

AGENDA
TRANSPORTATION AGENCY FOR MONTEREY COUNTY
SERVICE AUTHORITY FOR FREEWAYS EMERGENCIES
AND
MONTEREY COUNTY REGIONAL DEVELOPMENT IMPACT FEE
JOINT POWERS AGENCY

Meeting of February 24, 2016

**Agricultural Center Conference Room
1428 Abbott Street
Salinas, California
9:00 AM**

WIFI INFO:

**Network: ABBOTT CONF-GUEST
Password (all caps): 1428AGGUEST**

(Agendas are on display and are posted 72 hours prior to the scheduled meeting at the Transportation Agency office and at these public libraries: Carmel, Monterey, Salinas Steinbeck Branch, Seaside, Prunedale, King City, Hartnell College, Monterey Peninsula College, and Cal State University Monterey Bay. Any person who has a question concerning an item on this agenda may call the Transportation Agency office at 831-775-0903 to make inquiry concerning the nature of the item described on the agenda.) The agenda and all enclosures are available on the Transportation Agency website: www.tamcmonterey.org, by clicking on Transportation Agency Board, meetings & agendas, click on agenda item and open it, click on report attachments listed at end of report.

1. QUORUM CHECK – CALL TO ORDER. Transportation Agency by-laws require a quorum of a minimum of 9 voting members, including a minimum of 7 city representatives and 1 county representative.

If you are unable to attend, please contact your alternate. Your courtesy to the other Transportation Agency Board members to assure a quorum is appreciated.

PLEDGE OF ALLEGIANCE

1.1 ADDITIONS or CORRECTIONS to the agenda.

2. PUBLIC COMMENTS. Any person may address the Transportation Agency Board at this time. Presentations should not exceed three minutes, should be directed to an item **NOT** on today's agenda, and should be within the jurisdiction of the Transportation Agency Board. *Though it is not required, the Transportation Agency Board appreciates your cooperation in completing a speaker request form available on the table at the entrance to the meeting room. Please give the completed form to the Transportation Agency Administrative Assistant. If you have handouts, please provide 30 copies for the entire Board before the meeting starts or email to Agency Administrative Assistant 24 hours in advance of the meeting.*

3. CONSENT AGENDA

APPROVE the staff recommendations for items 3.1.1 - 3.7.1 by majority vote with one motion. Any member may pull an item off the Consent Agenda to be considered for discussion and action after the Consent Agenda.

4. Unmet Transit Needs Public Hearing - Murillo

1. **OPEN** public hearing on unmet transit needs;
2. **RECEIVE** public comment; and
3. **CLOSE** public hearing.

In its role as the Transportation Development Act fund administrator, the Agency annually seeks public input to identify unmet transit needs in Monterey County prior to allocating Local Transportation Funds.

- 5.** **APPROVE** Resolution 2016-04 adopting the revised Monterey County 2016 Regional Transportation Improvement Program. - Zeller

At its January meeting, the California Transportation Commission approved a reduced 2016 State Transportation Improvement Program Fund Estimate based on lower fuel tax revenues. The change reduces the statewide program by \$750 million dollars for the next five-year period. As a result, TAMC is being asked to remove \$6.9 million from its projects in the State Transportation Improvement Program.

- 6.** **Final Draft Transportation Safety and Investment Plan** - Wright/Zeller

1. **REVIEW** and **DISCUSS** the final draft Transportation Safety and Investment Plan;
2. **APPROVE** the local/regional split and the formula for distribution of local funds and **ADOPT** a cost-sharing policy for payment of election costs based thereon, should the measure not be approved; and
3. **AUTHORIZE** the release of the final Transportation Safety and Investment Plan for adoption by the cities and the Monterey County Board of Supervisors.

The Agency's Board of Directors approved and authorized the release of a draft Transportation Safety and Investment Plan for public comments on December 2, 2015. Based upon public comment, and input from the Agency's ad hoc committee and the community leaders task force, a revised final Transportation Safety and Investment Plan was developed.

7. Draft Work Program and Three-Year Budget (FY 16/17 - 18/19) – Muck/Goel

1. **AUTHORIZE** the Executive Director to submit the draft fiscal year 16/17 budget and overall work program to state funding agencies for initial review;
2. **PROVIDE** direction and guidance to staff on the three-year budget for fiscal years 16/17 through 18/19, and the overall work program for fiscal year 16/17; and
3. **DIRECT** the Executive Director to bring the final three-year budget and one-year overall work program back to the Board on May 25, 2016 for approval.-Goel/Muck

The Executive Committee reviewed the budget and overall work program tasks on February 3, 2016 and recommends approval. This initial February Board approval of the draft three-year budget and one-year overall work program is required in order to meet state review deadlines. Staff will respond to Board comments on the budget and incorporate any changes on the budget and overall work program suggested by funding agencies as part of their review process in time for final approval by the Board on May 25, 2016. The Agency continues to control expenditures to stay within its current year budget, and maintains a prudent cash reserve.

8. Reports on meetings attended by Board Members at Transportation Agency expense, as required by state law.

- 9.** Reports from transportation providers:
 1. Caltrans Director's Report – Project Update – Gubbins
 2. Monterey Peninsula Airport District – Sabo
 3. Monterey-Salinas Transit – Sedoryk
- 10.** Executive Director's report
- 11.** Announcements and/or comments from Transportation Agency members on matters that they wish to put on future Transportation Agency agendas.
- 12. ADJOURN**

Please send any items for the March 23, 2016 Transportation Agency agenda to Senior Administrative Assistant Elouise Rodriguez by 12 noon, Thursday, March 10, 2016.

The Transportation Agency Agenda will be prepared by Transportation Agency staff and will close at noon Thursday, March 10, 2016 nine (9) working days before the regular meeting. Any member may request in writing an item to appear on the agenda. The request shall be made by the agenda deadline and any supporting papers must be furnished by that time or be readily available.

If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals requesting a disability-related modification or accommodation, including auxiliary aids or services, may contact Transportation Agency at 831-775-0903. Auxiliary aids or services include wheelchair accessible facilities, sign language interpreters, Spanish Language interpreters and printed materials, and printed materials in large print, Braille or on disk. These requests may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting, and should be made at least 72 hours before the meeting. All reasonable efforts will be made to accommodate the request.

ANNOUNCEMENTS

Next Transportation Agency for Monterey County meeting will be on

March 23, 2016

Agricultural Center Conference Room

1428 Abbott Street

Salinas, California

9:00 A.M.

Transportation Agency Board members will receive automatic mileage reimbursement payments not to exceed current IRS rates, (or reimbursed for the cost of transit). Payments will be made quarterly based on attendance records. Board members must submit a mileage declaration form with their declared mileage to and from the transportation agency meetings. Please call Transportation Agency office at 831-775-0903 if you need a mileage declaration form.

For Transportation Agency related travel reimbursement other than the monthly Transportation Agency meetings, please call Transportation Agency office at 831-775-0903 to request a travel reimbursement form.

The Transportation Agency web site contains information from the Transportation Agency Resource Guide, including Transportation Agency Board members, Transportation Agency committee members, grant programs, etc. Visit us at:

<http://www.tamcmonterey.org>

Documents relating to an item on the open session that are distributed to the Board less than 72 hours prior to the meeting shall be available for public inspection at the Office of the Transportation Agency for Monterey County,

55-B Plaza Circle, Salinas, CA. Documents distributed to the Agency Board at the meeting by staff will be available at the meeting; documents distributed to the Board by members of the public shall be made available after the meeting.

Transportation Agency for Monterey County
55-B PLAZA CIRCLE, SALINAS, CA 93901-2902
Monday thru Friday
8:00 a.m. – 5:00 p.m.
TEL: 831-775-0903
FAX: 831-775-0897

BEGINNING OF CONSENT AGENDA: Approve the staff recommendations for items 3.1.1 - 3.7.1 below by majority vote with one motion. Any member may pull an item off the Consent Agenda to be moved to the end of the **CONSENT AGENDA** for discussion and action.

ADMINISTRATION and BUDGET

3.1.1 APPROVE minutes of the Transportation Agency For Monterey County (TAMC) Service Authority for Freeways and Expressways and Monterey County Regional Development Impact Fee Joint Powers Agency of January 27, 2016. – Rodriguez

3.1.2 ACCEPT the list of checks written for the month of January 2016 and credit card statements for the month of December 2015. - Delfino

The list of checks and copies of credit card statements are submitted to the Transportation Agency Board each month in accordance with the recommendation from the Transportation Agency’s independent Certified Public Accountant to keep the Board informed about the Transportation Agency’s financial transactions.

3.1.3 RECEIVE report on conferences or trainings attended by agency staff. – Muck

No Report this Month

Agency staff occasionally attends conferences or trainings at Agency expense that are pertinent to their roles in pursuing the Agency’s mission. These events allow the staff to stay current and participate in the development of transportation practices and policies related to their roles.

3.1.4 Prepayment of TAMC’s Governmental Accounting Standards Board Statement No. 68 unfunded net pension liability - Delfino

1. **RECEIVE** a report regarding the prepayment of the current calculated unfunded net pension liability of the Agency’s according to Governmental Accounting Standards Board Statement No. 68, “Accounting and Financial Reporting for Pensions;” and,
2. **AUTHORIZE** the Executive Director to make a payment of \$550,842 to California Public Employee Retirement System to pay off the Agency’s current net pension liability.

Under Governmental Accounting Standards Board Statement No. 68 (GASB 68), TAMC is required to record the net pension liability, pension expense and deferred outflows/deferred inflows of resources related to pensions in its financial statements. CalPERS has prepared TAMC’s GASB 68 Accounting Valuation Report and has calculated TAMC’s unfunded net pension liability at \$550,842. The Executive Committee received this report and recommended the payment of TAMC’s unfunded net pension liability of \$550,842

3.1.5 Prefunding of TAMC’s Governmental Accounting Standards Board Statement No. 45 unfunded liabilities. - Delfino

1. **RECEIVE** a report regarding the prefunding of the estimated current calculated unfunded liabilities of the Agency’s Governmental Accounting Standards Board Statement No. 45 Other Post-Employment Benefits; and
2. **APPROVE** the Agency to continue with the pay as you go basis and with the reserve already set aside.

The Governmental Accounting Standards Board Statement No. 45 (GASB 45) requires the valuation of Other Post-Employment Benefits (OPEB) liabilities for all U.S. public employers. As a result of the most recent valuation, staff is recommending continuing on a “pay-as-you-go” basis for current retirees, and to continue with the reserve already set aside for the estimated cost for future retirees.

3.1.6 Revised Standard Contract Templates for Professional Services - Reimann

1. **APPROVE** four revised templates for use by the Transportation Agency for Monterey County in contracting for professional services;
2. **AUTHORIZE** the Executive Director to approve changes to templates when such changes are required by Caltrans guidelines;
3. **DIRECT** staff, when seeking Board approval of a Professional Services Agreement, to present just the payment amount, scope of work, work schedule, payment provisions, funding source, deliverables and material changes (if any) to template terms and conditions of all future agreements for professional services, without the need to attach the entire agreement; and
4. **AUTHORIZE** the Executive Director to sign the template agreements or sign the agreements with minor changes if such changes do not increase the Agency's net cost, subject to approval by Agency Counsel.

The language of the four template agreements further modifies previously approved standard language to conform more closely with revised Caltrans requirements. Each template agreement is the same for all Agency agreements for professional services, with variations depending upon the method of payment to be used. Approval of this action will continue existing practice that the Board will only review and approve what is unique to each agreement.

BICYCLE, PEDESTRIAN, TRANSIT, and SOCIAL SERVICES

- 3.2.1** **ADOPT** Resolution 2016-03 apportioning Local Transportation Funds for Fiscal Year 2016-17 in the amount of \$15,500,000. - Murillo

The Transportation Agency is responsible for administering Local Transportation Funds in Monterey County pursuant to the Transportation Development Act. The Local Transportation Fund is a designated source of funding for planning, bicycle and pedestrian projects and public transit. The Agency estimates and apportions funds each February.

- 3.2.2** **APPROVE** appointment of Mark Lasnik representing City of Salinas as an alternate to the Bicycle and Pedestrian Facilities Advisory Committee. - Green

The Board appoints members of the public to the Committee on an as-needed basis to advise staff on bicycle and pedestrian transportation issues and make recommendations to the Board.

PLANNING

No items this month.

PROJECT DELIVERY and PROGRAMMING

- 3.4.1** **APPROVE** the Construction Contract Administration Policies and Procedures Manual. – Myers

The Transportation Agency for Monterey County's construction contract administration policies and procedures are outlined in this manual.

3.4.2 AUTHORIZE staff to partner with the Metropolitan Transportation Commission, Santa Cruz Regional Transportation Commission, and the San Luis Obispo County Council of Governments in a joint Request for Proposals for the operation of call box answering center. - Leonard

The existing call box answering service contract will expire on June 30, 2016. The Agency partnered with the other regional Service Authority for Freeways Emergencies agencies for the existing call answering contract procured in 2010. The agencies are partnering again for the new Request for Proposals.

3.4.3 APPROVE the request by the City of Monterey to program \$367,985 in Regional Surface Transportation Program fair share funds to the North Fremont Boulevard bike lanes project; and \$117,765 of RSTP Competitive funds for the Holman Highway 68 Roundabout Project to TAMC for project related public outreach efforts; and **APPROVE** the allocation of \$450,018 in programmed Regional Development Impact Fees for the Holman Highway 68 Roundabout. - Zeller

The Agency distributes Regional Surface Transportation Program fair share funding by population to the local jurisdictions. These funds are available for a range of transportation projects at the discretion of the local jurisdiction with approval by the Transportation Agency Board. Competitive awarded RSTP funds must stay with the originally awarded project.

3.4.4 **APPROVE** the request by the City of Carmel to program \$128,102 in Regional Surface Transportation Program fair share funds to the Carpenter Street overlay project; and, **APPROVE** amending Exhibit A of the local funding agreement to include this project and funding. - Delfino

The Agency has distributed Regional Surface Transportation Program fair share funding by population to the local jurisdictions for a wide range of eligible transportation projects and is available at the discretion of the local jurisdiction for their chosen projects upon approval by the Transportation Agency Board.

3.4.5 **Monterey County Service Authority for Freeways and Expressways Agreement with the California Highway Patrol.** - Leonard

1. **APPROVE** the use of \$1,850 in Service Authority for Freeways and Expressways funds for call box program administration by the California Highway Patrol over the two-year contract period; and
2. **AUTHORIZE** Executive Director to execute an agreement with the CHP for call box program administration and to make administrative changes if such changes do not increase the Agency's net cost, subject to approval by Agency counsel.

Monterey County has a system of 190 call boxes on its highways and county roads to assist stranded motorists and enable them to contact the California Highway Patrol for assistance if necessary. Since the California Highway Patrol incurs personnel costs in the call box program administration, the contract will allow the Agency, as Service Authority for Freeways and Expressways authority, to reimburse the California Highway Patrol for these costs.

RAIL PROGRAM

- 3.5.1** **APPROVE** membership in the Coast Rail Coordinating Council with annual membership dues of \$1,500 per year and **AUTHORIZE** the Executive Director to execute documents necessary to formalize membership dues. - Watson

San Luis Obispo Council of Governments is requesting membership dues for the Coast Rail Coordinating Council to help with administrative costs for the Coast Daylight project. The Rail Policy Committee recommends supporting this effort with \$1,500 per year.

- 3.5.2** **AUTHORIZE** the Executive Director to execute a lease of Monterey Branch Line property with Martial Molinari. - Delfino

Martial Molinari has purchased 1637 Del Monte Ave in Seaside, California from Phillip Nicholson, who held a lease with the Agency for 1,650 square feet of Monterey Branch Line property. Mr. Molinari wishes to execute a lease with the Agency to continue leasing this property.

REGIONAL DEVELOPMENT IMPACT FEE

No items this month.

COMMITTEE MINUTES

3.7.1 ACCEPT minutes from Transportation Agency committees

1. Executive Committee – Draft February 3, 2016
2. Bicycle & Pedestrian Facilities Advisory Committee – Draft February 3, 2016 (online at www.tamcmonterey.org)
3. Rail Policy Committee – Draft February 1, 2016
4. Technical Advisory Committee – No meeting

END OF CONSENT AGENDA

CORRESPONDENCE, REPORTS, MEDIA CLIPPINGS *None this month.*



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Virginia Murillo, Assistant Transportation Planner
Meeting Date: February 24, 2016
Subject: Unmet Transit Needs Public Hearing

RECOMMENDED ACTION:

1. **OPEN** public hearing on unmet transit needs;
2. **RECEIVE** public comment; and
3. **CLOSE** public hearing.

SUMMARY:

In its role as the Transportation Development Act fund administrator, the Agency annually seeks public input to identify unmet transit needs in Monterey County prior to allocating Local Transportation Funds.

FINANCIAL IMPACT:

There is no direct impact to the Transportation Agency budget associated with this action. For the current fiscal year, the Transportation Agency allocated \$13,809,685 from the Local Transportation Fund to Monterey-Salinas Transit. The Transportation Agency can direct public transit operators to implement new services with Local Transportation Funds available after funding existing services and commitments.

DISCUSSION:

The Transportation Agency annually conducts outreach to identify unmet transit needs. This unmet needs process is associated with the Local Transportation Fund, which is one of two designated funding sources for public transit created by the California Transportation Development Act. Local Transportation Funds are generated through a quarter percent of the retail sales tax, which are returned to the county by the California State Board of Equalization and apportioned by the Transportation Agency to county jurisdictions through a population-based formula for public transit.

The formation of the Monterey-Salinas Transit District and past unmet transit needs findings dictates how the Agency allocates Local Transportation Funds. As MST members, every city in the county allocates its annual fund apportionment to the MST District for public transit services. The County of Monterey is obligated to allocate approximately 50% of its funds off the top to the MST District for public transit and RIDES services within ¾ mile of the existing

MST routes, which represents the County population inside the ¾ mile zone specified by the Americans with Disabilities Act. The Agency’s 2010 finding on unmet transit needs allows MST to claim the remaining County portion to support existing transit operations countywide.

Prior to allocating Local Transportation Funds, the Agency is required to provide for a public hearing and outreach to identify unmet transit needs. TDA statutes require transportation planning agencies using TDA funds for local streets and roads projects, to implement a public process, including a public hearing, to identify unmet transit needs of transit dependent or disadvantaged persons, and determine if unmet transit needs can be reasonably met. Because the Agency no longer allocates Local Transportation Funds to local streets and roads, the Agency is no longer required to adopt a finding on unmet transit needs. However, the Agency still continues to solicit public input on unmet transit needs and places comments into the following categories:

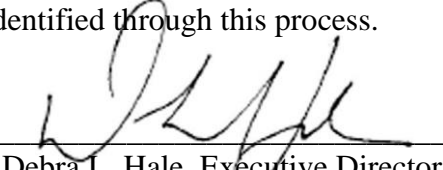
1. Transit service improvement requests that would improve an existing service.
2. Transit service expansion requests that extend a transit route beyond its current limits and fill a gap in service.
3. Capital improvement projects that would enhance existing public transit facilities.

All comments are reviewed with MST staff to consider options to implement requests and to evaluate comments based on the time frame in which unmet transit needs can be met (**Attachment**). The unmet transit needs comments list serves as a public input tool for MST’s short and long term transit service planning and improvements.

Staff is requesting that the Board conduct a public hearing to accept public comments on unmet transit needs. In addition to public testimony provided at the hearing, the Agency accepts comments throughout the year in writing, by email, through a questionnaire posted on the Agency website, and through the MST Mobility Advisory Committee. The Agency has designated that committee as the Social Services Transportation Advisory Council for Monterey County to advise the Agency on unmet transit needs pursuant to the Transportation Development Act.

The Agency’s deadline for accepting public comments and questionnaires on unmet transit needs for consideration as part of the Agency’s annual unmet transit needs process is **April 30, 2016**.

Staff will present the final list of comments to the TAMC Board, prior to allocating Local Transportation Funds in June. Given that funding has not been available to fund unmet needs for several years, staff will also be working with the Mobility Advisory Committee to prioritize unmet needs identified through this process.

Approved by: 
Debra L. Hale, Executive Director

Date signed: February 10, 2016

Regular Agenda

Counsel Approval: N/A
Finance Approval: N/A

Attachment: Transportation Agency Adopted Unmet Transit Needs Definition

About the Unmet Transit Needs Process

The California Legislature enacted the Transportation Development Act (TDA) in 1971 to improve public transit services and encourage regional transportation coordination. TDA statutes require transportation planning agencies using TDA funds for local streets and roads projects, to implement a public process, including a public hearing, to identify unmet transit needs of transit dependent or disadvantaged persons, and determine if unmet transit needs can be reasonably met.

In its role as the TDA fund administrator, the Transportation Agency for Monterey County annually solicits public input to identify unmet transit needs. Although TAMC no longer allocates TDA funds to local streets and roads, the Agency still continues to solicit public input on unmet transit needs.

The unmet transit needs process begins with public outreach to solicit comments on unmet transit needs. Public hearings to collect comments on unmet transit needs are held at a meeting of TAMC's Board of Directors and at a meeting of Monterey-Salinas Transit's Mobility Advisory Committee, which serves as TAMC's Social Services Transportation Advisory Council. TAMC's Board of Director's receives the final unmet transit needs list of comments.

Unmet Transit Need Definition

An unmet transit need is a public transportation need that the public transportation system is not currently meeting and would be expected to generate sufficient ridership to meet the required 15% farebox recovery ratio, as set by the TAMC Resolution 2004-19 pursuant to TDA law.

Unmet Transit Need Evaluation

Unmet transit needs are placed into the following categories:

1. Transit service improvement requests that would improve an existing service.
2. Transit service expansion requests that extend a transit route beyond its current limits and fill a gap in service.
3. Capital improvement projects that would enhance existing public transit facilities.

TAMC shares the list of unmet transit needs comments with Monterey-Salinas Transit, the only public transportation provider in the county. The unmet transit needs comments list serves as a public input tool for MST's short and long term transit service planning and improvements. TAMC works with MST to evaluate comments based on the time frame in which unmet transit needs can be met:

- Short term transit improvements are those that can be implemented in the current service year within MST's funding limits and without negatively impacting existing services.
- Long term transit improvements are those that would require additional funding beyond MST's current funding limits. Long term improvement comments remain on the unmet transit needs comment list until additional funding becomes available.

MST's Mobility Advisory Committee provides input on the categorized unmet transit needs comments list. This input serves to prioritize needs in the region, and is used to assist prioritizing transit projects as funds become available. The TAMC Board of Directors will receive the final list.



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Michael Zeller, Principal Transportation Planner
Meeting Date: February 24, 2016
Subject: 2016 Regional Transportation Improvement Program - Revised

RECOMMENDED ACTION:

APPROVE Resolution 2016-04 adopting the revised Monterey County 2016 Regional Transportation Improvement Program.

SUMMARY:

At its January meeting, the California Transportation Commission approved a reduced 2016 State Transportation Improvement Program Fund Estimate based on lower fuel tax revenues. The change reduces the statewide program by \$750 million dollars for the next five-year period. As a result, TAMC is being asked to remove \$6.9 million from its projects in the State Transportation Improvement Program.

FINANCIAL IMPACT:

With the revised fund estimate, the Transportation Agency's 2016 Regional Transportation Improvement Program share has been reduced from \$72.8 million to \$65.8 million over the next five-year cycle, and that much money must also be moved out of FY2016/17.

DISCUSSION:

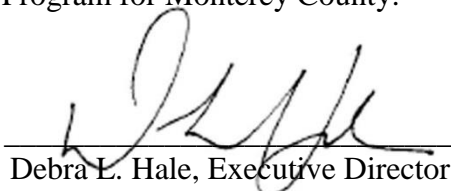
The State Transportation Improvement Program (STIP) is a five-year program of state highway, rail and local transportation projects funded with revenues from state and federal fuel taxes. These funds can be used for a wide variety of transportation projects, including local road rehabilitation, road widening, bicycle and pedestrian facilities, public transit and rail, and other projects that enhance the region's transportation infrastructure.

The 2016 State Transportation Improvement Program covers fiscal years 2016/17 through 2020/21. At its August 2015 meeting, the California Transportation Commission adopted a Fund Estimate for the 2016 State Transportation Improvement Program that had no funding for programming new projects. As gas tax revenues continued to fall below forecast amounts, the Commission adopted a revised fund estimate at its January 2016 meeting that reduced the statewide program by over \$750 million. Monterey County's share of this reduction was set at \$6.9 million. The Transportation Agency must now resubmit its 2016 Regional Transportation Improvement Program to align with the new funding targets by removing \$6.9 million worth of projects and delaying other projects to match state funding availability.

Projects that are currently programmed in the State Transportation Improvement Program are shown as **Attachment 1**. To address the lack of new funding while maintaining project schedules, Agency staff has consulted with project sponsors and developed the following programming strategies:

- Preserve funding for projects that are ready for construction: The State Route 1 Operational Improvements Project and the State Route 68 – Corral de Tierra Project are both programmed to receive funding for construction in 2016/17. Agency staff is proposing to maintain the schedule and funding levels for these projects so that they do not miss the upcoming construction season, which would be costly.
- Reduce Funding for Projects in the Earliest Phases: It is not TAMC’s goal or interest to cut any of the projects in our state program. But given the state’s over \$750 million funding shortfall, staff recommends that we manage the program ourselves rather than have the state Commission decide where to make cuts.
 - US 101 South County Freeway Conversion has yet to be initiated and, other than impact fees, does not have another committed source of funding. Staff is proposing to delete the STIP funding for this project to cover a portion of the \$6.9 million that must be deleted. To make up for this loss of funding, this project is in the Agency’s draft 2016 Transportation Safety and Investment Plan, which would provide \$30million for the project if approved by the voters.
 - State Route 156 Improvements are currently programmed with STIP funds of \$4.5 million in fiscal year 2015/16 and \$28 million in 2017/18. In order to fund the supplemental environmental review required as part of the tolling discussion, staff proposes to redistribute the funding over time as it will be needed, but also proposes cutting \$1.9 million, which would make up the remainder of the \$6.9 million program reduction.
- Delay Imjin Road Funding to Better Match Project Schedule: The City of Marina is the sponsor for this project, and has just released a Request for Proposals for preliminary design and environmental work. Staff is proposing to delay the design phase funding for one year to 2017/18 to align with the current project schedule.

TAMC must provide its updated proposal to the State by February 26, 2016. The California Transportation Commission will hold its Northern California State Transportation Improvement Program hearing on March 24, 2016, and will adopt the final program at its May 2016 meeting. Staff hereby asks for the TAMC Board’s approval of the revised 2016 Regional Transportation Improvement Program for Monterey County.

Approved by: 
Debra L. Hale, Executive Director

Date Signed: February 11, 2016

Regular Agenda

Counsel Approval: N/A
Admin/Finance Approval: N/A

Attachment: 1) Summary of 2016 Regional Transportation Improvement Program Projects
2) Resolution 2016-04: Adoption of 2016 Revised RTIP

Transportation Agency for Monterey County

2016 Regional Transportation Improvement Program - **REVISED**

Funding Strategies for Current and Proposed Project Programming

Regional Improvement Program										
Lead Agency	Project	Total RIP Funds	Prior	15/16	16/17	17/18	18/19	19/20	20/21	State Only?
Highway and Road Projects										
Caltrans	US-101 South County Freeway Conversion									
	<i>2014 RTIP</i>	\$5,000			\$5,000					
	2016 RTIP Revised Proposal	\$0			\$0					
Caltrans	SR 156 Improvement Project				PA&ED	PS&E	ROW			
	<i>2014 RTIP</i>	\$32,500		\$4,500		\$28,000				
	2016 RTIP Revised Proposal	\$30,500			\$1,600	\$19,800	\$9,100			
City of Marina	Imjin Road Widening		\$1,650			PS&E				
	<i>2014 RTIP</i>	\$1,650			\$1,650					
	2016 RTIP Revised Proposal	\$1,650				\$1,650				
Monterey Co.	SR1 Operational Improvements				CON					
	<i>2014 RTIP</i>	\$3,000			\$3,000					
	2016 RTIP Revised Proposal	\$3,000			\$3,000					
Monterey Co.	SR 68 - Corral de Tierra				CON					X
	<i>2014 RTIP</i>	\$1,700			\$1,700					x
	2016 RTIP Revised Proposal	\$1,700			\$1,700					x
Rail, Transit, and Bike Projects										
TAMC	Coast Daylight Track Improvements		\$200			CON				
	<i>2014 RTIP</i>	\$300				\$300				
	2016 RTIP Revised Proposal	\$300				\$300				
TAMC	Capitol Corridor Extension to Monterey County					CON				X
	<i>2014 RTIP</i>	\$18,856				\$18,856				x
	2016 RTIP Revised Proposal	\$18,856				\$18,856				x
Monterey Co.	Castroville Bike / Ped Overcrossing			CON						
	<i>2014 RTIP</i>	\$6,637		\$6,637						
	2016 RTIP Revised Proposal	\$6,637		\$6,637						
MST	Monterey-Salinas Transit Buses				CON					
	<i>2014 RTIP</i>	\$2,000			\$2,000					
	2016 RTIP Revised Proposal	\$2,000			\$2,000					
Administrative										
TAMC	Planning, Programming, and Monitoring		\$518							
	<i>2014 RTIP</i>	\$1,140		\$213	\$309	\$309	\$309			
	2016 RTIP Revised Proposal	\$1,140		\$213	\$185	\$185	\$185	\$185	\$185	
Totals, Current 2014 RTIP Projects		\$72,783		\$11,350	\$13,659	\$47,465	\$309	\$0	\$0	
Totals, Proposed 2016 RTIP Revised Projects		\$65,783		\$6,850	\$8,485	\$40,791	\$9,285	\$185	\$185	

Change from 2014 RTIP to 2016 RTIP Revised: **-\$7,000**

RESOLUTION NO. 2016-04

**Adoption of the Revised Monterey County
2016 Regional Transportation Improvement Program**

WHEREAS, pursuant to Government Code Section 65082(a)(1), the Transportation Agency for Monterey County (TAMC) must prepare, adopt, and submit the Monterey County 2016 Regional Transportation Improvement Program (RTIP) to the California Transportation Commission (CTC) by December 15, 2015 in order to be incorporated into the Year 2016 State Transportation Improvement Program (STIP);

WHEREAS, the California Transportation Commission approved a revised Fund Estimate for the 2016 State Transportation Improvement Program, which reduced the statewide funding program by \$750 million over the next five-year cycle;

WHEREAS, Monterey County's share of this reduction is \$6.9 million, which results in the Transportation Agency preparing a revised 2016 Regional Transportation Improvement Program to address the shortfall in funding;

WHEREAS, the TAMC Board finds that the revised Monterey County 2016 RTIP is consistent with the STIP Guidelines adopted by the CTC in August 2015 and amended in January 2016;

WHEREAS, the TAMC Board finds that the revised Monterey County 2016 RTIP does not conflict with other RTIPs or with the Interregional Transportation Improvement Program (ITIP); and

WHEREAS, the TAMC Board finds that the revised Monterey County 2016 RTIP is consistent with the Congestion Management Program (CMP) and the Regional Transportation Plan (RTP) and hereby amends the revised 2016 RTIP into the Congestion Management Program Capital Improvement Program; and

WHEREAS, the TAMC Board finds that the adoption of the revised Monterey County 2016 RTIP is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Section 21080(b)(13) of the California Public Resources Code and Section 15276 of the State CEQA Guidelines.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The TAMC Board adopts the revised Monterey County 2016 RTIP; and
2. The TAMC Board directs TAMC staff to submit the revised Monterey County 2016 RTIP to the CTC by February 26, 2016; and
3. The TAMC Board directs TAMC staff to submit the revised Monterey County 2016 RTIP to the Association of Monterey Bay Area Governments to be included in the Metropolitan Transportation Improvement Program; and
4. The TAMC Board amends the revised 2016 RTIP into the Congestion Management Program Capital Improvement Program.

PASSED AND ADOPTED by the Transportation Agency for Monterey County, State of California, on December 2, 2015, by the following vote:

PASSED AND ADOPTED by the Transportation Agency for Monterey County, State of California this 24th day of February 2016, by the following votes:

AYES:

NOES:

ABSENT:

**FERNANDO ARMENTA, CHAIR
TRANSPORTATION AGENCY FOR MONTEREY COUNTY**

ATTEST:

**DEBRA L. HALE, EXECUTIVE DIRECTOR
TRANSPORTATION AGENCY FOR MONTEREY COUNTY**



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Theresa Wright, Community Outreach Coordinator/Associate Transportation Planner
Meeting Date: February 24, 2016
Subject: **Transportation Safety and Investment Plan**

RECOMMENDED ACTION

1. **REVIEW and DISCUSS** the final draft Transportation Safety and Investment Plan;
2. **APPROVE** the local/regional split and the formula for distribution of local funds and **ADOPT** a cost-sharing policy for payment of election costs based thereon, should the measure not be approved; and
3. **AUTHORIZE** the release of the final Transportation Safety and Investment Plan for adoption by the cities and the Monterey County Board of Supervisors.

SUMMARY

The Agency's Board of Directors approved and authorized the release of a draft Transportation Safety and Investment Plan for public comments on December 2, 2015. Based upon public comment, and input from the Agency's ad hoc committee and the community leaders task force, a revised final Transportation Safety and Investment Plan was developed.

FINANCIAL IMPACT

The proposed 3/8% sales tax will raise approximately \$20 million per year, for a total of \$600 million over 30 years for road repair, safety and mobility improvements. The final draft reflects 60% of the funds (est. \$340 million) to be allocated to the cities and County for road repairs and safety projects, and 40% (est. \$240 million) for regional safety and mobility projects.

DISCUSSION

Due to the 50% cut in the gas tax's purchasing power over the last twenty years, the Transportation Agency has been looking to raise local money to help fund the region's growing transportation needs. TAMC's goal is to become a self-help county by raising the local transportation sales tax by 3/8%, which countywide would raise approximately \$20 million per year. State law requires the regional transportation planning agency, in this case TAMC, to develop an expenditure plan for a transportation sales tax measure, which is the proposed Transportation Safety and Investment Plan. The Plan must be adopted by the County Board of Supervisors and a majority of the cities representing a majority of the population and then placed on the ballot for a 2/3rds voter approval. TAMC is targeting the November 2016 ballot, which means that the plan must be approved and placed on the ballot by early August, 2016.

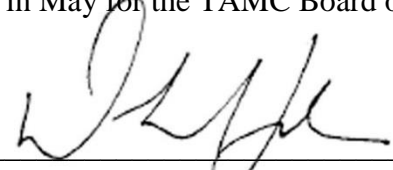
Development of the draft and final Investment plan provided an opportunity to discuss regional and local transportation priorities with the public, community stakeholders and elected officials. **Attachment 1** is the final draft Transportation Safety and Investment Plan, created based on the input of leaders representing diverse facets of the community, input from all twelve city councils and the County Board of Supervisors. **Attachment 2** is the Policies and Project Descriptions document, which provides the technical provisions and detailed project descriptions. The Plan includes specific projects in the categories of maintenance, safety, congestion relief, and mobility for all. The plan also emphasizes strong taxpayer safeguards: a firm sunset date, annual financial audits, a citizen oversight committee, TAMC certification of eligible expenditures, and a requirement that local jurisdictions maintain prior investment levels to be eligible for tax measure local road repairs and safety project funding.

After the public input process, the plan was modified to make two important changes. First, after hearing compelling arguments from the cities and the County regarding the \$1 billion backlog in deferred road maintenance needs, it is recommended that the funding be split 60% for local road repair and safety projects, and 40% for regional safety and mobility projects, rather than 50/50 as proposed in the discussion draft Plan. Second, this action shifted \$60 million out of the regional projects. The attached plan shows the following projects have been deleted from the list: Downtown Safety and Walkability, Highway 68 Holman Highway improvements, River Road safety and bike lanes. In addition, regional funding was reduced for these projects: Fort Ord Regional Trail, US 101 South County, Highway 156 interchange at Castroville Blvd.

Staff, city managers and ad hoc members have debated but not finalized a proposal for how to distribute the local funding share. The draft plan proposed a needs-based allocation of funds based 50% on lane miles and 50% on population; an alternative proposal would distribute funding based 1/3 on sales tax revenues, 1/3 on population and 1/3 on lane miles. Both formula distributions are show in **Attachment 3**. Staff is seeking a decision and may have a consensus recommendation on the local funding shares at the Board meeting.

In addition, the cost to place a measure on the ballot is estimated at \$600,000 to \$1,000,000. This cost can be taken out of the measure’s revenues, but should the measure fail to pass, it is proposed that the cost to place it on the ballot be shared amongst TAMC, the jurisdictions and the County based upon the 60% local and 40 % regional split and the local distribution formula.

After Board release of the final plan, it will be presented to each city and the county for approval. Staff will return in May for the TAMC Board of Directors’ adoption of the final Plan and ordinance.

Approved by: 
Debra L. Hale, Executive Director

Date Signed: February 12, 2016

Regular Agenda

Counsel Approval: N/A

Finance Approval: N/A

Attachments:

1. Final draft Transportation Safety and Investment Plan
2. Policies & Project Descriptions for the Transportation Safety & Investment Plan
3. Local Share Formula - options under discussion

Keep Monterey County Moving



Transportation Safety & Investment Plan

TAMC Board of Directors

ROADS & POTHOLES



MOBILITY & ACCESS



SAFETY & TRAFFIC



WALKING & BIKING



Voting Representatives

County of Monterey Board of Supervisors

City of Carmel-by-the-Sea

City of Del Rey Oaks

City of Gonzales

City of Greenfield

City of King City

City of Marina

City of Monterey

City of Pacific Grove

City of Salinas

City of Sand City

City of Seaside

City of Soledad

Non-voting Ex-officio Representatives

Association of Monterey Bay Area Governments (AMBAG)

Caltrans District 5

City of Watsonville

Monterey Bay Unified Air Pollution Control District (MBUAPCD)

Monterey Regional Airport

Monterey-Salinas Transit (MST)

Our Plan

ROADS & POTHOLES



The Transportation Agency for Monterey County's mission is to proactively fund and plan a transportation system that enhances mobility, safety, access, environmental quality and economic activities by investing in regional transportation projects for Monterey County residents, businesses and visitors.

Our Board of Directors is made up of local elected officials who want to make our transportation system better by filling potholes, making our roads safer, and reducing traffic. Representative of the County's diversity, our Board has one elected official from each of our twelve cities, and all five county supervisors.

MOBILITY & ACCESS



The Transportation Agency for Monterey County, working with our local, state, and federal partners, has made great progress on making our highways safer and reducing traffic, ranging from large projects, such as US 101 at San Juan Road; to rail or bus service; to smaller projects such as neighborhood sidewalks, bicycle paths and bike racks. However, our transportation system in Monterey County is aging and the county roads and city streets are crumbling. There are still significant safety concerns and traffic jams, such as those on Highway 68, Highway 156 and US 101. These issues stifle our regional economy and make it more difficult for our vulnerable populations – the elderly, children and the disabled – to get around.

SAFETY & TRAFFIC



The challenge facing us is that we have fallen off the fiscal cliff when it comes to transportation revenues. The gas tax hasn't been raised for 20 years, and our cars are more fuel-efficient than ever before. We can't count on the State and federal government to bail us out. Meanwhile, the cost of projects rises with inflation, and road repairs become more expensive the longer we wait. We have over \$2 billion dollars in unfunded road maintenance, safety and traffic reduction needs in Monterey County.

WALKING & BIKING



Community leaders have joined with the Transportation Agency for Monterey County to develop this Transportation Safety Investment Plan, which identifies solutions to regional safety and local road needs of the highest priority.

Community Leaders have joined with the the Transportation Agency for Monterey County to develop this Transportation and Safety Plan

Our Plan

ROADS & POTHOLES



Local Road Maintenance, Pothole Repairs & Safety

\$360 million for maintenance of local streets, pothole repairs, and safety improvements.

Transportation for Youth, Seniors, Disabled & Working Families

Investing in transportation options for older adults to support their ability to live independently in their homes and communities. Also, funding for youth transportation and new bus and vanpool service for workers to reach jobs throughout the region.

MOBILITY & ACCESS



Increase Safety and Reduce Traffic Congestion

Constructing regionally significant improvements based on input from key community leaders, the TAMC Board, city managers and mayors. These projects include safety improvements at the top collision locations and/or corridors within the county.

SAFETY & TRAFFIC



Make Walking and Biking Safer

Improving the safety and health of children by funding Safe Routes to Schools projects and programs that promote safe walking, bicycling and rides to schools, including transportation to Rancho Cielo. Also includes funding for a safe, paved regional biking and walking path that links California State University Monterey Bay, local schools and residents to parks, shops and jobs in Seaside, Marina, Del Rey Oaks, and Monterey (the Fort Ord Recreational Trail and Greenway).

To ensure proper safeguards for these funds, this Investment Plan will be approved by the County, the cities, and then the voters. The money can only be spent on what is in the plan. There will be annual audits and a Citizens Oversight Committee.

Localities must demonstrate that they are not shifting existing funds out of transportation projects in order to receive new monies. Since the funds are locally generated, the state cannot take the money away.

WALKING & BIKING



But most importantly, with an approved transportation measure, our County will qualify for State and federal matching funds, essentially doubling our money.

Making this investment now in our future transportation needs will help to maintain our quality of life and ensure safer travel for all of Monterey County's residents, workers and visitors.

