000
- Modernization and Next Generation Transit Infrastructure \$2,000,000

Operation Projects:

- Pilot Program- Express Bus \$478,562
- Planning Study \$100,000
- Reinstate Transit Operations \$2,000,000

Staff seeks the Boards approval to submit the Initial Allocation Request for TIRCP and ZETCP using the attached project list. The attached project list is just one element of the full allocation package. If approved by the Board, staff will move forward with completing the detailed allocation package using the above list. COG will have the ability to modify the project list after the allocation, which will create opportunities to fund future projects as they develop, and as other fund sources are brought into the agency.

Financial Impact:

The Council of San Benito County Governments is eligible to seek allocation of \$8,160,164 in funds for transit purposes.

Attachment:

1. Initial Allocation Packet for SB 125 Formula- Based Transit and Intercity Rail Capital Program & Zero Emission Transit Capital Program- Fund Request Template

SB125 Fund Request Template

The following template is designed to capture SB 125 request information for TRANSIT AND INTERCITY RAIL CAPITAL PROGRAM (TIRCP) & ZERO EMISSION TRANSIT CAPITAL PROGRAM for each Regional Transportation Planning Agency (RTPA). Each row represents a "project-fund-source-fund-type" combination, so if a project receives multiple fund sources, enter on multiple rows. Insert additional rows as needed.

				Total
RTPA	Implementing Agency/-ies	Project	Fund Source	
Council of Governments	Local Transportation Authority	Administration:	TIRCP	\$ 81,602
				\$ -
		CAPITAL:		
Council of Governments	Local Transportation Authority	Zero-Emission Vehicles	ZETCP (PTA)	\$ 1,500,000
Council of Governments	Local Transportation Authority	Transit Hub	TIRCP	\$ 2,000,000
	Local Transportation Authority	Modernation and Next Gen Transit Infrastructure	TIRCP	\$ 2,000,000
		OPERATIONS:		\$ -
Council of Governments	Local Transportation Authority	Pilot Program- Express Bus	TIRCP	\$ 478,562
Council of Governments	Local Transportation Authority	Planning Study	TIRCP	\$ 100,000
Council of Governments	Local Transportation Authority	Reinstate Transit Operations	TIRCP	\$ 2,000,000
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Grand Total				\$ 8,160,164



STAFF REPORT

Action

Prepared By: Veronica Lezama,
Transportation Planning Manager
Subject: SR 156 Improvement Project and
Union Road Temporary Closure

Agenda Item No. 13

Approved By: Binu Abraham, Executive Director
Meeting Date: November 16, 2023

Recommendation:

CONCUR with proposed Caltrans Contract Change Order to reduce Union Road stage construction closure for the State Route (SR) 156 Improvement Project.

Summary:

Caltrans, at the request of the Council of San Benito County Governments (SBtCOG), has reviewed the stage construction plans at Union Road with the contractor, Teichert Construction, to accelerate the work associated with the closure and detour of Union Road.

Background/ Discussion:

The SR 156 Improvement contract plans call for closure of Union Road to facilitate reconstruction of almost 800 feet of Union Road leading up to the intersection of SR 156. This work was scheduled over approximately seven months until the Stage 2 shift in traffic occurs around July 2024.

Upon further investigation, Caltrans has determined that a reduction in the duration of the closure and detour is possible. The contractor and their subcontractors can work extended hours to reduce work to approximately eight weeks, weather permitting, saving about five months overall.

The work schedule modification can occur through a contract change order in the amount of approximately \$400,000. Caltrans has reviewed this cost in relation to the project's contract contingency balance and any foreseeable contract changes and believes the contract could implement this change. See attached staff report from Caltrans for further details.

Financial Impact:

The cost increase of \$400,000 will be covered through the project's contingency budget. There is no additional request for funding from SBtCOG at this time. Please see attached Caltrans staff report.