Our Plan

ROADS & POTHOLES



MOBILITY & ACCESS



SAFETY & TRAFFIC



WALKING & BIKING



Taxpayer Safeguards

Strong taxpayer safeguards have been put in place to ensure that the projects and programs proposed in this balanced plan can be funded over its lifetime. They include:

- Guarantees that funding raised by the sales tax can only be used for the transportation projects and programs in this investment plan;
- The Transportation Agency for Monterey County will oversee the distribution of revenues to the projects and programs in this plan;
- These local monies cannot be taken and used for other purposes by TAMC or another government agency;
- Appointment of an independent Citizens Oversight Committee to assure that revenues are spent according to the plan;
- Annual independent audits and reports to the taxpayers;
- Limits on the ability to change the programs or projects in the Investment Plan;
- 1% limit on funds used to pay for administrative salaries and benefits; and
- Ability to issue bonds to deliver projects ahead of schedule.

Strong taxpayer safeguards ensure that the projects and programs will be funded over the lifetime of the plan.

Our Plan

ROADS & POTHOLES



MOBILITY & ACCESS



SAFETY & TRAFFIC



WALKING & BIKING



Safety & Investment Plan

The Safety & Investment Plan raises \$20 million per year, or \$600 million total, funded by a 3/8-percent sales tax over 30-years. The revenues are split with 60% dedicated to local road and street maintenance and safety projects, and 40% to regional safety and mobility projects.

Local Road Maintenance, Pothole Repairs & Safety – \$360 million (est.)*

- Cities and County select their projects, with Transportation Agency oversight
- Flexible local funding restricted to expenditures for local road maintenance and safety projects.
- Safety projects shall be defined as projects that directly correlate to safety of the user and are not intended to increase road capacity.
- Requires maintenance of prior years’ funding levels from other sources

Local Road Maintenance, Pothole Repairs & Safety - Formula TBD

Jurisdiction	Est. 30-Year Distribution
Carmel	TBD
Del Rey Oaks	TBD
Gonzales	TBD
Greenfield	TBD
King City	TBD
Marina	TBD
Monterey	TBD
Pacific Grove	TBD
Salinas	TBD
Sand City	TBD
Seaside	TBD
Soledad	TBD
County Roads	TBD
Total	\$360,000,000

Our Plan

ROADS & POTHOLES



Regional Safety, Mobility & Walkability Projects - \$240 million (est.)*

- Construct regionally significant improvements selected based on input from key community leaders, transportation planners and engineers, and your elected representatives.
- Includes safety improvements at the top collision locations and corridors within the county.

MOBILITY & ACCESS



Highway & Road Safety \$160 million

Highway 68 Safety & Traffic Flow <i>Salinas to Monterey</i>	\$45 million
US 101 Safety Improvements - South County <i>South County Frontage Roads</i>	\$30 million
State Route 156 Safety Improvements <i>Castroville Boulevard Interchange</i>	\$30 million
Imjin Road Safety & Traffic Improvements <i>Multimodal Corridor Improvements</i>	\$25 million
Highway 1 Traffic Relief - Busway	\$15 million
Del Monte/Lighthouse Corridor	\$10 million
Habitat Preservation/Advance Mitigation <i>Habitat Plan and Advance Right-of-way for Projects</i>	\$5 million

SAFETY & TRAFFIC



Mobility for All \$80 million

Pedestrian & Bike Safety <i>Fort Ord Regional Trail and Greenway - paved pathway</i>	\$20 million
Transportation for Youth, Seniors Disabled & Working Families <i>Safe Routes to Schools</i>	\$60 million
<i>Senior & Disabled Transportation</i>	\$15 million
<i>Commuter Bus, Salinas Valley Transit Center(s) & Vanpools</i>	\$25 million

WALKING & BIKING



*Visit tamcmonterey.org for policies and project descriptions.





**Keep
Monterey
County
Moving**



**Policies & Project Descriptions
for the
Transportation Safety &
Investment Plan**

Project Descriptions & Policies

ROADS & POTHOLES



Since May of 2015, Transportation Agency staff has engaged in a public outreach effort to inform the public about our transportation needs, funding challenges and the “self-help” option. For the Investment Plan, we gathered the input from months of presentations to our “Community Leaders” stakeholders’ group, city managers and public works directors, and the TAMC Board of Directors. Based upon the responses we heard from these groups, the following categories have been identified as priorities for the Transportation Investment Plan:

MOBILITY & ACCESS



- Local Road Maintenance, Pothole Repairs & Safety
- Increase Safety and Reduce Traffic Congestion
- Improve Transportation for Youth, Seniors, Disabled and Working Families
- Make Walking and Biking Safer

SAFETY & TRAFFIC



The goals of this investment plan are to make traveling safer, reduce traffic, fix potholes and improve the condition of our local roads, and provide meaningful alternatives to driving alone. The funding is divided into two basic programs to reach these goals:

- Local Road Maintenance Pothole Repairs & Safety – 60%
- Regional Safety, Mobility, & Walkability – 40%

WALKING & BIKING



As funds are received, they will be set aside for these two separate accounts according to the percentages listed above, after deducting no more than 1% on funds used to pay for administrative salaries and benefits. All interest earned shall remain within its respective program category.



Local Road Maintenance, Pothole Repairs & Safety

This program will receive 60% of the transportation sales tax funds, estimated at a total of \$360 million over 30 years.

This program will provide flexible funding to cities and the County of Monterey to help them reduce the maintenance backlog on their aging street and road systems. In addition, these funds can be used for other local transportation needs that will reduce accidents and improve operations for all people and transportation modes, including local bicycle and pedestrian projects.

City and county fair shares shall be allocated based on (*Formula TBD*). The Transportation Agency for Monterey County will update the funding shares annually at the beginning of each fiscal year using Department of Finance population figures and Association of Monterey Bay Area Governments (or equivalent) lane mile data. If the number of incorporated cities changes, the funding calculation shall account for changes in population and lane miles for the new and existing jurisdictions.

This program is intended to augment, rather than replace, existing transportation expenditures and therefore cities and the County must meet each of the following requirements to receive funds:

1. Use for Transportation Purposes Only

Agree to use sales tax funds for transportation purposes only, subject to full repayment for any misuse.

2. Transportation Safety & Investment Plan Account

For ease of tracking and to assure full transparency, all revenues received and expenditures of these funds will be accounted for and tracked in its own separate budget and fund titled “The Transportation Safety & Investment Plan Account” and will not be comingled with any existing City or County funds.



3. Regional Development Impact Fees

Cities and the County shall maintain participation in the Transportation Agency for Monterey County's Regional Development Impact Fee program and impose these fees on new development as applicable to assure that new development pays for its impacts on the regional transportation system.

4. Eligibility Verification

In order to assure that these funds are expended only on eligible transportation projects, TAMC shall retain all funding in separate accounts for each city and the County according to the adopted distribution formula, and jurisdictions may make a written application to TAMC to receive funding. This local share funding shall remain separate from the regional project funding. Once TAMC staff has determined that the jurisdiction meets the maintenance of effort and fee program requirements and the project is found eligible for funding, the city or County may then apply to TAMC for reimbursement of eligible project costs as often as monthly.

5. Maintaining Local Transportation Funding Efforts

The local jurisdictions will certify in the annual verification submitted to TAMC that these transportation funds will be used to augment and not supplant annual resources spent. For purposes of this calculation an average of the prior three (3) years spent for local transportation purposes as defined in this document will be used. One time capital expenses will be exempt from this calculation.

6. Monitor Local Street and Road Conditions

In order to receive these funds, the cities and County shall develop, or participate in the development of by TAMC, a pavement management program. They shall submit regular reports on the conditions of their streets to ensure timely repairs and keep the public informed. Development of the pavement management program by TAMC is eligible to be funded out of this program prior to distribution of funds to the cities and County.



7. Project Approval

The cities and County will select transportation projects that meet eligibility criteria as identified in this plan, and receive funding by submitting a written request to the Transportation Agency for Monterey County. The Transportation Agency for Monterey County is required to approve every funding request that meets the eligibility criteria listed in this plan. If the Transportation Agency determines that a project is not eligible for funding, the jurisdiction may appeal that decision to the Transportation Agency for Monterey County Board of Directors.

8. Claims for Payment

Jurisdictions will submit claims for payment (with back up documentation) to the Transportation Agency for Monterey County, to be paid on a reimbursement basis, no later than 60 days after submittal.

Each of the above conditions is subject to verification and annual audit by the Transportation Agency for Monterey County. Advancements of future funding shares will be considered in order to speed up delivery of projects. Such loans may not interfere with the implementation of other jurisdiction's projects in the program. TAMC's pavement management program will be funded out of this local share of the program at a cost not to exceed 1% of the revenues.



Eligibility Criteria

Road and Street Maintenance and Repairs

Filling potholes, repairing, resurfacing or reconstructing roads, streets and bridges, or otherwise conducting maintenance to extend the lifetime of the roadway network and/or reduce or eliminate liability and safety concerns. Repairs, reconstruction or maintenance of walkways or bikeways are also eligible.

Road Safety and Operations

Improvements designed to reduce traffic collisions and related injuries and fatalities, as well as projects designed to reduce traffic delays. Examples of safety projects include, but are not limited to: roundabouts, traffic signals or other intersection improvements, hazard eliminations, safety barriers, traffic calming or speed reduction measures. Road widening or other capacity improvements are not eligible.

Walkability and Pedestrian Safety

Projects designed to make neighborhoods or corridors walkable by making walking safer, more comfortable and convenient. Examples include, but are not limited to: sidewalks, lighted crosswalks, walking paths, landscaping or other barriers from traffic, bulbouts to shorten the crossing distance, safe haven islands, pedestrian countdown signals, street or path lighting and traffic calming.

Bike Safety Projects

Projects designed to support safe and convenient bicycling for all levels of riders. Examples include, but are not limited to: new or improved bikeways (lanes, paths, bridges, protected lanes or other barriers to automobile traffic); removing barriers to bicycling (curbs, medians, etc.); signal detectors; and, bicycle racks, lockers and other storage facilities.



Street Enhancements

Streetscape projects that enhance the safety and experience of the transportation corridor. Examples include, but are not limited to: lighting, landscaping, drainage improvements.

New Technology

Projects that support or include new technology to promote transportation safety, mobility, cost savings or air quality improvements. Examples include, but are not limited to: electric vehicle chargers, vehicle detection systems, traffic signal synchronization.

Matching Funds

These funds can be utilized to provide matching funds for grants, loans, programs and annual debt service to fund transportation projects as defined in this document. Eligible costs include those directly- related to projects or programs described above, including: corridor studies, research and planning, environmental review and mitigation, right-of-way acquisition, construction, improvement, maintenance, and operations. Examples are not exhaustive but projects must be transportation-oriented. However, in no instance shall funding be used to pay for general operating or staff costs that are not directly related to an eligible transportation project.

Environmental and Engineering Standards

Projects will be designed to meet current standards, and will include bicycle and pedestrian access whenever possible. They will be thoroughly studied for environmental impacts and the identified environmental mitigations will be included in the project.



Projects & Priorities

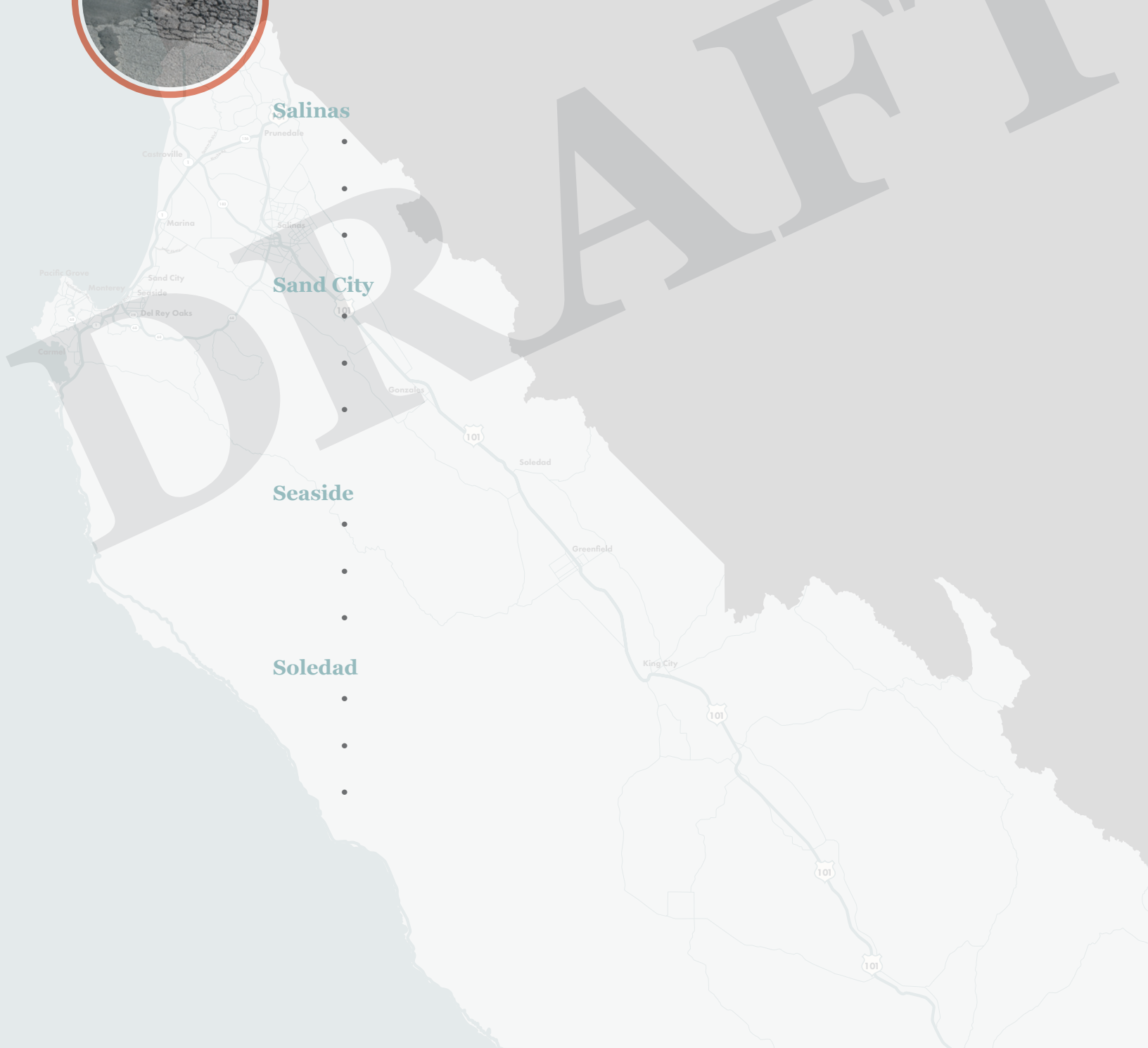
County Roads

Carmel

Del Rey Oaks

Gonzales





Project Descriptions & Policies

ROADS & POTHOLES



Regional Safety, Mobility, & Walkability

The Regional Safety, Mobility, and Walkability program will receive 40% of the revenues.

These revenues, estimated at approximately \$240 million, will be matched with development fees and state and federal funding to pay for key safety and congestion relief, transit, and bicycle/pedestrian projects. Most projects will be funded by a mix of funding sources, using the sales tax revenues to leverage outside sources of funding.

MOBILITY & ACCESS



Projects will be designed to meet current standards, and will include bicycle and pedestrian access whenever possible. They will be thoroughly studied for environmental impacts and the identified environmental mitigations will be included in the project.

Eligible Project Costs

Eligible project costs include all conceptual studies, project development costs, right-of-way acquisition, construction costs and any other costs needed to deliver the projects, unless otherwise noted in the project description.

SAFETY & TRAFFIC



Funding or Cost Changes

Transportation planning experts, including independent financial and engineering professionals have carefully crafted these policies and project descriptions with conservative revenue estimates and reasonable project cost contingencies. There are, however, many unforeseen circumstances that can arise over 30 years. The actual funding needs to construct the regional roadway projects may be higher or lower due to factors that are outside their control. The effects of inflation or rising construction costs may impact the total amount of funding needed to complete the projects. As such, the project funding shares in this plan will be revised annually to account for inflation. Sales tax revenues or anticipated matching funds may also fall below or above projections. Should funding fall short, the Transportation Agency will prioritize the delivery of safety and congestion relief projects. Should revenues for a given phase exceed projections, monies shall first be used to accelerate the delivery of projects, and only then consider adding new safety or mobility projects to the list.

WALKING & BIKING



Project Descriptions & Policies

ROADS & POTHOLES



If a five-year average of revenues exceeds the estimates in this plan, funding may be allocated in this order of priority by the TAMC Board:

- To cover cost increases or new features of projects on the list;
- To incorporate new technologies into the plan; and,
- To add new projects to the list.

MOBILITY & ACCESS



Removal or Addition of Projects

Removal or addition of any project on the safety and congestion relief project list, for any reason, shall require an amendment to the Investment Plan.

Expenditure Plan

The Transportation Agency will prepare and adopt by a vote of the Transportation Agency Board a Strategic Expenditure Plan within twelve months of the sales tax taking effect. The expenditure plan will include project cost estimates, revenue estimates, other matching funds, and a draft timeline for regional project delivery.

The Transportation Agency will consider the following criteria when establishing the delivery schedule of the Transportation Improvement Projects:

SAFETY & TRAFFIC



- Project Readiness: including the degree of completion of environmental and design phases; well-documented preliminary cost estimates, and documented community support as appropriate;
- Project Funding: Availability of matching funds from other sources, including federal, state and local monies;
- Relative Level of Need or Urgency for the project, in consideration of safety and congestion relief impacts;
- Cost Effectiveness, including the ability to construct the project in the short term for a large long-term gain in safety or congestion relief; and,
- Fair Geographic Distribution of projects reflecting where growth is occurring throughout the County.

WALKING & BIKING





Top 10 Traffic Collision Corridor in Monterey County

Highway 68 Safety & Traffic Flow

Salinas to Monterey

Make intersection and other operational improvements to increase safety and improve traffic flow between Toro Park and Highway 1.

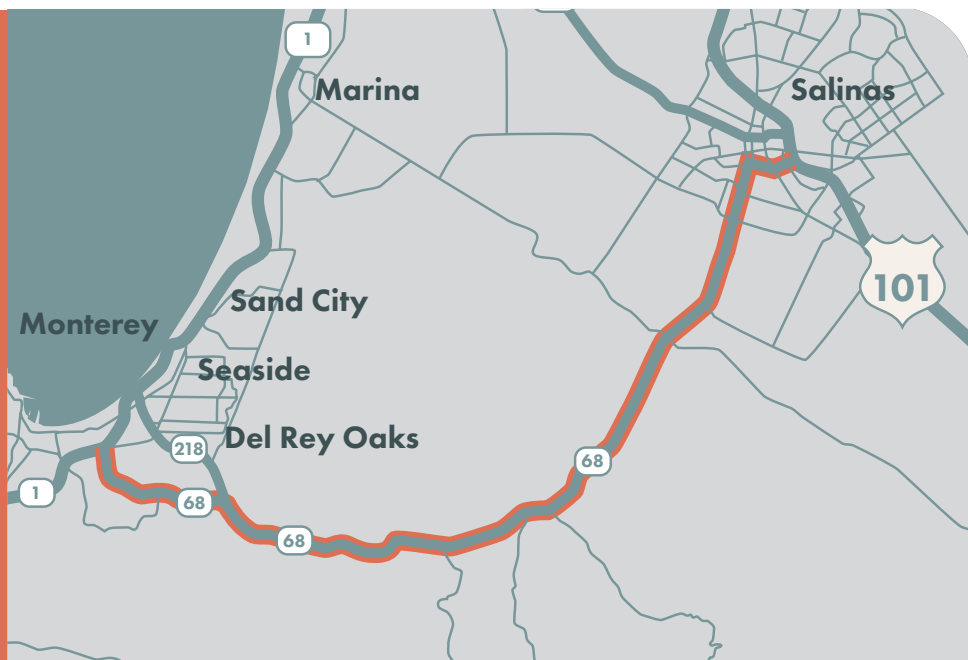
Project Purpose

Highway 68 is the main connector between Monterey County’s two principal urbanized areas, Salinas and the Monterey Peninsula, serving commuters and the residents, schools and business parks along the corridor. Traffic congestion along Highway 68 is currently at gridlock during the morning and afternoon commute periods. This project will provide relief to commuters in the Highway 68 corridor in a manner that is cost-effective and environmentally sensitive.

Investment Plan Funding: \$45 Million

Project Benefits:

- Improves safety
- Reduces congestion and delays on Highway 68
- Supports regional travel between Monterey Peninsula and Salinas
- Improves access for local residents





Top 10 Traffic Collision Corridor in Monterey County

US-101 Safety Improvements - South County

South County Frontage Roads

Construct frontage roads along US-101 between South Salinas (Abbott Street on/off-ramp) and King City.

Project Purpose:

Traffic on US 101 in South County is increasingly impacting the highway as well as adjoining interchanges. The lack of frontage roads means that agricultural trucks must use the highway to make local trips, adding to traffic congestion and forcing U-turns and other tricky maneuvers on US 101. Antiquated interchanges all along US 101 will not be able to accommodate traffic in the near future. The purpose of this project is to improve safety and relieve future traffic congestion by eliminating multiple highway crossings while providing the necessary frontage roads to allow farmers access to their lands.

Investment Plan Funding: \$30 Million

Project Benefits:

- Improves safety and relieves traffic congestion on US 101
- Reduces conflicts with slow moving agricultural vehicles
- Supports regional travel between Salinas and south Monterey County cities
- Improves access for local residents





Top 10 Traffic Collision Corridor in Monterey County

State Route 156 Safety Improvements

Castroville Boulevard Interchange

Build a new interchange at Castroville Boulevard and Highway 156, with connections to Blackie Road to improve access for commercial traffic.

Project Purpose

Highway 156 at Castroville Boulevard is the top collision location in Monterey County. In addition, Highway 156 is the major link connecting the San Francisco Bay area and North Monterey County to the Monterey Peninsula. With its present narrow configuration, it currently operates over capacity, with substantial delays and safety concerns, particularly during special events on the Monterey Peninsula. This congestion affects travel to and from the Peninsula as well as travel between US 101 and Highway 1 for local residents. In addition, the traffic impedes access to the Oak Hills neighborhood. This project will direct truck traffic from Merritt Street in Castroville and away from the accident-ridden Highway 183 / 156 interchange. It will also help relieve traffic congestion on Highway 156 and at the Castroville Boulevard / 156 interchange, while improving safety and local traffic circulation in North Monterey County.

Project Benefits:

- Provides traffic congestion relief for 32,000 vehicles per weekday
- Improves safety for Oak Hills and other local communities
- Improves safety at intersections
- Supports our \$2 billion per year visitor economy
- Improves movement of valuable goods to market

Investment Plan Funding: \$30 Million





Top 10 Traffic Collision Corridor in Monterey County

Imjin Road Safety & Traffic Improvements

Multimodal Corridor Improvements

Widen Imjin Parkway from 2 to 4 lanes from Reservation Road to Imjin Road and make bike and pedestrian safety and transit improvements along the corridor.

Project Purpose

This project will provide a transit, bicycle, pedestrian and auto corridor that will connect Salinas to Marina and California State University Monterey Bay. Features of the project will include new travel lanes, bicycle facilities, sidewalks, transit stops/shelters, transit prioritization at signalized intersections.

Investment Plan Funding: \$25 Million

Project Benefits:

- Reduced auto and bus travel times between Salinas and the Peninsula
- Improves safety for all travelers
- Creates a more comfortable regional bicycle route
- Improves pedestrian safety in the corridor





Top 10 Traffic Collision Corridor in Monterey County

**Highway 1
Traffic Relief -
Busway**

Create a new rapid bus corridor along Highway 1 between Monterey and Marina, with possible extensions to Castroville, utilizing the shoulder of the highway and / or portions of the parallel rail right-of-way, to provide a way for commuters to spend less time in traffic.

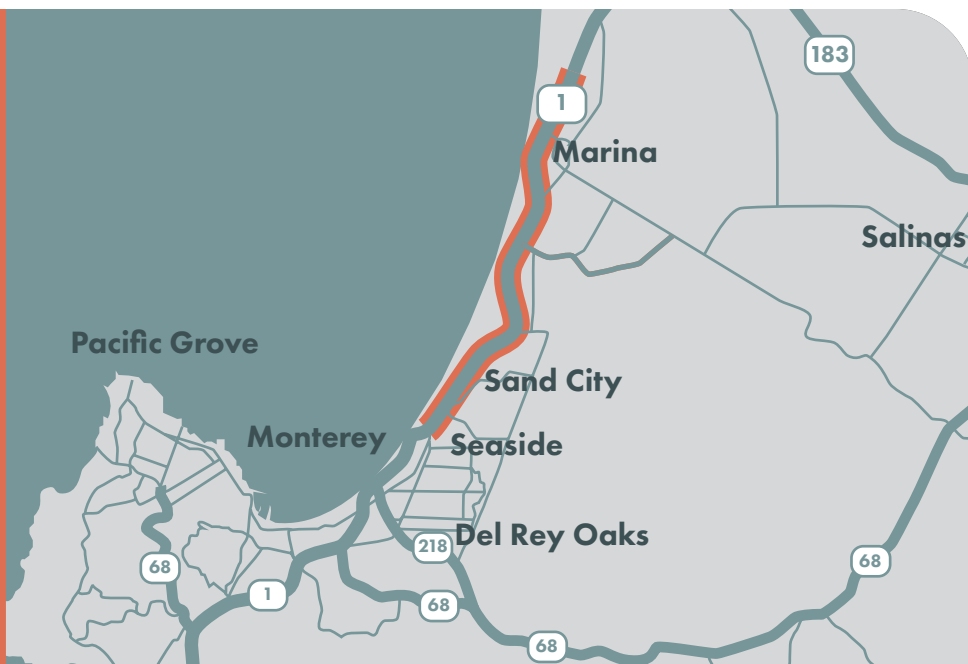
Project Purpose

Rapid bus corridors, also known as “bus rapid transit”, are an innovative concept to build improvements to that allow buses to travel more rapidly than cars in a corridor. This project is a low cost way to reduce travel times on the busy highway 1 corridor.

Investment Plan Funding: \$15 Million

Project Benefits:

- Increased and faster transit service
- Reduced travel times
- Improved air quality





Top 10 Traffic Collision Corridor in Monterey County

Del Monte/ Lighthouse Corridor

Make safety and operational improvements on Del Monte Boulevard and Lighthouse Avenue in at top collision locations in Seaside and Monterey.

Project Purpose

The Del Monte/Lighthouse Corridor is a regional facility serving travelers to and from the greater Monterey Peninsula. In this extremely congested corridor with a steep collision rate, drivers experience long waits at traffic signals in short left-turn pockets that reduce traffic flow. These roads have narrow travel and parking lanes with a high incidence of side-swipes. The project's purpose is to improve safety along the corridor by constructing roadway improvements.

Investment Plan Funding: \$10 Million

Project Benefits:

- Improves safety and vehicle access
- Improves pedestrian safety and access
- Reduces travel times between Pacific Grove, Monterey and Seaside





Habitat Preservation/ Advance Mitigation

Habitat Plan and Advance Right-of-way

Create a plan that identifies high quality habitat to acquire to replace land that is needed to construct the transportation projects in this investment plan. The plan will allow early preservation of quality habitat, while reducing the cost and the time it takes to build transportation projects.

Project Purpose

By surveying the project right of way needs and planning ahead, this project will allow quality habitat parcels to be purchased early to better meet strict environmental conservation requirements. Eligible uses of funds include creation of a habitat conservation plan, contributions towards the purchase of habitat, and purchase of interest or credit in a “land conservation bank”.

Transportation projects may have unavoidable impacts to sensitive habitat. The projects in this plan will be carefully designed to preserve sensitive habitat whenever possible, but where impacts are unavoidable, habitat must be preserved elsewhere, to more than offset the project’s impacts. The goal of this program is to mitigate habitat impacted by transportation projects in a more comprehensive and cost-effective manner so as to benefit both taxpayers and the environment.

Project Benefits

- Preserves quality habitat at a lower cost
- Flexible to accommodate a wide range of projects that vary greatly in size and scope
- Reduced uncertainty for landowners

Investment Plan Funding: \$5 million



Pedestrian & Bike Safety

Fort Ord Regional Trail and Greenway (FORTAG) – Paved Transportation Corridor

Create a new paved regional active transportation route to serve as a safe pedestrian and bicycle corridor connecting Seaside, Marina, Del Rey Oaks, Monterey, and unincorporated county residents to California State University Monterey Bay, Fort Ord National Monument, and the Monterey Bay Sanctuary Scenic Trail transportation corridor.

Project Purpose

The project is a continuous 12-ft wide paved bikeway with an open-space buffer on both sides incorporating habitat, parks, playing fields, developed outdoor recreation sites, associated amenities, unpaved trails, and agriculture. The northern loop of FORTAG encircles Marina, following a 13 mile route that includes 3 miles of the existing “Coastal Rec Trail”. The southern loop of FORTAG encircles Seaside and bisects Del Rey Oaks, following a 15 mile route that includes 4 miles of the existing coastal trail system. The route includes spurs connecting with existing bike/pedestrian infrastructure and plans. Several sections of the paved trail will be accompanied by nearby unpaved trails running loosely parallel to the main paved trail. Many of these unpaved trails already exist.

Project Benefits

- Safe connection between residential areas, schools, workplaces, regional parks, and city services
- Enhanced property values along the greenway corridor
- Community Health benefits from pleasant active transportation alternatives
- Economic benefits from associated retail, hospitality, and competitive events

Investment Plan Funding: \$20 million



Transportation for Youth, Seniors, Disabled & Working Families

Safe Routes to Schools

Improve the safety and health of children by funding projects and programs (such as sidewalks, bikeways and educational programs) that promote safe walking and bicycling to school. Also, funds may be used to transport young people to vocational training at Rancho Cielo and similar non-profit programs.

Project Purpose

Thirty years ago, 60% of children living within a 2-mile radius of a school walked or bicycled to school. Today, that number has dropped to less than 15%. Roughly 25% commute by school bus, and well over half are driven to or from school in vehicles. And back then, 5% of children between the ages of 6 and 11 were considered to be overweight or obese. Today, that number has climbed to 20%. These statistics point to a rise in preventable childhood diseases, worsening air quality and congestion around schools. This program is intended to reverse these trends by funding projects that improve children's health by making walking and bicycling safer and easier.

Project Benefits

- Improved safety for children walking and biking to school
- Better connections between schools, such as Ranch Cielo, and residential areas
- Enhanced air quality
- Healthier transportation choices for school children and parents

Investment Plan Funding: \$20 million



Transportation for Youth, Seniors, Disabled & Working Families

Senior & Disabled Transportation Services

Increase transportation services for older adults and persons with disabilities to support their ability to live independently in their homes and communities.

Program Purpose

The number of Monterey County residents 75 years of age and older is projected to increase from 19,000 in 2000 to 44,000 in 2030. The health and well-being of seniors and persons with disabilities depends on their ability to travel to health care, engage in social activities, and go shopping independently. Providing low-cost transportation services will allow working adults to help their parents and grandparents thrive. This program will fund non-profit transportation that will support seniors and persons with disabilities.

Project Benefits:

- More transportation options for seniors
- Support for disabled residents
- Safer and more reliable senior transportation services

Investment Plan Funding: \$15 million



Transportation for Youth, Seniors, Disabled & Working Families

Commuter Bus, Salinas Valley Transit Center(s) & Vanpools

Fund new bus and vanpool services for workers to reach jobs throughout the region. Create a new bus maintenance facility in King City and create a new facility in the Salinas area to reduce operating costs.

Project Purpose

Commuters are looking for alternatives to driving on congested roads between Monterey and Salinas and the Salinas Valley. Bus travel between these cities is very popular, with buses often at standing room only during rush hour, with long travel times and waits. Increasing the frequency of this commuter bus service will make this alternative to driving more convenient for commuters. In addition, new bus facilities in the Salinas Valley will help to reduce operating costs for Monterey-Salinas Transit.

Project Benefits

- Increased transit service and frequency, including service between King City and Salinas
- Reduced greenhouse gas emissions
- Improved traffic flow

Investment Plan Funding: \$25 million

Project Descriptions & Policies

ROADS & POTHOLES



Governance & Safeguards

The investment plan includes strong taxpayer safeguards to ensure that the projects and programs approved by the voters are funded and delivered over its 30-year lifetime. These safeguards are as follows:

Firm Sunset Date

This tax will be imposed for a period of 30 years. Collection of the tax will start on April 1, 2017 and cease after 30 years.

Funds Are Exclusively for Transportation

Under no circumstances may the proceeds of this transportation sales tax be applied to any purpose other than for transportation projects, programs and activities.

Independent Audits

The sales tax program shall be subject to an annual audit by an independent firm to confirm that the program is meeting the voter-approved requirements in the plan and following accepted accounting standards.

Program Administration

The Transportation Agency for Monterey County shall have the responsibility for administering and distributing the transportation sales tax proceeds. The Transportation Agency is an independent agency composed of one representative from each city in the county plus the five County supervisors.

One-Percent Spending Limit on Salaries and Benefits

The purpose of this measure is to deliver transportation improvements. Administrative costs shall be kept to the minimum required to deliver projects on time and within budget. In no case shall more than 1% of revenues from this measure be used to pay for Transportation Agency administrative salaries and benefits, and only for activities related to the sales tax program.

MOBILITY & ACCESS



SAFETY & TRAFFIC



WALKING & BIKING



Project Descriptions & Policies

ROADS & POTHoles



Amendments to the Plan

It is the intent that this plan will be implemented as approved by the voters. However, there may be unforeseen circumstances that occur over the 30-year implementation period. The Transportation Agency for Monterey County may propose amendments to the Plan to respond to unforeseen circumstances, or to provide for the use of additional federal, state, local or other funds. To modify the plan, an amendment must be approved by a 2/3 vote of the Transportation Agency for Monterey County Board of Directors, and by a simple majority weighted vote of the Transportation Agency for Monterey County Board of Directors based on population, following a noticed public hearing, a 45-day comment period and Citizens Oversight Committee review and recommendation of approval.

MOBILITY & ACCESS



Loans Within the Program

Unspent funds may be loaned from one category to another at prevailing interest rates provided that repayment occurs within five years. Loans may also be made to projects outside of this program at risk of delays due to a delay in State or federal funding, provided repayment is made within five years. Such loans may not interfere with the implementation of programs or projects in the loaning category and must be approved with a 2/3 vote of the Transportation Agency for Monterey County Board of Directors and by a simple majority weighted vote of the Board of Directors based on population, with Citizens Oversight Committee recommendation for approval.

SAFETY & TRAFFIC



Bonding Provisions

Early delivery of projects is a goal of this program to maximize project benefits and reduce costs. This Investment Plan anticipates accelerating the delivery of projects in the Regional Safety, Mobility, & Walkability program by issuing bonds. The issuance of bonds is based on the assurances that repayment of bonds is the first priority for the use of sales tax funds.

WALKING & BIKING



Published Results of Audits and Annual Reports

Results of the Independent Audit, Citizens Oversight Committee findings, and the Annual Report must be published and made available to the general public.

Project Descriptions & Policies

ROADS & POTHOLES



Citizens Oversight Committee

A Citizens Oversight Committee representing a diverse range of community interests shall be formed within 6 months of voter approval of this measure. The committee shall meet at least once a year or as often as monthly. Meetings shall be open to the public. The Committee's duties shall be as follows:

- Independent Audits: Have full access to the Agency's independent auditor and review the annual audits, have the authority to request and review specific financial information, and provide input on the audit to assure that funds are being expended in accordance with the requirements of this plan;
- Plan Changes: Review and make recommendations on any proposed changes to the plan, prior to Transportation Agency Board consideration;
- Project Delivery and Priorities: Review and comment on project delivery schedules as represented in the Strategic Expenditure Plan and make recommendations to the Transportation Agency on any proposals for changing project delivery priorities; and
- Annual and Final Reports: Prepare annual reports regarding the administration of the program, to be presented to the Transportation Agency Board of Directors and posted on the Transportation Agency for Monterey County website.

MOBILITY & ACCESS



SAFETY & TRAFFIC



WALKING & BIKING



Project Descriptions & Policies

ROADS & POTHoles



The Citizens Oversight Committee membership shall include one representative from each of the following organizations or interests:

1. League of Women Voters
2. A bona fide taxpayers association from the Salinas Valley
3. A bonafide taxpayers association from the Monterey Peninsula
4. Senior or disabled services agency
5. Pedestrian or bicycle transportation advocate
6. Transit users
7. Labor organization
8. Central Coast Builders Exchange
9. Chamber of Commerce –Salinas Valley
10. Chamber of Commerce - Monterey Peninsula
11. Agriculture
12. Habitat preservation
13. Hospitality
14. Education

MOBILITY & ACCESS



SAFETY & TRAFFIC



WALKING & BIKING



Members and their alternates shall be nominated by the bona fide organization they are representing and appointed by the Transportation Agency Board of Directors. Additional members may be appointed by the Transportation Agency Board of Directors to assure that a broad range of geographic and stakeholder interests are represented on the committee; however, no case shall Committee membership excluding alternates exceed 20. Initial member terms shall be staggered with half serving a 2-year term and half serving a 3-year term as specified by the Transportation Agency. Any member may be reappointed to a 2-year term for an unlimited number of terms.

Project Descriptions & Policies

ROADS & POTHOLES



Matching Funds Opportunity

Monterey County has the opportunity to double our resources. With an approved transportation measure, our county will qualify as “self-help.” Residents in “self-help” counties have passed sales tax measures to meet the transportation needs of their communities. These are locally controlled dollars that can’t be taken by the state. These monies can only be used for projects approved by the voters.

Self-Help Counties are able to compete for matching state and federal grants, thereby leveraging their local dollars to further enhance their ability to meet their transportation needs.

MOBILITY & ACCESS



Risk of Not Investing

The current state of transportation in Monterey County is detrimental to our regional economy. Our transportation infrastructure is aging and county roads and city streets are crumbling. There are many key corridors, such as Highway 68 between Salinas and Monterey, which suffer collisions and traffic jams that make commuting difficult. The transit system can be crowded and serviced by infrequent buses, which discourages motorists from taking alternative forms of transportation. In many communities, there is a lack of safe walkways and bicycle routes between neighborhoods and schools.

SAFETY & TRAFFIC



Failure to invest in our transportation future will prolong and exacerbate the current issues and make it that much more difficult and expensive to fix the problems later. Our county will also lose out on our fair share of matching state and federal funds. Now is the time to construct the projects in the Transportation Safety & Investment Plan and keep Monterey County moving.

For more information on our transportation needs, visit the Transportation Agency for Monterey County’s website at tamcmonterey.org.

WALKING & BIKING



Community Leaders Advisory Group

ROADS & POTHOLES



MOBILITY & ACCESS



SAFETY & TRAFFIC



WALKING & BIKING



Transportation Agency for Monterey County

2016 Transportation Measure

Local Road Repair Estimates

Countywide Measure at 3/8-cent: \$600,000,000 over 30 Years		
Local Share Formula		
\$ millions / 30-year		
Jurisdiction	50% Population & 50% Lane Miles	33% Sales Tax 33% Population & 33% Lane Miles
Local % of Measure	60%	60%
Carmel	\$ 4,292,000	\$ 6,793,000
Del Rey Oaks	\$ 1,566,000	\$ 1,679,000
Gonzales	\$ 4,386,000	\$ 4,058,000
Greenfield	\$ 9,131,000	\$ 7,714,000
King City	\$ 8,097,000	\$ 7,785,000
Marina	\$ 14,370,000	\$ 13,556,000
Monterey	\$ 22,643,000	\$ 29,779,000
Pacific Grove	\$ 12,314,000	\$ 10,999,000
Salinas	\$ 91,383,000	\$ 105,203,000
Sand City	\$ 586,000	\$ 5,057,000
Seaside	\$ 22,193,000	\$ 24,525,000
Soledad	\$ 12,595,000	\$ 9,593,000
Unincorporated	\$ 156,444,000	\$ 133,260,000
Total	\$ 360,000,000	\$ 360,000,000



Memorandum

To: Board of Directors
From: Todd Muck, Deputy Executive Director
Rita Goel, Director of Finance & Administration
Meeting Date: February 24, 2016
Subject: **Draft Overall Work Program and Budget (FY16/17 – FY18/19)**

RECOMMENDED ACTION:

1. **AUTHORIZE** the Executive Director to submit the draft fiscal year 2016/17 budget and overall work program to state funding agencies for initial review;
2. **PROVIDE** direction and guidance to staff on the three-year budget for fiscal years 2016/17 through 18/19, and the overall work program for fiscal year 2016/17; and
3. **DIRECT** the Executive Director to bring the final three-year budget and one-year overall work program back to the Board on May 25, 2016 for approval.

SUMMARY:

The Executive Committee has reviewed the budget and overall work program and recommends approval. February approval of the draft three-year budget and one-year overall work program is required in order to meet state review deadlines. Staff will respond to Caltrans and Board comments and will bring the final documents back for approval in May, 2016. The Agency continues to control expenditures to stay within its budget, and maintains a prudent cash reserve.