Attachment:

1. Caltrans Staff Report
2. Union Road Detour Map (English)
3. Union Road Detour Map (Spanish)



Prepared by Terry Thompson, Caltrans Project Manager

Recommendation

CONCUR with proposed Caltrans Contract Change Order to reduce Union Road stage construction closure for the State Route (SR) 156 Improvement Project.

Summary

Caltrans, at the request of COG, has reviewed the stage construction plans at Union Road with the contractor, Teichert Construction, to accelerate the work associated with the closure and detour of Union Road in Stage 1, Phase 2. Upon further review, Caltrans has determined that a reduction in the closure and detour is possible. The contractor and their subcontractors can work extended hours to reduce work to approximately eight weeks, weather permitting, saving about five months overall. This could occur through a contract change order in the amount of approximately \$400,000. Caltrans has reviewed this cost in relation to the project's contract contingency balance and any foreseeable contract changes and believes the contract could implement this change with a low risk.

Background/Discussion

The SR 156 Improvement contract plans call for closure of Union Road to facilitate reconstruction of almost 800 feet of Union Road leading up to the intersection of SR 156. A detour is planned to use the newly reconstructed San Juan Hollister Road to Business Route 156 (See attached detour map) which connects to SR 156 and was previously reviewed by local officials during design preparation of the contract plan.

The work at Union Road involves reconstructing Union Road and raising it approximately six feet to meet with the Continuous Reinforce Concrete Pavement (CRCP) of SR 156 eastbound lanes at the intersection. This work was scheduled over approximately seven months until the Stage 2 shift in traffic occurs around July 2024.

At the October COG Board meeting, Caltrans was asked to consider if Union Road can remain open during construction or possibly reduce the amount of time of the closure and detour to mitigate impacts to the community. After discussion with the contractor, maintaining a lane open on Union Road for these 800 feet is not achievable due to the change in elevation of the reconstruction. The reduction in the closure and detour is possible however the contractor and their subcontractors can work extended hours to reduce work to approximately eight weeks, weather permitting, saving about five months overall.

Financial Impact

This amounts to a change in the way the contractor bid his contract work requiring a contract change order in the amount of approximately \$400,000.

Caltrans has reviewed this cost in relation to the project's contract contingency balance and any foreseeable contract changes and concurs the contract could implement this change with a low risk.

Union Road Closed Between SR 156 and San Juan Hollister Rd Use Detour

DRAFT



To US 101

Union Rd

156

156B

San Juan Hollister Rd

Hollister →

Detour to/from SR 156

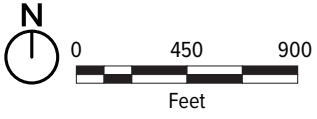


Image: ©Google 2023. Google Earth Pro, Version 7.3. Mountain View, CA. Image date: 9/25/2020. Accessed: 10/13/2023.

**Está cerrada la carretera
Union Road entre SR 156
y San Juan Hollister Rd.
Use el desvío.**

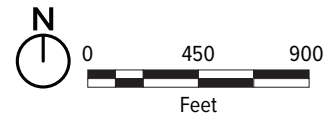


Imagen: ©Google 2023. Google Earth Pro,
Versión 7.3. Mountain View, CA.
Fecha de la imagen: 9/25/2020. Accedido: 10/13/2023.



STAFF REPORT

Informational

Prepared By: Binu Abraham, Executive Director

Subject: Caltrans Project Delivery Process

Agenda Item No. 14

Approved By: Binu Abraham, Executive Director

Meeting Date: November 16, 2023

Recommendation:

Receive Presentation on the Caltrans Project Delivery Process.

Summary:

Caltrans will be presenting on the processes involved in the delivery of a project.

Background/ Discussion:

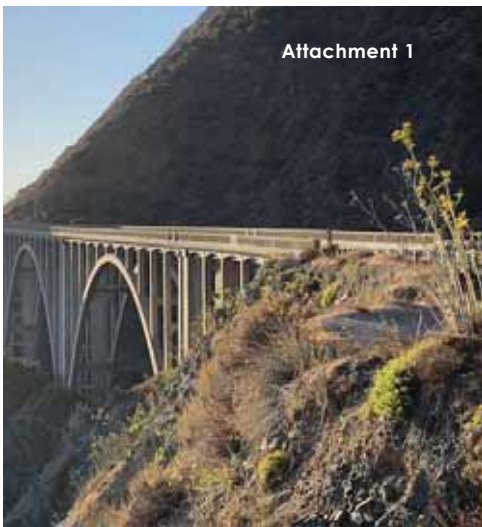
Getting projects from the idea stage to actual construction can take many years. The question always arises as to why it takes so long? Terry Thompson, Caltrans District 5 Project Manager will be presenting an overview of the Caltrans processes involved in the delivery of a project, the steps taken for public engagement and ultimately to construction completion.

Financial Impact:

None.

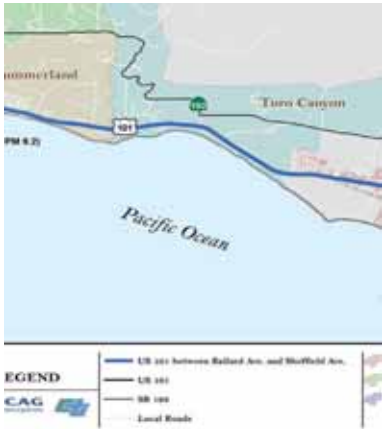
Attachment:

1. Caltrans Project Delivery- How Caltrans Build Projects and How the Public Can Be Involved



CALTRANS PROJECT DELIVERY

HOW CALTRANS BUILDS PROJECTS & HOW THE PUBLIC CAN BE INVOLVED

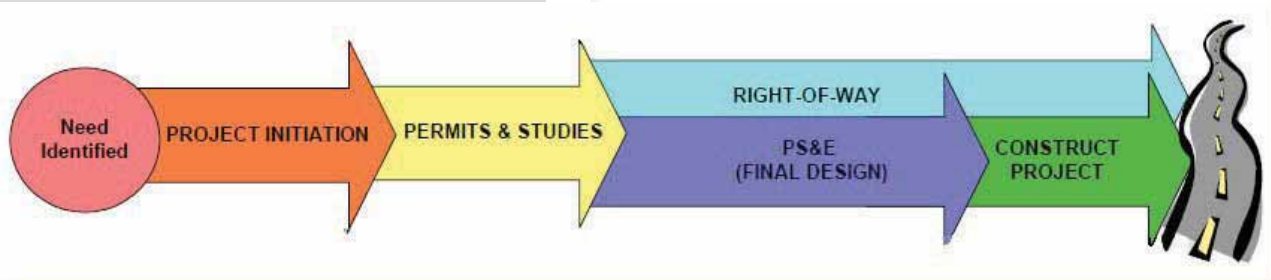


WHAT IS A PROJECT?

- A temporary endeavor undertaken to plan, develop and construct an improvement, modification, or addition to the State Highway System (SHS).
- Projects are composed of phases.
- Phases are composed of tasks, which create the product.

PROJECT LIFE CYCLE

THE SERIES OF PHASES (COMPONENTS) THAT A PROJECT PASSES THROUGH FROM INITIATION TO ITS CLOSURE.



PLANNING PHASE WHY BUILD IT?

- A QUALIFIED NEED IS IDENTIFIED
- SYSTEM & REGIONAL TRANSPORTATION PLANNING



US 01

**Transportation Concept Report
US 101
District 5
December 2014**

The information and data contained in this document are for planning purposes only and do not constitute a final design of any project. Any information in this TCR is subject to modification as conditions are discovered. Although every effort is made to ensure the accuracy and timeliness of the information contained in this TCR, it does not constitute a statement, specification, or regulation, nor is it intended to address deficiencies and shall not be used as a substitute for project specific analysis, including but not limited to, that pertain to any private or public development proposal.