FINANCIAL IMPACT:

The Agency budget separates expenditures into two types: operating and direct programs. Operating expenditures include salaries and benefits, materials and supplies, and equipment purchases. Direct program expenditures include consultants, contracts, and expenditures that apply to specific project delivery tasks such as the rail program, highway projects, bicycle and pedestrian program. The proposed fiscal year 2016/17 operating expenditure budget is **\$2,616,738**, a net increase over fiscal year 2015/16 of **\$194,439**. The proposed fiscal year direct program expenditure budget is **\$14,410,795**, a net decrease over fiscal year 15/16 of **\$2,398,440** (primarily due to a shift in timing of right-of-way expenditures on the Rail Extension to Salinas).

DISCUSSION:

Three Year Budget: Attachment 1 is the budget for the three-year period from July 1, 2016 to June 30, 2019. Staff proposed several assumptions for the operating budget, which were approved by the Executive Committee in November, 2015.

Program revenues are planned conservatively and expenditures are tightly controlled. Staff continues to look for new grants to fund staff time. No cost of living allowance is proposed for FY16/17. Merit increases and promotions continue to be available, subject to performance.

The Transportation Agency continues to subsidize the activities of the Regional Impact Fee Agency. The budget is projecting to take \$10,000 fee revenue to pay for operating expenses in FY 16/17, FY 17/18 and FY18/19, though the annual cost to the Transportation Agency for this activity is much higher and ongoing. Expenditures on regional fee activities are being tracked with the expectation that this cost will be repaid to the Transportation Agency as more fees are collected. Fees collected over the last 5 years were designated by Board action to be used for funding the construction of the US101/San Juan Road project.

In order to restrain rising health care costs, while providing quality care, the Agency revised its cafeteria health benefit allowance for its active employees in FY 2011/12. The changes eliminated several variables that existed, permitted the Agency to better forecast its obligation under the cafeteria plan, and reduced the liability for future premium increases. Employees have the flexibility to choose from several plans that are offered by CalPERS. In order to offset recent premium cost increases, a change to TAMC's cafeteria plan health allowance is proposed, which would result in an increase of \$199.25/month for general employees and \$398.50/month for management as of FY 2016/17.

The Agency contribution to CalPERS in FY 2016/17 is lower than projected last year. The Agency paid off its side-fund liability in December of 2013, which resulted in a 1.511% reduction in the contribution rate. The Public Employees' Pension Reform Act of 2013 also helps curtail the agency's future pension costs due to the establishment of a 2nd tier, 3 year averaging and required sharing of employee contributions with new members. As of FY2015/16, Agency employees are paying 3.5% of their member contributions, which helps cover the anticipated increase in CalPERS retirement costs and has brought the member share paid by employees in line with the percentage recommended in the pension reform law.

Potential risks to the agency continue to include a reduction in federal and state planning funds and minimal new development and therefore reduced funds for the Regional Development Impact Fee Agency. No state funding other than Planning, Programming and Monitoring has been cut or proposed for cuts due to transportation funding safeguards, but staff will keep the Board advised. Should major revenue reductions occur, the agency will need to reevaluate its revenues, costs and mission to determine essential vs. discretionary activities. Billing specific projects for staff time, when possible, will continue to be a priority.

Projects and programs such as the traffic counts and Complete Streets activities are funded from the Regional Surface Transportation Program. Caltrans audit repayment, Public Outreach, Transportation Improvement Measure and State legislative costs are funded from the reserve. No funds are budgeted for consultant Federal legislative costs.

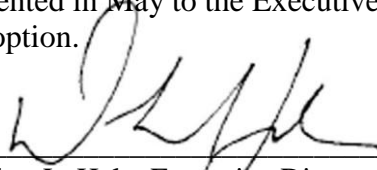
As a result of good fiscal management, the agency has added to its reserve in the past years. As designated in its GASB 54 fund balance policy, the agency will continue to maintain a minimum of a six-month operating budget balance in its undesignated reserve. Also, as requested by the Executive Committee, any excess over the six-month level is designated as a "contingency" fund to cover short-term revenue shortfalls or unanticipated expenses. A portion of the undesignated contingency fund is forecast to be used in FY 16/17, 17/18 & 18/19 for Operating and Direct Program activities.

Annual Work Program: The annual Overall Work Program describes the Transportation Agency activities to be accomplished during the fiscal year beginning July 1 and ending June 30

Highlights of the Draft 2016/17 Overall Work Program include the following activities:

- Conduct public outreach and education activities related to a potential November, 2016 transportation sales tax measure.
- Provide public outreach services during the construction of the Highway 68 roundabout.
- Oversee completion of the Level 2 Traffic & Revenue study evaluating funding and diversion impacts of tolling the Hwy 156 Corridor Improvement Project.
- Support construction of the Via Salinas Valley safety projects.
- Develop a plan for operational improvements in the Monterey to Salinas Highway 68 Corridor.
- Implement a 511 traveler information system and the Monterey County Rideshare Program.
- Evaluate usage and need for current and alternative callbox locations.
- Prepare the 2018 Regional Transportation Plan project lists and funding estimates.
- Support local utilization of the Complete Street guidelines and implementing other components of the region’s Sustainable Communities Strategies.
- Fund bicycle racks and related hardware as part of the Bicycle Secure Program.
- Install signs for initial routes identified in the Regional Bicycle Wayfinding Plan.
- Continue the right-of-way acquisition and final design of the Rail Extension to Salinas.
- Work with MST and Caltrans to evaluate the feasibility of operating buses on the shoulder of Highway 1 or construct a busway within the Monterey Peninsula Branch Line right-of-way.

After the draft Overall Work Plan and budget are approved by the Board of Directors, they will be submitted to Caltrans for review and comment. Agency staff then will incorporate comments from Caltrans and the Transportation Agency Board into to a final proposed Overall Work Program to be presented in May to the Executive Committee for review and to the TAMC Board of Directors for adoption.

Approved by: 
Debra L. Hale, Executive Director

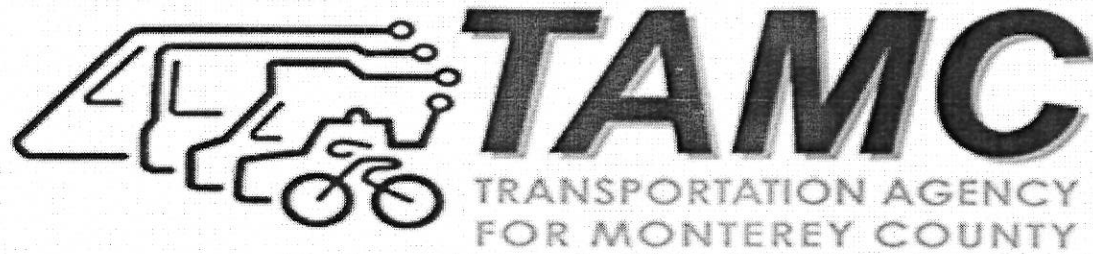
Date: February 11, 2016

Regular Agenda

Counsel Approval: N/A
Finance Approval: yes

Attachment: 1. TAMC 3-Year Budget - Fiscal Years 2016-2019
2. Overall Work Program Summary

Web Attachment: Draft Overall Work Program for fiscal year 2016-17



3 YEAR BUDGET

FISCAL YEARS

2016 - 2017

to

2018 - 2019

Agenda Item:

TAMC-3 YEAR BUDGET JULY 1, 2016 - JUNE 30, 2019

TOTAL REVENUE & EXPENDITURES - SUMMARY

SOURCE OF REVENUE/EXPENDITURE	FY PLAN	FUTURE 3 YR BUDGET			% CHANGE FY 16/17 BUDGET vs FY 15-16 APPROVED
	FY 15/16 Approved	FY 16/17 Estimated	FY 17/18 Estimated	FY 18/19 Estimated	
Operating Revenue	\$2,422,299	\$2,616,738	\$2,666,392	\$2,673,648	8.0%
Direct Program Revenue	\$16,809,235	\$14,410,795	\$11,627,733	\$9,670,436	-14.3%
TOTAL REVENUE	\$19,231,534	\$17,027,533	\$14,294,125	\$12,344,084	-11.5%
Operating Expenditures	\$2,422,299	\$2,616,738	\$2,666,392	\$2,673,648	8.0%
Direct Program Expenditures	\$16,809,235	\$14,410,795	\$11,627,733	\$9,670,436	-14.3%
TOTAL EXPENDITURES	\$19,231,534	\$17,027,533	\$14,294,125	\$12,344,084	-11.5%
REVENUE MINUS EXPENDITURES	\$0	\$0	\$0	\$0	

TAMC-3 YEAR BUDGET JULY 1, 2016 - JUNE 30, 2019

TOTAL REVENUE BY SOURCE

SOURCE OF REVENUE	FY PLAN	FUTURE 3 YR BUDGET			4 Years Cumulative Impact	% CHANGE FY 16/17 BUDGET vs FY 15-16 APPROVED
	FY 15/16 Approved	FY 16/17 Estimated	FY 17/18 Estimated	FY 18/19 Estimated		
Federal Grants-Operating	\$296,810	\$250,000	\$49,000	\$0		-15.8%
Federal Grants-Direct	\$554,323	\$275,000	\$14,000	\$14,000		-50.4%
State Grants-Operating	\$1,635,685	\$1,583,085	\$1,578,085	\$1,608,085		-3.2%
State Grants-Direct	\$15,361,207	\$13,293,127	\$10,872,178	\$9,568,607		-13.5%
Local Funds-Operating	\$340,536	\$310,210	\$436,076	\$478,076		-8.9%
Local Funds-Direct	\$448,725	\$368,172	\$643,000	\$243,000		-18.0%
RSTP- Direct-Cfwd &New Approval	\$465,000	\$295,000	\$338,726	\$185,000		-36.6%
Total Revenue from Outside Sources	\$19,102,286	\$16,374,594	\$13,931,065	\$12,096,768		-14.3%
FSP Reserve Surplus/(Usage)	\$68,759	\$68,759	\$68,759	\$68,759	\$275,036	0.0%
SAFE Reserve Surplus/(Usage)	\$447	(\$14,069)	\$25,598	\$25,598	\$37,574	-3247.4%
Rail-Leases ROW-Reserve Surplus/(Usage)	\$118,000	\$53,000	\$118,000	\$118,000	\$407,000	-55.1%
Undesig. Contingency Surplus/(Usage)-Oper.	\$110,732	(\$148,443)	(\$278,231)	(\$262,487)	(\$578,430)	-234.1%
Undesig. Contingency Surplus/(Usage)-Direct	(\$427,186)	(\$612,186)	(\$297,186)	(\$197,186)	(\$1,533,744)	43.3%
Total Contingency Fund Surplus/ (Usage)	(\$129,248)	(\$652,939)	(\$363,060)	(\$247,316)	(\$1,392,564)	405.2%
TOTAL REVENUE	\$19,231,534	\$17,027,533	\$14,294,125	\$12,344,084		-11.5%

TAMC-3 YEAR BUDGET JULY 1, 2016 - JUNE 30, 2019

OPERATING REVENUES

SOURCE OF REVENUE/EXPENDITURE	FY PLAN	FUTURE 3 YR BUDGET			% CHANGE	\$ CHANGE
	FY 15/16 Approved	FY 16/17 Estimated	FY 17/18 Estimated	FY 18/19 Estimated	FY 16/17 BUDGET vs FY 15-16 APPROVED	FY 16/17 BUDGET vs FY 15-16 APPROVED
OPERATING REVENUE						
FEDERAL PLANNING GRANTS						
Federal Planning (AMBAG-FHWA PL)	\$0	\$0	\$0	\$0		\$0
INVEST Grant	\$20,000	\$0	\$0	\$0	-100.0%	-\$20,000
SR156 West Proj. Mgmt. -EARMARK	\$225,000	\$225,000	\$42,000	\$0	0.0%	\$0
HWY 68 Corridor Study-Monterey to Salinas	\$25,000	\$25,000	\$7,000	\$0	0.0%	\$0
Highway 68 -Pacific Grove Grant	\$26,810	\$0	\$0	\$0	-100.0%	-\$26,810
SUB TOTAL FEDERAL GRANTS	\$296,810	\$250,000	\$49,000	\$0	-15.8%	-\$46,810
STATE PLANNING GRANTS						
SR156 West Proj. Mgmt. -STIP	\$0	\$0	\$0	\$0		\$0
Local Transportation Fund (Current)- LTF	\$908,485	\$908,485	\$908,485	\$908,485	0.0%	\$0
Planning & Programming -PPM	\$213,000	\$185,400	\$185,400	\$185,400	-13.0%	-\$27,600
Rural Planning Assistance-RPA	\$422,000	\$397,000	\$392,000	\$422,000	-5.9%	-\$25,000
Complete Street Project Implementation-RSTP	\$92,200	\$92,200	\$92,200	\$92,200	0.0%	\$0
SUB TOTAL STATE GRANTS	\$1,635,685	\$1,583,085	\$1,578,085	\$1,608,085	-3.2%	-\$52,600
LOCAL PLANNING CONTRIBUTIONS						
Congestion Management Program-CMP	\$243,076	\$243,076	\$243,076	\$243,076	0.0%	\$0
Impact Fee Administration Program	\$10,000	\$10,000	\$10,000	\$10,000	0.0%	\$0
SR156 West Proj. Mgmt. -RDIF	\$0	\$0	\$183,000	\$225,000		\$0
Roundabout Outreach Construction (AB 2766)	\$57,460	\$0	\$0	\$0	-100.0%	-\$57,460
Roundabout Outreach Construction (City MRY-RSTP)	\$0	\$42,134	\$0	\$0		\$42,134
FORA Fee Update	\$30,000	\$15,000	\$0	\$0	-50.0%	-\$15,000
SUB TOTAL LOCAL GRANTS	\$340,536	\$310,210	\$436,076	\$478,076	-8.9%	-\$30,326
OTHER CONTRIBUTIONS						
FSP- Staff Support	\$25,000	\$25,000	\$25,000	\$25,000	0.0%	\$0
SAFE- Staff Support	\$25,000	\$25,000	\$25,000	\$25,000	0.0%	\$0
SAFE- 511 Deployment Staff Support	\$25,000	\$25,000	\$25,000	\$25,000	0.0%	\$0
SAFE- Ride Share Staff Support	\$10,000	\$75,000	\$75,000	\$75,000	650.0%	\$65,000
Rail-Rail Extension to Salinas-Staff Support	\$125,000	\$125,000	\$125,000	\$125,000	0.0%	\$0
Rail-Monterey Branch Line /Leases Staff Support	\$50,000	\$50,000	\$50,000	\$50,000	0.0%	\$0
SUB TOTAL STAFF SUPPORT	\$260,000	\$325,000	\$325,000	\$325,000	25.0%	\$65,000
Sub Total Operating Revenue	\$2,533,031	\$2,468,295	\$2,388,161	\$2,411,161	-2.6%	-\$64,736
Undesig. Contingency Res. Surplus/ (Usage)-Oper.	\$110,732	(\$148,443)	(\$278,231)	(\$262,487)	-234.1%	(\$259,175)
TOTAL OPERATING REVENUE	\$2,422,299	\$2,616,738	\$2,666,392	\$2,673,648	8.0%	\$194,439

TAMC- OPERATING REVENUE CHANGES FY 2016-2017
FROM FY 2015-2016 APPROVED BUDGET

Agenda Item:

<u>Operating Revenue</u>		FY 15-16 APPROVED BUDGET	FY 16-17 PROPOSED BUDGET	FY 16/17 BUDGET vs FY 15-16	
				\$ CHANGE	% CHNG
1	<u>FEDERAL PLANNING GRANTS</u>	\$296,810	\$250,000	-\$46,810	-15.8%
	INVEST Grant	\$20,000	\$0	-\$20,000	-100.0%
	Highway 68-Pacific Grove Grant	\$26,810	\$0	-\$26,810	-100.0%
2	<u>STATE PLANNING GRANTS</u>	\$1,635,685	\$1,583,085	-\$52,600	-3.2%
	Planning & Programming - PPM	\$213,000	\$185,400	-\$27,600	-13.0%
	Rural Planning Assistance-RPA	\$422,000	\$397,000	-\$25,000	-5.9%
3	<u>LOCAL PLANNING CONTRIBUTIONS</u>	\$340,536	\$310,210	-\$30,326	-8.9%
	Roundabout Outreach Construction (AB 2766)	\$57,460	\$0	-\$57,460	-100.0%
	Roundabout Outreach Construction (City of MRY)	\$0	\$42,134	\$42,134	
	FORA Fee Update	\$30,000	\$15,000	-\$15,000	-50.0%
4	<u>OTHER CONTRIBUTIONS</u>	\$260,000	\$325,000	\$65,000	25.0%
	SAFE- Ride Share Staff Support	\$10,000	\$75,000	\$65,000	650.0%
5	<u>UNDESIGNATED CONTINGENCY SURPLUS/ (USAGE)</u>	\$110,732	(\$148,443)	(\$259,175)	-234.1%
	OPERATING REVENUE TOTAL	\$2,422,299	\$2,616,738	\$194,439	8.0%

Agenda Item:

TAMC-3 YEAR BUDGET JULY 1, 2016 - JUNE 30, 2019

OPERATING EXPENSES

SOURCE OF REVENUE/EXPENDITURE	FY PLAN	FUTURE 3 YR BUDGET			% CHANGE FY 16/17 BUDGET vs FY 15-16 APPROVED	\$ CHANGE FY 16/17 BUDGET vs FY 15-16 APPROVED
	FY 15/16 Approved	FY 16/17 Estimated	FY 17/18 Estimated	FY 18/19 Estimated		
<u>OPERATING EXPENSES</u>						
Salaries	\$1,380,560	\$1,478,644	\$1,502,842	\$1,517,352	7.1%	\$98,084
Fringe Benefits	\$547,640	\$633,052	\$645,581	\$648,327	15.6%	\$85,412
Material and Services	\$484,099	\$495,042	\$507,969	\$497,969	2.3%	\$10,943
Depreciation/ Amortization	\$10,000	\$10,000	\$10,000	\$10,000	0.0%	\$0
TOTAL OPERATING EXPENSES	\$2,422,299	\$2,616,738	\$2,666,392	\$2,673,648	8.0%	\$194,439

Agenda Item:

TAMC-3 YEAR BUDGET JULY 1, 2016 - JUNE 30, 2019

CAPITAL OUTLAY

<u>CAPITAL OUTLAY</u>		FY PLAN	FUTURE 3 YR BUDGET			% CHANGE FY 16/17 BUDGET vs FY 15-16 APPROVED	\$ CHANGE FY 16/17 BUDGET vs FY 15-16 APPROVED
		FY 15/16 Approved	FY 16/17 Estimated	FY 17/18 Estimated	FY 18/19 Estimated		
Equipment Replacements		\$10,000	\$10,000	\$10,000	\$10,000	0.0%	\$0
Vehicle Replacement		\$0	\$13,750	\$30,000	\$0		\$13,750
TOTAL CAPITAL OUTLAY		\$10,000	\$23,750	\$40,000	\$10,000	137.5%	\$13,750

CURRENT CAPITAL EQUIPMENT \$ 114,586
RESERVE BALANCE 6/30/2015

Agenda Item:

**TAMC- OPERATING EXPENSE CHANGES
FY 16-17 BUDGET vs FY 15-16 APPROVED**

<u>Operating Expenses</u>	FY 15-16 APPROVED BUDGET	FY 16-17 PROPOSED BUDGET	FY 16/17 BUDGET vs FY 15-16	
			\$ CHANGE	% CHNG
1 Salaries Changes	\$1,380,560	\$1,478,644	\$98,084	7.1%
Cost of Living Adjustments @ 0.00%			\$0	
Merit step increases for employees			\$33,084	
New hire			\$65,000	
2 Fringe Benefit Changes	\$547,640	\$633,052	\$85,412	15.6%
PERS retirement contribution			\$13,365	
Health ins benefits			\$39,404	
GASB 45 (OPEB) contributions			\$1,600	
Others			\$4,733	
New hire			\$26,310	
3 Materials and Services Changes	\$484,099	\$495,042	\$10,943	2.3%
Accounting Service OPEB & Others			-\$4,000	
Computer Services			\$2,000	
Dues			\$4,600	
Rent			\$2,843	
Agenda Pal Software			\$5,000	
Title VI Services			\$500	
4 Depreciation/Amortization Changes	\$ 10,000	\$10,000	\$0	0.0%
OPERATING EXPENSE TOTAL	\$ 2,422,299	\$ 2,616,738	\$ 194,439	8.0%

TAMC-3 YEAR BUDGET JULY 1, 2016 - JUNE 30, 2019

Agenda Item:

Direct Program Revenue- Summary

WE	Direct Program Description		Revenue Source	FY PLAN	FUTURE 3 YR BUDGET				FY 16/17 BUDGET vs FY 15-16	
				FY 15/16	FY 16/17	FY 17/18	FY 18/19	\$ CHANGE	% CHNG	
				Approved	Estimated	Estimated	Estimated			
0000	Caltrans audit repayment (fy 15-16 thru fy 24-25)	Local	Oper Resv	\$82,186	\$82,186	\$82,186	\$82,186	\$0	0%	
1020	Triennial Audit	Local	Oper Resv	\$0	\$35,000	\$0	\$0	\$35,000		
1122	Legislative Advocates	Local	Oper Resv	\$35,000	\$35,000	\$35,000	\$35,000	\$0	0%	
1130	Public Outreach Program	Local	Oper Resv	\$70,000	\$370,000	\$70,000	\$70,000	\$300,000	429%	
1770	Freeway Service Patrol	State	FSP	\$228,607	\$228,607	\$228,607	\$228,607	\$0	0%	
1770	FSP-SAFE Match (25% FSP Grant)	State	FSP	\$57,152	\$57,152	\$57,152	\$57,152	\$0	0%	
1770	FSP- Staff Support	State	FSP	(\$25,000)	(\$25,000)	(\$25,000)	(\$25,000)	\$0	0%	
1770	FSP-Reserve Surplus/(Usage)	State	FSP	\$68,759	\$68,759	\$68,759	\$68,759	\$0	0%	
1780	SAFE - FSP Match	State	SAFE	(\$57,152)	(\$57,152)	(\$57,152)	(\$57,152)	\$0	0%	
1780	SAFE	State	SAFE	\$340,000	\$340,000	\$340,000	\$340,000	\$0	0%	
1780	SAFE- Staff Support	State	SAFE	(\$25,000)	(\$25,000)	(\$25,000)	(\$25,000)	\$0	0%	
1750	SAFE- 511 Deployment Staff Support	State	SAFE	(\$25,000)	(\$25,000)	(\$25,000)	(\$25,000)	\$0	0%	
1790	SAFE- Ride Share Staff Support	State	SAFE	(\$10,000)	(\$75,000)	(\$75,000)	(\$75,000)	-\$65,000	650%	
1780	SAFE- Reserve Surplus/(Usage)	reserve	SAFE	\$447	(\$14,069)	\$25,598	\$25,598	-\$14,516	-3247%	
2310	Traffic Counts	RSTP	RSTP	\$25,000	\$25,000	\$25,000	\$25,000	\$0	0%	
6148	Tri County Bike Week Campaign	Local	TDA	\$27,500	\$27,500	\$27,500	\$27,500	\$0	0%	
6149	Bike Facility Map	RSTP	RSTP	\$10,000	\$0	\$0	\$0	-\$10,000	-100%	
6220	RTP/EIR update shared	State	RPA	\$0	\$25,000	\$30,000	\$0	\$25,000		
6220	RTP (Transportation measure)	Local	Oper Resv	\$230,000	\$80,000	\$0	\$0	-\$150,000	-65%	
6262	RDIF Study (Reg.Imp.Fees)	Local	Oper Resv	\$10,000	\$10,000	\$110,000	\$10,000	\$0	0%	
6264	FORA Fees Study	Local	FORA	\$75,000	\$0	\$0	\$0	-\$75,000	-100%	
6501	Roundabout Outreach Construction (City of MRY)	Local	City-MRY	\$11,225	\$1,500	\$0	\$0	-\$9,725	-87%	
6501	Roundabout Outreach Construction (AB2766)	Local	AB2766	\$0	\$4,672	\$0	\$0	\$4,672		
6502	SR156 West Proj. Mgmt. -EARMARK	Federal	Federal	\$400,000	\$175,000	\$0	\$0	-\$225,000	-56%	
6502	SR156 West Proj. Mgmt. -STIP	State	State	\$0	\$0	\$0	\$0	\$0		
6502	SR156 West Proj. Mgmt. -RDIF	Local	RDIF	\$125,000	\$119,000	\$400,000	\$0	-\$6,000	-5%	
6550	Complete Street Project Implementation	RSTP	RSTP	\$360,000	\$160,000	\$160,000	\$160,000	-\$200,000	-56%	
6724	HWY 68 Corridor Study-PG	Federal	Federal	\$54,323	\$0	\$0	\$0	-\$54,323	-100%	
6724	HWY 68 Corridor Study-PG	State	State	\$12,600	\$0	\$0	\$0	-\$12,600	-100%	
6724	HWY 68 Corridor Study-PG	Local	City-PG	\$0	\$0	\$0	\$0	\$0		
6725	HWY 68 Corridor Study-Monterey to Salinas	Federal	Federal	\$100,000	\$100,000	\$14,000	\$14,000	\$0	0%	
6725	HWY 68 Corridor Study-Monterey to Salinas	Local	Oper Resv	\$0	\$0	\$0	\$0	\$0		
6803	Rail-Rail Extension to Salinas- (STIP)	State	State	\$0	\$0	\$0	\$9,000,000	\$0		
6803	Rail-Rail Extension to Salinas- (TCRP 14)	State	State	\$5,000,000	\$5,000,000	\$4,171,736	\$0	\$0	0%	
6803	Rail-Rail Ext. to Salinas- (Prop. 116 Rail Bonds)	State	State	\$1,780,000	\$1,660,000	\$2,048,835	\$0	-\$120,000	-7%	
6803	Rail-Rail Extension to Salinas-(RSTP)	State	RSTP	\$70,000	\$0	\$0	\$0	-\$70,000	-100%	
6803	Rail-Rail Extension to Salinas-TCRP 7.3	State	State	\$8,000,000	\$6,000,000	\$4,053,000	\$0	-\$2,000,000	-25%	
6803	Rail-Rail Extension to Salinas-Staff Support	State	State	(\$125,000)	(\$125,000)	(\$125,000)	(\$125,000)	\$0	0%	
6804	Rail-Leases ROW	Local	Leases	\$210,000	\$210,000	\$210,000	\$210,000	\$0	0%	
6804	Rail-Leases ROW-Staff Support	Local	Leases	(\$50,000)	(\$50,000)	(\$50,000)	(\$50,000)	\$0	0%	
6804	Rail-Leases ROW-Reserve Surplus/(Usage)	Local	Leases	\$118,000	\$118,000	\$118,000	\$118,000	\$0	0%	
6806	Rail-Monterey Branch Line (MBL Reserves)(Usage)	Reserves	Reserves	\$0	-\$65,000	\$0	\$0	-\$65,000		
6806	Rail-Monterey Branch Line-Staff Support	State	State	\$0	\$0	\$0	\$0	\$0		
6807	Rail Leases-Salinas	Local	Leases	\$0	\$5,500	\$5,500	\$5,500	\$5,500		
6808	PTA Coast Daylight (STIP)	State	State	\$0	\$39,520	\$0	\$0	\$39,520		
6808	PTA Coast Daylight (RSTP)	RSTP	RSTP	\$0	\$110,000	\$153,726	\$0	\$110,000		
	Total Direct Program Revenue			\$16,809,235	\$14,410,795	\$11,627,733	\$9,670,436	-\$2,398,440	-14%	

TAMC-3 YEAR BUDGET JULY 1, 2016 - JUNE 30, 2019

Direct Program Expenses-Summary

WE	Direct Program Description	FY PLAN	FUTURE 3 YR BUDGET			FY 16/17 BUDGET	
		FY 15/16	FY 16/17	FY 17/18	FY 18/19	vs FY 15-16	
		Approved	Estimated	Estimated	Estimated	\$ CHANGE	% CHNG
0000	Caltrans audit repayment (fy 15-16 thru fy 24-25)	\$82,186	\$82,186	\$82,186	\$82,186	\$0	0%
1020	Triennial Audit	\$0	\$35,000	\$0	\$0	\$35,000	
1122	Legislative Advocates	\$35,000	\$35,000	\$35,000	\$35,000	\$0	0%
1130	Public Outreach Program	\$70,000	\$370,000	\$70,000	\$70,000	\$300,000	429%
1750	SAFE - 511 Deployment	\$80,000	\$20,000	\$20,000	\$20,000	-\$60,000	-75%
1770	Freeway Service Patrol- Towing Contracts	\$192,000	\$192,000	\$192,000	\$192,000	\$0	0%
1780	SAFE - Call Box contract costs	\$100,194	\$102,710	\$105,250	\$105,250	\$2,516	3%
1780	SAFE - ADA Compliance	\$42,207	\$42,207	\$0	\$0	\$0	0%
1790	SAFE- Ride Share -Emergency Ride Home	\$0	\$2,000	\$2,000	\$2,000	\$2,000	
1790	SAFE- Life in Fast Lane (Radio Show)	\$0	\$5,000	\$5,000	\$5,000	\$5,000	
2310	Traffic Counts	\$25,000	\$25,000	\$25,000	\$25,000	\$0	0%
6148	Tri County Bike Week Campaign	\$27,500	\$27,500	\$27,500	\$27,500	\$0	0%
6149	Bike Facility Map	\$10,000	\$0	\$0	\$0	-\$10,000	-100%
6220	RTP/EIR update shared	\$0	\$25,000	\$30,000	\$0	\$25,000	
6220	RTP (Transportation measure)	\$230,000	\$80,000	\$0	\$0	-\$150,000	-65%
6262	RDIF Validation & Nexus Study	\$10,000	\$10,000	\$110,000	\$10,000	\$0	0%
6264	FORA Fees Study	\$75,000	\$0	\$0	\$0	-\$75,000	-100%
6501	Roundabout Outreach Construction	\$11,225	\$6,172	\$0	\$0	-\$5,053	-45%
6502	SR156 West Proj. Mgmt.	\$525,000	\$294,000	\$400,000	\$0	-\$231,000	-44%
6550	Complete Street Project Implementation	\$360,000	\$160,000	\$160,000	\$160,000	-\$200,000	-56%
6724	HWY 68 Corridor Study-PG	\$66,923	\$0	\$0	\$0	-\$66,923	-100%
6725	HWY 68 Corridor Study-Monterey to Salinas	\$100,000	\$100,000	\$14,000	\$14,000	\$0	0%
6803	Rail-Rail Extension to Salinas	\$14,725,000	\$12,535,000	\$10,148,571	\$8,875,000	-\$2,190,000	-15%
6804	Rail-Leases ROW-MBL Property Maint.	\$5,000	\$5,000	\$5,000	\$5,000	\$0	0%
6804	Rail-Leases ROW-MBL Rail Consultant	\$20,000	\$20,000	\$20,000	\$20,000	\$0	0%
6805	Rail-Leases ROW- FORA Annual Dues	\$7,000	\$7,000	\$7,000	\$7,000	\$0	0%
6805	Rail-Leases ROW- FORA Property Maint.	\$10,000	\$10,000	\$10,000	\$10,000	\$0	0%
6806	Rail-Mtry Branch line (Bus Way)	\$0	\$65,000	\$0	\$0	\$65,000	
6807	Rail Leases-Salinas	\$0	\$5,500	\$5,500	\$5,500	\$5,500	
6808	PTA Coast Daylight	\$0	\$149,520	\$153,726	\$0	\$149,520	
	TOTAL Direct Program Expenses	\$16,809,235	\$14,410,795	\$11,627,733	\$9,670,436	-\$2,398,440	-14%

**TAMC- DIRECT PROGRAM EXPENSE CHANGES
FY 16-17 BUDGET vs FY 15-16 APPROVED**

Agenda Item:

<u>Direct Program Expense Changes</u>				FY 16/17 BUDGET vs FY 15-16	
WE		Project	Reason for Change	\$ CHANGE	% CHNG
1020	Other	Triennial Audit	Every three year audit	\$35,000	
1130	Other	Public Outreach Program	Transportation Measure Activity	\$300,000	429%
1750	SAFE	SAFE - 511 Deployment	Reduction in expansion cost	-\$60,000	-75%
1780	SAFE	SAFE - Call Box contract costs	Ongoing Program activity -small variations	\$2,516	3%
1790	SAFE	SAFE- Ride Share -Emergency Ride Home	New Activity	\$2,000	
1790	SAFE	SAFE- Life in Fast Lane (Radio Show)	New Activity	\$5,000	
6149	Other	Bike Facility Map	Activity completed	-\$10,000	-100%
6220	Other	RTP/EIR update shared	Cost sharing with AMBAG	\$25,000	
6220	Other	RTP (Transportation measure)	Reclassified to WE 1130	-\$150,000	-65%
6264	Other	FORA Fees Study	Activity completed	-\$75,000	-100%
6501	Other	Roundabout Outreach Construction	Activity decreasing	-\$5,053	-45%
6502	Other	SR156 West Proj. Mgmt.	Activity spread into future years	-\$231,000	-44%
6550	Other	Complete Street Project Implementation	Roundabout Program Study completed	-\$200,000	-56%
6724	Other	HWY 68 Corridor Study-PG	Activity completed	-\$66,923	-100%
6803	Rail	Rail-Rail Extension to Salinas	Revised project schedule	-\$2,190,000	-15%
6806	Rail	Rail-Mtry Branch line (Bus Way)	New Activity	\$65,000	
6807	Rail	Rail Leases-Salinas	Taxes, insurance & City of Salinas parcel assesment	\$5,500	
6808	Rail	PTA Coast Daylight	Activity not in prior budgets	\$149,520	
TOTAL DIRECT PROGRAM EXPENSE CHANGES				-\$2,398,440	-14%

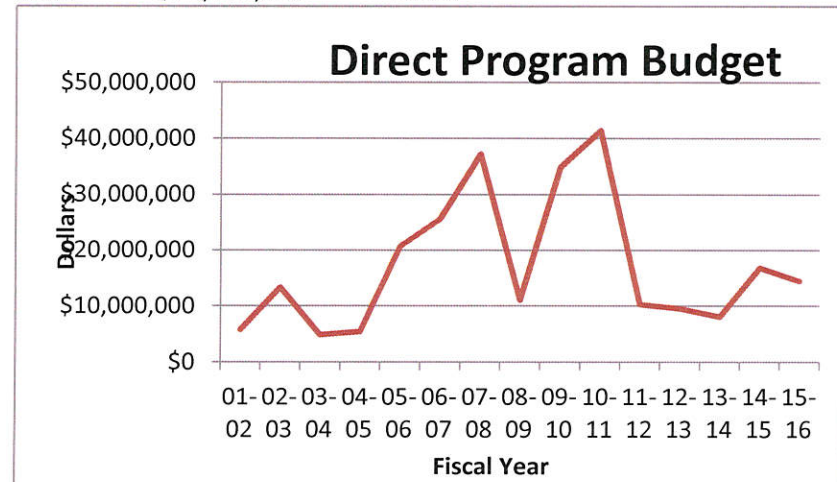
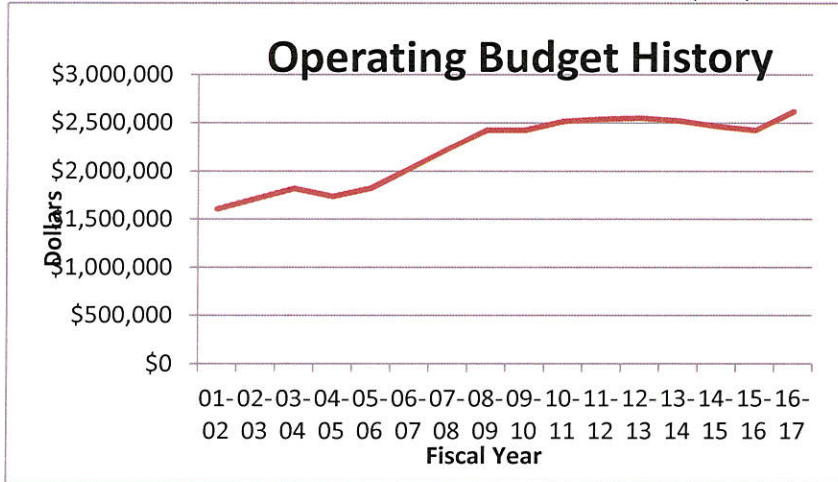
**TAMC- STAFF POSITION LIST
FISCAL YEAR 2016-2017**

	FY 2015-2016 AUTHORIZED	FY 2016-2017 PROPOSED	CHANGE
<u>Management</u>			
Executive Director	1	1	0.0
Deputy Executive Director	1	1	0.0
Director of Finance & Administration	1	1	0.0
<u>Planners</u>			
Transportation Planners	7	8	1.0
<u>Support</u>			
Finance Officer/Analyst	1	1	0.0
Sr.Administrative Assistant	1	1	0.0
Administrative Assistant	1.5	1.5	0.0
Sub-total Regular Full-Time	13.5	14.5	1.0
<u>Support</u>			
Student Intern (Full Time Equivalent)	0.5	0.5	0.0
Sub-total Part-Time	0.5	0.5	0.0
MC TOTAL	14	15	1

TAMC Budget History

FY	Operating	% change	Direct Program	% change
00-01	\$1,128,661		\$1,552,615	
01-02	\$1,604,976	42.2%	\$2,167,242	39.6%
02-03	\$1,711,912	6.7%	\$5,730,731	164.4%
03-04	\$1,818,560	6.2%	\$13,340,753	132.8%
04-05	\$1,735,588	-4.6%	\$4,807,402	-64.0%
05-06	\$1,821,875	5.0%	\$5,411,430	12.6%
06-07	\$2,029,593	11.4%	\$20,651,110	281.6%
07-08	\$2,230,559	9.9%	\$25,556,663	23.8%
08-09	\$2,424,193	8.7%	\$37,201,017	45.6%
09-10	\$2,423,291	0.0%	\$11,035,241	-70.3%
10-11	\$2,516,892	3.9%	\$34,908,425	216.3%
11-12	\$2,537,818	0.8%	\$41,367,625	18.5%
12-13	\$2,548,682	0.4%	\$10,249,213	-75.2%
13-14	\$2,520,707	-1.1%	\$9,463,524	-7.7%
14-15	\$2,463,284	-2.3%	\$7,997,300	-15.5%
15-16	\$2,422,299	-1.7%	\$16,809,235	110.2%
16-17	\$2,616,738	8.0%	\$14,410,795	-14.3%

Estimate FY 16-17



Transportation Agency for Monterey County FY 2016-2017 Overall Work Program Summary - Funding & Activities

CODE	Work Element	Operating Expenditures	Direct Expenditures	Total Expenditures	Activities
1010	Budget, Work Program	\$ 65,255	\$ -	\$ 65,255	Prepare billing and quarterly reports, develop and monitor Work Program and budget, oversee agency funding and activities
1020	Local Transportation Fund (LTF) Administration	\$ 70,969	\$ 35,000	\$ 105,969	Conduct unmet needs process, allocate and manage Local Transportation Funds, conduct tri-annual audit
1120	Plans Coordination & Interagency Liaison	\$ 204,065	\$ -	\$ 204,065	Coordinate with partner and member agencies on short- and long-range transportation plans; conduct legislative monitoring
1122	Legislative Advocacy	\$ 57,589	\$ 35,000	\$ 92,589	Prepare legislative program; propose law changes as appropriate; support or oppose legislation or policies
1130	Public Involvement/ Education	\$ 189,030	\$ 370,000	\$ 559,030	Issue news releases, conduct public meetings, update website, annual report and awards program. Conduct public outreach for a potential 2016 transportation sales tax.
1750	511 Traveler Info System Implementation Plan	\$ 94,241	\$ 20,000	\$ 114,241	Develop and deploy 511 traveler information program
1770	Freeway Service Patrol (FSP)	\$ 31,680	\$ 192,000	\$ 223,680	Emergency tow truck services
1780	Service Authority for Freeway Emergencies (SAFE) Monterey County	\$ 27,883	\$ 144,917	\$ 172,800	Call-box and motorist aid program
1790	Rideshare	\$ 142,560	\$ 7,000	\$ 149,560	Monterey County ridesharing services
2310	Data Collect, Uniformity	\$ 30,046	\$ 25,000	\$ 55,046	Collect traffic data for regional model and planning uses
2510	Regional Transportation Model	\$ 13,319	\$ -	\$ 13,319	Participate in regional model task force, coordinate information retrieval with member agencies, review and provide input on model usage and updates
4110	Environmental Document Review	\$ 25,858	\$ -	\$ 25,858	Review development proposals for transportation impacts, propose mitigation measures such as Complete Street features
6140	Bicycle/Pedestrian Planning	\$ 87,682	\$ -	\$ 87,682	Hold bike committee meetings, review projects for consistency with the Regional Transportation Plan
6145	Active Transportation Plan	\$ 60,999	\$ -	\$ 60,999	Update the 2011 Bicycle & Pedestrian Plan to incorporate new bike lane design options, identify high-priority projects, and meet state Active Transportation grant funding requirements

**Transportation Agency for Monterey County
FY 2016-2017 Overall Work Program Summary - Funding & Activities**

CODE	Work Element	Operating Expenditures	Direct Expenditures	Total Expenditures	Activities
6148	Bike Week Campaign	\$ 34,048	\$ 27,500	\$ 61,548	Conduct public outreach and education for Bike Week
6220	Regional Transportation Plan	\$ 108,526	\$ 105,000	\$ 213,526	Develop goals and objectives, funding, project lists, and project estimates for the 2018 Regional Transportation Plan (long-range transportation plan). Engage with cities and the County when they are developing circulation elements and other transportation related planning efforts.
6262	Regional Impact Fee - project programming, admin	\$ 34,502	\$ 10,000	\$ 44,502	Collect fees and allocate funds to fee program projects
6264	FORA Transportation Network Update	\$ 48,135	\$ -	\$ 48,135	Complete the FORA Fee Reallocation Study update. This update will review, analyze, and adjust as appropriate the fiscal and physical transportation network obligations defined in the Fort Ord Base Reuse Plan
6410	Regional Transportation Improvement Program (RTIP) - Programming	\$ 62,324	\$ -	\$ 62,324	Amend the 2016 Regional Transportation Improvement Program (short-range transportation program) as needed to respond to reductions in state and federal funding. Coordinate with Caltrans and other regional agencies on project programming.
6500	Project Development and Grant Implementation	\$ 182,101	\$ -	\$ 182,101	Participate in environmental review, right-of-way acquisition, engineering; apply for fund allocations, amendments or extensions, apply for grant funds, monitor fund sources and assist implementing agencies in utilizing funds
6501	Roundabout Outreach	\$ 113,185	\$ 6,172	\$ 119,357	Provide public information and outreach for the SR 68/SR 1 Roundabout project
6502	SR 156 Corridor Project Development	\$ 226,988	\$ 294,000	\$ 520,988	Work with state and local agencies to continue project development and secure full funding for the SR 156 Corridor
6550	Complete Streets Implementation	\$ 114,307	\$ 160,000	\$ 274,307	Conduct activities related to implementing "Complete Streets" projects. Activities include: purchasing bicycle racks and other security devices as part of the Bicycle Secure Program; design, manufacture and installation of bicycling wayfinding signs, assist local agencies in incorporating Complete Street features in local road projects, and assist with delivery of the Via Salinas Valley Active Transportation Program bicycle and pedestrian improvements.
6710	Corridor Studies & Regional Roadway planning	\$ 29,646	\$ -	\$ 29,646	Participate in pre-environmental review corridor planning, such as: Caltrans Route Concept Reports, MST transit studies, and FORA design guidelines

**Transportation Agency for Monterey County
FY 2016-2017 Overall Work Program Summary - Funding & Activities**

CODE	Work Element	Operating Expenditures	Direct Expenditures	Total Expenditures	Activities
6724	Pacific Grove SR 68 Corridor Study	\$ 45,276	\$ -	\$ 45,276	Finalize the study of potential projects to improve safety along the SR 68 corridor between Pacific Grove city limits and Asilomar Avenue
6725	Monterey to Salinas SR 68 Corridor Study	\$ 118,663	\$ 100,000	\$ 218,663	Identify financially feasible operational improvements in the SR 68 corridor between Monterey and Salinas; evaluate opportunities to improve wildlife connectivity along the corridor.
6800	Rail Planning/Corridor Studies	\$ 67,238	\$ -	\$ 67,238	Staff TAMC Rail Policy Committee, Participate in Coast Rail Coordinating Council meetings, freight facility planning
6803	Passenger Rail Extension to Monterey County	\$ 248,772	\$ 12,535,000	\$ 12,783,772	Prepare engineering for stations, layover facility, track improve.; acquire rights-of-way for stations, platforms and layover facility
6804	Monterey Branch Line Railroad Leases	\$ 50,744	\$ 25,000	\$ 75,744	Conduct maintenance and operational activities related to real property owned by TAMC; including negotiating new leases or easements for compatible uses
6805	Railroad Fort Ord property planning	\$ 7,515	\$ 17,000	\$ 24,515	Plan for mixed use facility on TAMC land on former Fort Ord base
6806	Monterey Branch Line	\$ 2,990	\$ 65,000	\$ 67,990	Participate in MST's evaluation of busway alternatives in MBL right of way or on the shoulder of Highway 1
6807	Salinas Rail Leases	\$ 5,653	\$ 5,500	\$ 11,153	Conduct activities related to real property owned by TAMC at the Salinas station and future train layover facility.
6808	Coast Daylight	\$ 14,950	\$ 149,520	\$ 164,470	Participate in the development of the Coast Daylight rail service in association with WE 6800; separate Work Element to isolate charges to restricted funds.
Totals:		\$ 2,616,739	\$ 14,328,609	\$ 16,945,348	



**Transportation Agency
for
Monterey County**

DRAFT

**OVERALL WORK PROGRAM
July 1, 2016 – June 30, 2017**

February 24, 2016

INTRODUCTION

The annual Transportation Agency for Monterey County Overall Work Program describes the activities to be accomplished during the fiscal year beginning July 1, 2016 and ending June 30, 2017. The plan is the basis for the corresponding annual budget. The Overall Work Program and Budget are normally submitted to the Executive Committee and Agency Board of Directors in February each year for comment and direction, and adopted by the Board in May.