California Department of Transportation
Caltrans Improves Mobility Across California

[Signatures]
 Director
 Date
 Director
 Date
 Director
 Date
 Director
 Date

HOW DO WE IDENTIFY NEEDS?

SYSTEM PLANNING:
TRANSPORTATION CONCEPT
REPORTS, CORRIDOR &
FEASIBILITY STUDIES

MAINTENANCE & SAFETY
ANALYSIS:
PAVEMENT & BRIDGE
PROGRAM, SAFETY ANALYSIS

AND...
REGIONAL TRANSPORTATION
PLANS
(GENERAL & LOCAL)

FOSTERING RELATIONSHIPS
WITH PARTNERS



PROJECT INITIATION

- Project Development Team (PDT)
- Project Initiation Document (PID)
- Project Scope
- Purpose & Need
- Identifies Alternatives

** Average Duration: 1-2 years

PUBLIC INVOLVEMENT: Engage with the community/partners as the scope develops.

SECURING FUNDING: PROGRAMMING A PROJECT



The IP's (Improvement Programs)

- STIP: State Transportation
- RIP: Regional
- ITIP: Interregional

SHOPP's

- State Highway Operations & Protection Program
 - Safety
 - Maintenance
 - Mandates

SB1

- TCEP (Trade Corridor Enhancement Program)
- SCCP (Solutions of Congested Corridors Program)
- LPP (Local Partnership Program)

Local Fund Sources

- Self-help (Measure) Programs
- Regional Impact Fee Programs

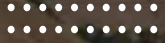
PA&ED

PROJECT APPROVAL & ENVIRONMENTAL DOCUMENT

- Project studies begin
 - Document provides ultimate scope, schedule, and cost.
 - Final product is a Project Report with the environmental clearance and selected alternatives.
- ** Average Duration 2-6 years

PUBLIC INVOLVEMENT: Public comment on Draft Environmental Document and public meetings.





PS&E & R/W

PLANS, SPECIFICATIONS AND ESTIMATE & RIGHT OF WAY

- Final design doesn't usually begin until PS&E.
- Project information is reviewed/updated
- Scope & design of alternative is refined
- Final plans, mapping & reports are completed.
- Right-of-way and utility requirements are further developed and Procurement begins.

** Average Duration: 2 years

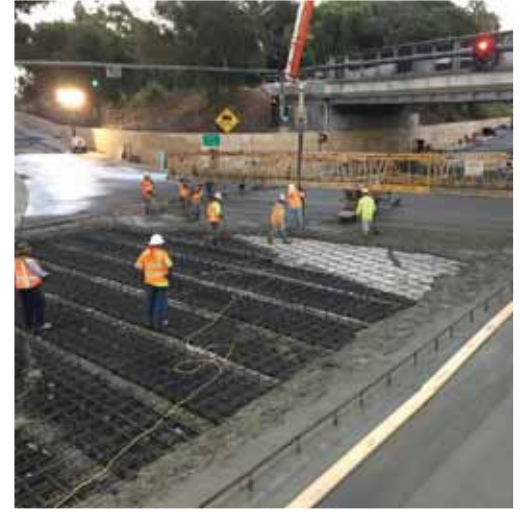


PLANS,
SPECIFICATIONS &
ESTIMATES (PS&E)
INCLUDES:

- Perform Final Engineering
- Obtain Environmental Permits
- Allocate funds, advertise, award & approve

• PUBLIC INVOLVEMENT!

Updates with stakeholder groups and permit hearings.