Each activity listed in the Overall Work Program has a number and a name that identifies the activity, sometimes referred to as “work elements”. Many of the Agency’s activities are partially funded through federal and state transportation planning funds. Caltrans must review and approve the work elements proposed for federal and state funds respectively.

Highlights of the Draft 2016/17 Overall Work Program include the following activities:

- Provide public outreach services during the construction of the Highway 68 roundabout.
- Oversee completion of the Level 2 Traffic & Revenue study evaluating funding and diversion impacts of tolling the Hwy 156 Corridor Improvement Project.
- Support construction of the Via Salinas Valley safety projects.
- Develop a plan for operational improvements in the Monterey to Salinas Highway 68 Corridor.
- Implement a 511 traveler information system and the Monterey County Rideshare Program.
- Evaluate usage and need for current and alternative callbox locations.
- Prepare the 2018 Regional Transportation Plan project lists and funding estimates.
- Support local utilization of the Complete Street guidelines and implementing other components of the region’s Sustainable Communities Strategies.
- Fund bicycle racks and related hardware as part of the Bicycle Secure Program.
- Install signs for initial routes identified in the Regional Bicycle Wayfinding Plan.
- Continue the right-of-way acquisition and final design of the Rail Extension to Salinas.
- Work with MST and Caltrans to evaluate the feasibility of operating buses on the shoulder of Highway 1 or construct a busway within the Monterey Peninsula Branch Line right-of-way.

**Transportation Agency for Monterey County
FY 2016-2017 Overall Work Program Summary - Funding & Activities**

CODE	Work Element	Operating Expenditures	Direct Expenditures	Total Expenditures	Activities
1010	Budget, Work Program	\$ 65,255	\$ -	\$ 65,255	Prepare billing and quarterly reports, develop and monitor Work Program and budget, oversee agency funding and activities
1020	Local Transportation Fund (LTF) Administration	\$ 70,969	\$ 35,000	\$ 105,969	Conduct unmet needs process, allocate and manage Local Transportation Funds, conduct tri-annual audit
1120	Plans Coordination & Interagency Liaison	\$ 204,065	\$ -	\$ 204,065	Coordinate with partner and member agencies on short- and long-range transportation plans; conduct legislative monitoring
1122	Legislative Advocacy	\$ 57,589	\$ 35,000	\$ 92,589	Prepare legislative program; propose law changes as appropriate; support or oppose legislation or policies
1130	Public Involvement/ Education	\$ 189,030	\$ 370,000	\$ 559,030	Issue news releases, conduct public meetings, update website, annual report and awards program. Conduct public outreach for a potential 2016 transportation sales tax.
1750	511 Traveler Info System Implementation Plan	\$ 94,241	\$ 20,000	\$ 114,241	Develop and deploy 511 traveler information program
1770	Freeway Service Patrol (FSP)	\$ 31,680	\$ 192,000	\$ 223,680	Emergency tow truck services
1780	Service Authority for Freeway Emergencies (SAFE) Monterey County	\$ 27,883	\$ 144,917	\$ 172,800	Call-box and motorist aid program
1790	Rideshare	\$ 142,560	\$ 7,000	\$ 149,560	Monterey County ridesharing services
2310	Data Collect, Uniformity	\$ 30,046	\$ 25,000	\$ 55,046	Collect traffic data for regional model and planning uses
2510	Regional Transportation Model	\$ 13,319	\$ -	\$ 13,319	Participate in regional model task force, coordinate information retrieval with member agencies, review and provide input on model usage and updates
4110	Environmental Document Review	\$ 25,858	\$ -	\$ 25,858	Review development proposals for transportation impacts, propose mitigation measures such as Complete Street features
6140	Bicycle/Pedestrian Planning	\$ 87,682	\$ -	\$ 87,682	Hold bike committee meetings, review projects for consistency with the Regional Transportation Plan
6145	Active Transportation Plan	\$ 60,999	\$ -	\$ 60,999	Update the 2011 Bicycle & Pedestrian Plan to incorporate new bike lane design options, identify high-priority projects, and meet state Active Transportation grant funding requirements

**Transportation Agency for Monterey County
FY 2016-2017 Overall Work Program Summary - Funding & Activities**

CODE	Work Element	Operating Expenditures	Direct Expenditures	Total Expenditures	Activities
6148	Bike Week Campaign	\$ 34,048	\$ 27,500	\$ 61,548	Conduct public outreach and education for Bike Week
6220	Regional Transportation Plan	\$ 108,526	\$ 105,000	\$ 213,526	Develop goals and objectives, funding, project lists, and project estimates for the 2018 Regional Transportation Plan (long-range transportation plan). Engage with cities and the County when they are developing circulation elements and other transportation related planning efforts.
6262	Regional Impact Fee - project programming, admin	\$ 34,502	\$ 10,000	\$ 44,502	Collect fees and allocate funds to fee program projects
6264	FORA Transportation Network Update	\$ 48,135	\$ -	\$ 48,135	Complete the FORA Fee Reallocation Study update. This update will review, analyze, and adjust as appropriate the fiscal and physical transportation network obligations defined in the Fort Ord Base Reuse Plan
6410	Regional Transportation Improvement Program (RTIP) - Programming	\$ 62,324	\$ -	\$ 62,324	Amend the 2016 Regional Transportation Improvement Program (short-range transportation program) as needed to respond to reductions in state and federal funding. Coordinate with Caltrans and other regional agencies on project programming.
6500	Project Development and Grant Implementation	\$ 182,101	\$ -	\$ 182,101	Participate in environmental review, right-of-way acquisition, engineering; apply for fund allocations, amendments or extensions, apply for grant funds, monitor fund sources and assist implementing agencies in utilizing funds
6501	Roundabout Outreach	\$ 113,185	\$ 6,172	\$ 119,357	Provide public information and outreach for the SR 68/SR 1 Roundabout project
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Totals:		\$ 2,616,739	\$ 14,328,609	\$ 16,945,348	

Sources of Funds by Work Element: FY 2016-2017 (OWPA funded WEs only)

Work Element	Description	FTA Section 5304	FHWA SP&R	RPA	Other Local/State	Total
1010	Budget, Overall Work Program	\$0	\$0	\$55,000	\$10,255	\$65,255
1120	Plans Coord -Leg Mon.-Interagency Liaison	\$0	\$0	\$140,000	\$64,065	\$204,065
4110	Environmental Document Review	\$0	\$0	\$25,000	\$858	\$25,858
6140	Bicycle/Pedestrian Planning	\$0	\$0	\$45,000	\$42,682	\$87,682
6220	Regional Transportation Plan - Planning	\$0	\$0	\$57,000	\$156,526	\$213,526
6410	TIP/ Programming-Planning	\$0	\$0	\$55,000	\$7,324	\$62,324
6710	Corridor Studies-Coordination	\$0	\$0	\$25,000	\$4,646	\$29,646
6724	PG-State Route 68 Corridor Study (1)	\$0	\$0	\$0	\$45,276	\$45,276
6725	Monterey to Salinas Hwy 68 Corridor Study (2)	\$125,000	\$0	\$20,000	\$73,663	\$218,663
TOTAL		\$125,000	\$0	\$422,000	\$405,295	\$952,295

Footnotes

- (1) WE 6724 has a total encumbered FHWA SP&R amount of \$120,000 that is anticipated to be expended in FY 15/16. Other funds are programed to complete the study.
- (2) WE 6725 has a total encumbered FTA Section 5304 amount of \$270,970. This is split between two fiscal years, \$145,970 in 2015/16 and \$125,000 2016/17. See WE 6725 for details.

WORK ELEMENT NUMBER 1010

Overall Work Program, Budget and Administration

Project Manager: Todd Muck

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016-2017

EXPENDITURES			REVENUE		
Agency	Amount (\$)	Change	Source	Amount (\$)	Change
TAMC			TAMC		
Personnel	65,255	0	State RPA	55,000	0
Contractual	0	0	LTF	10,255	0
TOTAL	65,255	0	TOTAL	65,255	0
			% Federal		0%

Project Description

The purpose of this work element is to prepare and provide oversight to an annual work program and corresponding budget in accordance with state and federal requirements. The Overall Work Program describes the transportation planning activities that the Agency will perform during the ensuing fiscal year as integral elements of regional transportation planning and programs. The budget is an estimate of the expenditures necessary to support the work program, and the funding sources assigned to each element. The work program is a requirement of state and federal statutes and regulations in order for the work elements to be eligible for state and federal transportation planning funds. The document is assembled in coordination with Caltrans, AMBAG, SCCRTC, and San Benito COG, in accordance with the advice and direction of FHWA and Caltrans.

Previous and Ongoing Work

A Caltrans audit of AMBAG processes in 2011 required more detailed content for work program activities to better distinguish federal and state eligible funded activities and non-eligible activities. The process of passing-through federal planning funds from AMBAG to the Regional Transportation Planning Agencies was also revised. A Continuing Cooperative Agreement was developed and approved by both agencies in case federal PL funding is granted to TAMC.

Steps and Products

<i>Task</i>	<i>Description</i>	<i>Deliverable</i>	<i>Completion Date</i>
1	Administration		
1.1	Provide quarterly FY 2016-17 invoice with narrative progress report to Caltrans	Quarterly invoice with narrative progress reports	Quarterly
2	Planning		
2.1	Propose planning studies/activities with regional emphasis for PL funding for FY 2017-18 and FY 2019-20 in conjunction with Federal and State Planning Emphasis Areas/Planning Factors	Funding applications for projects/activities for FY2017-18 & FY 2019-20	11/28/2016

2.2	Prepare draft and final FY 2017-18 Budget and Overall Work Program	FY 2017-18 Budget & Overall Work Program	5/25/2017
2.3	Development of the CCA for FY 2017-18 if Metropolitan Transportation Planning projects/activities are proposed for FHWA PL funding.	FY 2017-18 OWP work elements and CCA for FHWA PL funds and State RPA funds	6/30/2017

4 Coordination

4.1	Quarterly OWP coordination meeting for project tracking. Assess project performance and make adjustments to assure completion of tasks are on schedule.	Meeting agenda, handouts, notes and action items	Quarterly
4.2	Participate in early consultation with Partner Agencies to set the regional priority for FY 2017-18 OWP / CCA.	List of regional project priorities to be used for development of FY 17-18 OWP/CCAs	11/28/2016

WORK ELEMENT NUMBER 1020**Transportation Development Act Administration****Project Manager:** Virginia Murillo**ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016-2017**

EXPENDITURES			REVENUE		
Agency	Amount (\$)	Change	Source	Amount (\$)	Change
TAMC			TAMC		
Personnel	70,969	0	LTF	70,969	0
Contractual	35,000	0	Agency Reserves	35,000	0
TOTAL	105,969	0	TOTAL	105,969	0
			% Federal	0%	

Project Description

The Transportation Agency, as the Local Transportation Commission for Monterey County, distributes Local Transportation Fund (LTF) and State Transit Assistance (STA) funds for planning, bicycle and pedestrian projects and public transit pursuant to the Transportation Development Act. In its role as the TDA fund administrator, the Transportation Agency annually solicits public input to identify unmet transit needs, particularly the identification of unmet transit needs of traditionally underserved groups (elderly, persons with disabilities, persons of color and low-income) and the assessment of the adequacy of service available to meet those needs. Although TAMC no longer allocates TDA funds to local streets and roads, the Agency still continues to solicit public input on unmet transit needs.

Under the new Cap and Trade program, the Transportation Agency is charged with distributing funding from the Low Carbon Transit Operations Programs to transit agencies pursuant to the Transit, Affordable Housing, and Sustainable Communities Program, which was established by the California Legislature in 2014 by Senate Bill 862 (SB 862). These funds are distributed according to the same population formula as the STA funds. These funds have their own statutory requirements under SB 862, but are also required to meet the statutory requirements of the Transportation Development Act.

Project Product(s)

Transportation Development Act and State Transit Assistance Funds Allocations and Claims
 Low Carbon Transit Operations Allocations
 Unmet Transit Needs Comment List

Previous and Ongoing Work

Every three years, TAMC contracts for an independent performance audits of itself and transit operators to evaluate compliance with Transportation Development Act requirements. Annually, the Agency oversees fiscal audits of itself and any agencies or jurisdictions claiming Transportation Development Act funds, and monitors progress towards achieving recommendations made in the performance audits.

TAMC also oversees the annual unmet transit needs process required by the Transportation Development Act. Periodically, an unmet transit need is found and addressed in collaboration with the transit operator, Monterey Salinas Transit (MST). The Agency coordinates unmet needs activities with the MST Mobility Advisory Committee, which TAMC has designated as the designated Social Services Transportation Advisory Council for Monterey County.

After completing the unmet needs process, the Agency allocates TDA funding and processes claims for both STA and LTF funds consistent with the Agency's allocations. The Agency allocates all LTF apportioned to Monterey County cities to Monterey-Salinas Transit (MST). MST is able to claim all remaining LTF funding to support public transit operations as an unmet transit needs pursuant to a finding adopted by TAMC in 2010. TAMC allocates all STA funding in Monterey County to MST, which is the sole public transit operator in Monterey County and the only eligible claimant for these funds.

TAMC also administers and monitors the delivery of projects funded by the TDA Article 3 (TDA 2%) bicycle and pedestrian project grant program. The Agency adopts a program of projects for a three year funding cycle.

As a sub recipient of federal transit funds, TAMC must prepare a Title VI Program and Limited English Proficiency Plan in order to comply with the requirements of the Federal Transit Administration Circular 4702.1B. These documents are updated every three years; the last update was completed in FY 2014-15.

Steps to Achieve Task

<u>Step No</u>	<u>Step Description</u>	<u>Step to be Completed</u>
1	Coordinate annual unmet transit needs process and adopt finding on unmet transit needs by resolution	6/30/2017
2	Maintain records and pay claims for LTF, STA and other trust fund accounts.	Ongoing
3	Conduct annual fiscal audit and implement suggested changes	6/30/2017
4	Assist transit operators with annual financial audits	12/31/2016
5	Conduct triennial performance audit	6/30/2017
6	Review claims for payment requests	Ongoing
7	Monitor delivery of projects funded by Article 3 funds	Ongoing
8	Monitor delivery of projects funded by Low Carbon Transit funds	Ongoing

Task Products

<u>Product No</u>	<u>Product Description</u>	<u>Project to be Completed</u>
1	Annual TDA Funds fiscal audits and internal financial statements for TAMC and MST	annually
2	Annual unmet transit needs comment list	annually
3	Annual LTF and STA allocations and claims from local jurisdictions and agencies	annually
5	Triennial Performance Audit, and implementation of recommendations as appropriate	triennially (6/30/17)
6	Article 3 - bicycle and pedestrian TDA 2% - fund expenditure plan	triennially
7	Title IV Program and Limited English Proficiency Plan	triennially (6/30/17)

WORK ELEMENT NUMBER 1120

Transportation Plans Coordination and Interagency Liaison

Project Manager: Todd Muck

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2015-2016

EXPENDITURES			REVENUE		
Agency	Amount (\$)	Change	Source	Amount (\$)	Change
TAMC			TAMC		
Personnel	204,065	0	State RPA	140,000	0
Contractual	0	0	Local	64,065	0
TOTAL	204,065	0	TOTAL	204,065	0
			% Federal	0%	

Project Description

The purpose of this work element is to conduct activity that promotes coordination in regional transportation planning activities and respond to state and federal requirements without duplication of efforts. This is accomplished by interaction with various agencies' representatives and stakeholders to understand and share legislation and regulatory information that affect transportation planning. Also, the Agency participates with other agencies in technical studies and decisions regarding funding, transportation plans, programs, and projects to obtain consistency in local and regional plans. The work element seeks to identify diversified funding sources for transportation projects to ensure that appropriate State and Federal funds may be applied. The tasks relate to federal and state transportation planning principles and is primarily funded by state planning funds (RPA). This work element does not include lobbying efforts.

TAMC coordinates with partner agencies and stakeholders in the region and statewide on review and analysis of pertinent state and federal legislation, rules, and transportation planning activities. TAMC presents periodic comprehensive reports to the Board and committees on legislative and planning matters. Specific activities include monitoring the implementation of new state and federal performance measurements, monitoring the state implementation of the planning features of the FAST Act, and monitoring proposed state and federal funding rule making and legislation--all of which are critical inputs to the Regional Transportation Plan.

Scope of Work

Task	Description	Deliverable	Completion Date
1	Legislative Monitoring		
1.1	Follow transportation legislation activities and provide updates and analysis in the form of presentations to affected agencies.	Presentations/reports to TAMC Board and committees	6/30/2017
1.2	Monitor implementation of state and federal legislative requirements such as developing and implementing performance measures into the regional planning process.	Presentations/reports to TAMC Board and committees	6/30/2017

2	Interagency Liaison		
2.1	Attend local, state and regional agency meetings (including AMBAG, California Association of Councils of Government; California Transportation Commission, Regional Transportation Planning Agency group, Rural Counties Task Force, Central Coast Coalition, FORA, Air District, and local jurisdictions) to exchange information on transportation planning activities in order to enhance coordination among transportation plans, programs, and regulations. Responsible party is TAMC staff.	Reports on transportation related planning activities, including recommendations on affecting consistency in local and regional plans, in monthly Board and advisory committee meeting agendas, and shared with affected stakeholders.	Monthly

WORK ELEMENT NUMBER 1122

Legislative Advocacy

Project Manager: Christina Watson

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016-2017

EXPENDITURES			REVENUE		
Agency	Amount (\$)	Change	Source	Amount (\$)	Change
TAMC			TAMC		
Personnel	57,589	0	Local	92,589	0
Contractual	35,000	0			
TOTAL	92,589	0	TOTAL	92,589	0
			% Federal	0%	

Project Description

The purpose of this work element is to develop Agency policies that promote transportation improvements for Monterey County and the region. Work includes advocacy for state and federal legislation and budgets that support Monterey County's transportation undertakings that contribute to the economic and environmental well being and quality of life in the region, and ensures that the county receives its fair share of state and federal funds.

Work that promotes transportation policy is funded with local funds. No Federal PL or State RPA funds are budgeted for this work element.

Previous and Ongoing Work

TAMC annually adopts a state and federal legislative program to seek funding and guide staff and analysts in responding to issues of concern. Emphasis of the program is to secure transportation capital money to complete partially funded projects and transit operating funds.

Steps to Achieve Task

Step No	Step Description	Step Started	Step to be Completed
1	Staff preparation of draft and final annual legislative program; Board approval of annual legislative program.	10/7/2016	1/27/2017
2	Send letters and meet as needed with State and Federal elected representatives.	7/1/2016	6/30/2017

Task Products

Product No	Product Description	Project to be Completed
1	Annual legislative program adopted by Board of Directors.	1/27/2017
2	Transmittals on Agency proposals.	Ongoing

WORK ELEMENT NUMBER 1130

Public Involvement Program

Project Manager: Theresa Wright

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016-2017

EXPENDITURES			REVENUE		
Agency	Amount (\$)	Change	Source	Amount (\$)	Change
TAMC			TAMC		
Personnel	189,030	0	PPM	30,000	0
Contractual	370,000	0	LTF	86,177	0
			CMP	72,853	0
			Local	370,000	0
TOTAL	559,030	0	TOTAL	559,030	0
			% Federal	0%	

Project Description

The Public Involvement Program is the implementation of the Monterey Bay Area Public Participation Plan. The Plan was created through the coordinated efforts of AMBAG, TAMC, SCCRTC, and the San Benito Council of Governments, with review by FHWA, FTA, and Caltrans. The Plan purpose is to support and encourage early and continuous public education and participation regarding the transportation planning process and "C-3" metropolitan decision making process through the three county region.

This Work Element covers the activities of the Transportation Agency for Monterey County in the education of the public and transportation stakeholders, and provision of opportunities for participation in the planning processes. It is designed to provide continuous, comprehensive outreach and information in order to generate a foundation for understanding the transportation issues, potential solutions, and inform the public about the regional transportation agencies and their roles and responsibilities. The process begins at the local level, culminating in public participation on regional transportation planning, specifically addressing the Metropolitan Transportation Plan and Metropolitan Transportation Improvement Plan. This building-block approach addresses the rural character of the region and assures that the ultimate regional decision making is based on meaningful public participation by an informed public. Safety is a key criteria in TAMC's planning goals and project selection. Emphasis is placed on educating the public about safety issues and opportunities to increase safety for the traveling public. Program-specific public participation work for the RTP/MTP and RTIP/MTIP are included in the work elements for those work elements.

The Transportation Agency is investigating a transportation sales tax for the November 2016 ballot. Public education to develop the expenditure plan began in 2015 and public engagement will continue in 2016.

Social media is increasingly becoming the platform of choice for the public to receive information about local issues, to express opinions and ask questions. The Agency is expanding its social media platform in order to engage a broader range of the public. Program-specific social media for plans and studies such as the Hwy 68 corridor studies will be coordinated as part of the Transportation Agencies overall public involvement effort in this Work Element.

Project Product(s)

Informed public with opportunity for participation in transportation planning matters.

Previous Accomplishments

The Transportation Agency participated in the update of the AMBAG Public Participation Plan which was adopted on April 8, 2015. It was developed to conform to the Moving Ahead for Progress in the 21st Century Act legislation, and pursuant to changes in the California Government Code 65080 that occurred with the passage of Senate Bill (SB) 375 in 2008.

Since 2002, the Agency has conducted an annual awards program to highlight transportation accomplishments as a tool to generate public awareness of transportation matters and the various agencies' roles. The Agency also conducts a public involvement program emphasizing outreach to the general public on individual projects and programs. As part of this effort, the Agency publishes an Annual Report, mailed to all households. In 2007, the Agency initiated the taping and televising of Board meetings on public access television and on the Agency website. In 2009, the Agency assumed the hosting of a monthly talk program on public television featuring multiple guests and covering a wide variety of current topics related to transportation in Monterey County. The "Your Town" television program was discontinued in 2014 due to Access Monterey Peninsula relocating studios to Monterey. TAMC will resume "Your Town" when the program's coordinator reinstates the program in 2016 and continue through 2017.

Steps and Products

<u>Step No</u>	<u>Step Description</u>	<u>Step to be Completed</u>
1	Circulate Transportation Agency monthly Board minutes and agendas and post on the Transportation Agency website, and invite public attendance and comment:	Monthly
2	Issue and post Transportation Agency monthly Executive Committee, Technical Advisory Committee, Rail Policy Committee, and Pedestrian and Bicycle Advisory Committee minutes and agendas on the Transportation Agency website.	Monthly
3	Post Transportation Agency news releases, activities, and programs on the Transportation Agency website. Regularly update website content and appearance.	Weekly
4	Publicize Transportation Agency Board activities with the monthly Transportation Agency "highlights" document distributed to interested individuals, groups and the media.	Monthly
5	Televis Agency Board meetings and provide full-time video access on the Agency website, updated with each Agency Board meeting.	Monthly
6	Prepare 2016 annual report that summarizes activities related to state, federal, and local transportation planning, and send to all Monterey County households; including Spanish translation for targeted distribution.	4/30/2017
7	Hold annual awards program to increase the awareness of and generate interest in transportation matters.	1/27/2017
8	Conduct public outreach publicizing the number of fatalities and severe injuries in Monterey County	6/30/2017
9	Use social media platforms to educate the public on transportation issues and encourage public discussion about transportation.	6/30/2017

Task Products

<u>Product No</u>	<u>Product Description</u>	<u>Project to be Completed</u>
1	Highlights of Agency Board meetings	Monthly
2	Televised Board meeting broadcasts, accessible on website	Monthly
3	Publicized Board and Committee agendas, reports, and minutes	Monthly
4	Transportation Excellence awards program	1/28/2017
5	2016 Annual Report	4/30/2017
6	Press releases and on-line media postings focused on safety	6/30/2017
7	On-going planning & outreach to inform the media about transportation projects	6/30/2017

WORK ELEMENT NUMBER 1750 Monterey Bay Area Traveler Information System

Project Manager: Ariana Green

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016-2017

EXPENDITURES			REVENUE		
Agency	Amount (\$)	Change	Source	Amount (\$)	Change
TAMC			TAMC		
Personnel	94,241	0	LTF	69,241	0
Contractual	20,000	0	SAFE	45,000	0
TOTAL	114,241	0	TOTAL	114,241	0
			% Federal	0%	

Project Description

The Transportation Agency for Monterey County is implementing a 511 Traveler Information System based on the Monterey Bay Area 511 Traveler Information System Feasibility and Implementation Plan jointly developed with Santa Cruz County Regional Transportation Commission. Implementing a 511 system in the Monterey Bay Area will close the gap in traveler information systems that currently exists in California's Central Coast region.

Project Product(s)

Monterey Bay Area 511 Traveler Information System

Previous and Ongoing Work

The Transportation Agency for Monterey County and the Santa Cruz Regional Transportation Commission prepared and adopted a 511 Traveler Information System Feasibility and Implementation Plan in 2013-14. FY 2015-16 efforts includes implementing the recommendations from the Plan to develop and deploy a Monterey County 511 Traveler Information System.

Steps to Achieve Task

<u>Step No</u>	<u>Step Description</u>	<u>Step to be Completed</u>
1	Develop a marketing strategy to inform travelers about 511 service	9/30/2016

2	Develop a website that includes multimodal information such as a transit trip planner, rideshare information, bicycling and pedestrian resources	6/30/2017
3	Deploy a Monterey County 511 Traveler Information System	6/30/2017
4	Maintain 511 System	Ongoing

Task Products

	<u>Product Description</u>	<u>Project to be Completed</u>
1	Monterey Bay Area 511 Traveler Information System Marketing Plan	9/30/2016
2	Monterey County 511 Traveler Information System Website	6/30/2017

WORK ELEMENT NUMBER 1770

Freeway Service Patrol

Project Manager: Grant Leonard

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016-2017

EXPENDITURES			REVENUE		
Agency	Amount (\$)	Change	Source	Amount (\$)	Change
TAMC			TAMC		
Personnel	31,680	0	FSP	159,848	0
Contractual	192,000	0	SAFE	57,152	
			Local	6,680	
TOTAL	223,680	0	TOTAL	223,680	0
			% Federal	0%	

Project Description

The Freeway Service Patrol operates in Monterey County to assist stranded or stalled motorists, and to remove freeway obstructions that cause episodic traffic congestion. The Agency works closely with Caltrans and California Highway Patrol to implement the program.

Project Product(s)

Freeway Service Patrol on-road motorist assistance services.

Previous and Ongoing Work

The Freeway Service Patrol program operates on two "beats" during commute hours and during special event weekends. Beat 1 operates on Highway 101 between the San Benito County line and Sanborn Road weekdays, and between the San Benito County line and Highway 156 on Sundays during the summer and for some special events. Beat 2 operates on Highway 1 from Marina to Carmel weekdays, on Saturdays during summer, and during special event weekends. The program is funded by a dedicated state program, matched by local SAFE vehicle registration fees. In December 2011, the Agency entered into an agreement with Caltrans to provide additional tow service during the construction phase of the Prunedale Improvement Project. In 2013, the Agency contracted with tow operators for Freeway Service Patrol services for four years beginning July 1, 2013. In 2014, the Agency, with CHP, decided to extend Beat 1 from Highway 156 to the San Benito County line during weekdays. In January 2015, the program improved its data collection method by upgrading from a PDA based system to an iPad based application. In fiscal year 2016/17, the Agency will conduct a competitive RFP process to secure a new four year contract starting on July 1, 2017.

Steps to Achieve Task

Step No	Step Description	Step to be Completed
1	Administration: Provide supplies as needed, monitor use, evaluate future program needs, and process vouchers for payment of service from contractors	Ongoing

2	Conduct quarterly training and informational meetings with Caltrans, CHP and tow operators	Ongoing
3	Represent agency at statewide oversight committee meetings to demonstrate effectiveness and to maintain and increase state funding for the program	Ongoing
4	Improve data collection techniques and enhance Personal Digital Assistants to improve truck tracking and vehicle dispatching capabilities	Ongoing
5	Continue to monitor the usage and effectiveness of tow truck service in cooperation with neighboring counties and work to enhance the program's cost-effectiveness	Ongoing
6	Prepare Annual Report	8/30/2016
7	Continue to promote the program and increase awareness	Ongoing
8	Maintain data collection system and feed the data into the statewide Freeway Service Patrol benefit/cost model to better reflect the effectiveness of smaller programs	Ongoing
9	Complete competitive RFP process to secure a new four year contract starting on July 1, 2017.	6/30/2017

Task Products

<u>Product No</u>	<u>Product Description</u>	<u>Project Completed</u>
1	Freeway Service Patrol Annual Report	Annual
2	Tow truck operations	Ongoing
3	Improved data to be included in statewide benefit/cost model	Bi-Annual

WORK ELEMENT NUMBER 1780**Service Authority for Freeway Emergencies****Project Manager:** Grant Leonard**ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016-2017**

EXPENDITURES			REVENUE		
Agency	Amount (\$)	Change	Source	Amount (\$)	Change
TAMC			TAMC		
Personnel	27,883	0	LTF	2,883	0
Contractual	144,917	0	SAFE	169,917	0
TOTAL	172,800	0	TOTAL	172,800	0
			% Federal	0%	

Project Description

SAFE is a Monterey County-level highway call box system that the Agency established. Under this program, TAMC works together with California Highway Patrol and Caltrans to aid motorists and maintain highway safety programs.

Project Product(s)

Service Authority for Freeway Emergencies call box system

Previous and Ongoing Work

The Transportation Agency operates the Monterey County's SAFE program, which was implemented in four phases:

- o Phase I: US 101 (completed in 2000)
- o Phase II: most of SR 1, SR 68, and SR 156 (completed in 2002); and,
- o Phase III: SR 1 along Big Sur Coast (completed in 2007).
- o Phase IV: County Rural Roads (completed in 2010).

In 2010, fourteen new call boxes were installed along the G14 and G18 corridors on Jolon Road, and the G16 corridor on Carmel Valley Road and Arroyo Seco Road. In 2010, in partnership with the Metropolitan Transportation Commission, Santa Cruz Regional Transportation Commission, and the San Luis Obispo Council of Governments, the Transportation Agency selected a new call box answering service contractor to answer all calls coming from the Monterey Bay Area. In 2013, the Agency reviewed the call box locations for accessibility by disabled persons. The study recommended improvements to the sites to assure continued accessibility. In 2014, the Agency contracted with CASE Systems to provide improvements for disabled persons and maintenance for the Call Boxes for three years beginning March 1, 2014, with the option to extend the contract three additional years. In fiscal year 2016/17, the Agency will conduct an evaluation of usage for each call box to determine the need for site improvements, as well as the possibility of reducing the call box system.

Steps to Achieve Task

<u>Step No</u>	<u>Step Description</u>	<u>Step to be Completed</u>
1	Initiate work on other capital needs for motorists aid, including mobile call box and traffic data collection devices	6/30/2017
2	Continue tracking DMV collection of SAFE funds to assure accuracy	Ongoing
3	Attend CalSAFE meetings	Ongoing
4	Continue to operate call box system in Monterey County	Ongoing
5	Site accessibility improvements.	Ongoing
6	Prepare Annual Report	8/30/2016
7	Conduct call box system usage evaluation	12/30/2016

Task Products

<u>Product No</u>	<u>Product Description</u>	<u>Project to be Completed</u>
1	Call box services	Ongoing
2	Site accessibility improvements	Ongoing
3	Call box annual performance report	8/30/2016

WORK ELEMENT NUMBER 1790

Rideshare

Project Manager: Theresa Wright

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016-2017

EXPENDITURES			REVENUE		
Agency	Amount (\$)	Change	Source	Amount (\$)	Change
TAMC			TAMC		
Personnel	142,560	0	LTF	67,560	0
Contractual	7,000	0	SAFE	82,000	0
TOTAL	149,560	0	TOTAL	149,560	0
			% Federal	0%	

Project Description

The TAMC Rideshare Services project will promote sustainable transportation modes and travel choices region-wide through informational programs, events, and ride-matching assistance. The program will specifically target the Top 10 employers in Monterey County. The focus in FY 2016/17 will be to develop the 511 system with integrated rideshare components. Rideshare services will be coordinated with other counties in the

Project Product(s)

Ride-matching website, informational brochures and flyers.

Previous and Ongoing Work

Rideshare Services have previously been provided by AMBAG.

Steps to Achieve Task

Step No	Step Description	Step to be Completed
1	Identify Top 10 employers in Monterey County and assess their ridesharing needs.	9/30/2016
2	Research ride-matching programs and services and determine recommended improvements.	9/30/2016

3	Initiate steps to develop new Rideshare Services integrated with 511 and bicycle outreach efforts and coordinated with adjacent commute programs.	6/30/2017
4	Coordinate with other counties consistent with regional commute patterns	Ongoing
5	Provide annual updates on Ridesharing Services program to TAMC board	Ongoing

Task Products

	<u>Product Description</u>	<u>Project to be Completed</u>
1	Develop updated employer and employee outreach material	1/15/2017
2	Updated Ridesharing Services program	6/30/2017

WORK ELEMENT NUMBER 2310**Data Collection, Uniformity and Access**

Project Manager: Mike Zeller

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016-2017

EXPENDITURES			REVENUE	
Agency	Amount (\$) Change		Source	Amount (\$) Change
TAMC			TAMC	
Personnel	30,046	0	RSTP	26,218 0
Contractual	25,000	0	Local	28,828 0
TOTAL	55,046	0	TOTAL	55,046 0
			% Federal	0%

Project Description

To collect regional employment, transportation, economic, population, housing, water quality, land use, traffic counts, and other data for use in preparation of the Metropolitan Transportation Plan and Metropolitan Transportation Improvement Program along with other related regional planning efforts. The Regional Transportation Planning Agencies conduct traffic counts and monitoring also under this work element.

Project Product(s)

Data for the Metropolitan Transportation Plan, Regional Travel Demand Model, and Highway Performance Monitoring Program
Traffic monitoring and count data

Previous and Ongoing Work

The Transportation Agency conducts regular level of service monitoring and traffic counts, needed to support the AMBAG model and long range planning efforts. Provision of this information on the Transportation Agency's website and in a user-friendly guide to the public was completed in 2008. In 2009, the Agency selected a new consulting firm to collect traffic counts after a competitive bid process, and is continuing to work with this firm through the 2016 count cycle. The Agency released a Request for Proposals to update the existing consultant contract for 2014 through 2016. A new RFP will be released in 2016 to receive bids for the traffic counts program and select a consultant to continue the program once the current contract expires. The Agency will continue to work with the local jurisdictions to standardize the count collection process. The agency will also continue to collect traffic data on regional facilities for use in the Regional Transportation Plan and Regional Travel Demand Model.

Steps to Achieve Task			
<i>Task</i>	<i>Description</i>	<i>Deliverable</i>	<i>Completion Date</i>
1	Data Gathering and Analysis		
1.1	Coordinate the collection of traffic volume and vehicle occupancy data at various locations throughout the county.	Traffic count and vehicle occupancy data, and monitoring report	6/30/2017
1.2	Coordinate with AMBAG and local agencies on traffic count program and consolidation of the database to provide accurate and timely data for HPMS and other local, federal and state needs.	Data for HPMS database	6/30/2017
1.3	Continue working with AMBAG and the other regional transportation agencies on coordinated and/or joint traffic counting services and/or reporting.	Plans for format, content and methodology for development future of regional traffic data.	Ongoing
2	Public Participation		
2.1	Updated count and historic traffic count data on RTPA website for easy access and reference by government agencies and members of the public.	Web page with traffic count map and data	6/30/2017
2.2	Provide traffic count data to local, state and federal agencies, land use development proponents and members of the public as needed.	Emails to interested parties upon request	6/30/2017

WORK ELEMENT NUMBER 2510

Regional Travel Demand Model

Project Manager: Mike Zeller

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016-2017

EXPENDITURES			REVENUE		
Agency	Amount (\$)	Change	Source	Amount (\$)	Change
TAMC			TAMC		
Personnel	13,319	0	LTF	13,319	0
Contractual	0	0			
TOTAL	13,319	0	TOTAL	13,319	0
			% Federal	0%	

Project Description

Regional travel demand modeling is performed in coordination with AMBAG, which is the lead agency. The model supports metropolitan transportation and air quality planning and programming activities within the tri-county region. The Transportation Agency for Monterey County assists in the model upgrades and review.

Project Product(s)

Updated regional travel demand model.

Previous and Ongoing Work

TAMC is involved in AMBAG's travel demand model updates through participation in the Regional Model Coordination Working Group. As needed, TAMC also subcontracted with AMBAG to utilize the regional model to prepare regional fee nexus studies, to conduct rail/bus rapid transit passenger analysis forecasts and to assess performance measurements for the regional transportation plan. TAMC participates, in addition to the Model Coordination Working Group, on committees tasked with developing a transit and bicycle/pedestrian components to the travel demand forecasting model.

Steps to Achieve Task

Task	Description	Deliverable	Completion Date
1	Planning		
1.1	Work with AMBAG to establish model-based, performance measure assessments for the regional transportation plan and if needed, the regional transportation improvement program.	Performance measurement assessments as required for the regional transportation plan update and regional transportation improvement program adoption.	6/30/2017

2	Data Gathering and Analysis		
2.1	Support/assist AMBAG in traffic simulation accompaniment tools to the regional model, including performance measures, working group meetings, and traffic simulation.	Model results as needed to support regional projects	6/30/2017
2.2	Assist with the development of transit and bicycle/pedestrian components to the travel demand forecasting model.	Transit and Bicycle/Pedestrian components for the travel demand forecasting model	6/30/2017

WORK ELEMENT NUMBER 4110

Environmental Document Review

Project Manager: Grant Leonard

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016-2017

EXPENDITURES			REVENUE		
Agency	Amount (\$)	Change	Source	Amount (\$)	Change
TAMC			TAMC		
Personnel	25,858	0	State RPA	25,000	0
Contractual	0	0	Local	858	0
TOTAL	25,858	0	TOTAL	25,858	0
			% Federal	0%	

Project Description

The purpose of this work element is to review land use and transportation elements of environmental documents produced by local agencies and development projects for consistency with regional transportation plans and policies. This work element is directly related to the performance of the regional MTP/ RTP.

Project Product(s)

Comment letters to project sponsors regarding environmental assessments for the purpose of promoting consistency with federal, state, and regional transportation plans and policies, and Federal Planning Factors.

Previous and Ongoing Work

The Agency Board adopted *Guidelines for Environmental Document Review* including land use development principles, and *Complete Streets Guidebook*, to encourage cities and Monterey County to make a more cost-effective use of the transportation system through compact growth patterns, bicycle and pedestrian-friendly design and transit-oriented developments. TAMC coordinates with Caltrans to review and analyze traffic impacts of proposed development on the state highway system. TAMC also meets and coordinates with local jurisdictions on development proposals and land use / General Plan updates to ensure consistency with regional plans and policies.

Steps to Achieve Task

Task	Description	Deliverable	Completion Date
1	Coordination		
1.1	Work with appropriate agencies and developers by commenting on land use, transportation, and greenhouse gas emissions sections of general plan updates, bicycle plans, major development plans, transit plans and environmental review documents prepared by local agencies and other entities.	In-house environmental document review log	Ongoing

- | | | |
|-----|---|---------|
| 1.2 | Share information with planning staffs of jurisdictions, public transit operators, universities and colleges, on the coordination of land use and transportation issues and projects. | Ongoing |
| 1.3 | Provide support to jurisdictions to integrate Complete Street Guidebook principals into local policies and project mitigations. | Ongoing |
| 1.4 | Participate with regional, local and state agencies, the general public and the private sector in planning efforts to identify and plan policies, strategies, programs and actions that maximize regional transportation connections and implement the regional transportation infrastructure by incorporating transit and intermodal facilities, bicycle transportation facilities and pedestrian walkways in plans and programs where appropriate (Complete Streets). | Ongoing |

2 Development Review

- | | | | |
|-----|--|---|---------|
| 2.1 | Evaluate the impact of proposed developments on the regional transportation system and encourage support for alternatives to the single occupant vehicles and better coordination between land uses and transportation needs by participating with regional, local and state agencies, the general public and the private sector in planning efforts to identify and plan policies, strategies, programs and actions that maximize and implement the regional transportation infrastructure. | In-house environmental document review log | Ongoing |
| 2.2 | Utilize TAMC's land use development principles in the evaluation of proposed developments to assist in community-based development of innovative transportation and land use alternatives to improve community livability, long-term economic stability and sustainable development. | Library of environmental documents | Ongoing |
| 2.3 | Update and revise, as needed, the Guidelines for Environmental Document Review to provide local agencies responsible for land use decisions with current information on the coordination of transportation planning with land use, open space, job-housing balance, environmental constraints, and growth management. | Guidelines for Environmental Document Review | Ongoing |
| 2.4 | Participate and provide comments at public hearings, scoping meetings, project review meeting, City Council meetings and LAFCO hearings pertaining to new developments' impacts on the regional transportation system. | Annual Board Report on Environmental Document Reviews | Ongoing |
| 2.5 | Review environmental documents to identify and analyze issues relating to integration of transportation and community goals and objectives in land use, housing, economic development, social welfare and environmental preservation. | Comment letters on draft plans and environmental documents a major impact on the regional transportation system | Ongoing |

WORK ELEMENT NUMBER 6140

Bicycle and Pedestrian Planning, Education, and Improvements

Project Manager: Ariana Green

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016-2017

EXPENDITURES			REVENUE		
Agency	Amount (\$)	Change	Source	Amount (\$)	Change
TAMC			TAMC		
Personnel	87,682	0	State RPA	45,000	0
Contractual	0	0	STIP PP&M	1,000	0
			LTF	1,682	0
			CMP	40,000	0
TOTAL	87,682	0	TOTAL	87,682	0
			% Federal	0%	

Project Description

This work element promotes coordination among agencies in the county regarding state and local plans for bicycle and pedestrian travel, and integrates plans for bicycle and pedestrian improvements with roadway and transit studies consistent with the adopted Regional Transportation Plan and Bicycle and Pedestrian Facilities Master Plan for Monterey County. Complete Streets policies developed for the Monterey Bay Region are coordinated with other efforts undertaken in work element 6140 and will be used to assist cities and the County to incorporate Complete Streets policies into their general plan circulation element updates as required by AB 1358. Public outreach is conducted to identify system deficiencies and potential projects for inclusion in future plans. Project implementation tasks ineligible for RPA funding are not included in this work element. Work Elements 6500 and 6550 focus on project implementation utilizing non-planning funds.

Previous and Ongoing Work

The Transportation Agency administers several programs to promote bicycle and pedestrian travel. The Agency’s Bicycle and Pedestrian Facilities Advisory Committee provides input on capital projects and funding programs in the county. The Agency also coordinates with member jurisdictions to fund and develop projects included in the Bicycle and Pedestrian Facilities Master Plan, which was most recently adopted in 2011. The Agency will work on the 2016 Active Transportation Plan, an update of 2011 Bicycle and Pedestrian Facilities Master Plan. Work Element 6145 focuses on the 2016 Active Transportation Plan. The Agency also reviews and comments on local land use and transportation projects to ensure that needs for safe bicycle and pedestrian travel are considered, and help ensure that local projects reflect and support implementation of the Bicycle and Pedestrian Facilities Master Plan.

In 2008, TAMC finalized the Monterey Bay Sanctuary Scenic Trail Master Plan and continues to assist the County of Monterey and other local jurisdictions to plan and fund individual trail segments.

Steps to Achieve Task			
<i>Task</i>	<i>Description</i>	<i>Deliverable</i>	<i>Completion Date</i>
1	Provide input and assistance to local, regional and state agencies on how to integrate bicycle and pedestrian features into roadway and land development projects promoting efficient regional system management.	Integration of Bicycle and Pedestrian elements into corridor studies and project planning	6/30/2017
2	Assist local jurisdictions in the development or update of Bicycle Transportation Plans, and certify conformance with Street and Highways Code and consistent with TAMC's Master plan and the Regional Transportation Plan.	Certification of local agency Bike and Pedestrian plans	6/30/2017
3	Participate with Caltrans in the development of a Bicycle Master Plan for District 5	Coordination with Caltrans on the District 5 Bicycle Master Plan	6/30/2017

WORK ELEMENT NUMBER 6145

Active Transportation Plan (Bicycle and Pedestrian Master Plan Update)

Project Manager: Virginia Murillo

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016-2017

EXPENDITURES			REVENUE		
Agency	Amount (\$)	Change	Source	Amount (\$)	Change
TAMC			TAMC		
Personnel	60,999	0	LTF	60,999	0
Contractual	0	0			
TOTAL	60,999	0	TOTAL	60,999	0
			% Federal	0%	

Project Description

The 2016 Active Transportation Plan will focus on identifying high priority bicycle and pedestrian projects, as identified by TAMC's Bicycle and Pedestrian Committee, the Technical Advisory Committee and staff from each of the jurisdictions. The 2016 Plan will also focus on analyzing key gaps from the existing and proposed bicycle and pedestrian networks, identifying opportunity sites for innovative bicycle facility designs, and will identify areas for enhanced regional and local connectivity. The 2016 Plan will be prepared according to the State's guidelines for Active Transportation Plans to enhance local jurisdiction's applications for grant funding. The 2016 Plan will contain maps for each of the jurisdictions of existing and proposed bicycle and pedestrian facilities, along with policies and programs to increase the proportion of trips accomplished by bicycling and walking. Other elements in the 2016 Plan will include a needs analysis of bicyclists and pedestrians, public health and economic benefits of bicycling and walking, costs to implement projects and a list of various potential funding sources.

Previous and Ongoing Work

The 2016 Active Transportation Plan is an update to the Transportation Agency's most recent 2011 Bicycle and Pedestrian Master Plan. Work on the 2016 update will be initiated in FY 2015/16 and completed in FY 2016/17.

Steps to Achieve Task			
<i>Task</i>	<i>Description</i>	<i>Deliverable</i>	<i>Completion Date</i>
1	Inventory existing facilities, programs and existing conditions	Existing conditions report	4/30/2016
2	Review and update goals, objectives and policies	Updated goals, objectives and policies	6/30/2016
3	Project outreach and stakeholder input	Draft list of projects	6/30/2016
4	Develop project ranking and prioritization criteria	Prioritized list of projects	9/30/2016

Project Manager: Ariana Green

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016-2017

EXPENDITURES			REVENUE		
Agency	Amount (\$)	Change	Source	Amount (\$)	Change
TAMC			TAMC		
Personnel	34,048	0	LTF	61,548	0
Contractual	27,500	0			
TOTAL	61,548	0	TOTAL	61,548	0
			% Federal	0%	

Project Description

The goal of Bike Month is to promote bicycling as a healthy transportation alternative that reduces traffic and air pollution. Through a schedule of activities such as Bike Rodeos, Community Rides, Bike to Work Day and Bike to School Day, and community events such as Ciclovía Salinas, the general public is introduced to bicycling resource available in the community and encouraged to try cycling.

Previous and Ongoing Work

2017 will be the 23rd annual iteration of Bike Week.

Steps to Achieve Task

Task	Description	Deliverable	Completion Date
1	Bike Month Campaign	Bike Month 2017	5/30/2017

WORK ELEMENT NUMBER 6220

Regional Transportation Plan

Project Manager: Grant Leonard

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016-2017

EXPENDITURES			REVENUE		
Agency	Amount (\$)	Change	Source	Amount (\$)	Change
TAMC			TAMC		
Personnel	108,526	0	State RPA	57,000	0
Contractual	105,000	0	Local	156,526	0
TOTAL	213,526	0	TOTAL	213,526	0
			% Federal	0%	

Project Description

The Regional Transportation Plan (RTP) for Monterey County is a long range (20 year) plan, updated every four years, that forms the basis for the Metropolitan Transportation Plan (MTP) prepared by AMBAG for the Monterey Bay Area pursuant to Federal Highway Administration and Caltrans transportation planning requirements. As the Metropolitan Planning Organization for the Monterey Bay Area, which includes Monterey, San Benito and Santa Cruz counties, AMBAG incorporates the financial assumptions and project lists included in the Regional Transportation Plans prepared for Monterey, Santa Cruz and San Benito Counties in the Metropolitan Transportation Plan. The Agency coordinates its update with AMBAG, the other Monterey Bay regional transportation planning agencies, and partner agencies including Caltrans, Monterey-Salinas Transit, the Monterey Bay Unified Air Pollution Control District and the Monterey Regional Airport District to ensure consistency between plans. Pursuant to state and federal guidelines, the Regional Transportation Plan includes a countywide multi-modal needs assessment, transportation policy element, long-range funding forecast, funding-constrained countywide transportation project list, and a program-level environmental review document assessing the probable environmental impacts associated with implementation of the plan. The Agency seeks public participation to develop the Regional Transportation Plan for each of the project steps identified in the Overall Work Program, and undertakes public outreach for the project according to adopted Monterey Bay Area Public Participation Plan.

Project Product(s)

- Regional Transportation Plan Updates/amendments
- Expenditure Plan
- Develop Performance Measures and strategic priorities for the 2018 RTP
- 2018 Metropolitan Transportation Plan/Regional Transportation Plan Environmental Impact Report

Previous and Ongoing Work

Regional (countywide) Transportation Plans have been prepared by the Agency since 1975. These plans and plan elements are to be in place at the time the biennial State Transportation Improvement Program candidate projects are transmitted to the California Transportation Commission via each area's Regional Transportation Improvement Program. AMBAG has prepared a Metropolitan Transportation Plan for the Santa Cruz, San Benito and Monterey County region since 1991. Since 2002, the regional agencies and AMBAG have coordinated to prepare a single environmental document and financial estimates for the region's transportation plans.

In 2013-14, accomplishments included continued coordination with AMBAG and the AMBAG region transportation agencies to prepare the updates to the Regional Transportation Plans and Metropolitan Transportation Plans for adoption in June, 2014, including coordinated work plans and timelines. The Agency completed and adopted a Regional Transportation Plan and coordinated environmental document in 2013-14.

This work supports the AMBAG priorities for planning and forecasts and sustainable development strategies for the Metropolitan Transportation Plan, as well as collaborative planning and implementation with regional agencies.

Steps to Achieve Task			
Task	Description	Deliverable	Completion Date
1	Develop future Performance Measures consistent with MAP-21 guidelines in coordination with regional and state partner agencies	Draft project evaluation Performance Measures	9/30/2016
2	Draft funding strategies necessary to meet RTP project list goals and TAMC Board strategic priorities	Staff reports and public participation materials; Expenditure Plan	12/31/2016
3	Continue coordination of the Regional Transportation Plan development with the Metropolitan Transportation Plan and RTPs for Santa Cruz and San Benito Counties consistent with California Transportation Plan 2040.	Staff reports and memos	6/30/2017
4	Undertake public outreach plan based on adopted Monterey Bay Public Participation Plan and participation plan for the Regional Transportation Plan and Sustainable Communities Strategy.	Updated TAMC Board strategic priorities	6/30/2017
5	Coordinate with local jurisdictions on master plan and general plan updates to ensure consistency with the Regional Transportation Plan	Comment letters on draft plans	6/30/2017
6	<i>Continue coordination of the MTP/RTP Environmental Impact Report developed jointly with AMBAG, SBtCOG, and SCCRTC</i>	<i>EIR covering the 2018 Regional Transportation Plan</i>	<i>6/30/2017</i>

WORK ELEMENT NUMBER 6262

Congestion Analysis, CMP & Regional Development Impact Fee

Project Manager: Mike Zeller

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016-2017

EXPENDITURES			REVENUE		
Agency	Amount (\$) Change		Source	Amount (\$)	Change
TAMC			TAMC		
Personnel	34,502	0	Local	34,502	0
Contractual	10,000	0	Impact Fees	10,000	
TOTAL	44,502	0	TOTAL	44,502	0
			% Federal	0%	

Project Description

To identify and monitor existing traffic congestion problems and assist local jurisdictions to minimize traffic impacts from proposed development; to coordinate land use and transportation planning to mitigate or prevent traffic congestion; and to administer the regional development impact fee program.

Project Product(s)

Provide support to local jurisdictions considering use of Regional Development Impact Fee modeling data to develop a local Transportation Utility Fee concept for roads preservation and operations.

Previous and Ongoing Work

California law requires the preparation of regional Congestion Management Programs (CMPs) to help mitigate the traffic impacts of new development. Regions can elect not to participate in the statutory CMP. The Agency focuses on implementation of a Regional Development Impact Fee as a replacement for prior CMP activities. In 2008, the Transportation Agency completed a Nexus Study and developed a schedule of development impact fees to be collected by the land use agencies in the county. The County and each city in the county entered into a Joint Powers Agreement creating the Regional Development Impact Fee Joint Powers Agency, with the Transportation Agency responsible for administering the fee program. The fee became effective in August 2008. In order to guide the use of the fee revenues, under the Joint Powers Agreement, the Agency adopted a Strategic Expenditure Plan in August 2009.

In 2010, agency staff held a workshop for the local jurisdictions to review the fee program and discuss recent updates to the program. In 2011, agency staff worked with the City of Salinas and the other jurisdictions to identify areas of infill development that would be eligible for reduced trip rates. In 2013, Agency staff completed a major update to the Regional Development Impact Fee Program Nexus Study and worked with the local jurisdictions to revise their ordinances to incorporate the updated fee schedule. In 2014 and 2015, agency staff completed an annual update to the Strategic Expenditure Plan, which programmed funding to improvements on Highway 156 and Highway 68. Agency staff continues to meet and coordinate with local jurisdictions and developers to ensure consistency and accuracy in the application of the regional fees.

Steps to Achieve Task			
<u>Step No</u>	<u>Step Description</u>	<u>Deliverable</u>	<u>Step to be Completed</u>
1	Administer the Regional Development Impact Fee Joint Powers Agency		Ongoing
2	Maintain the necessary accounts and accounting procedures to implement the Regional Impact Fee	RDIF Audit	Ongoing
3	Maintain an annual fee schedule and a fee implementation manual for local planning departments	RDIF Fee Schedule and Procedures Manual	6/30/2017
4	Update the Strategic Expenditure Plan in consultation with Caltrans and member jurisdictions	Strategic Expenditure Plan	6/30/2017

WORK ELEMENT NUMBER 6264

FORA Transportation Network Update

Project Manager: Mike Zeller

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016-2017

EXPENDITURES			REVENUE		
Agency	Amount (\$) Change		Source	Amount (\$)	Change
TAMC			TAMC		
Personnel	48,135	0	FORA	15,000	0
Contractual	0	0	LTF	33,135	0
TOTAL	48,135	0	TOTAL	48,135	0
			% Federal	0%	

Project Description

The 2014 FORA Capital Improvement Program (CIP) Review – Phase III report acknowledges the need to revisit the 2005 FORA Fee Reallocation Study to assess the validity of FORA-listed transportation obligations required by the Fort Ord Base Reuse Plan (BRP). This has prompted FORA to request a coordinated work effort with TAMC for the purposes of reviewing, analyzing, and adjusting the fiscal and physical transportation network obligations defined in the BRP as appropriate.

Project Product(s)

2016 FORA Fee Reallocation Study Update

Previous and Ongoing Work

In 2005, TAMC completed the FORA Fee Study Reassessment, which involved project management and coordination with AMBAG for the modeling work. This proposed effort is to conduct a review and update of the FORA Fee Study with TAMC acting as the project lead in coordination with FORA and other stakeholder groups.

Steps to Achieve Task

<u>Step No</u>	<u>Step Description</u>	<u>Deliverable</u>	<u>Step to be Completed</u>
1	Project Management		6/30/2017
2	Travel Forecast and Fee Reallocation		6/30/2017
3	Project Funding Analysis		6/30/2017
4	Report Preparation	2016 FORA Fee Reallocation Study Update	6/30/2017

WORK ELEMENT NUMBER 6410

Transportation Improvement Programs (TIPs)

Project Manager: Mike Zeller

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016-2017

EXPENDITURES			REVENUE		
Agency	Amount (\$)	Change	Source	Amount (\$)	Change
TAMC			TAMC		
Personnel	62,324	0	State RPA	55,000	0
Contractual	0	0	LTF	7,324	0
TOTAL	62,324	0	TOTAL	62,324	0
			% Federal	0%	

Project Description

Develop, adopt, and maintain programming documents required to receive federal and state transportation funds. Documents include the Regional Transportation Improvement Program for Monterey County, and content for the Metropolitan Transportation Improvement Program.

Project Product(s)

2016-17 to 2019-20 Metropolitan Transportation Improvement Plan and Amendments

2016 Regional Transportation Improvement Plan and Amendments

Previous and Ongoing Work

The Transportation Agency must prepare, adopt, and submit a countywide Regional Transportation Improvement Program to the California Transportation Commission by December 15 of every odd-numbered year. The California Transportation Commission selects projects from this regional program and from the Caltrans-proposed Interregional Transportation Improvement Program and adopts this program of projects generally in April of every even year as the State Transportation Improvement Program. The Agency adopted its current Regional Transportation Improvement Program in December 2015. Recent Regional Transportation Improvement Programming has focused on funding high priority major projects, including the Highway 156 Improvement project, and receiving programming allocations from the California Transportation Commission. Future efforts will seek to maintain funding and to program any new monies to other high priority highway and transit projects. Regular contact is maintained with local jurisdictions to incorporate projects into programming documents.

Steps to Achieve Task			
Task	Description	Deliverable	Completion Date
1	Planning		
1.1	Develop amended 2016 RTIP, as necessary to comply with adopted STIP guidelines and fund estimate	2016 RTIP for Monterey County	6/30/2017
1.2	Create or revise Project Programming Request (PPR) forms for potential new State Transportation Improvement Program funding	PPR forms for STIP projects	6/30/2017
1.3	Track projects in the State Transportation Improvement Program and assist project sponsors in processing amendments.	Project Tracking Log	6/30/2017
1.4	Provide AMBAG programming information for new and updated projects for inclusion in the Metropolitan Transportation Improvement Program	Up to date programming information	On going
2	Coordination		
2.1	Consultation and coordination between Caltrans, other Regional Transportation Planning Agencies, and local agencies for project programming	Information to AMBAG, state and federal agencies.	Quarterly
2.2	Participation in Regional Transportation Planning Agencies Group, California-Federal Programming Group, California Transportation Commission, and California Council of Governments and other programming related meetings	Accurate and up-to-date information on State and federal programming requirements.	Monthly
2.3	Coordinate Transportation Improvement Program amendments with AMBAG for the Federal Transportation Improvement Program and with Caltrans and the California Transportation Commission for the State Transportation Improvement Program	MTIP/STIP Amendments	Quarterly

WORK ELEMENT NUMBER 6500**Project Development and Grant Implementation****Project Manager:** Hank Myers**ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016-2017**

EXPENDITURES			REVENUE		
Agency	Amount (\$)	Change	Source	Amount (\$)	Change
TAMC			TAMC		
Personnel	182,101	0	STIP PP&M	104,400	0
Contractual	0	0	LTF	32,616	0
			CMP	45,085	0
TOTAL	182,101	0	TOTAL	182,101	0
			% Federal	0%	

Project Description

Work with state and local agencies to coordinate on-time and on-budget delivery of transportation projects in Monterey County. Administer federal aid funding programs whose projects are included in the regional plan, including the Regional Surface Transportation Program, and the Transportation Enhancement program. Assist local jurisdictions in meeting federal and state funding program requirements to secure funds for needed transportation projects from other funding programs. Diversify funding sources for transportation projects to ensure that Monterey County receives its fair share of State and Federal funds. Secure competitive state or federal funding from a sources.

Previous and Ongoing Work

Prunedale Improvement Project, Airport Boulevard, Salinas Road Interchange, and the US 101-San Juan Road Interchange project have resulted from active involvement in project implementation and development assistance. The Agency adopted the last Regional Transportation Improvement Program in December 2015. Regional Transportation Improvement Programming has focused on fully funding high priority major projects and received programming allocations from the California Transportation Commission. The Agency has also worked diligently to secure state bond funds for the projects. Future efforts will investigate potential new funding sources, seek to maintain funding and to program any new monies to other high priority highway and transit projects. The Agency has worked with local agencies on the RSTP grant program implementation. Regular contact is maintained with local jurisdictions to support the development and implementation of local and regional projects. The Transportation Agency announces the Caltrans Call for Projects for the Federal Transit Administration Section 5310 program, receives project applications, scores applications and forwards a regional Section 5310 priority list to Caltrans. The Transportation Agency also coordinates with AMBAG to review and score Federal Transit Administration Section 5316, and 5317 applications and certify that the projects seeking funding are consistent with the Coordinated Public Transit-Human Services Transportation Plan for the Monterey Bay region adopted by AMBAG.

Steps and Products

Task	Description	Completion Date
1	Project Implementation Support	
1.1	Caltrans - quarterly progress meetings.	Quarterly
1.2	County of Monterey- quarterly status meetings.	Quarterly
1.3	Local agencies - biannual project status and progress meetings.	6/30/2017
1.4	Utilize consultant support for project delivery.	Ongoing
1.5	Assist implementing agencies utilize existing allocations of Regional Surface Transportation Program and TDA 2% funds.	Monthly

1.6	Assist local jurisdictions for applying and programming potential federal discretionary fund sources including HBR, HSIP, SRTS, HR3, etc.	Monthly
1.7	Coordinate review and scoring FTA grant applications.	4/30/2017
1.8	Provide assistance to local jurisdiction to meet state and federal Disadvantage Business Enterprise requirements.	As needed
2	TAMC-discretionary funds	
2.1	Administer allocations of Regional Surface Transportation Program and TDA 2% funds.	Monthly

WORK ELEMENT NUMBER 6501**Roundabout Outreach****Project Manager:** Ariana Green**ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016-2017**

EXPENDITURES			REVENUE		
Agency	Amount (\$)	Change	Source	Amount (\$)	Change
TAMC			TAMC		
Personnel	113,185	0	Local	48,306	0
Contractual	6,172	0	LTF	71,051	0
TOTAL	119,357	0	TOTAL	119,357	0
			% Federal	0%	

Project Description

Develop and conduct a Public Outreach program for the Holman Highway-SR 1 Roundabout Project construction phase

Project Product(s)

A Public Outreach Program that provides ongoing information to residents and travelers about construction delay and alternative routes along with the benefits and impacts of constructing a roundabout at the intersection of Holman Highway and SR 1.

Previous and Ongoing Work

In 2011, the City of Monterey received a grant from the Monterey Bay Unified Air Pollution Control District to study the feasibility of constructing a roundabout at the Holman Highway 68/Highway One intersection to replace the existing constrained traffic signal. This study has produced a concept design that will improve existing conditions and accommodate upcoming project capacity needs. The City of Monterey secured additional AB 2766 grant funding to proceed with final design and construction of the project. TAMC was a sub-recipient to provide pre-construction public outreach for the project. Pre-construction outreach consisted of the development of a project website, stakeholder and community meetings, presentations to public agencies, responding to inquiries from the community, press releases, formation of an interagency task force and working groups.

Steps to Achieve Task

Task	Description	Deliverable	Completion Date
1	Development of construction outreach materials	Visual simulation, PowerPoint presentation, press releases, website, mailings, and project flyers	4/30/2016
2	Conduct stakeholder and community meetings	Multimedia presentations	4/30/2017
3	Conduct presentations to public agencies	Multimedia presentations	4/30/2017
4	Receive and address questions and concerns	Correspondence, website updates	4/30/2017
5			

WORK ELEMENT NUMBER 6502 SR 156 Project Development and Public Outreach

Project Manager: Todd Muck

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016-2017

EXPENDITURES			REVENUE		
Agency	Amount (\$)	Change	Source	Amount (\$)	Change
TAMC			TAMC		
Personnel	226,988	0	Federal Demo	400,000	0
Contractual	294,000	0	RDIF	119,000	0
			LTF	1,988	
TOTAL	520,988	0	TOTAL	520,988	0
			% Federal	77%	

Project Description

Work with state and local agencies to continue project development and secure full funding for the SR 156 Corridor project.

Previous and Ongoing Work

Following a ten-year community process to determine a preferred alternative, a final EIR for the SR 156 Corridor project was approved in 2013. Also in 2013 the Transportation Agency and Caltrans conducted a Traffic and Revenue Study that provided a sketch level analysis indicating toll financing is a feasible way to fund the SR 156 Corridor project. Acknowledging the SR 156 Corridor project is the Agency's #1 unfunded priority, the Agency has been working with Caltrans to explore tolling and a public-private partnership to deliver the project. Pending approval from the Transportation Agency Board of Directors and the California Transportation Commission to move forward, upcoming work includes completing a supplemental EIR, evaluating tolling alternative to eliminate the \$224+ million funding gap and developing required contractual agreements.

Steps and Products

Task	Description	Completion Date
1	Public Outreach	
1.1	Conduct TAMC Board Ad Hoc committee meetings	As Needed
1.2	Present on the SR 156 Corridor project to community and business groups	Ongoing

2 Funding & supplemental environmental review for the Hwy 156 Corridor

- | | | |
|-----|--|------------|
| 2.1 | Report on Public Private Partnership funding alternative for the Hwy 156 Corridor with an assessment of tolling as a funding alternative in the Monterey Bay region. | Ongoing |
| 2.2 | Develop materials required to propose and evaluate various procurement options and financial scenarios. | 12/31/2016 |
| 2.3 | Review and comment on supplemental environmental documents updated for the tolling alternative. | 8/30/2017 |
| 2.4 | Obtain state approval to prepare bid documents required to design, finance, construct, operate and maintain the SR 156 Corridor project if determined by the Transportation Agency Board of Directors to be financially feasible and in the best interests of Monterey County residents. | 2/15/2018 |

WORK ELEMENT NUMBER 6550 Complete Street Project Implementation

Project Manager: Ariana Green

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016-2017

EXPENDITURES			REVENUE		
Agency	Amount (\$)	Change	Source	Amount (\$)	Change
TAMC			TAMC		
Personnel	114,307	0	RSTP Exchange	252,200	0
Contractual	160,000	0	LTF	22,107	0
TOTAL	274,307	0	TOTAL	274,307	0
			% Federal	0%	

Project Description

The Complete Street Project Implementation work element is a compilation of projects and activities related to implementing Complete Street type projects. Example of activities include purchasing bicycle racks and other security devices as part of a Bicycle Secure Program, and design assistance to support Complete Street project implementation; design, manufacture and installation of bicycling wayfinding signs; and Intersection Control Evaluations to consider the appropriateness of roundabouts at modified or new intersections. Included in FY 16/17 is construction oversight for the Via Salinas Valley projects which includes safe routes to school bike and sidewalk projects in each of the Salinas Valley cities. Transportation Agency has agreed to be the implementing agency for this Active Transportation Program grant in partnership with the County of Monterey Health Department and the cities of Gonzales, Greenfield, King, Salinas and Soledad. Other related activities within this work element are to be determined based on TAMC Board direction.

Previous and Ongoing Work

TAMC's Bicycle Secure Program started in 2005 with Air District grant funds. In 2014/15 the TAMC Board approved updated program guidelines to reinstate the program. Bicycle Secure Program implementation continues in FY 2015/16. In FY 2014/15 the TAMC Board approved funding for Intersection Control Evaluations to support RSTP competitive grant application requirements and to encourage considering roundabout when intersections are upgraded. Planning activities for the bicycle wayfinding signs was included in the FY 2014/15 Work Program in work element 6140.

Steps to Achieve Task			
<i>Task</i>	<i>Description</i>	<i>Deliverable</i>	<i>Completion Date</i>
1	Bicycle Protection Program	Countywide installation of public use bicycle storage	
1.2	Announce Funding Cycle	Program announcement, press release, program brochures, handouts	12/30/2016
1.3	Award Racks	Scoring sheets and award letters	3/30/2017
1.4	Purchase Racks and other security devices	Contract Agreement(s)	4/30/2017
1.5	Program Reporting	Report and pictures of installed racks	6/30/2017
2	Bicycle wayfinding signs		
2.1	Complete design of wayfinding signs (Initiated in FY 2014/15)	Sign design	2/28/2016
2.2	Manufacture and install signs for initial routes	Sign manufacture and installation	8/30/2016
2.3	Evaluate program and identify routes for future installation	Report	12/31/2016
3	Via Salinas Valley		
3.1	Oversee project construction to ensure compliance with federal and state regulations	Coordination meetings; Project documentation	10/30/2017
4	Design Assistance		
4.1	Conduct additional Intersection Control Evaluations pending results of ICE studies completed in FY 14/15	2nd round of ICE	6/30/201
4.2	On-call/Task Order design and engineering to support Complete Street implementation	On-call Engineering Support	6/30/2017

WORK ELEMENT NUMBER 6710

Corridor Studies

Project Manager: Hank Myers

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016-2017

EXPENDITURES			REVENUE		
Agency	Amount (\$)		Source	Amount (\$)	Change
TAMC			TAMC		
Personnel	29,646	0	State RPA	25,000	0
Contractual	0	0	LTF	4,646	0
TOTAL	29,646	0	TOTAL	29,646	0
			% Federal	0%	

Project Description

This Work Element addresses the Transportation Agency for Monterey County's participation in studies that define and evaluate projects that enhance the integration and connectivity of the regional transportation system across and between modes, people, and freight. The Agency's focus includes studying projects and programs that increase capacity, safety, efficiency and mobility, preserving existing system infrastructure and support goods movement. Work is intended to result in proposed improvements to transportation corridors that are fundable and deliverable, and consistent with regional transportation plans.

Project Product(s)

- Participate with City of Salinas, Monterey County, and Caltrans in corridor study to evaluate and determine preferred approach to widening US 101 through City of Salinas.
- Engage in conceptual study of transportation needs along the US 101 corridor, including collaborative work with the South County cities, the Central Coast Coalition and AMBAG's US 101 study.
- Engage with Monterey-Salinas Transit and other interested agencies in a busway feasibility study in the State Route 1 corridor.
- Participate with AMBAG on the US 101 Freight Plan, including recurring Central Coast Working Group meetings.
- Participate with Caltrans on the update of Transportation Corridor Reports for SR 156, SR 183, SR 198 & SR 218
- Provide input in Caltrans lead planning efforts including: California Transportation Plan, Transportation Concept Reports, Interregional Transportation Strategic Plan, Ramp Metering Development Plan, District System Management Plan, and State Rail Plan.

RPA Eligible Tasks

Coordination, development and monitoring of corridor studies and planning for state highway and multimodal connectivity in Monterey County consistent with regional transportation plans.

Previous and Ongoing Work

The Transportation Agency closely participates in the study and planning for roadway improvement projects, as well as funding, in order to assist in facilitating the initiation of projects by Caltrans and the Transportation Agency member agencies. Significant successes has been made on corridor studies resulting in major Caltrans administered highway projects reaching the construction stage, including the US 101 Prunedale Improvement Project; US 101 San Juan Road Interchange Project; US 101 – Airport Blvd. Interchange East improvements.

Agency staff will continue to monitor and assist in facilitating project planning progress on the roadway priorities listed in the Transportation Agency Regional Development Impact Fee Strategic Investment plan adopted in 2009.

Agency will initiate planning for additional transportation projects ranked highly by the Agency Board.

Steps and Products

<i>Task</i>	<i>Description</i>	<i>Deliverable</i>	<i>Completion Date</i>
1	Develop corridor studies (listed above) in consultation partner agencies	Project objectives, schedule and deliverables	Ongoing
2	Review and comment on documents produced by partner agencies	Comments, memos	Ongoing
3	Prepare reports on impacts and alternatives for corridor studies.	draft and final report; comments on reports	6/30/2017
4	Participate in the US 101 Freight Plan lead by AMBAG monthly or as needed meetings with TAC, TAMC, AMBAG, Caltrans, others	Comments, memos	Ongoing
5	Conduct and coordinate outreach for public input on listed project products	Meeting agendas, handouts, notes and action items	Ongoing
6	Prepare and deliver presentations for Board of Directors, member agencies	Staff reports	Monthly
7	Post reports and summaries on TAMC Internet site with notices on Facebook for public access and opportunities to comment.	Internet posting	Monthly

WORK ELEMENT NUMBER 6724

Pacific Grove State Route 68 Corridor Study

Project Manager: Ariana Green

EXPENDITURE AND REVENUE: FY 2015-2016

EXPENDITURES		REVENUE	
Agency	Amount (\$)	Source	Amount (\$)
TAMC		TAMC	
Personnel	29,589	Partnership Planning for Sustainable Trans	120,000
Consultant	114,652	State RPA	21,000
		LTF	3,241
TOTAL	144,241	TOTAL	144,241
		% Federal	83%

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016-2017

EXPENDITURES			REVENUE		
Agency	Amount (\$)	Change	Source	Amount (\$)	Change
TAMC			TAMC		
Personnel	45,276	0	Partnership Planning for Sustainable Trans	0	0
Consultant	0	0	LTF	45,276	0
			State RPA	0	0
TOTAL	45,276	0	TOTAL	45,276	0
			% Federal	0%	

Project Description

The "Pacific Grove State Route 68 Corridor Study" will identify projects to improve pedestrian and bicycle safety along the corridor, developed to a level of detail sufficient for the City to pursue funding opportunities to further develop and construct improvements. As a link in the State Highway system, this study also presents an opportunity to partner with the state to implement "complete streets" projects and advance regional sustainable transportation initiatives. TAMC has hired a consultant to study existing conditions and plans governing development of the corridor, identify pedestrian safety needs and infrastructure gaps, and identify a list of improvements needed to address the gaps identified. Caltrans' conceptual approval of proposed improvements will be sought prior to presenting suggestions to the public or finalizing the study. The study will be used to update the City of Pacific Grove General Plan, an update for which is planned by the City.

RPA Eligible Tasks

Coordination, development and monitoring of corridor studies and planning for state highways in Monterey County consistent with regional transportation plans. All tasks and products promote the Federal Planning Factors.

Steps and Products

<i>Task</i>	<i>Description</i>	<i>Deliverable</i>	<i>Completion Date</i>
1	Project Initiation and Contracting		
1.1	Project Initiation/Kick-off Meeting	Meeting Summary Notes	2/27/2015
1.2	Staff Coordination	Monthly Meeting Notes	6/30/2016
1.3	Prepare RFP, select Consultant Services	Procurement procedures and executed consultant contract	5/22/2015
2	Corridor Study		
2.1	Consultant Kick-off Meeting*	Meeting Notes	6/1/2015
2.2	Identify Existing Conditions*	Existing Conditions Report	7/26/2015
2.3	Develop Conceptual Design Alternatives*	Conceptual Design Alternatives Report	12/1/2015
2.4	Draft Corridor Study*	Draft Corridor Study	2/29/2016
2.5	Prepare Final Corridor Study*	Final Corridor Study	5/31/2016
3	Public Outreach		
3.1	Stakeholder List and Ongoing Outreach	Preliminary Stakeholder List; Project Webpage	6/31/2016
3.2	Pacific Grove City Council Meeting #1*	Meeting Announcement; PowerPoint Presentation/Visual Aids; Meeting Summary	6/20/2015
3.3	Board and Committee Meetings #1*	Meeting Announcement; PowerPoint Presentation/Visual Aids; Meeting Summary	7/30/2015
3.4	Community Workshop #1*	Meeting Announcement; PowerPoint Presentation/Visual Aids; Meeting Summary	7/30/2015
3.5	Community Workshop #2*	Meeting Announcement; PowerPoint Presentation/Visual Aids; Meeting Summary	10/31/2015
3.6	Pacific Grove City Council Meeting #2*	Meeting Announcement; PowerPoint Presentation/Visual Aids; Meeting Summary	6/30/2016
3.7	Board and Committee Meetings #2*	Meeting Announcement; PowerPoint Presentation/Visual Aids; Meeting Summary	6/30/2016
3.8	Pacific Grove City Council Approval and TAMC Acceptance*	Meeting Announcement; Meeting Minutes (PowerPoint Presentation; Meeting Summary)	8/30/2016
4	Fiscal Management		
4.1	Invoicing	Invoice packages	Quarterly
4.2	Quarterly Reports	Quarterly Reports	Quarterly

* *Consultant responsible or partially responsible for completion of task*

WORK ELEMENT NUMBER 6725 Monterey-Salinas State Route 68 Corridor Plan

Project Manager: Grant Leonard

EXPENDITURE AND REVENUE: FY 2015-2016

EXPENDITURES		REVENUE	
Agency	Amount (\$)	Source	Amount (\$)
TAMC		TAMC	
Personnel	26,064	Caltrans Sustainable Trans Grant	146,000
Consultant	202,929	State RPA	73,802
		Local	9,191
TOTAL	228,993	TOTAL	228,993
		% Federal	64%

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016-2017

EXPENDITURES			REVENUE		
Agency	Amount (\$)	Change	Source	Amount (\$)	Change
TAMC			TAMC		
Personnel	118,663	0	Caltrans Sustainable Trans Grant	125,000	0
Consultant	100,000	0	State RPA	20,000	0
			STIP PP&M	24,112	0
			Local	49,551	0
TOTAL	218,663	0	TOTAL	218,663	0
			% Federal	57%	

Project Description

The State Route 68 corridor is a key travel route between Salinas and the Monterey Peninsula and is subject to periods of heavy congestion. SR 68 is designated a scenic highway and is bordered by significant wildlife habitat including the 14,650 acre Fort Ord National Monument and rural low density development in the Sierra de Salinas mountain range connecting to the Ventana Wilderness of the Los Padres National Forest. The SR 68 Corridor Plan will evaluate current and future travel patterns between Salinas and the Monterey Peninsula, the feasibility of SR 68 improvements including a comparison of existing alignment or bypass alignment, and the potential for wildlife connectivity enhancements. The Transportation Agency will actively engage the public in the plan with a program of public meetings and online outreach efforts. The Transportation Agency for Monterey County will use the plan to determine operational and capacity improvements affordable over the next five to twenty years that contribute to the long-range sustainability of SR 68.