CONSTRUCTION (CON) INCLUDES:

- Construct Improvements
- Certify Environmental Commitments
- Close-out Projects

PUBLIC INVOLVEMENT:
Coordination with stakeholders,
groundbreaking/ribbon cuttings,
driving safely through work zones

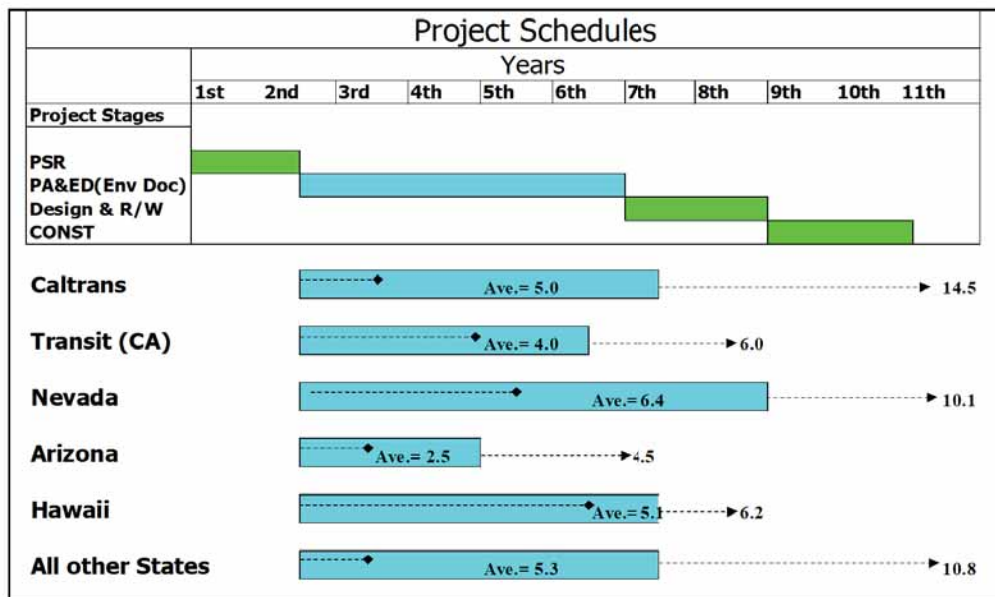
MAINTENANCE

Improvements are transferred to the maintenance program who is assigned the care and upkeep of state highways.

PUBLIC INVOLVEMENT: Reporting needs back to Caltrans, being the eyes and ears.



Typical Highway Improvement Project





STAFF REPORT

Informational

Prepared By: Veronica Lezama,
Transportation Planning Manager
Subject: Monthly Caltrans District 5
Construction Projects Report

Agenda Item No. 15

Approved By: Binu Abraham, Executive Director

Meeting Date: November 16, 2023

Recommendation:

RECEIVE Monthly Caltrans District 5 Construction Projects Report.

Summary:

The Council of San Benito County Governments (COG) Board of Directors will receive the monthly report from Caltrans District 5 on active highway projects in San Benito County.

Background/ Discussion:

As an ex officio member, the California Department of Transportation (Caltrans) provides the COG Board of Director's a summary report of all active highway and other state oversight projects in San Benito County. The enclosed Caltrans Update of Projects identifies the following projects in San Benito County.

1. Highway 25/156 Roundabout
2. Highway 156 Improvement Project
3. Highway 25 Curve Alignment Restoration
4. Hollister Clean CA
5. U.S 101 Southbound Connector Extension
6. SR 156/Alameda EB Right-Turn Channelization
7. Highway 25 Expressway Conversion - San Felipe, Segment 1
8. Rocks Road US 101 Wildlife Connectivity Project

Financial Impact:

Please see attached project updates report.

Attachment:

1. Caltrans District 5 Construction Projects Report



CONSTRUCTION PROJECTS

Project	Location/Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Contractor	Comments
1. Highway 25/156 Roundabout (1J480)	Intersection of SR 25/156, north of Hollister (PM 54.048)	Construct Roundabout	June 2022 - Early 2024	\$10.9 million	SHOPP	Terry Thompson	Graniterock Construction	Construction is continuing in Stage 5 and functioning as a single lane roundabout.
2. 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	August 2022 - Fall 2025	\$89.7 million	STIP/Local	Terry Thompson	Teichert Construction	Continued construction activities. Preparing for Union Rd detour implementation date TBD
3. Highway 25 Curve Alignment Restoration (1H810)	Near Hollister, just north of San Benito Lateral (PM 18.8/19.1)	Curve restoration	March 2023 - Fall 2024	\$5.4 million	SHOPP	Terry Thompson	Teichert Construction	Excavation work has been conducted.
4. Hollister Clean CA (1P531)	On Route 25 in San Benito County from Sunset Dr. to Santa Ana Rd. (PM 49.9/51.2)	Install beautification, transportation art, and safety measure enhancement project in Caltrans R/W.	April 2023 – Summer 2025	\$1.2 million	Clean CA	Terry Thompson	Bortolussi & Watkin, Inc.	Construction began.



PROJECT UPDATE - SAN BENITO COUNTY

PREPARED FOR THE NOVEMBER 16, 2023, COUNCIL OF SAN BENITO COUNTY GOVERNMENTS MEETING

PROJECTS IN DEVELOPMENT

Project	Location/Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Phase	Comments
5. U.S 101 Southbound Connector Extension (1N910)	In San Benito County 3.0 miles West of San Juan Bautista at SR-156 and U.S. Route 101	Extend westbound connector an additional 1800 feet and construct a ramp meter	TBD	TBD	Minor A	Terry Thompson	PA&ED	Continued surveys and environmental studies.
6. SR 156/Alameda EB Right-Turn Channelization (1P300)	In San Juan Bautista at the intersection of SR 156 and The Alameda (PM 2.9/3.1)	Installation of eastbound right-turn channelization from SR 156 onto the Alameda	Spring 2024	TBD	Oversight/Local	Terry Thompson/ Paul Valadao	PA&ED	The City approved change in ownership of the developer. Caltrans held a project kick-start meeting on Nov. 1 with the City's team to discuss the Right of Way challenges and how it may affect project delivery. Caltrans is actively collaborating with the City's design team on inquiries regarding adjacent/affected property owners.
7. Highway 25 Expressway Conversion - San Felipe, Segment 1 (48541)	San Felipe Road to 0.3 miles north of Hudner Lane (0.8 mi west of SR 25 to 0.5 miles east of SR 25)	Conversion of 2-lane conventional highway to a 4-lane expressway	N/A	N/A	Local	Terry Thompson	PA&ED	Two workshops are being proposed for Caltrans and SBCOG to determine the range of project alternative needed to align this project with SB743 VMT guidelines.



PROJECT UPDATE - SAN BENITO COUNTY

PREPARED FOR THE NOVEMBER 16, 2023, COUNCIL OF SAN BENITO COUNTY GOVERNMENTS MEETING

PROJECTS IN DEVELOPMENT (*CONTINUED*)

Project	Location/Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Phase	Comments
8. Rocks Road US 101 Wildlife Connectivity Project (1Q260)	In San Benito County in the Aromas Hills (PM 0.0/2.8)	Identify wildlife crossing opportunities to connect important habitat on both sides of US 101 and improve safety for drivers and wildlife	TBD	TBD	State Funded	Terry Thompson	PID	Developing PID document by preparing project alternatives. In late November it will be determined if this project has been chosen for federal grant funding.

ACRONYMS USED IN THIS REPORT:

ADA	Americans with Disabilities Act
CEQA	California Environmental Quality Act
CMAQ	Congestion Mitigation Air Quality
CMIA	Corridor Mobility Improvement Account
CTC	California Transportation Commission
ED	Environmental Document
EIR	Environmental Impact Report
PA&ED	Project Approval and Environmental Document
PM	Post Mile
PS&E	Plans, Specifications, and Estimates
RTL	Ready to List
RW	Right of Way
SBI	Senate Bill 1, the Road Repair and Accountability Act of 2017
SCL	Santa Clara County Line

SHOPP	State Highway Operation and Protection Program
SR	State Route
STIP	State Transportation Improvement Program
TBD	To Be Determined
TMS	Traffic Management System