RPA Eligible Tasks

Coordination, development and monitoring of corridor studies and planning for state highways in Monterey County consistent with regional transportation plans. All tasks and products promote the Federal Planning Factors.

Previous and Ongoing Work

In spring of 2015, the Agency received a Caltrans Sustainable Planning Grant to complete the SR 68 Corridor Study. In August of 2015, the Agency released two RFP for consultant services, one for wildlife connectivity analysis, and one for travel analysis and transportation improvement concepts. On December 2, 2015, the Agency finalized both contracts and began executing the respective scopes of work.

Scope of Work, Timeline and Budget

<i>Task</i>	<i>Description</i>	<i>Deliverable</i>	<i>Timeline</i>
1	Project Initiation and Contracting		
1.1	Project Initiation/Kick-off Meeting	Meeting Summary Notes	7/31/2015
1.2	RFP for Consultant Services	Copies of Procurement Procedures, RFP, and Executed Consultant Contract.	12/2/2015
1.3	Staff Coordination	Monthly Meeting Notes	9/30/2017
2	Public Outreach		
2.1	Stakeholder Analysis	Stakeholder Matrix	2/28/2016
2.2	Online Community Engagement	Agency website, social media pages, interactive online project forum.	8/30/2017
2.3	Meetings with Stakeholders	Presentation Materials, meeting notes, and public feedback.	7/29/2017
2.4	Community Workshop #1	Workshop, post-workshop summary, and public feedback	3/31/2016
2.5	Community Workshop #2	Workshop, post-workshop summary, and public feedback	3/31/2017
2.6	Conclusion Presentations to Stakeholders	Presentation Materials and meeting notes.	8/31/2017
3	Corridor Travel Analysis		
3.1	Existing Conditions and Traffic Volumes, Modeling*	Regional and sub-regional travel analysis with graphic representations of congestion, draft existing Conditions chapter. Travel time impact analysis, air quality impact analysis, draft development Impact chapter.	1/31/2016
3.2	Short-Term and Mid-Term Project Concepts and Layouts*	Intersection control evaluations, impact/benefit analysis of regional improvements, draft short-term and mid-term solutions chapter.	6/30/2016
3.3	Corridor Travel Simulation*	Corridor traffic simulation evaluating alternative project concepts.	6/30/2016
3.4	Short-Term and Mid-Term Project Cost Estimates*	Project cost estimates.	10/31/2016
4	SR 68 Bypass Analysis		
4.1	Update Cost, Timeline, and Location*	Map of bypass alignment and right of way, updated cost and timeframe estimates, analysis of potential impacts from a bypass.	10/31/2016
4.2	Evaluate Short and Mid-Term Improvements Relative to a Bypass*	Analysis of short and mid-term projects on the bypass, draft Route 68 Bypass chapter.	12/31/2016
5	Wildlife Connectivity Analysis		
5.1	Existing Connectivity Analysis*	Map of existing connectors, maps of wildlife collisions.	4/30/2016
5.2	Potential Connectivity Enhancements*	Recommendations for wildlife mobility features incorporated into near-term and mid-term corridor improvements. Draft wildlife connectivity chapter with	10/31/2016
6	Final Plan		
6.1	Draft Plan*	Draft Plan Document	5/31/2017
6.2	Final Plan*	Final Plan Document	8/31/2017
7	Fiscal Management		
7.1	Invoicing	Invoice packages	Quarterly
7.2	Quarterly Reports	Quarterly Reports	Quarterly

* *Consultant responsible or partially responsible for completion of task*

WORK ELEMENT NUMBER 6800

Rail Planning/Corridor Studies

Project Manager: Christina Watson

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016-2017

EXPENDITURES			REVENUE		
Agency	Amount (\$)	Change	Source	Amount (\$)	Change
TAMC			TAMC		
Personnel	67,238	0	LTF	67,238	0
Contractual	0	0			
TOTAL	67,238	0	TOTAL	67,238	0
			% Federal	0%	

Project Description

Conduct feasibility studies, prepare plans and manage implementation of passenger rail service in the Monterey Bay region as well as corridor studies for the region. To support the initiation of the "Coast Daylight Service", a new round trip intercity rail service along the Coast Rail Corridor between San Francisco and Los Angeles, with stops in Monterey County (Pajaro/Watsonville, Salinas, Soledad and City of King).

Project Product(s)

Studies and plans that provide the best return on investment on rail infrastructure in the Monterey Bay region. Applications for state and/or federal rail funding. Operating Agreements with train operator for Coast Daylight. Track Use Agreements with Union Pacific Railroad.

Previous and Ongoing Work

The Agency's Rail Policy Committee provides policy direction and input on rail service planning activities. Agency staff and the Rail Policy Committee chair also participate in the Coast Rail Coordinating Council, which is proposing a new Coast Daylight Service along the Union Pacific mainline between San Francisco and Los Angeles. In 2015, the Agency worked with Amtrak on a feasibility study for the service and worked with SLOCOG to finalize the environmental review of the line between Salinas and San Luis Obispo. The Agency is the lead on the environmental review of the line between Salinas and San Jose and executed a contract for that work in 2015. Charges for that activity are made to Work Element 6808 to separate restricted funding.

Steps to Achieve Task

<u>Step No</u>	<u>Step Description</u>	<u>Step to be Completed</u>
1	Prepare agendas, staff reports, presentations and provide staff support for monthly Rail Policy Committee meetings.	Ongoing
2	Attend Coast Rail Coordinating Council Meetings and assist in requesting improved service and state funding	Ongoing
3	Coordinate and incorporate these analyses, studies and coordination efforts into the Blueprint planning efforts and Metropolitan Transportation Plan	Ongoing

Task Products

<u>Product No</u>	<u>Product Description</u>	<u>Project to be Completed</u>
1	Meeting agendas, staff reports and minutes	Ongoing
2	State and federal funding applications	Ongoing
3	Operating agreement	Ongoing
4	Coordination assistance on Coast Daylight meetings, studies, plans	Ongoing

WORK ELEMENT NUMBER 6803

Salinas Rail Extension Project

Project Manager: Christina Watson

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016-2017

EXPENDITURES			REVENUE		
Agency	Amount (\$)	Change	Source	Amount (\$)	Change
TAMC			TAMC		
Personnel	248,772	0	LTF	97,884	0
Contractual	12,535,000	0	Prop 116	1,660,000	0
			TCRP	11,000,000	0
			PPM	25,888	0
TOTAL	12,783,772	0	TOTAL	12,783,772	0
			% Federal	0%	

Project Description

To initiate a new passenger rail service to Monterey County as an extension of the existing passenger rail service system from its current terminus in Santa Clara County.

Project Product(s)

Plans that provide the best return on investment on rail infrastructure in the Monterey Bay region. Applications for state and other funding. Operating Agreements with train operator for rail service to Salinas. Track Use Agreements with Union Pacific Railroad. Property acquisition agreements. Final design plans.

Previous and Ongoing Work

The Transportation Agency is responsible for all activities related to the initiation of rail service in the Gilroy–Salinas corridor as an extension of existing passenger rail service, in coordination with partner agencies. The Agency’s Rail Policy Committee provides policy direction and input on these activities. In 2015, the Transportation Agency completed the appraisals for 9 parcels of land in Salinas, for the Salinas train station, and kicked off work with the final design team. The project will continue with final design and additional property acquisition in 2016. Staff will continue to seek funding for the Pajaro station and train sets to support the service.

Steps to Achieve Task

Step No	Step Description	Step to be Completed
1	Prepare agendas, staff reports, presentations and provide staff support for monthly Rail Policy Committee meetings	Ongoing
2	Manage project capital cost, operating costs, and funding plan	Ongoing
3	Administer consultant contract to provide Final Design services	6/30/2017

4	Negotiate with Capitol Corridor to finalize an operating agreement	12/31/2016
5	Work with Union Pacific and others to secure track access rights for passenger rail service to and through Monterey County	12/31/2016
6	Administer consultant contract to acquire right-of-way	6/30/2017
7	Continue to seek funding for Pajaro station and train sets	6/30/2017

Task Products

<u>Product No</u>	<u>Product Description</u>	<u>Project to be Completed</u>
1	Meeting agendas, staff reports and minutes	Ongoing
2	Operating agreement	12/31/2016
3	Funding applications	12/31/2016
4	Track access agreements	12/31/2016
5	Final Design Plans	6/30/2017
6	Property acquisition agreements	6/30/2017
7	Construction	12/31/2018

WORK ELEMENT NUMBERS 6804 & 6805

Railroad Leases - Monterey Branch Line

Project Managers: Hank Myers/ David Delfino

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016-2017

EXPENDITURES			REVENUE		
Agency	Amount (\$)	Change	Source	Amount (\$)	Change
TAMC			TAMC		
Personnel	58,259	0	Rail Leases	92,000	0
Contractual	42,000	0	LTF	8,259	0
TOTAL	100,259	0	TOTAL	100,259	0
			% Federal	0%	

Project Description

Conduct real property management of the Monterey Branch Line Right-of-Way and Transportation Agency property on former Fort Ord. Use lease revenues to maintain these fixed assets in preparation for future transportation related uses. Develop the land owned by the Transportation Agency on the former Fort Ord into a transit-oriented development in conjunction with the planned train station. Evaluate appropriate timing to release an RFP to develop the former Fort Ord property.

Project Product(s)

The best return on investment on rail right-of-way and Agency property on the former Fort Ord.

Previous and Ongoing Work

The Transportation Agency purchased the Monterey Branch Line in September 2003. The Agency received the conveyance of property on former Fort Ord, south of Eighth Street and adjacent to Highway 1 in 2004 and conveyance of the balloon spur west of the highway in late 2006. The Agency maintains an agreement with County Public Works Department for maintenance of the Branch Line and Fort Ord properties. The Agency has been working with the Fort Ord Reuse Authority, Monterey-Salinas Transit, and the City of Marina on coordinating activities of the agencies on the Monterey-Salinas Transit, and City of Marina and Transportation Agency properties on former Fort Ord to develop a transit-oriented development adjacent to the planned rail station. Due to the economic slowdown, and in particular the stagnant housing market, efforts to secure a developer for the Transportation Agency's Fort Ord property were put on hold in 2008. In early 2011, the Agency resumed discussion with the City of Marina on the planning process for an eventual development of the Agency owned property. The Agency is updating its right of way policies regarding leases, easements, and encroachments. The Agency has been working with the County of Monterey on coordination of maintenance responsibilities for at-grade road crossings. Negotiate easements as appropriate for utilities and transportation uses. In 2012 the Agency collaborated with the City of Sand City on designs that allow the branch line right-of-way to accommodate an extension of California Avenue in a manner that complements the light rail project.

Steps to Achieve Task

Step No	Step Description	Step to be Completed
1	Negotiate new leases, renew expired leases and collect rents from lessees	Ongoing
2	Maintain upkeep of properties	Ongoing

- | | | |
|---|--|------------|
| 3 | Maintain upkeep of Fort Ord property by implementing a maintenance agreement with the City of Monterey. | Ongoing |
| 4 | Continue discussions with the City of Marina and key agencies to begin plans for development of property | 6/30/2017 |
| 5 | Negotiate easements for California Avenue, Cal Am &/or other water purveyors. | 12/31/2016 |

WORK ELEMENT NUMBER 6806**Monterey Branch Line Planning****Project Manager:** Virginia Murillo**ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016-2017**

EXPENDITURES			REVENUE		
Agency	Amount (\$)	Change	Source	Amount (\$)	Change
TAMC			TAMC		
Personnel	2,990	0	LTF	2,990	0
Contractual	65,000	0	Rail Leases	65,000	0
TOTAL	67,990	0	TOTAL	67,990	0
			% Federal	0%	

Project Description

Initiate new transit service along the Monterey Branch Line with intercity connections to the San Francisco Bay Area.

Project Product(s)

New transit service that provides the best return on investment on rail infrastructure in the Monterey Bay Peninsula region.

Previous & Ongoing Work

The Transportation Agency is responsible for the implementation of all activities related to the initiation of transit service along the Monterey Branch Line, in coordination with state, regional, and local agencies. The Agency's Rail Policy Committee provides policy direction and input on these activities. In 2003, the Agency completed the purchase of the railroad right-of-way between Castroville and Monterey. In 2009, the Agency completed an alternatives analysis that evaluated transportation uses for the Monterey Branch Line, with the selection of Light Rail as the preferred alternative. Subsequently the Transportation Agency selected a consultant and initiated environmental review. In 2010 in coordination with the environmental review process substantial public outreach efforts were completed to keep the public informed of the project. Also, resubmission of the Alternatives Analysis report to the Federal Transit Administration reflecting their comments was done through 2011.

As of January 2013, the project was placed on hold in order to focus efforts on the Rail to Salinas project. Over the next year, the Agency will research alternative funding sources and continue to manage and maintain the railroad right-of-way. In 2014, Monterey-Salinas Transit approached the Transportation Agency to evaluate constructing a busway in portions of the Monterey Branch Line right-of-way. Conceptually the Transportation Agency supports this use as long as a rail option is preserved. Additional funding is needed before MST can pursue evaluating constructing a busway. Discussions will continue with Monterey Branch Line cities on ways that cities and communities can develop policies and practices that will optimize the land use and improve the environment around the planned transit stations, in keeping with complete streets and sustainable communities strategies goals.

<i>Task</i>	<i>Description</i>	<i>Completion Date</i>
1	Provide support and prepare products for monthly TAMC Rail Policy Committee meetings	Ongoing
2	Conduct outreach activities to obtain input and present information on the project and environmental reviews	Ongoing
3	Manage project capital cost, operating costs, and funding plan	Ongoing
4	Research sources of funding (grants for infrastructure improvements, private-public partnership, countywide sales tax, etc....)	6/30/2017
5	Support MST's effort to develop a busway in the corridor.	6/30/2017
6	Support Transit Oriented Development along the corridor at planned stations.	6/30/2017
7	Make application to Federal Transit Administration for authorization to enter into project development phase	TBD
8	Select consultant and conduct final design and Federal Transit Administration New Starts funding application for the project	TBD

WORK ELEMENT 6807

Railroad Leases- Salinas

Project Managers: David Delfino

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016-2017

EXPENDITURES			REVENUE		
Agency	Amount (\$)	Change	Source	Amount (\$)	Change
TAMC			TAMC		
Personnel	5,653	0	LTF	5,653	0
Contractual	5,500	0	Rail Leases	5,500	0
TOTAL	11,153	0	TOTAL	11,153	0
			% Federal	0%	

Project Description

Conduct real property management of the property acquired for the Rail Extension to Salinas project.
 Use lease revenues to maintain these fixed assets in preparation for future transportation related uses.
 Develop the land owned by the Transportation Agency in conjunction with planned train service.

Project Product(s)

The best return on investment on rail right-of-way and Agency property supporting rail to Salinas services.

Previous and Ongoing Work

The Agency purchased initial property for the Rail Extension to Salinas project in 2008 and is currently in the process of acquiring additional properties required for the project. The Agency is updating its right of policies regarding leases, easements, and encroachments.

Steps to Achieve Task

<u>Step No</u>	<u>Step Description</u>	<u>Step to be Completed</u>
1	Negotiate new leases, renew expired leases and collect rents from lessees	Ongoing
2	Maintain upkeep of properties	Ongoing

WORK ELEMENT NUMBER 6808

Coast Daylight Environmental Review

Project Manager: Christina Watson

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016-2017

EXPENDITURES			REVENUE		
Agency	Amount (\$)	Change	Source	Amount (\$)	Change
TAMC			TAMC		
Personnel	14,950	0	STIP	39,520	0
Contractual	149,520	0	RSTP	110,000	0
			LTF	14,950	0
TOTAL	164,470	0	TOTAL	164,470	0
			% Federal	0%	

Project Description

Conduct environmental review of passenger rail service in the Salinas-San Jose rail corridor, to support the initiation of the “Coast Daylight Service”, a new round trip intercity rail service along the Coast Rail Corridor between San Francisco and Los Angeles, with stops in Monterey County (Pajaro/ Watsonville, Salinas, Soledad and City of King), as well as the extension of Capitol Corridor service from San Jose to Salinas.

Project Product(s)

Environmental review of proposed improvements to rail infrastructure in the Salinas-San Jose rail corridor.

Previous and Ongoing Work

The Agency completed the CEQA review of the corridor in 2013 and worked with SLOCOG to finalize the CEQA and NEPA environmental review of the line between Salinas and San Luis Obispo in 2015. The Agency is the lead on the NEPA environmental review of the line between Salinas and San Jose and executed a contract for that work in 2015.

Steps to Achieve Task

<i>Task</i>	<i>Description</i>	<i>Deliverable</i>	<i>Completion Date</i>
1	Administrative Draft Environmental Assessment (EA)	ADEA	6/1/2016
2	Public Review Draft EA	Draft EA	11/1/2016
3	Responses to Comments & Finding of No Significant Impact (FONSI)	Final EA; FONSI	2/1/2017



Highway 1 near Big Sur in Monterey County

WINTER 2016

District Director's Report

A quarterly publication for our transportation partners



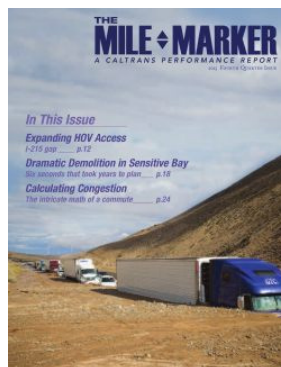
Preparing for El Niño

Maintaining rapid and appropriate response to storm damages and keeping the traveling public informed are top priorities for the Caltrans Maintenance Division. This year's efforts are a bit more extensive than during an average rainy season, according to Senior Maintenance Engineer Lance Gorman, P.E.

Highway 1 at Big Sur frequently sustains winter storm damage, especially between San Carpoforo Creek, just south of Ragged Point in San Luis Obispo County, and the Carmel River Bridge in Monterey County. This location has a high concentration of endangered and protected resources requiring multi-agency emergency preparation. Every year, Maintenance crews diligently prepare for winter storms by doing the following:

- Keeping the public informed.

- Monitoring, clearing and repairing all highway culverts and drainage structures.
- Coordinating with emergency responders to expediently open closed roadways.
- Working collaboratively with local resource agencies on specific area needs.
- Providing a uniform approach regarding maintenance forces overseeing a major damage site.



Mile Marker

Winter Edition Released

The Mile Marker: A Caltrans Performance Report is now available online. This edition features closing the carpool lane gap on Interstate 215 in Southern California, the demolition of the largest pier on the old Bay Bridge and the new 2015 Strategic Highway

Caltrans District 5



District Director

Timothy Gubbins

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

Safety Plan addressing reduced fatalities and severe injuries on all public roads. For more information:

<http://www.dot.ca.gov/MileMarker/2015-4/index.html>.

Rosales leads Program Project Management



Deputy District Director
Richard Rosales

Richard Rosales is the new Deputy District Director of Program Project Management. He has served Caltrans for more than 29 years, including 15 years as a project manager in four of the District's five counties. He's experienced in encroachment permits, construction, design and hydraulics, and holds a Bachelor's degree in civil engineering from CSU-Cal Poly, Pomona. He enjoys spending time with his family, basketball, hunting, and golfing.



Highway 17 Access Management Plan

Addressing mobility, access and safety in coordination and partnership are the main goals for the multi-agency *Highway 17 Access Management Plan*. The study presents unique challenges as it considers access in a rural area carrying heavy traffic with mountainous terrain. So far, Caltrans has hosted three workshops in the communities of Happy



Valley, Loma Prieta and Scotts Valley, garnering public comment from those traversing the highway daily.

The second round of workshops, scheduled in the spring, will present potential concepts for addressing the public's identified needs and issues from the earlier sessions.

The plan focuses on preserving both the function and operation of the highway corridor and local road network, reducing conflict points, and coordinating land use



and transportation planning. Ultimately, the plan will allow Caltrans and its partners to proactively manage the highway's existing and future access from the Granite Creek Road interchange to the Santa Cruz-Santa Clara county line.

Caltrans' partners on this planning effort include Santa Cruz County Supervisor John Leopold, District 1; Santa Cruz County Supervisor Bruce McPherson, District 5; Santa Cruz County; Santa Cruz County Regional Transportation Commission; California Highway Patrol; and the City of Scotts Valley. Caltrans invites public input on this plan, which is available online at:

<http://www.ca-hwy17amp.org/>.



Concrete pavement for Highway 46

The Highway 46 East (Whitley 2B) project will widen the highway to four lanes for more than four miles near Shandon in San Luis Obispo County. This is District 5's first project to feature Continuously Reinforced Concrete Pavement, which provides the following major benefits:

- Sustainable and minimal maintenance.
- Reduced worker safety risks, future maintenance costs and traffic closures.

- Tighter transverse cracks and fewer joints, resulting in smoother pavement and reduced water penetration and potential base damage.
- Lower life cycle costs despite higher initial costs.
- Ability to handle heavier truck loading and volumes.

Concrete pavement is now being installed across the nation and around the world, according to the Federal Highway Administration. It has the potential to provide a sustainable, long-term, *zero maintenance*, service life under heavy traffic loadings and challenging environmental conditions. Currently, the \$47 million project is being advertised for construction. It is scheduled for completion in summer 2018. More information on concrete pavement is available at:

http://www.dot.ca.gov/hq/maint/Pavement/Offices/Pavement_Engineering/PDF/CRCPC-Design_Const-Guide-Jun-5-07.pdf.





PROJECT UPDATE – MONTEREY COUNTY

PREPARED FOR FEBRUARY 24, 2016 TRANSPORTATION AGENCY FOR MONTEREY COUNTY'S MEETING

CONSTRUCTION PROJECTS

	Project	Location	Description	Construction Timeline	Construction Cost	Funding Source	Implementing Agency	Project Manager (Resident Engineer)	Contractor	Comments
1.	Highway 1 Elephant Trunk Slide Permanent Restoration (1A7004)	On Highway 1 in northern San Luis Obispo County and southern Monterey County about 3 miles north of San Carpoforo Creek Bridge to Limekiln Creek (PM 73.7-74.0)	Construct a 1,000-foot-long retaining wall for permanent restoration and to stabilize settlement	Spring 2015 – Winter 2016/17	\$9.5 million	SHOPP	Caltrans	Lisa Lowerison (RS)	John Madonna Construction of San Luis Obispo, CA.	Daytime work only, consisting of one-way reversing traffic control.
2.	Highway 1 Cow Cliffs Viaduct (1F8904)	In Monterey County Near Lucia from 0.1 Mile South of Big Creek Bridge to 2.8 Miles South of Dolan Creek Bridge (PM 28.0-28.4)	Construct Viaduct	Summer 2015- Fall 2016	\$3.9 million	SHOPP	Caltrans	Ken Dostalek (TL)	RGW Construction Inc. Livermore, CA	Signal controlled one-way traffic control. 10-minute traffic holds for movement of equipment. A few full overnight closures starting in February, weather permitting.
3.	Hwy. 1 Monterey to Marina CAPM (1A7604)	In Monterey County, from Sloat Avenue Undercrossing to South Marina Overhead (PM R77.56-R85.3)	Pavement Preservation (CAPM)	Fall 2015- Summer 2016	\$9.2 million	SHOPP	Caltrans	Kathy DiGrazia (TL)	Granite Construction Co. Watsonville, CA	On-going daytime roadwork. Project scheduled to be completed at the end of summer, 2016, weather permitting.
4.	Highway 68 Salinas River Bridge Widening (0F7004)	In Monterey County on Route 68 near Salinas from 0.2 mile East of Reservation Rd. undercrossing to Spreckels Blvd. undercrossing (PM R17.4/R18.0)	Bridge Widening	Spring 2016	\$9.8 million	SHOPP	Caltrans	David Rasmussen (PM)	Viking Construction Co. of Rancho Cordova	Construction expected in Spring 2016



PROJECT UPDATE – MONTEREY COUNTY

PREPARED FOR FEBRUARY 24, 2016 TRANSPORTATION AGENCY FOR MONTEREY COUNTY'S MEETING

CONSTRUCTION PROJECTS (Cont'd.)

	Project	Location	Description	Construction Timeline	Construction Cost	Funding Source	Implementing Agency	Project Manager (Resident Engineer)	Contractor	Comments
5.	Route 68 East Hitchcock Road Signal (0T2704)	Along SR 68 near Salinas at Hitchcock Road (PM 19.2)	Install traffic signal	Summer 2015-Winter 2016	\$904,000	SHOPP	Caltrans	David Rasmussen (TL)	Granite Rock Construction, Watsonville	Project is approximately 95% complete and expected to be completed by the end of February, weather permitting.
6.	Hwy. 101 South Greenfield Median Barrier (1E0604)	In and near Greenfield from Teague Ave. to Walnut Ave. OC (PM 47.7-53.9)	Concrete median barrier, inside shoulder widening and rumble strip	Spring 2016—Summer 2016	\$4, 475,000	SHOPP	Caltrans	Aaron Henkel (PM)	Granite Construction Company, Watsonville	Project currently in winter suspension until April and will take approximately three months to complete.
7.	Hwy. 101 Soledad CAPM (1F69U4)	In Monterey County North of Greenfield Overcrossing to North of Gonzales Overcrossing (PM 55.2-73.8)	Pavement Preservation	February 1, 2016-Winter 2016	\$22.9 million	SHOPP	Caltrans	Aaron Henkel (PM)	Graniterock, Watsonville	Construction began February 1.
8.	Hwy. 101/San Juan Road Interchange (31580_)	On Route 101 near Prunedale.4 mile south of Dunbarton Road in Mon. Co. (PM 100.0-101.3)	Construct new interchange at San Juan Road and US 101	Dec. 3, 2012-Summer 2016 (Timeframe includes Plant Establishment Work)	\$46.2 Million	STIP/CMI A/ARRA	Caltrans	David Silberberger (JW)	GCC/MCM A JV, Watsonville	The new interchange and related improvements were fully open to traffic on July 17, 2015. However, the project remains active due to a 1 year plant establishment process which is targeted to be completed by the Summer of 2016.



PROJECT UPDATE – MONTEREY COUNTY

PREPARED FOR FEBRUARY 24, 2016 TRANSPORTATION AGENCY FOR MONTEREY COUNTY'S MEETING

PROJECTS IN DEVELOPMENT									
	Project	Location	Description	Construction Timeline	Construction Cost	Funding Source	Implementing Agency	Project Manager (Resident Engineer)	Comments
9.	Highway 1 Paul's Slide Repair (0T850)	Near Lucia north of Limekiln Creek Bridge to south of Lucia (PM 21.6/22.1)	Widen Highway, Install Catchment	Fall 2019	\$16 million	SHOPP	Caltrans	Ken Dostalek (PM)	Project scope has changed from constructing a viaduct to installing a catchment and improving drainage. May require widening of highway and installation of retaining structures.
10.	Highway 1 Safety Upgrades: Hurricane Pt. to Rocky Creek Viaduct (1A000)	In Monterey County north of Big Sur south of Bixby Creek Bridge to south of Rocky Creek Bridge (PM 58.3/59.8)	Shoulder Widening, Guardrail Upgrades, Potential Retaining Wall	Summer 2019	\$5 million	SHOPP	Caltrans	Ken Dostalek (PM)	Project Development Team making concerted effort to minimize visual impacts. Formation of proposed Aesthetic Design Advisory Committee (ADAC) put on hold until visual impacts better assessed (target date around the time environmental phase in September of 2016).
11.	Highway 68 Pacific Grove Shoulder Widening (1C250)	In Monterey County, Pacific Grove to Scenic Drive (PM 1.6/L4.0)	Shoulder Widening, Rumble Strips, Guardrail	Spring 2021	\$2.5 million	SHOPP	Caltrans	David Rasmussen (PM)	Project is currently in environmental phase and it is expected to move to design phase in 2016.
12.	Highway 68 Pacific Grove Centerline Rumble Strip (1G450)	In Monterey County East of Piedmont Avenue to West of the JCT RTE 1/68 (PM1.6/L4.1)	Centerline Rumble Strip & OGAC	Summer 2018	\$1.7 million	SHOPP	Caltrans	David Rasmussen (PM)	Project is currently in environmental phase and it is expected to move to design phase in 2016.
13.	Highway 101 North Greenfield Median Barrier (1G380)	In Monterey County from just North of Walnut Avenue (53.9-57.1)	Median barrier and inside shoulder rumble strip with shoulder widening	Fall 2018	\$4.1 million	SHOPP	Caltrans	Aaron Henkel (PM)	Project is in design phase and will be ready to go to bid by 3/1/2017.



PROJECT UPDATE – MONTEREY COUNTY

PREPARED FOR FEBRUARY 24, 2016 TRANSPORTATION AGENCY FOR MONTEREY COUNTY'S MEETING

PROJECTS IN DEVELOPMENT (Cont'd.)

	Project	Location	Description	Construction Timeline	Construction Cost	Funding Source	Implementing Agency	Project Manager (Resident Engineer)	Comments
14.	Highway 156 Castroville Median Barrier (1F730)	In Monterey County in and near Castroville from junction of SR1 to Castroville (PM R0.1/R1.6)	Median Barrier and Rumble Strip	Summer 2016	\$900,000	SHOPP	Caltrans	David Silberberger (PM)	Project ready to go out for bid Winter 2016.
15.	Highway 156 West Corridor (31600)	On SR 156 btwn Castroville and Prunedale (PM R1.6-T5.2)	Construct new 4-lane divided freeway and new interchanges	Fall 2019-Fall 2023	\$264 million	STIP / Federal Demo	Caltrans	David Silberberger (PM)	The project team is now focusing their attention on delivering a Supplemental Environmental Impact Report (EIR) through a standard process, with Caltrans and TAMC partnering to produce the final document. This Supplemental EIR will provide important information regarding the feasibility of moving ahead with tolling as a source of revenue for this project.

DEPARTMENT OF TRANSPORTATION

50 HIGUERA STREET
SAN LUIS OBISPO, CA 93401-5415
PHONE (805) 549-3329
FAX (805) 549-3259
TTY 711
<http://www.dot.ca.gov/dist05/>



*Serious drought
Help save water!*

February 8, 2016

Ms. Debbie Hale
Executive Director
Transportation Agency for Monterey County
55-B Plaza Circle
Salinas, CA 93901

Dear Ms. Hale:

This letter is in response to questions raised at the January 27, 2016, Transportation Agency for Monterey County (TAMC) Board meeting.

1. During public comment, Dell Matt reported litter at the top of the US 101 off ramp at San Miguel Canyon Road.

Response: Caltrans maintenance crews have been contacted and are scheduling this work.

2. During the discussion of the legislative platform, a question was raised about the Road Charge Pilot.

Response: More information and an opportunity to volunteer in the pilot effort is available here:
<http://www.californiaroadchargepilot.com>

3. During the Caltrans District Director's report, Board member Rubio asked about the striping on State Route 1 in the area between Monterey and Seaside.

Response: Permanent striping was placed during the week of February 1st.

Thank you for bringing these concerns to my attention. Please do not hesitate to contact me with any additional questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Timothy M. Gubbins", written over a horizontal line.

TIMOTHY M. GUBBINS
District Director

TRANSPORTATION AGENCY FOR MONTEREY COUNTY (TAMC)
 SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS
 MONTEREY COUNTY REGIONAL DEVELOPMENT IMPACT FEE
 JOINT POWERS AGENCY

Draft Minutes of January 27, 2016 TAMC Board Meeting

Held at the
 Agricultural Center Conference Room
 1428 Abbott Street, Salinas

TAMC BOARD MEMBERS	JAN 15	FEB 15	MAR 15	APR 15	MAY 15	JUN 15	AUG 15	SEP 15	OCT 15	DEC 15	JAN 16
F. Armenta, Supr. Dist. 1- Chair (J. Martinez)	P	P(A)	P	P	P(A)	P	P	P	P	P(A)	P
J. Phillips, Supr. Dist. 2 (J. Stratton; C. Link)	P	P	P	P	P	P	P(A)	P	P	P(A)	P
S. Salinas, Supr. Dist. 3- (C. Lopez)	P	P(A)	P	P	P(A)	P	P	P	P	P(A)	P
J. Parker, Supr. Dist. 4- (K. Markey)	P	P	P(A)	P(A)	P	P(A)	P(A)	P	P	P	P(A)
D. Potter, Supr. Dist 5^{2nd Vice Chair} (K. Lee ; J. Mohammadi)	P	P(A)	P	P	P(A)	P(A)	P(A)	P	P	P(A)	P(A)
J. Burnett, Carmel-by-the-Sea (V. Beach)	P	P(A)	P	P	P(A)	P	P(A)	P(A)	P	-	P(A)
J. Edelen, Del Rey Oaks- (K. Clark)	P	P	P	P	P	P	E	P	P	P	-
M. Orozco, Gonzales (J. Lopez)	P	P	-	P	P	P(A)	P	P	P	P	P
J. Huerta, Greenfield (R. Rodriguez)	P	P	P	P	P	P	P	-	-	P(A)	P
B. Hendrickson, King City (M. Lebrarre)	P	P	-	P	P	E	P	P	P	P	P(A)
B. Delgado, Marina (F. O'Connell)	P	P(A)	P(A)	P	P	-	P	P	P	P	P(A)
E. Smith, Monterey (R. Deal)	P	P(A)	P	P	-	P	P	E	P	-	P
R. Huitt, Pacific Grove (C. Lucius)	P	P	P	P	P	P	P	P	P	P	P
K. Craig, Salinas- Past Chair (R. Russell, J. Serrano)	P	P	P	P	P	P	E	P	P	P(A)	P
T. Bodem, Sand City (L. Gomez)	-	E	P	P	P	P	P	-	P	-	P
R. Rubio, Seaside (I. Oglesby)	P	P	P	P	P	P	P	P	P	P	P
A. Chavez, Soledad,- 1st Vice Chair (F. Ledesma)	E	P	P	P	P	P	P	P	P	P	P
M. Twomey, AMBAG (H. Adamson)	P	P(A)	P(A)	P	P	P	P(A)	P(A)	P(A)	P(A)	P
T. Gubbins, Caltrans, Dist. 5 (A. Loe, C. Jones, J. Olenik, Rider)	P(A)	P(A)	P	P	P	P(A)	P(A)	P(A)	P(A)	P(A)	P(A)
R. Stedman, Monterey Bay Unified Air Pollution Control District (A. Clymo, A. Romero)	P(A)	P(A)	P(A)	P(A)	P	-	-	P(A)	P	P	P
B. Sabo, Monterey Regional Airport	P	P	P	-	P	P	P	-	P	P	P
C. Sedoryk, MST (M. Hernandez, H. Harvath, L. Rheinheimer)	P	P	P	P	P	P	P(A)	P	P	P(A)	P
E. Montesino, Watsonville (D. Dodge)	-	-	-	-	-	-	-	-	-	-	-

TAMC STAFF	JAN 15	FEB 15	MAR 15	APR 15	MA Y 15	JUN 15	AU G 15	SEP 15	OCT 15	DEC 15	JAN 16
D. Delfino, Finance Officer/Analyst	P	P	P	P	P	P	P	P	P	P	P
R. Goel, Dir. Finance & Administration	P	P	P	P	P	P	P	P	P	P	P
A. Green, Transportation Planner	P	P	P	P	P	P	P	P	P	P	P
G. Leonard, Transportation Planner	P	P	P	P	P	P	P	P	P	P	P
M. Montiel, Administrative Assistant	P	P	P	P	P	P	P	P	P	P	P
T. Muck, Deputy Executive Director	P	P	P	P	P	P	P	P	P	P	P
V. Murillo, Assistant Trans. Planner	P	P	P	P	P	P	P	P	P	P	P
H. Myers, Sr. Trans. Planning Engineer	P	P	P	P	P	P	P	P	P	P	P
K. Reimann, Legal Counsel	P	P	P	P	P	P	P	P	P	P	P
E. Rodriguez, Senior Admin. Assistant	P	P	E	P	P	P	P	P	P	P	P
L. Terry, Accountant Assistant	E	E	E	E	E	E	E	E	E	E	E
C. Watson, Principal Trans. Planner	P	P	E	P	P	E	E	P	P	P	P
M. Zeller, Senior Trans. Planner	P	P	E	P	P	P	P	P	P	P	P
T. Wright, Community Outreach	P	P	P	P	P	P	P	P	P	P	P

OTHERS PRESENT

Dell Matt	101 Bypass Committee	Eric Petersen	Salinas resident
Tim O'Halloran	City of Seaside	James Serrano	City of Salinas
Alex Vasquez	Access Monterey Peninsula	Sara LaBatt	EMC Research
Mario Romo	Access Monterey Peninsula	John Arriaga	JEA & Associates
Terry Feinberg	Moxxy Marketing	Scott Waltz	FORTAG
Meagan Edwards	Moxxy Marketing	Dave Silberberger	Caltrans D5 Planning
Rob Russell	City of Salinas	Chris Orman	No. Mty. County Fire Chief
Luciano Rodriguez	Excellence Awardee	Jonathan Pascua	Granite Construction
Cynthia Suverkrop	Excellence Awardee	Barney Guzman	Granite Construction
Mary Ann Worden	Excellence Awardee	Jose Gomez	Granite Construction
Thant Nyunt	County Public Works	Michael Goetz	Granite Construction
Ryan Chapman	County Public Works	Billy Issa	Granite Construction
Jose Gomez	County Public Works	Jesse Luis	Granite Construction
Juan Mesa	County Public Works	Alberto Mejia	Granite Construction
Enrique Saavedra	County Public Works	Dana Suverkrop	Oak Hills resident
Keith Severson	Granite Construction	Meredith Evans	Senator Canella's Office
Louise Iredell	Oak Hills resident	Leslie Llantero	City of Seaside
MacGregor Eddy	We Could Car Less	Kevin Dayton	Labor Issue Solutions

1. CALL TO ORDER

Chair Craig called the meeting to order at 9:00 a.m., and led the pledge of allegiance.

1.1 ADDITIONS OR CORRECTIONS TO THE AGENDA

Executive Director Hale noted the following revisions to item 3.2.3, Fiscal Year 2015/16 State Transit Allocations:

The Transportation Agency is required to pass through State Transit Assistance funds to eligible transit operators. The requested action will allocate up to \$2,219,751 in State Transit Assistance to Monterey-Salinas Transit (MST) for RIDES paratransit operations and/or fixed route operations based on the State Controller's fund estimate and apportionments for Fiscal Year 2015-16.

The State Transit Assistance program is one of two dedicated fund sources for public transit created by the Transportation Development Act (the Local Transportation Fund being the other), and is currently funded through the state sales tax on diesel fuel and is apportioned by the California State Controller annually for public transit. State Transit Assistance funds must be used solely for public transit. As the sole public transit operator in Monterey County, Monterey-Salinas Transit is the only agency eligible to receive these funds. In the past, Monterey-Salinas Transit used State Transit Assistance funds for the operating costs related to Americans with Disabilities Act compliant paratransit service, which is an unfunded federal mandate.

By relying on the State Transit Assistance program to fund its RIDES paratransit operating costs, MST was able to preserve available Local Transportation Funds for operating countywide fixed route public transit service. Now that Measure Q funds are available, MST no longer needs to use State Transit Assistance funds solely for the RIDES paratransit service. MST now plans to utilize State Transit Assistance funds to support the RIDES and/or its fixed route bus service.

2. PUBLIC COMMENTS

None.

2.1 ELECTION OF OFFICERS

M/S/C Salinas/Orozco/unanimous

RECEIVED report from Nominating Committee and **ELECTED** Fernando Armenta, Chair; Alejandro Chavez, 1st Vice Chair; and 2nd Vice Chair, Dave Potter, for the term beginning upon their election through the next election of officers at the beginning of the January 25, 2017 Board meeting; and

RECEIVED report from Nominating Committee and **ELECTED** Fernando Armenta, Chair; Alejandro Chavez, 1st Vice Chair; Dave Potter, 2nd Vice Chair; Kimbley Craig, Past Chair; John Phillips, County Representative and Robert Huitt, City Representative, as members of the Executive Committee for the term beginning upon their election through the next election of officers at the beginning of the January 27, 2017 Board meeting.

3. CONSENT AGENDA

M/S/C Salinas/Craig/unanimous

The Board approved the consent agenda as follows:

ADMINISTRATION and BUDGET

- 3.1.1** Approved minutes of the Transportation Agency for Monterey County and the Joint Powers Agency for Monterey County meetings of December 2, 2015. Del Matt requested a correction to the minutes: She noted that the county roads in Prunedale are too narrow for safety of pedestrians and bicyclists and the voters will not vote for recreation trails.
- 3.1.2** Accepted the list of checks written for November and December 2015 and credit card statements for the months of October and November 2015.
- 3.1.3** Received report on conferences attended by agency staff.
- 3.1.4** Approved the Accounting and Financial Policies and Procedures Manual.
- 3.1.5** Regarding Contract Templates:
1. Approved four templates for use by the Transportation Agency for Monterey County in contracting for professional services;
 2. Directed staff, when seeking Board approval of a Professional Services Agreement, to present just the payment amount scope of work, work schedule, payment provisions, funding source, deliverables and material changes (if any) to template terms and conditions of all future agreements for professional services, without the need to attach the entire agreement; and
 3. Authorized the Executive Director to sign the template agreements or sign the agreements with minor changes if such changes do not increase the Agency's net cost, subject to approval by Agency Counsel.

BICYCLE, PEDESTRIAN, TRANSIT and SOCIAL SERVICES

- 3.2.1** Regarding Ecology Action Bike Rodeos Contract:
1. Authorized the Executive Director to execute contract with Ecology Action, subject to approval by Agency Counsel, in an amount not-to-exceed amount of \$7,500, to provide bicycle safety trainings at two schools in Monterey County during Bike Month;
 2. Approved the use of Transportation Development Act funds budgeted to this purpose;
 3. Authorized the Executive Director to make administrative changes to the contract if such changes do not increase the Agency's net cost, subject to approval by Agency counsel; and
 4. Approved sole source procurement finding.
- 3.2.2** Regarding Cap and Trade Funds for Transit:
1. Adopted Resolution 2016-01 designating the Transportation Agency's allocation of \$412,065 of FY 2015/2016 Low Carbon Transit Operations funds to the Monterey-Salinas Transit District for a new all electric bus for transit services in East Salinas and repayment to the Santa Cruz Metropolitan Transit District; and
 2. Authorized the Executive Director to sign and submit required documentation to Caltrans.
- 3.2.3** Adopted Resolution 2016-02 allocating \$2,219,751 of State Transit Assistance funds to Monterey-Salinas Transit for Fiscal Year 2015-16.

PLANNING

- 3.3.1** Received federal legislative update.
- 3.3.2** Adopted final 2016 Legislative Program.

PROJECT DELIVERY and PROGRAMMING

- 3.4.1** Regarding Cost Estimating/Engineering Services - Request for Qualifications:
1. Approved the Cost Estimating/Engineering Scope of Services; and
 2. Authorized staff to release a request for qualifications with the scope of work, score the received statements of qualifications, and conduct interviews as necessary.

RAIL PROGRAM

- 3.5.1** Approved allocation of Monterey Branch Line lease revenues for a busway study by the Monterey-Salinas Transit District.

REGIONAL DEVELOPMENT IMPACT FEE

- 3.6.1** Accepted the Regional Development Impact Fee Joint Powers Agency's audit report for fiscal year ending June 30, 2015.

COMMITTEE MINUTES

3.7.1 Accepted minutes from Transportation Agency committees:

- Executive Committee – Draft January 6, 2016
- Bicycle & Pedestrian Facilities Advisory Committee – Draft January 6, 2016
- Rail Policy Committee – Draft January 11, 2016
- Technical Advisory Committee – Draft January 7, 2016

4. EMPLOYEE OF THE QUARTER

The Board recognized Mike Zeller, Principal Transportation Planner, as the employee of the quarter from October 1st to December 31, 2015.

The Agency employees recognized Mike Zeller for being helpful in keeping staff computers functioning, for being the expert on AgendaPal software, and supporting the new “Paper-Lite”: policy. Staff also recognized him for his professionalism, diligence and most notably for his excellent work on the new TAMC website.

5. 2015 ANNUAL TRANSPORTATION EXCELLENCE AWARDS CEREMONY

The Board honored Monterey County individuals, projects, and programs that have improved transportation in the region at the 14th Annual Transportation Excellence Awards.

❖ **Transportation Employee:**

Ryan Chapman, Monterey County Public Works, Employee

❖ **Individual:**

Luciano Rodriguez, Volunteer Instructor, Monterey County Probation Dept. & Rancho Cielo
Cynthia Suverkrop, Advocacy, Highway 156 Safety Improvements
Mary Ann Worden, Advocacy, Salinas Traffic and Transportation Commission

❖ **Innovative Projects:**

MST Electric Trolley – Monterey-Salinas Transit
River Road Overlay Project – Monterey County, Graniterock Company

❖ **Safety Projects:**

Rio Road Repaving Project – County of Monterey, City of Carmel
San Juan Road Interchange – Caltrans, Granite Construction and MCM Construction
Skyway/East Alisal Street Modern Roundabout – City of Salinas

❖ **Certificate of Recognition:**

Elouise Rodriguez, 15 Years of Service, TAMC

❖ **Certificate of Appreciation:**

Board Chair Armenta presented a plaque of appreciation to outgoing TAMC Board Chair Kimbley Craig for her 2015 Chairmanship of the Transportation Agency for Monterey County Board of Directors, and for her contributions to improving transportation facilities and services in Monterey County.

6. **STATE LEGISLATIVE UPDATE**

The Board received a state legislative update.

John Arriaga, JEA & Associates, reported on the state legislative program. He reported that the good news is the legislators and Governor continue to talk about raising new money to cover the transportation funding shortfall, and that the state continues to operate with a surplus of approximately \$8-11 billion. Given the voter-approved rainy day fund, most of the surplus is likely to be set aside for future fluctuations in the state's resources. He noted that the bad news is that there was no deal reached during the transportation special session. The Governor presented his draft budget on January 7 that included new funding sources for transportation, but not to the level of the \$77 billion shortfall anticipated over the next decade. Assembly Member Frazier introduced a bill that would bring in approximately \$70 billion over the next ten years, including a 5% set-aside for new self-help counties. Any proposal will require a 2/3 vote of the legislature.

7. **TRANSPORTATION INVESTMENT PLAN POLL**

The Board received a presentation from EMC Research on the results of their December 2015 poll on the Transportation Investment Plan.

Sara LaBatt, EMC Research, summarized the polling results of the telephone survey of likely November 2016 voters, conducted in Monterey County from December 7th through 16th, 2015. She noted that she sees this measure as being more resilient than the last measure due to the general overall feeling that the economy is moving in the right direction. She added that there is 68% support and a positive environment for this measure. Board member Rubio suggested that the ballot question must be worded correctly and should include language noting that Self Help County will receive matching funds.

8. **REPORTS ON MEETINGS ATTENDED BY BOARD MEMBERS AT TRANSPORTATION AGENCY EXPENSE, AS REQUIRED BY STATE LAW**

None this month.

9. **REPORTS FROM TRANSPORTATION PROVIDERS**

Caltrans – Aileen Loe, Caltrans, thanked the Board for its recognition of the US 101 San Juan Road interchange safety project. She announced the California Sustainable Freight Strategy workshop will be held in Marina on January 28, 2016, from 4 to 6 p.m., at the Marina Public Library.

Board member Rubio thanked Caltrans for the pavement repairs to the on ramp on the north end of Seaside. He also expressed concern that on Highway 1, between Marina and Seaside, there is no striping and the reflectors are not effective enough and it is very difficult to see where to drive. Ms. Loe replied Caltrans would re-stripe Highway 1, when the full ramp pavement rehabilitation project is done.

Monterey Regional Airport District – Bill Sabo reported that there is no major planned airport growth at this time. He is pleased to announce the runway safety improvements have been completed. He encouraged the Board to *Fly Monterey*.

Monterey-Salinas Transit District – Carl Sedoryk, General Manager, reported that the passage of the federal transportation bill, the FAST Act, is good news for transportation funding stability, although it provides only a small amount of new money. He noted that on February 8, 2016, the MST Board will adopt and approve a 15 year plan for how Measure Q tax dollars will be spent.

Monterey Bay Unified Air Pollution Control District – No report this month.

11. **EXECUTIVE DIRECTOR'S REPORT**

Director Hale noted that she provided in the agenda packet *A 2015 Year in Review* report as a reminder of the Agency's good work over the past year. She also announced the availability of grants from TAMC's Bicycle Secure Program, which provides bicycle lockers, racks and repair stations; applications are due by February 4, 2016. Director Hale reminded Board members of the free on-line Ethics Training offered by CSDA. She announced that Christina Watson, Principal Planner, was named member of the year by the San Francisco Bay Area Chapter of the Women in Transportation Seminar, notably for forming a Monterey Bay Programs Committee. Director Hale announced that she was honored to receive the Public Works 2015 Person of the Year award from the Monterey Bay Chapter of the American Public Works Association. At the same ceremony, APWA named the US 101 San Juan Road interchange the 2016 project of the year, thanking TAMC, Caltrans, Granite Construction and MCM Construction for their work.

12. **ANNOUNCEMENTS AND/OR COMMENTS FROM TRANSPORTATION AGENCY MEMBERS**

Board Chair Armenta acknowledged Bill Sabo for his service as Vietnam air pilot. He expressed his respects to Board member Huerta for his father who recently passed away, and recognized Mr. Huerta's leadership work with the United Farm Workers.

13. **ADJOURNMENT**

Chair Armenta adjourned the meeting at 11:23 a.m.



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors

From: David Delfino, Finance Officer / Analyst

Meeting Date: February 24, 2016

Subject: TAMC payments for the month of January 2016

RECOMMENDED ACTION

ACCEPT the list of checks written for the month of January 2016 and credit card statements for the month of December 2015.

SUMMARY

The list of checks and copies of credit card statements are submitted to the Transportation Agency Board each month in accordance with the recommendation from the Transportation Agency's independent Certified Public Accountant to keep the Board informed about the Transportation Agency's financial transactions.

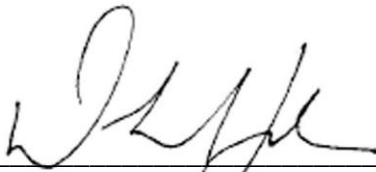
FINANCIAL IMPACT

The checks processed this period total \$ 584,503.41 which, included checks written for January 2016 and payments of the December 2015 Platinum Plus Credit Card statement.

DISCUSSION

During the month of January 2016 normal operating checks were written, as well as, a check for \$13,716.25 to Overland, Pacific & Cutler, Inc. for right of way services regarding the purchase of real property for the Salinas Rail Extension Kick-Start Project, two checks totaling \$224,677.85 to HDR Engineering Inc. for engineering services for the Salinas Rail Extension Kick-Start Project, two checks totaling \$28,500.00 to EMC Research Inc. for conducting surveys for the Regional Transportation Plan, a check for \$7,000.00 to Moss, Levy and Hartzheim for the 2014/15 Financial Audit, two checks totaling \$3,528.00 to Alta Planning + Design for services for the Wayfinding Plan for Monterey County, a check for \$15,153.61 to Eisen/Letunic for planning services for Highway 68 Pacific Grove Corridor, a check for \$20,863.98 to Clifford Moss for public outreach and research for Transportation Improvements for Monterey County, a check for \$773.81 to Capitol Corridor Joint Powers Authority for planning efforts to bring rail service to the City of Salinas, a check for \$3,110.80 to HDR Engineering Inc. for work on the Salinas/San Jose Coast Daylight

Environmental Impact Report and a check for \$11,995.50 to Kimley-Horn & Associates, Inc. for services for a Level 2 traffic and revenue study of Highway 156.

Approved by: 
Debra L. Hale, Executive Director

Date signed: February 10, 2016

Consent Agenda

Counsel Review: N/A

Financial Review: yes

Attachments: 1. List of checks written during the month of January 2016.
2. Platinum Plus Credit Card Statement for December 2015.

Transportation Agency for Monterey County (TAMC)
 Union Bank Operating Account
 January 31, 2016

DATE	ITEM NAME	CHECK	DEPOSIT	DESCRIPTION
01/04/2016	EFT Payroll	37,956.19		Payroll
01/04/2016	EFT Form 941	9,427.28		Payroll Taxes & Withholding
01/04/2016	EFT EDD	3,149.71		Payroll Taxes & Withholding
01/04/2016	EFT EDD	1,304.77		Payroll Taxes & Withholding
01/04/2016	EFT Pers Retirement	6,255.61		Employee Benefits
01/04/2016	EFT Pers Retirement PEPRA	870.59		Employee Benefits
01/04/2016	EFT CalPERS	5,629.09		Employee Benefits
01/04/2016	EFT CalPers Health Benefits	8,154.27		Employee Benefit
01/04/2016	EFT State of California		101,539.39	Planning, Programming and Monitoring (PPM) 1st Quarter 15/16
01/08/2016	EFT State of California		1,749.61	Traffic Congestion Relief Funds for Salinas Rail - Gilroy
01/08/2016	EFT State of California		54,775.32	SR HWY 156 Funds
01/08/2016	EFT State of California		193,905.79	Traffic Congestion Relief Funds for Salinas Rail
01/08/2016	16537 Alta Planning + Design	1,693.00		Services for Wayfinding Plan for Monterey County
01/08/2016	16538 Alvarez Technology Group, Inc.	181.37		Telecommunication
01/08/2016	16539 AT & T (Carol Stream, Il.)	344.59		Telecommunications, Call Box - Phone Service and Rideshare
01/08/2016	16540 AT&T Wireless Services	48.15		SAFE Call Box - Phone Service
01/08/2016	16541 Cal Act	610.00		Dues
01/08/2016	16542 California Towing and Transport	27,005.10		Freeway Service Patrol
01/08/2016	16543 Capitol Corridor Joint Powers Authority	773.81		Planning Effort to Bring Rail Service to the City of Salinas
01/08/2016	16544 De Lage Landen Financial Services	280.91		Office Copier Lease
01/08/2016	16545 EMC Research Inc.	18,500.00		Services for Regional Transportation Plan Survey
01/08/2016	16546 HDR Engineering Inc.	156,371.86		Engineering Services Salinas Rail Extension Kick-Start Project
01/08/2016	16547 Lincoln National Life Insurance Co.	588.28		Employee Benefits
01/08/2016	16548 Monterey Herald	329.62		Subscription
01/08/2016	16549 Overland, Pacific & Cutler, Inc.	13,716.25		Right of Way Services for Salinas Rail Extension Kick-Start Project
01/08/2016	16550 Red Shift Internet Services	109.90		Internet Services
01/08/2016	16551 Salinas Toyota	60.00		Vehicle Maintenance
01/08/2016	16552 Shell	50.75		Auto Expense - Gasoline
01/08/2016	16553 Valero Marketing and Supply	15.19		Auto Expense - Gasoline
01/08/2016	16554 Verizon Wireless	123.01		Call Box-Phone Service
01/08/2016	16555 VSP	143.37		Employee Benefits
01/08/2016	16556 EMC Research Inc.	10,000.00		Services for Regional Transportation Plan Survey
01/08/2016	16557 United Way of Monterey County	65.00		Employee Deduction - Charitable
01/12/2016	16558 Kimbley J Craig	45.72		Board Member Stipend
01/12/2016	EFT Form 941	7.66		Payroll Taxes & Withholding
01/12/2016	EFT EDD	1.25		Payroll Taxes & Withholding
01/12/2016	EFT EDD	0.45		Payroll Taxes & Withholding
01/14/2016	EFT State of California		1,058.68	PTA Funds - Reimbursement for Coast Daylight Expenses
01/14/2016	DEP Graniterock and Lithia		14,314.41	Railroad Right Way Rent
01/14/2016	DEP State of California		38,160.33	Prop 116 Funds for Commuter Rail
01/14/2016	DEP Marina Concrete and Portola Leasing		850.00	Railroad Right Way Rent
01/14/2016	DEP Haedrich, Saroyan, P&S Real Estate and Jaguar		7,508.09	Railroad Right Way Rent
01/14/2016	DEP San Benito County		66.87	Reimbursed Expense
01/15/2016	16559 United Way of Monterey County	65.00		Employee Deduction - Charitable
01/15/2016	16560 Alvarez Technology Group, Inc.	1,285.00		Computer Support
01/15/2016	16561 AT & T (Carol Stream, Il.)	5.12		Telephone Expense
01/15/2016	16562 Case Systems Inc.	6,700.05		SAFE Call Box - Maintenance
01/15/2016	16563 Comcast	132.54		Utilities
01/15/2016	16564 Delta Dental	849.43		Employee Benefits
01/15/2016	16565 Eisen / Letunic	15,153.61		Planning Services for Highway 68 Pacific Grove Corridor
01/15/2016	16566 Fedex (Postage)	212.95		Courier Service

Transportation Agency for Monterey County (TAMC)
 Union Bank Operating Account
 January 31, 2016

DATE	ITEM NAME	CHECK	DEPOSIT	DESCRIPTION
01/15/2016	16567 JEA & Associates	2,083.33		Legislative Consultants
01/15/2016	16568 Kimley-Horn & Associates, Inc.	11,995.50		Services for Level 2 Traffic and Revenue Study for HWY 156
01/15/2016	16569 Monterey County Business Council	500.00		Dues
01/15/2016	16570 Moss, Levy & Hartzheim	7,000.00		Financial Audit
01/15/2016	16571 Peninsula Messenger LLC	125.00		Messenger Service
01/15/2016	16572 Petty Cash	175.57		Miscellaneous Office Expenses
01/15/2016	16573 Pure Water	37.95		Water
01/15/2016	EFT Payroll	34,250.21		Payroll
01/15/2016	EFT Form 941	8,643.64		Payroll Taxes & Withholding
01/15/2016	EFT EDD	2,933.81		Payroll Taxes & Withholding
01/15/2016	EFT EDD	681.90		Payroll Taxes & Withholding
01/15/2016	EFT Pers Retirement	6,314.90		Employee Benefits
01/16/2016	EFT Pers Retirement	14.59		Employee Benefits
01/15/2016	EFT Pers Retirement PEPRA	870.59		Employee Benefits
01/15/2016	EFT CalPERS	5,670.96		Employee Benefits
01/20/2016	DEP State of California		1,434.07	Planning Invest Grant
01/21/2016	DEP State of California		36,447.98	San Juan Rd. Public Outreach
01/21/2016	DEP AllUS Credit Union		4,932.00	Railroad Right Way Rent
01/21/2016	DEP Cardinale		1,870.00	Railroad Right Way Rent
01/22/2016	16574 Business Card	333.64		Office and Meeting Supplies, Staff Travel & Professional Training
01/22/2016	16575 CDS Net, LLC	110.70		Safe Call Boxes
01/22/2016	16576 Clifford Moss	20,863.98		Public Outreach & Research for Transportation Improvements for Monterey Cty
01/22/2016	16577 FedEx (Printing)	291.11		Printing
01/22/2016	16578 HDR Engineering Inc.	68,305.99		Engineering Services Salinas Rail Extension Kick-Start Project
01/22/2016	16579 Oppidea, LLC	2,335.00		Accounting Services
01/22/2016	16580 Plaza Circle, Ltd	8,027.61		Office Rent
01/22/2016	16581 Tri-County Business Systems	652.42		Office Copier Expenses
01/22/2016	16582 APWA Monterey Bay Chapter	198.00		Meetings
01/25/2016	16583 Access Monterey Peninsula, Inc. (AMP)	1,410.00		TV Video Services
01/25/2016	16584 Alta Planning + Design	1,835.00		Services for Wayfinding Plan for Monterey County
01/25/2016	16585 Costco Wholesale	128.46		Office and Meeting Supplies
01/25/2016	16586 HDR Engineering Inc.	3,110.80		Salinas / San Jose - Coast Daylight EIR
01/25/2016	16587 Lincoln National Life Insurance Co.	588.28		Employee Benefits
01/25/2016	16588 Office Depot	220.83		Supplies
01/25/2016	16589 Office of the County Counsel	4,924.00		Legal Services
01/25/2016	EFT Union Bank	61.00		Bank Service Charges
01/27/2016	EFT Todd Muck	1,679.32		Section 125 Reimbursement and Focus on the Future Travel
01/27/2016	EFT Rita Goel	650.85		Section 125 Reimbursement
01/29/2016	EFT Payroll	34,347.35		Payroll
01/29/2016	EFT Form 941	8,761.10		Payroll Taxes & Withholding
01/29/2016	EFT EDD	2,936.16		Payroll Taxes & Withholding
01/29/2016	EFT EDD	278.16		Payroll Taxes & Withholding
01/29/2016	EFT Pers Retirement	6,335.44		Employee Benefits
01/29/2016	EFT Pers Retirement PEPRA	870.59		Employee Benefits
01/29/2016	EFT CalPERS	5,668.22		Employee Benefits
01/29/2016	16590 United Way of Monterey County	65.00		Employee Deduction - Charitable
TOTAL		584,503.41	458,612.54	

DD - checks JANUARY 2016 ATT. 2.



ELOUISE RODRIGUEZ

Platinum Plus® for Business

December 05, 2015 - January 04, 2016

Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$308.64
Minimum Payment Due **\$10.00**
Payment Due Date **01/31/16**

Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay a fee based on the outstanding balance:
\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance greater than \$5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$1,384.42
Payments and Other Credits **-\$1,384.42**
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$308.64
Fees Charged \$0.00
Finance Charge \$0.00

New Balance Total \$308.64
Credit Limit \$5,000
Credit Available \$4,691.36
Statement Closing Date 01/04/16
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
12/21	12/19	PAYMENT - THANK YOU		- 1,384.42
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				-\$1,384.42
Purchases and Other Charges				
12/07	12/04	SMARTNFINAL43110404317 SALINAS CA		51.34
12/08	12/06	DEVICE MAGIC INC RALEIGH NC		30.00
12/08	12/04	LOOSE CABOOSE SALINAS CA		159.30

Account Number
December 05, 2015 - January 04, 2016

New Balance Total \$308.64
Minimum Payment Due **\$10.00**
Payment Due Date **01/31/16**

BUSINESS CARD
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WILMINGTON, DE 19886-5796

ELOUISE RODRIGUEZ
TAMC
ATTN DAVE DELFINO
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\$

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Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
12/17	12/16	MSFT * E02001M9MZ	08006427676 NV	68.00
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$308.64

Finance Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	17.99%	\$0.00	\$0.00
CASH	24.49% V	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

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DD - JANUARY 2016 ATT. 2.



DEBRA L HALE

Platinum Plus® for Business

December 05, 2015 - January 04, 2016

Cardholder Statement

Account Information:
www.bankofamerica.com

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EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
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TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information		Account Summary	
New Balance Total	\$25.00	Previous Balance	\$80.00
Minimum Payment Due	\$10.00	Payments and Other Credits	-\$80.00
Payment Due Date	01/31/16	Balance Transfer Activity	\$0.00
Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay a fee based on the outstanding balance: \$19.00 for balance less than \$100.01 \$29.00 for balance less than \$1,000.01 \$39.00 for balance less than \$5,000.01 \$49.00 for balance greater than \$5,000.01		Cash Advance Activity	\$0.00
Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.		Purchases and Other Charges	\$25.00
		Fees Charged	\$0.00
		Finance Charge	\$0.00
		New Balance Total	\$25.00
		Credit Limit	\$5,000
		Credit Available	\$4,975.00
		Statement Closing Date	01/04/16
		Days in Billing Cycle	31

Transactions				
Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
12/21	12/19	PAYMENT - THANK YOU		- 80.00
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				-\$80.00
Purchases and Other Charges				
12/24	12/22	FASTRAK CSC 04154868655 CA		25.00
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$25.00

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

DEBRA L HALE
TAMC
ATTN DAVE DELFINO
55 PLAZA CIR STE B
SALINAS, CA 93901-295274

Account Number . . .
December 05, 2015 - January 04, 2016

New Balance Total \$25.00
Minimum Payment Due \$10.00
Payment Due Date 01/31/16

Enter payment amount

\$

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Memorandum

To: Board of Directors
From: David Delfino
Meeting Date: February 24, 2016
Subject: **Prepayment of TAMC's Governmental Accounting Standards Board Statement No. 68 unfunded net pension liability**

RECOMMENDED ACTION

- 1. RECEIVE** a report regarding the prepayment of the current calculated unfunded net pension liability of the Agency's according to Governmental Accounting Standards Board Statement No. 68, "Accounting and Financial Reporting for Pensions;" and,
- 2. AUTHORIZE** the Executive Director to make a payment of \$550,842 to California Public Employee Retirement System to pay off the Agency's current net pension liability.

SUMMARY

Under Governmental Accounting Standards Board Statement No. 68 (GASB 68), TAMC is required to record the net pension liability, pension expense and deferred outflows/deferred inflows of resources related to pensions in its financial statements. CalPERS has prepared TAMC's GASB 68 Accounting Valuation Report and has calculated TAMC's unfunded net pension liability at \$550,842. The Executive Committee received this report and recommended the payment of TAMC's unfunded net pension liability of \$550,842.

FINANCIAL IMPACT

According to the most current CalPERS actuarial report, if the Agency were to pay its net pension liability of \$550,842 on June 30, 2016, the Agency would save future interest payments of \$586,458 over 30 years. The Agency would still have to make normal yearly pension payments.

DISCUSSION

The Governmental Accounting Standards Board (GASB) now requires that the financial reports of U.S. public employers should provide financial information about pension liability.

TAMC has its pension plan with CalPERS and is required to make monthly contributions to its employees' pension plan, as well as to make a yearly payment towards its unfunded

liability. An unfunded liability is the difference between the liability estimated to pay future benefits and the market value of assets accumulated to pay those benefits. If assets are greater, a plan is overfunded and if the liability is greater, a plan is underfunded, creating an unfunded liability. An unfunded liability is an estimate that changes with each valuation depending upon changes in market value of assets, investment earnings and actual results of the plan as compared to assumptions made by actuaries. Unfunded liabilities are not amounts that are actually due today but are estimates of what actuaries believe will be needed to pay future benefits.


The Agency contracted with CalPERS to conduct a GASB 68 valuation report. The purpose of the report is to assess the pension liability and provide disclosure information as required by Statement No. 68 of the Governmental Accounting Standards Board. Fiscal Year 2015/16 unfunded liability payment was \$23,177. However, the amount increases in each of the next sixteen years, rising from \$29,678 in FY2016/17 to \$68,197 in FY2031/32.

The decision whether or not to pay above the CalPERS required annual amount or to pay down the full unfunded liability is at the discretion of the Agency. Unlike GASB No. 45, Other Post Employment Benefits, which requires no payments, CalPERS requires annual payments towards the unfunded liabilities for pensions.

The Agency has sufficient reserves to fully pay down this unfunded liability and still meet the established minimum reserve of six months of operating expenses. TAMC is only earning about a ½ percent return on its reserve balance; the interest earned on the full pay down amount in question is about \$2,754 a year. By contrast, by paying off the liability early, the Agency would have a net savings of \$26,924 in 2016/17, and similar or higher savings in future years.

However, it must be understood that paying off the entire net pension liability does not totally eliminate the potential for future unfunded pension liability. There is risk involved as changes in actuarial assumptions, such as improvement in post-retirement mortality, contract amendments, funding changes and not meeting investment earning assumptions can lead to future unfunded pension liability; the interest savings would mitigate some of this risk.

As a result of the valuation analysis, staff recommends that the Board authorize the Executive Director to pay the entire net current pension liability of \$550,842.

Approved by:  Date signed: February 10, 2016
Debra L. Hale, Executive Director

Regular Agenda
Agency Counsel Review: N/A



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: David Delfino
Meeting Date: February 24, 2016
Subject: **Prefunding of TAMC’s Governmental Accounting Standards Board Statement No. 45 unfunded liabilities**

RECOMMENDED ACTION

1. **RECEIVE** a report regarding the prefunding of the estimated current calculated unfunded liabilities of the Agency’s Governmental Accounting Standards Board Statement No. 45 Other Post-Employment Benefits; and
2. **APPROVE** the Agency to continue with the pay as you go basis and with the reserve already set aside.

SUMMARY

The Governmental Accounting Standards Board Statement No. 45 (GASB 45) requires the valuation of Other Post-Employment Benefits (OPEB) liabilities for all U.S. public employers. As a result of the most recent valuation, staff is recommending continuing on a “pay-as-you-go” basis for current retirees, and to continue with the reserve already set aside for the estimated cost for future retirees.

FINANCIAL IMPACT

If the Agency continues on a pay-as-you-go basis, it will pay the yearly CalPERS required Minimum Employer Contribution amount as it becomes due. For the 2015/16 year that is estimated at \$4,400. This amount is reflected in the annual budget.

DISCUSSION

The Agency provides its retirees with the minimum medical benefit required by the CalPERS medical plan. In March of 2010, the Agency chose the “pay as you go” basis which requires paying the Minimum Employer Contribution as it becomes due. The Agency, at that time, also designated \$85,219 of the Agency’s fund balance as a partial reserve for the future accrued unfunded liability.

The Governmental Accounting Standards Board (GASB) Statement No. 45 requires that the financial reports of U.S. public employers should provide financial information about all retirement benefits not just pension benefits. OPEBs are defined as medical,

prescription drug, dental, vision, hearing, life insurance, long term care and long term disability benefits. In the Agency's situation this presently is the minimum employer contribution for health insurance required by CalPERS that in calendar year 2016 is \$125.00 per month per retiree who purchases health insurance through CalPERS.

The Agency is currently required to perform a valuation once every 3 years on the pay-as-you-go basis and once every 2 years if pre-funding in an irrevocable trust is selected. In order to comply with the valuation requirements, the Agency contracted with the actuarial firm of Dempsey Filliger and Associates in July 2015. The most recently completed GASB No. 45 actuarial valuation calculated the present accrued unfunded liability for these benefits at \$278,385. Demsey Filliger and Associates took Agency-provided employee census data as of July 1, 2015, and applied actuarial methods and assumptions to arrive at the Agency's valuations. It is important to remember that this calculation uses assumptions and estimates. The Agency is currently paying for three retirees. This number will rise and fall as long as the demographics of Agency's employees and retirees change over time. . Demsey Filliger and Associates calculated the highest estimated yearly payment amount that would be incurred under the pay-as-you-go basis to be \$24,466 in 2048.

The decision whether or not to pre-fund, and at what level, is at the discretion of the Agency, as are the manner and term for paying down the unfunded actuarial accrued liability, though once established, changes should be made with the approval of the Agency's auditor. One disadvantage of prefunding this liability is that once money is contributed into an irrevocable trust, it cannot be retrieved unless the trust is completely closed.

Because of possible benefit changes in the future and the fact that once money is placed into an irrevocable trust it cannot be retrieved unless it is completely closed, it is staff's and our auditor's recommendation for the Board to do no pre-funding and to continue with the pay-as-you-go basis for current retirees, and to maintain the reserve already set aside for the current estimated cost for future retirees. This recommendation will have no impact on the current annual budget which reflects the pay-as-you-go approach.



Approved by: _____ Date signed: February 10, 2016
Debra L. Hale, Executive Director

Regular Agenda
Agency Counsel Review: N/A



To: Board of Directors

From: Kathryn Reimann, Legal Counsel

Meeting Date: February 24, 2016

Subject: **Revised Standard Contract Templates for Professional Services**

RECOMMENDED ACTION:

1. **APPROVE** four revised templates for use by the Transportation Agency for Monterey County in contracting for professional services;
2. **AUTHORIZE** the Executive Director to approve changes to templates when such changes are required by Caltrans guidelines;
3. **DIRECT** staff, when seeking Board approval of a Professional Services Agreement, to present the payment amount, scope of work, work schedule, payment provisions, funding source, deliverables and any material changes to template terms and conditions of all future agreements for professional services, without the need to attach the entire agreement; and
4. **AUTHORIZE** the Executive Director to sign the template agreements or sign the agreements with minor changes if such changes do not increase the Agency's net cost, subject to approval by Agency Counsel.

SUMMARY:

The language of the four template agreements further modifies previously approved standard language to conform more closely to revised Caltrans requirements. Each template agreement is the same for all Agency agreements for professional services, with variations depending upon the method of payment to be used. Approval of this action will continue existing practice that the Board will only review and approve what is unique to each agreement.

FINANCIAL IMPACT:

There will be some cost savings due to the fact that the standard agreement does not have to be copied into agenda packets whenever a new consultant agreement is approved.

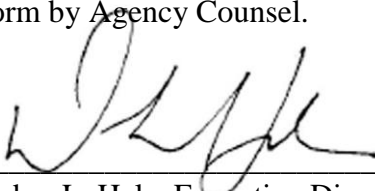
DISCUSSION:

Last year, in response to a Caltrans audit, revisions to TAMC's prior "standard agreement" were made. Subsequently, Caltrans revised the "Sample Contract Language" in its Local Assistance Procedures Manual, this time identifying mandatory provisions which are to be included verbatim. Additionally, as part of its review of the Agency's Procurement Policies, certain requests to modify the templates were made. Finally, in late January, Caltrans issued an Office Bulletin requiring the addition of language related to a change in federal law concerning United States-flag commercial vessels. Because of the relatively minor nature of these changes,

authorization is being sought for the Executive Director to approve additional changes that may be required because of Caltrans actions without going back to the Board. The Executive Director will retain the discretion to choose to have the Board review changes, although it is expected that only substantive changes would be brought to the Board.

Each proposed template contains similar language concerning principles related to cost accounting and audits, insurance and indemnification, safety provisions and provisions concerning lobbying. Each template is different in the language describing the method of compensation: "actual cost plus fixed fee," "rates of compensation," "lump sum" and "on call" or task order. These methods of compensation, and the language relating to them, are found in Caltrans' Local Assistance Procedures Manual. It is against this Manual that TAMC contracts are judged by Caltrans auditors.

Excerpts from the templates, showing the changed language, are attached. The changed provisions are identical in each template. The templates have been developed, reviewed and approved as to form by Agency Counsel.

Approved by: 
Debra L. Hale, Executive Director

Date: February 11, 2016

Consent Agenda

Counsel Review: Yes

Attachment: Excerpts of changes to template

ATTACHMENT A :

EXCERPTED LANGUAGE OF CHANGES

7. Cost Principles and Administrative Requirements.

- (a) Consultant agrees that the contract Cost Principles and Procedures, 48 Code of Federal Regulations (CFR), Chapter 1, Part 31.000 *et seq.*, Federal Acquisition Regulations System, shall be used to determine the cost allowability of individual items.
- (b) Consultant also agrees to comply with federal procedures in accordance with 492 CFR, Part 12001, Uniform System of Accounts, List of Instructions and Accounts, Regulations Prescribed Administrative Requirements, Costs Principles and Audit Requirements.
- (c) Any costs for which payment has been made to Consultant under this Agreement that are determined by subsequent audit to be unallowable under 492 CFR Part 12001 and 48 CFR Part 31, are subject to repayment by Consultant to TAMC.
- (e)(d) Consultants and subconsultants shall maintain accounting systems related to the work to be performed pursuant to this Agreement that conform to Generally Accepted Accounting Principles (GAAP).
- (d)(e) All subcontracts in excess of \$25,000 shall contain the above provisions.

25. Use of United States -flag Vessels. If this Agreement relates to a federally-funded construction contract, the Consultant agrees:

- a) To utilize privately owned United State-flag commercial vessels to ship at least 50 percent of the gross tonnage (computed separately for dry bulk carriers, dry cargo liners, and tankers) involved, whenever shipping any equipment, material, or commodities pursuant to this Agreement, to the extent such vessels are available at fair and reasonable rates for Unites States-flag commercial vessels.
- b) To furnish within 20 days following the date of loading for shipments originating within the United States or within 30 working days following the date of loading for shipments originating outside the United States, a legible copy of a rated, 'on-board' commercial ocean bill-of-lading in English for each shipment of cargo described in paragraph (1) of this section to both the TAMC Project Manager (through the prime contractor in the case of subcontractor bills-of lading) and to the Division of National Cargo, Office of Market Development, Maritime Administration, Washington, DC 20590.
- c) To insert the substance of the provisions of this clause in all subcontracts issued pursuant to this Agreement.

24.



Memorandum

To: Board of Directors
From: Virginia Murillo, Assistant Transportation Planner
Meeting Date: February 24, 2016
Subject: Fiscal Year 2016-17 Local Transportation Fund Apportionments

RECOMMENDED ACTION:

ADOPT Resolution 2016-03 apportioning Local Transportation Funds for Fiscal Year 2016-17 in the amount of \$15,500,000.

SUMMARY:

The Transportation Agency is responsible for administering Local Transportation Funds in Monterey County pursuant to the Transportation Development Act. The Local Transportation Fund is a designated source of funding for planning, bicycle and pedestrian projects and public transit. The Agency estimates and apportions funds each February.

FINANCIAL IMPACT:

Staff estimates that a total of \$15,500,000 in Local Transportation Fund revenues will be available for eligible uses, which represents a 3.3% increase over the Agency's Fiscal Year 2014-15 \$15,000,000 estimate. Staff has based its estimate on the annual analysis of sales tax deposits prepared by the Monterey County Controller.

DISCUSSION:

The State of California created the Local Transportation Fund in 1971 with the passage of the Transportation Development Act. The State Board of Equalization returns to the County one quarter of a percent of the retail sales tax collected in Monterey County for allocation by the Transportation Agency to member jurisdictions for the following eligible uses in the priority order described below:

1. fund administration
2. transportation planning
3. pedestrian and bicycle facilities
4. rail passenger service
5. public transit
6. special group transportation service

7. repair, maintenance, and construction of local streets and roads.


The Monterey County Auditor-Controller retains the Local Transportation Funds in a trust fund, pays claims and deposits monthly sales tax revenue from the State based on direction from the Transportation Agency. The Agency's responsibilities as the Local Transportation Fund administrator include notifying the jurisdictions of the funds available, approving annual fund allocations, processing claims, submitting an annual financial audit to the state, and submitting a performance audit of transit operations and the Agency's administrative functions on a triennial basis.

The Transportation Agency is required to estimate and apportion Local Transportation Funds every February by resolution. Apportionments for Fiscal Year 2015-16 are identified in Resolution 2016-03, which is included as an **Attachment**. The Agency first apportions Local Transportation Funds for administration, planning and programming from the total estimate pursuant to the Transportation Development Act and the Agency's bylaws. These funds are included in the Agency's annual operating budget.

Article 3 of the Transportation Development Act next directs the Agency to apportion 2% of the estimated fund total for countywide bicycle and pedestrian projects. The Agency allocates funding through the 2% program in three year cycles. This year's allocation will be made for the new programming cycle beginning in fiscal year 2016-17.

The remaining funding is apportioned to member jurisdictions based on population, as reported by the Department of Finance. Monterey County cities allocate their apportionments to support Monterey-Salinas Transit pursuant to California Assembly Bill 644, which established the countywide district effective July 1, 2010. This legislation also directs the Agency to apportion funds to MST based on the percentage of the County population residing within ¾ mile of MST fixed routes. The unmet needs finding adopted by the Board in 2010 allows MST to claim all available funds to support public transit operations as an unmet need.

Now that all available funds support public transit, the Agency is no longer required to adopt a finding on unmet transit needs. Instead, the Agency collects comments on unmet transit needs and seeks input from the MST Mobility Advisory Committee, the designated Social Services Advisory Council. The process now serves as a public input tool for MST's short and long-term transit service planning and improvements. The Board will receive the final list of unmet transit needs comments in June prior to making allocations for the beginning of the 2016/17 fiscal year.

Approved by: 
Debra L. Hale, Executive Director

Date signed: February 11, 2016

Consent Agenda

Counsel Review: N/A
Finance Review: Yes

Attachment: Resolution 2016-03

**RESOLUTION NO. 2016-03
OF THE
TRANSPORTATION AGENCY FOR MONTEREY COUNTY (TAMC)**

***APPORTIONMENT OF LOCAL TRANSPORTATION FUNDS (LTF)
FOR FISCAL YEAR 2016-17 IN THE AMOUNT OF \$15,500,000***

WHEREAS, as the Local Transportation Commission, one of the duties of the Transportation Agency for Monterey County (TAMC) is to administer the provisions of the Transportation Development Act in apportioning Local Transportation Funds for: 1) Fund administration and transportation planning activities; 2) the Transportation Development Act 2% program for bicycle and pedestrian projects pursuant to Article 3 of that law, and 3) to the Cities, County, and Monterey-Salinas Transit pursuant to Article 4 of that law;

WHEREAS, said apportionments include new revenues estimated for Fiscal Year 2015-16;

WHEREAS, California Assembly Bill 644 established the Monterey-Salinas Transit District, which includes the cities of Carmel-by-the-Sea, Del Rey Oaks, Marina, Monterey, Pacific Grove, Salinas, Seaside, Sand City, Gonzales, Soledad, Greenfield, and King City effective July 1, 2010, and which will have first call on the Local Transportation Funds apportioned to those jurisdictions for public transit;

WHEREAS, pursuant to California Assembly Bill 644 the MST District has first call on the Local Transportation Funds apportioned to the County of Monterey for the unincorporated population within three quarters of a mile of the MST fixed transit routes in the unincorporated area; and

WHEREAS, the Transportation Agency for Monterey County's 2010 finding on unmet transit needs authorizes Monterey-Salinas Transit to claim any remaining Local Transportation Funds to support existing public transit operations as an unmet transit need.

NOW, THEREFORE, BE IT RESOLVED THAT:

Fiscal Year 2016-17 Local Transportation Funds are apportioned as follows:

Fund Administration & Transportation	\$ 908,485	
Planning Activities		
2% Pedestrian and Bicycle	\$ 291,830	
Monterey-Salinas Transit:		
City of Carmel-by-the-Sea	\$125,951	
City of Del Rey Oaks	\$55,799	
City of Gonzales	\$280,909	
City of Greenfield	\$567,062	
City of King	\$450,994	
City of Marina	\$701,584	
City of Monterey	\$946,661	
City of Pacific Grove	\$517,247	
City of Salinas	\$5,200,705	
City of Sand	\$12,168	
City of Seaside	\$1,131,839	
City of Soledad	\$544,071	
County of Monterey	\$1,899,171	
County Unincorporated Other	\$1,865,524	
MST Subtotal:		\$14,299,685
TOTAL FY 2016-17		\$15,500,000
APPORTIONMENTS		

PASSED AND ADOPTED by the Transportation Agency for Monterey County, State of California this 24th day of February, 2016 by the following vote:

AYES:

NOES:

ABSENT:

FERNANDO ARMENTA, CHAIR
TRANSPORTATION AGENCY FOR MONTEREY COUNTY

ATTEST:

DEBRA L. HALE, EXECUTIVE DIRECTOR
TRANSPORTATION AGENCY FOR MONTEREY COUNTY



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Ariana Green, Transportation Planner
Meeting Date: February 24, 2016
Subject: **Bicycle and Pedestrian Facilities Advisory Committee Appointment**

RECOMMENDED ACTION:

APPROVE appointment of Mark Lasnik representing City of Salinas as an alternate to the Bicycle and Pedestrian Facilities Advisory Committee.

SUMMARY:

The Board appoints members of the public to the Committee on an as-needed basis to advise staff on bicycle and pedestrian transportation issues and make recommendations to the Board.

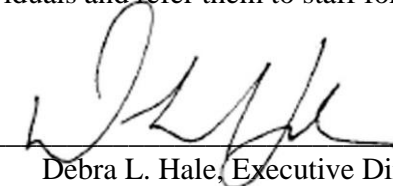
FINANCIAL IMPACT:

This item has no financial impact on the Transportation Agency budget.

DISCUSSION:

Mark Lasnik is a long time resident of Salinas and Monterey County. He regularly walks and rides transit for transportation and looks forward to giving back to the community through service on the Bicycle and Pedestrian Committee. Mr. Lasnik has been nominated by the Mayor Joe Gunter to represent Salinas as an alternate to Salinas representative Chris Flescher on the Bicycle and Pedestrian Facilities Advisory Committee (see Attachment 1).

Committee vacancies remain for Monterey County District 3, and the cities of Monterey, Sand City, Greenfield, Gonzales, and Soledad. Staff requests that Board members in these areas recruit interested individuals and refer them to staff for more information.

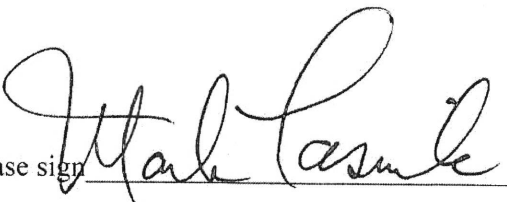
Approved by: 
 Debra L. Hale, Executive Director

Date signed: February 10, 2016

Consent Agenda Counsel Review: N/A

Attachment: Nomination Letter and Application – Mark Lasnik

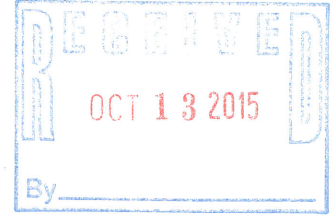
**Application for Appointment
Transportation Agency for Monterey County
Bicycle and Pedestrian Facilities Advisory Committee**

Name of Applicant Lasnik, Mark W		
(last)	(first)	(mi)
Residence Street Address 1060 Padre Drive #5		
City: Salinas	Zip: 93901	
Telephone: Home 831-809-6561	Work: 831-582-5131	
Are you a full time paid officer or employee of local, state or federal government? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> If yes employer <u>CSU Monterey Bay</u> position <u>ASC</u>		
Education: BA Sociology Sonoma State University, LEED® AP		
Present Occupation: Administration		
Please describe why you are interested in serving on this committee: As a 44 year resident of Salinas and Monterey County, and as a daily pedestrian on my way to the use of public transit, I believe that I provide a unique perspective to the TAMC Bicycle and Pedestrian Facilities Advisory Committee. I want to give-back to my community.		
Please describe other community activities that you have been involved in : Past chair of the Monterey County Animal Control Programs Advisory Board as appointed by Supervisor Jane Parker.		
Please sign 		Date <u>11/17/2015</u>



City of Salinas

OFFICE OF THE MAYOR • 200 Lincoln Avenue • Salinas, California 93901 • (831) 758-7201 • Fax (831) 758-7368



October 7, 2015

Transportation Agency for Monterey County
Attn: Debbie Hale, Executive Director
55-B Plaza Circle
Salinas, California 93901

RE: CITY'S APPOINTMENT ON TAMC BPC – 2015/16

Dear Ms. Hale,

I, Salinas Mayor Joe Gunter, affirm the Mayor's Committee/Regional Board Appointment changes on TAMC BPC. Appointment of Chris Flescher as the primary appointee shall remain the same in 2015/16. Mark Lasnik will now serve as the alternate appointee. City Clerk Patricia Barajas will notify you of any future changes.

Sincerely,

Joe Gunter
Mayor of Salinas

cc: City Clerk



Memorandum

To: Board of Directors
From: Hank Myers, Senior Transportation Planning Engineer
Meeting Date: February 24, 2016
Subject: **Construction Contract Administration Policies**

RECOMMENDED ACTION:

APPROVE the *Construction Contract Administration Policies and Procedures Manual*.

SUMMARY:

The Transportation Agency for Monterey County’s construction contract administration policies and procedures are outlined in this manual.

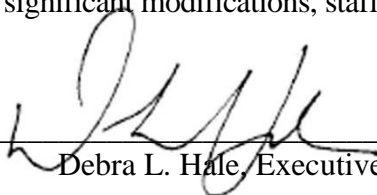
FINANCIAL IMPACT:

There is no direct financial impact of the proposed policies.

DISCUSSION:

The *Construction Contract Administration Policies and Procedures Manual* contains the Agency’s construction contract administration policies covering issues such as Roles and Responsibilities, Insurance Requirements, Contract Advertisement, Contract Award and Execution, Contract Administration and Change Orders, Project Closeout, and Safety and Emergency Action Plans.

While there is no direct financial impact of the proposed policies, they document, consolidate and clarify the Transportation Agency for Monterey County’s existing policies and procedures. Caltrans’s Incurred Cost Audit recommended that the Agency have written construction contract administration policies that are approved by the Board of Directors. Staff submitted a draft of the proposed policies to Caltrans in September 2015 for their review but has not received any comments. Staff is requesting that the Board approve the policies. If Caltrans eventually responds with suggestions for significant modifications, staff will bring this policy back for further consideration.

Approved by: 
 Debra L. Hale, Executive Director

Date Signed: January 8, 2016

Consent Agenda

Counsel Approval: Pending

Web Attachment: *TAMC Construction Contract Administration Policies and Procedures Manual*



Construction Contract Administration Policies and Procedures Manual

DRAFT – Submitted to Caltrans on September 30, 2015



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TERMS AND DEFINITIONS

Approve the Contract as to Form: The legal practice of validating documents submitted to a public agency. It signifies the attorney's determination that the submitted documents meet all legal requirements.

Agency: Transportation Agency for Monterey County (TAMC), a statutorily-designated Regional Transportation Planning Agency.

Board Chair: Chairperson of the TAMC Board of Directors.

Caltrans Oversight Engineer: A Caltrans employee who performs independent quality assurance of the activities being performed by the resident engineer, the TAMC representative, and others assigned to a construction project. The Oversight Engineer is the TAMC's primary Caltrans contact. The Oversight Engineer ensures compliance with applicable state and federal regulations, contract requirements, Caltrans standards and practices, encroachment permit, and cooperative agreement requirements.

Construction Manual: The Caltrans *Construction Manual* used as a resource for all personnel engaged in contract administration. The manual establishes policies and procedures for the construction phase of Caltrans projects.

Contingency: A budgeted line item in a construction contract, established in the Resolution to Award, that sets aside funds to pay for unforeseen construction issues that may arise.

Contract Approval Date: The date on which the fully executed contract is approved the TAMC Board of Directors.

Contract Award: The effective date on which the contract is awarded by TAMC, as evidenced by a minute order of the TAMC Board of Directors, or by the signature of the Executive Director, as corresponds to the TAMC contract approval dollar thresholds.

Contractor: The Prime Contractor responsible for the construction of a project.

Construction Allotment: The total amount established by the Resolution to Award a construction contract. The Construction Allotment is equal to: total of bid items (contractor's total bid amount) + Supplemental Work Funds + Owner-Furnished Materials + Contingency.

Cooperative Agreement (Co-Op): A formal, legally binding contract between (or among) agencies. Cooperative agreements outline responsibilities and respective obligations (including cost sharing) of the participants. The cooperative agreement may address more than just the project construction. Cooperative agreements and maintenance or ownership obligations are required when exchanges of funds or commitments of resources occur. Once signed by an authorized representative of the other party, the agreement becomes legally binding and becomes the highest authority in the hierarchy of contract documents.

Encroachment Permit: A permit issued by Caltrans granting permission to enter the state right-of-way and construct approved facilities. An encroachment permit is an enforceable contract when accepted by the permittee. An encroachment permit does not convey a real property right, it authorizes only the permittee or permittee's agent to perform work within the state right-of-way. The permittee may not transfer or assign an encroachment permit to another party.

Inspector: A field staff position, usually employed by the construction management firm, whose primary job function is to inspect work in progress or completed work elements for compliance with the contract documents and to document such field activities in conformance with the Construction Manual, the construction management firm’s contract, and other applicable requirements that may be specific to a particular project.

Local Agency Employee in Responsible Charge: The person designated in “Responsible Charge” is an individual employed directly by TAMC; this individual may not be a consultant under retainer.

Owner-Furnished Materials: Materials to be furnished by the owner(s) and provided to the contractor for use or installation in a construction contract. Owner-furnished materials are not part of the contractor’s bid, but they are included in the total construction allotment for a project.

Project Manager: The TAMC staff person responsible for managing the given construction contract.

Quality Assurance: All planned and systematic actions necessary to provide confidence that a quality control process meets or exceeds its intended goals, or that installed materials or products will satisfy given requirements for quality.

Quality Control: All contractor operational processes, techniques, and activities that are performed or conducted to ensure that placed materials meet or exceed the contract specifications and requirements.

Resident Engineer: The lead person in responsible for performing construction management activities for a project, including contract administration, jobsite verification sampling, and testing and inspection of the contractor’s quality control operations. The Resident Engineer is typically employed by a construction management firm under direct contract to TAMC.

Staff Report: The Staff Report is the document used by TAMC staff to request an action by its Board of Directors. It may be used to request approval of contracts, change orders, co-op agreements, and contract amendments, and to officially establish or change a policy or procedure.

Standard Specifications: Also referred to as Caltrans Standard Specifications, they are available at this link:

http://www.dot.ca.gov/hq/esc/oe/construction_contract_standards/std_specs/2010_StdSpecs/2010_StdSpecs.pdf

Supplemental Work: The anticipated work within the scope of the project which is included in the engineer’s estimate for a project to cover work of such an uncertain nature that cannot be quantified as a contract bid item.

CHAPTER 1: INTRODUCTION AND OVERVIEW

INTRODUCTION

The Transportation Agency for Monterey County is the Regional Transportation Planning Agency, Service Authority for Freeways and Expressways and the Regional Development Impact Fee Joint Powers Authority for Monterey County. As such, TAMC is responsible for overseeing the use of certain transportation funds for the region and can also act as an administering agency that advertises, opens bids, awards and administers construction contracts for certain locally-administered transportation projects. This document is a resource for TAMC staff and consultants, including the Project Manager, the Construction Management firm, Resident Engineer and their various representatives.

PURPOSE AND OBJECTIVE

The primary purpose of this document is to provide written construction contract administration policies and procedures for local agency projects administered by TAMC to ensure compliance with all state and federal regulations regarding administration of construction contracts, contract management, and contract change orders. This manual also describes the administration practices, procedures, and activities of those parties during the bid document preparation, advertisement, and construction phase of a project. Note that TAMC has a separate *Procurement Procedures and Contract Management Manual* that provides additional detailed information on procurement policies and is designed to be consistent with this manual.

If any portion of construction is to be funded with state or federal funds, certain provisions must be included in the procurement package and the contract administration procedures must conform to those requirements. On such projects, TAMC will follow procedures required to process federal and state funded local transportation project in compliance with the Caltrans Local Assistance Procedure Manual, such as, developing a contract administration system to ensure all project records are properly documented, and to assure that all contract change orders are properly reviewed and administered and supported by independent cost estimates.

The policies and procedures presented in this document are not a substitute for the requirements and obligations for TAMC and the contractor as noted in Standard Specifications, special provisions, project plans, or other construction contract documents. Throughout this document, references are made to other guides and policy documents, which change over time. If the information contained in this guide conflicts with other state or federal regulations or policies, those regulations and policies shall govern. If any discrepancies between documents are encountered, the TAMC Project Manager should be notified.

This document consolidates information, forms, templates, and references into a single location for ease of use. It includes numerous web links to external information on the California Department of Transportation (Caltrans) and Federal Highway Administration (FHWA) websites and hot links to blank forms and templates that are commonly used in the pre-construction, procurement, and construction phases of a project, as well as some example documents.

ORGANIZATION

Below is the typical organization of construction administration within TAMC:

- Executive Director
 - Deputy Director
 - Staff Project Manager
 - Design Engineering Firm (consultant)
 - Construction Manager (consultant)
 - Resident Engineer (consultant)
 - Community Outreach Coordinator
 - Finance Officer
- Legal Counsel

ROLES

The following subsections briefly describe the roles and responsibilities for the key parties discussed in this manual. In addition, TAMC staff typically involved in some facets of construction contract administration and oversight include: the Executive Director, the Deputy Executive Director, Legal Counsel and the Community Outreach Coordinator

Local Agency Employee in Responsible Charge

When TAMC is a direct recipient of Federal or State funds, the agency must assign a qualified, full time employee designated as the Local Agency Employee in Responsible Charge. While consultants may perform project management, supervision and inspection work, the local agency shall provide a full-time employee to be in responsible charge of each transportation infrastructure project. This individual must be employed directly by the local agency.

The Deputy Director may act as responsible charge or may assign these duties to a qualified staff project manager. The Local Agency Employee in Responsible Charge does not need be a registered engineer and may serve in responsible charge for several projects. A consultant under retainer may not fill the role as the as the responsible charge. The responsible charge must ensure that the work delivered under contract is complete, accurate, and consistent with the terms, conditions, and specifications of the contract. The person designated as responsible charge is responsible for adhering to the TAMC Procurement and Contract Management Policies Manual, as well as the Caltrans Local Agency Procedures Manual for federal-aid projects or projects within Caltrans right of-way.

Project Manager

TAMC will designate a staff Project Manager to be responsible for the overall delivery of a project, from project initiation through completion. The assigned Project Manager is responsible for managing and administering the assigned design engineering consultant firm, construction management firm, and the construction contracts, and reports to the Deputy Executive Director.

Design Engineering Firm

The design engineering firm is responsible for the preparation of final design and project plans, specifications and estimates, and review of the successful bidder's package prior to execution of the contract.

Construction Management Firm

The construction management firm will provide qualified construction management, surveying consultants, and specialty services to assist in executing construction projects. The construction management firm is responsible for adhering to the Caltrans Local Agency Procedures Manual procedures for federal-aid projects or projects within Caltrans right of-way. In addition, the Construction Management firm may also assist the Project Manager with the preparation of the bid package and advertisement of the project for bids.

Resident Engineer

In general, the construction management firm will also perform the role of Resident Engineer (and Structures Representative) as described in the Caltrans Construction Manual. The Resident Engineer is the lead person in responsible for performing construction management activities for a project, including contract administration, jobsite verification sampling, and testing and inspection of the contractor's quality control operations. The Resident Engineer will also review financial documents such as contractor invoices, contract change orders and claims prior to submittal to the Project Manager.

Community Outreach Coordinator

TAMC, or in some cases the construction management firm, will provide a Community Outreach Coordinator to create and implement a Public Information Plan for the project. The Community Outreach Coordinator will coordinate the development of the plan with the Resident Engineer, the Caltrans Oversight Engineer (as applicable) and the Project Manager.

Finance Officer

The TAMC Finance Officer will keep the official written project file with procurement and contract documents, and assure that the required insurance documents are retained with the project file. The Finance Officer will review the invoices submitted by the Resident Engineer and will assure prompt payment.

Legal Counsel

TAMC's Legal Counsel will review the draft bid package prior to its release, assist with the bid opening, assist with contract negotiations as relevant, review and approve as to form the final contracts and provide assistance in responding to any disputes or claims on the project.

INSURANCE REQUIREMENTS

Insurance – Contractor

The contract documents require the Contractor to procure and maintain specific insurance of the type and scale appropriate with the project scope, which typically includes public liability, property damage and workers' compensation insurance. Insurance coverage is evidenced by a certificate of insurance, which certifies that the policy is in effect. The contract documents typically require all Contractor insurance policies to list TAMC, and possibly other entities listed in the Invitation for Bids, as an additionally insured party. The Contractor must forward certificates of insurance for the required coverage to the Project Manager before the Contract is executed.

To ensure that adequate insurance coverage is maintained in force, the Resident Engineer will monitor the effective periods of the insurance coverage on the project and must be aware of notifications of cancellations of the insurance coverage. If the Contractor fails to take appropriate action and the insurance coverage expires, the Resident Engineer, with the approval of TAMC, will issue a written stop work order to the Contractor, and work must not resume until the Contractor furnishes a valid certificate of insurance. The Contractor is responsible for obtaining sufficient additional bonding and insurance if additional work is added that increases the total Contract value above the limits of the current bonding and insurance coverage. The Resident Engineer will ensure that the Contractor does not proceed with the additional work until the additional coverage limits are in effect. The contractor must supply a performance and payment bond at least equal to 100 percent of the contract price.

Insurance – Design and Construction Management Consultant

The consultant providing design and/or construction management services will have insurance requirements outlined in their contract agreement. Typical coverage includes general liability, automobile liability, workers compensation, professional liability and excess (or umbrella) liability. TAMC is typically listed as an additionally insured party. The Project Manager will verify adequate insurance coverage and forward the insurance certificates to the Finance Officer before the agreement is executed.

Insurance – Third- Parties

During the course of the project, a third-party partner in the project, such as a utility company or railroad, may require TAMC to produce proof of insurance in order to allow access to its easement or right-of way. A copy of TAMC's current certificate of insurance may be obtained from the TAMC Finance Officer.

Insurance – Coverage of Client Agency

If the TAMC is administering a project on behalf of another local agency, the construction management firm, its subconsultants, and the contractor must name the local agency as an additional insured with coverage equivalent to that provided to TAMC. This coverage should be verified by the Project Manager by obtaining the certificate of insurance submittals required by the contract or agreement.

CHAPTER 2: CONTRACT ADVERTISEMENT AND AWARD

CONSTRUCTION MANAGEMENT FIRM PROCUREMENT

Timing of Procurement

Procurement of the construction management firm must be planned well in advance of the 65% PS&E review submittal and **an approximate 3 to 6-month procurement process should be scheduled and planned.**

Federal-Aid Project Restrictins

For federal-aid projects, special attention must be paid to the procurement of the construction management firm for support of pre-construction activities, which are any activities prior to the award of the construction contract.

For federally-funded projects, the Project Manager will utilize one of the following construction management firm procurement options in order to comply with federal-aid requirements that prohibit the use of federal funds for pre-construction activities:

- Procure a single construction management contract with two separate task orders, i.e., Task 1 for pre-construction activities and Task 2 for construction management activities following execution of the construction contract (often called post-award). In this case, federal funding can only be used for Task 2 activities; Task 1 activities must be paid using non-federal funds.
- Procure two separate contracts: one for pre-construction activities and one for post-award activities, with only the latter being eligible for federal funding. In this case, the preconstruction activities are included in the design consultant's contract, and a separate procurement is issued for a construction management firm to provide only post-construction contract award activities. Depending on the capabilities of the design firm and at the discretion of the Project Manager, the construction management firm could either complete the constructability review using their own staff, or subcontract these efforts to another consultant firm.

Disclosure of Financial Interests for Construction Management Firm

The persons on the construction management firm's staff who will perform negotiations on behalf of TAMC will need to fill out a disclosure of financial interests (Form 700) and be free of any conflicts of interest. Project Manager will work with Legal Counsel to assure that the construction management firm's contract includes the appropriate terms and conditions to protect TAMC interests for insertion in the contract.

PREPARATION OF BID DOCUMENTS

The process shown below outlines the pre-bid major process elements in which the construction management firm may participate.

- 65% Review
- Finalize Bid Documents
- Prepare Staff Report

Constructability Review (65% PS&E Review)

The constructability review of the 65% stage of the plans, specifications, and estimate is usually the first task for the construction management firm. The purpose of involving the construction management firm at the 65% submittal is to incorporate comments from a constructability and construction contract administration perspective into the final bid package. Because the construction management firm will ultimately administer the construction contract and ensure that the project is constructed in compliance with the contract documents, the firm's review of and comments on the bid package is an important aspect of delivering high-quality bid documents and reducing the potential for construction delays and change orders resulting from errors, omissions, or conflicts within the contract and procurement documents.

Special Considerations for Federal-Aid Projects

If any portion of the construction is to be funded with federal funds, additional federal-aid provisions must be added to the procurement package. These federal contract provisions add contract language to include such as Disadvantaged Business Enterprise (DBE) requirements. These additional federal provisions are reviewed in the TAMC Procurement Policies Manual as well as the Caltrans Local Assistance Procedures Manual, Chapter 9.

Finalize Bid Documents

The Project Manager is responsible for managing the delivery of the final bid document package.

The design consultant will prepare the final project plans, bid item list and quantities. The boiler plate special provisions, which include TAMC policies and practices and other contractual requirements, will be adapted to meet the specific requirements of the project and added to the bid documents. The Project Manager may elect to have either the design consultant or the construction management firm prepare the special provisions and compile the final documents for advertisement. When formal partnering is desired the contract should contain appropriate specifications for partnering.

After the special provisions are finalized and any cooperative agreement requirements are incorporated, the Project Manager will request a review by TAMC's legal counsel.

CONTRACT ADVERTISEMENT

The major steps in advertising and awarding a construction contract are as follows, and additional details on each step are covered in this section:

- Approval to Advertise
- Advertisement of Contract and Release of Bid Package
- Pre-Bid Activities
- Receipt of Bids
- Bid Opening
- Analysis of Bids
- Award of Contract

Approval to Advertise

The Project Manager will develop a schedule that includes the advertisement and recommended approval dates for the TAMC Board to approve the advertisement of the construction contract. When the bid documents are complete, the Project Manager will advise the Deputy Executive Director, who will review the documents and then recommend to the Executive Director that the contract be brought to the TAMC Board to approve for advertisement.

The Project Manager will prepare a staff report recommending Board authorization for approval to allow Executive Director (or his designated representative), to (1) publicly advertise the contract at his or her discretion, (2) approve changes and issue addenda to the bidding documents during the advertising period and (3) publicly open all bids received.

Advertisement of Contract and Release of Bid Package

Communication with Bidders

The TAMC Project Manager is the single point of contact for the agency throughout the bidding period. All information exchanged between bidders and TAMC during procurement must be routed through this individual, including bidder inquiries, responses to inquiries, addenda, and notices of pre-bid meetings.

To protect the integrity of the bidding process, no bidder can be given a real or perceived advantage over any other bidder. Any information provided to one bidder must also be provided to all other potential bidders at the same time. Non-designated personnel should not respond directly to plan holders making bidder inquiries. The construction management or design consultant should instead investigate bidder inquiries and provide timely and conclusive responses through the assigned Project Manager.

Provision of information to bidders is generally through the TAMC website that is updated by the Project Manager as needed to keep the site current with documents related to the bid process. Documents posted on the TAMC website typically include the Invitation for Bids, addenda, list of plan holders, bidder's inquiries and responses, and the pre-bid meeting summary. In addition to the TAMC website, a third-party online plan room may be utilized to post the Invitation for

Bids, plans, specifications, addenda, list of plan holders, bidder inquiry log and pre-bid meeting information.

Invitation for Bids

The Project Manager will prepare the Invitation for Bids, typically including the following information:

- The Project Manager's name and contact information
- Instructions to prospective bidders for acquiring project plans and bid documents
- Instructions for submitting bidder inquiries
- Deadline for bidders to submit inquiries must be included in the Invitation for Bids (typically no later than five business days prior to the bid due date)
- Instructions and due date for submitting sealed bids to the TAMC front office
- Date, time, and location of the public bid opening

TAMC's sample Invitation for Bids is included in its Procurement Policies and Procedures Manual.

Advertisement of Invitation for Bids

When the Executive Director authorizes the advertisement, the Project Manager will publish the *Invitation for Bids* one or more newspapers of general circulation, such as:

- Monterey Weekly
- Monterey Herald
- Salinas Californian

The Agency will also post an electronic copy of the advertisement on the TAMC website. For federally-funded projects, the Invitation for Bids will also provide notification to Disadvantaged Business Enterprise firms in accordance with Caltrans guidelines. The Agency will maintain complete documentation in the project files in compliance with all state and federal requirements for all advertisement and notifications. The advertisement period officially starts on the first date of such publication. The newspaper advertisement should be published once a week for two consecutive weeks, at the beginning of the bid process. For federal-aid projects, the minimum advertisement period is for three consecutive weeks. It is important that the start date of the newspaper advertisement coincides with the formal start of the Bid Advertisement Period.

Release of Bid Package

For smaller projects (e.g., under \$150,000), the assigned Project Manager may direct the Construction Management consultant to issue the bidding documents to interested parties (typically with the traditional hard copy bid package, but electronic distribution or posting is also permitted). On larger projects the assigned Project Manager may direct the Construction Management consultant to issue the bidding documents to a third-party online plan room. The Construction Management consultant secures the services of the online plan room (typically the Builders Exchange of the Central Coast) and transmits all procurement documents to this party.

This process ensures the integrity and consistency of the PS&E package. Some plan rooms only accept electronic files, but most still work with the traditional hard copy bid package.

The Construction Management consultant shall ensure that a list is maintained of all plan holders of record (i.e., those who have been issued or have purchased one or more sets of the bid documents). The Construction Management consultant should provide the Project Manager with regular summaries of current registered plan holders. Finally, the Project Manager should ensure that the TAMC website is kept up to date with current advertisements. The TAMC website shall also serve as a means to distribute all bid inquiries and contract addenda.

Pre-Bid Activities

Pre-Bid Meeting

The Project Manager may elect to conduct a pre-bid meeting on the project in coordination with the design consultant and/or construction manager. Pre-bid meetings may be determined to be mandatory or optional. The purpose of the pre-bid meeting is to allow TAMC to direct the attention of prospective bidders to any critical aspects of the project.

The Project Manager will ensure that the minutes, questions and answers given at the pre-bid meeting are prepared, made available to all attendees and all plan holders of record, and posted on the TAMC website. The following is an example pre-bid meeting agenda:

- Introductions
- Opening Remarks
- Project Description
- Important Dates
- Stormwater Pollution Prevention Plan
- Environmental Requirements
- Project-Specific Participation Goals
- Contract Advertisement, Bid Opening, and Award Process
- Question and Answer Procedure (i.e. only written questions to be submitted)

The pre-bid meeting may also include a tour of the project site.

Bidder Inquiries

The Project Manager shall be the prospective bidders' single point of contact for bid inquiries throughout the bidding period. All bid inquiries should be submitted to TAMC in writing, and all inquiries and responses shall be posted on the TAMC website. The Project Manager will provide a response to bidder inquiries in a timely manner, using input from the design engineering firm and others, as necessary. The bidder inquiries and responses are also posted on the plan-room website (when utilized) and, as a courtesy notification, emails are sent to all registered plan holders.

Addenda

Although responses to inquiries should be shared with bidders during the bid process, a final collection of all bidders' inquiries and responses should be issued as an addendum prior to the end of the bidding period and made part of the official procurement record.

In addition, if during the advertisement period any matters arise that require clarification of the bid documents, the Project Manager will prepare an addendum to the bid. Addenda may also be issued at TAMC's discretion to add or remove significant work, correct significant errors and omissions, and resolve conflicts in the contract documents.

The Project Manager will coordinate with the design engineer and construction management to prepare the plans, specifications, and cost estimate, if needed for an addendum request. Review and approval of the addendum by third-party stakeholders, such as Caltrans, other agencies, or utilities, may be required. The Project Manager, or Construction Management consultant if designated, is responsible for coordinating closely with the third party/ies to obtain expeditious review and approval of the addenda.

After review by the Project Manager and the Deputy Executive Director, the addendum will be forwarded to the Executive Director for approval. Upon approval, the Project Manager or Construction Management consultant will forward the approved addenda to the on-line plan room for distribution and send the Project Manager will post it on the TAMC website.

As stated in the Notice for Bids, the bidders are responsible for checking the TAMC website for addenda. The Project Manager may elect to send emails to all registered plan holders as a courtesy notification. Responsive bidders must certify receipt of all addenda when submitting their bids. For federal-aid projects, the federal wage rates must be checked 10 days prior to bid opening and any change in the wage rates must be included in an addendum.

Extension of Bid Opening Date

Depending on the nature and complexity of the inquiries, and considering that addenda could be issued during the bid process and could materially change the plans, the Project Manager may decide to extend the bid opening date to allow bidders to digest the revised or new information and subsequently account for the changes in their bid pricing. Changes, if any, to the originally specified bid opening time or location may be made only by addendum.

Receipt of Bids

Bid packages shall be delivered to the TAMC's office as designated in the Invitation for Bids. TAMC's receptionist receives and time-stamps each sealed bid package and is responsible safeguarding all accepted bids until they are either (1) withdrawn by the bidder prior to the deadline specified for bid submittal, (2) publicly opened, or (3) returned unopened to the bidder if the solicitation is canceled prior to the public opening of bids. Bids will not be accepted after the date and time specified in the bid documents.

Bid Opening

The Executive Director, or representative, will oversee the public opening of all bids at the time and location stated in the Invitation for Bids.

On the day of the bid opening, the typical procedure is as follows:

- Following the submittal cut-off time, the date/time-stamped bid packages will be taken to the TAMC conference room.
- The Project Manager will verify each bidder's name as a registered plan holder before the bid is officially accepted.
- An official separate from the Project Manager (i.e. Deputy Executive Director, Executive Director or TAMC Attorney) will serve as the bid opening officer.
- The Bid Officer will decide when the time set for bid opening has arrived and so declares to those present.
- The Bid Officer will publicly open all bids received prior to the cut-off time and will read aloud the name of the bidder, and the total bid price from each bid.
- After the last bid is opened and recorded, the Bid Officer will announce the apparent low bidder.
- Questions from the bidders present at the bid opening may, or may not, be taken. If questions are taken, the Project Manager records any questions and the answers for later posting on the TAMC website.
- After the bid opening, the Project Manager will electronically scan the bid forms, transmit them to the design consultant and construction management firm, and save the bids them to the project file.
- Bidders may obtain copies of the bid documents that must be disclosed pursuant to the California Public Records Act at any time after the bid amounts are publicly read and recorded.

Analysis of Bids

Consultant Assistance

Consultants or non-employees that assist staff in evaluating and reviewing bids must fill out a *Declaration Concerning Conflicts for Evaluators* prior to reviewing bids.

Bid Summary Form

The Project Manager will document the receipt of all bids received using a *Bid Summary Form*. The bid opening date, general description of the procurement item, names of bidders, prices bid, and any other information required for bid evaluation should be entered into the bid summary. The bid summary should be completed as soon as practicable after the bids have been opened and read. For federal-aid projects, the bid summary will also contain confirmation of DBE documentation (meeting the DBE goal or demonstration of good faith effort).

Verification of Responsible Bid

Following the bid opening, the Project Manager or the Construction Management consultant, will analyze each bid, beginning with the apparent low bidder, to mathematically verify each line item and the total bid amount, to assure that it is a responsible bid.

Responsiveness of Bids

The Project Manager will review the bids for responsiveness. To be considered responsive, a bid should be completed, executed, and submitted in accordance with the instructions contained in the Invitation for Bids, including any required TAMC bid forms, the method and timeliness of submission and the substance of any resulting contract. TAMC's *Responsiveness Checklist* can be used to facilitate the Project Manager's review of the responsiveness of the bids or proposals.

No oral discussion or written communication should be conducted with bidders except to obtain clarification regarding the bid contents or provide information regarding protests or delays.

Rejection of Individual Bids as Non-Responsive

Any bid that fails to conform to the essential requirements of the Invitation for Bids, such as specifications, delivery schedule, or any alternatives to these or other requirements specifically provided for in the Invitation for Bids should be rejected as nonresponsive. Ordinarily, a bid will be rejected when a bidder imposes conditions that would modify requirements of the Invitation for Bids or limit its liability to the buyer in a way that gives the bidder an advantage over other bidders.

Bid Irregularities

If any bid contains irregularities that, in the Project Manager's opinion, could affect the determination of the lowest responsible and responsive bidder, the Project Manager notifies the Deputy Executive Director, who may refer the facts to the TAMC's legal counsel. In such an event, counsel makes a recommendation to the Deputy Executive Director, in consultation with the Executive Director, who will make the final determination on a course of action. After the bid analysis the Project Manager will post the bid results on the TAMC website.

Minor Deviations

A minor deviation is an error that does not affect the substance of a bid. A condition affects the substance of a bid when it affects the price, quantity, quality, or delivery of the items offered. Waivers of minor deviations should be reviewed by the TAMC Attorney to assure their validity and consistency in application, to avoid allegations of favoritism.

Rejection of Bids

Any or all bids may be rejected if there is a sound, documented reason. For instance, any bid may be rejected if TAMC determines that it is unreasonable as to price, and the determination is supported by review and analysis of the action. If a bid guarantee is required and the bidder fails to furnish the guarantee in accordance with the requirements of the Invitation for Bids, the bid must be rejected.

When it is determined to reject all bids, the Contracts Officer should notify each bidder in writing that all bids have been rejected, stating the reason(s) for such action if appropriate.

Bid Protests

TAMC's goal is to analyze bids and resolve all irregularities and/or protests approximately 2-3 weeks prior to a regularly scheduled TAMC Board meeting. Any bidder may submit a valid bid

protest at any time after the bid opening and prior to the deadline stated in the Bid Protest Procedure. Valid bid protests are processed in accordance with the procedures contained in the Invitation for Bids.

Award Recommendation

After the low bidder is verified, the Construction Management consultant completes an award recommendation memo and submits it to the Project Manager. This memo attests to the validity of the low bid package and includes a list of all bidders in descending order. Immediately following receipt of the recommendation memo, TAMC sends out Letters of Intent to Award to all bidders via registered mail. The bid protest period is specified in the special provisions and is typically five business days from the last bidder's receipt of the letter.

Legal Counsel Review

In order to expedite the legal review and execution of the contract, the Project Manager and TAMC legal counsel will review the contractor's submittal package for compliance with contract requirements prior to approval by the TAMC Board. The Project Manager will consolidate comments from the contractor and facilitate negotiations between the contractor and TAMC Legal Counsel to assure that the documents are in compliance with TAMC's needs and state and federal requirements. The construction management consultant may support the Project Manager in this activity.

Prepare Staff Report for Board Consideration

Following the bid analysis and resolution of any bid protests or irregularities, the Project Manager will prepare a staff report recommending authorization to award the contract to the lowest responsible, responsive bidder. The staff report will be placed on the agenda of the next regularly scheduled TAMC Board meeting, or if additional time is needed for review and analysis, the subsequent TAMC Board meeting.

TAMC Board Authorization to Award

TAMC Board authorization is required for all contracts that exceed the Executive Director's signing authority (\$10,000 as of September, 2015). The Board's authorization to award authorizes the Executive Director to award the contract, prepare and sign all documents necessary to execute the contract, and gives the Executive Director the authority to approve contract change orders in accordance with the provisions of the TAMC policies and procedures. The authorization will state the construction contract allotment, including contingency amounts (usually 10 percent of the contract amount), supplemental funds, and owner-furnished materials.

Documentation

The procurement and authorization to award documentation, both paper and electronic, shall be saved to the TAMC project file and made available for future audit purposes in accordance with state and federal guidelines.

CONTRACT AWARD AND EXECUTION

Notice of Award

After the TAMC Board has authorized the Executive Director to award the contract, the Project Manager will prepare a Notice of Award letter and send it to the selected contractor for the Executive Director's signature. This letter will include instructions to the contractor for submitting required information (insurance certificates, performance bonds, etc.) to TAMC within a specified time frame (generally 30 days) so the final construction contract can be compiled. The Construction Management consultant will support the Project Manager in this activity.

Verification of Contract Package and Legal Approval

Once the Project Manager determines that the contractor has submitted the required contract documents (insurance certificates, performance bonds, etc.) and determines that all of the contractor-submitted forms are in compliance with the contract requirements, the Project Manager will compile the final contract package, including all forms, certificates, and other attachments. The Project Manager will scan the package into electronic format, prepare a memo attesting to the contract package's conformance, and submit two originals of the contract to the TAMC Legal Counsel for final review and approval as to form.

Contract Execution and Approval Letter

After legal counsel approval, the Project Manager will then forward two originals of the contract to the contractor for signature. The contract is then sent to the TAMC Executive Director for the final signature. After the contract is signed by the TAMC Executive Director, it is considered fully executed.

Following contract execution, the Project Manager will prepare a Contract Approval Letter for the Executive Director's signature. The Project Manager will scan the executed contract, Board authorization, and Contract Approval Letter to the TAMC's computer drive and forward a copy to TAMC legal counsel for its records. One set of original hardcopy documents will be placed in the TAMC project file, and one set of documents, including the Contract Approval Letter and a wet-signed copy of the contract, will be sent to the contractor.

The contract award documentation, both paper and electronic, shall be saved to the TAMC project file and made available for future audit purposes in accordance with state and federal guidelines.

Return of Bid Securities to Unsuccessful Bidders

The Project Manager is responsible for ensuring that all bid securities are returned to the unsuccessful bidders after successful execution of the construction contract.

CHAPTER 3: CONSTRUCTION CONTRACT ADMINISTRATION

PRE-CONSTRUCTION CONFERENCE

After the contract has been officially executed, the Project Manager will authorize the Resident Engineer to issue a Notice of Pre-Construction Conference to the Contractor. The pre-construction conference will include representatives from TAMC, the contractor and key subcontractors, the construction management firm, relevant agencies (e.g., utilities), and the design consultant, if requested by the construction management firm. The Resident Engineer will lead the discussion of topics, which, at a minimum, include contract requirements, safety, and coordination with other projects and agencies.

Interagency Task Force and Partnering

Partnering is a formalized process for building teamwork and cooperation between groups of people, with different outside goals and objectives, that will be working together to construct a project. Partnering seeks to unite the parties around the common goals and objectives within a project and is often employed on large or complex projects that require the careful coordination of construction activities to ensure the results desired.

The keys to making partnering work include communication, willing participants, senior management support, up front commitment, and a plan.

TAMC's typical partnering process involves the formation of an Interagency Task Force prior to the start of project construction that holds a team-building workshop, then meets at least once prior to and every month throughout the construction timeframe. Parties involved with the partnering process include the prime contractor, subcontractors, major suppliers, utility companies, emergency services providers, the TAMC Project Manager and Public Information Officer, the construction management firm, project designers, local government representatives and other parties that will be directly affected by the project.

All the key managers for the project are assembled for the kick-off team-building workshop which focuses on team building, goal setting, identifying issues, and solving problems. The workshop is run by a facilitator who ensures all issues are brought out into the open. Authority to solve problems is delegated to the lowest level. Follow up meetings are held to evaluate goals and objectives. When a local agency chooses to use the partnering approach, the partnering workshop can be independent of the pre-construction conference or integrated as a breakout session.

TAMC's Executive Director is firmly committed to the principles of partnering in order to instill collaboration among stakeholders and deliver successful outcomes to all parties. Generally speaking, the desired outcome is a constructed project that meets or exceeds the contractual requirements, is constructed within the contractual schedule and budget with minimal impact to the public, and results in no claims between the contractor and the TAMC. Partnering is TAMC's preferred method of resolving claims and disputes.

CONSTRUCTION MANAGEMENT SERVICES

After the construction contract has been executed, the construction management firm has the primary responsibility for administering the construction contract, which typically includes providing an on-site Resident Engineer, office engineering, field inspection services, materials testing, geotechnical services, and construction surveying (if needed).

Specific services will be defined in the construction management firm's contract, for which there is an agency template. The range of services includes:

- Pre-construction assistance
- Resident Engineer services
- Post-Construction Activities

Pre-Construction Assistance

Several activities may be part of the Construction Management firm's scope of work. Typically the Construction Manager will assist with the Constructability Review of the contract documents, the technical specifications and drawings and making recommendations related to constructability and consistency between them. In addition, the Construction Manager may provide pre-bid assistance to the Project Manager prior to the Notice-to-Proceed for construction, including in assembling and advertising the bid package, participate in the pre-bid conference, review bids, bid bonds; insurance certificates, and related submittals and assist TAMC in selecting a qualified bidder. The Construction Manager may also assist with the Pre-Construction Conference including scheduling the meeting, preparing an agenda, leading the meeting, and recording notes of the meeting.

The Construction Manager is also responsible for utility and other third-party coordination, including establishment of contact with utility owners to coordinate project-related relocation activities.

Finally, the Construction Manager is tasked with preparing a Public Information Plan to address community and public relations issues necessary to mitigate business and public concerns. Such activities may include assistance to TAMC in the conduct of public information meetings, establishment of a project web site and/or informational phone line for use by the community to obtain information about the project such as schedules or detours, and coordination with contractor on erection of project sponsor signage.

Project Funding

Locally-Funded Projects

TAMC projects may be funded by any combination of local, state, and federal funds. The Project Manager, in coordination with the construction management firm will develop a documentation strategy to ensure that compliance with all project reporting and documentation requirements for the various funding sources and local jurisdictional agencies, if applicable. It is extremely important to establish these requirements and a documentation strategy before work begins in order to ensure that the project and elements within the project are not disqualified for payment by the funding sources that were programmed to pay for them.

Federal-Aid Projects

Federal-aid projects require adherence to specific procedures. Although some of the broad requirements have been noted above, Caltrans Local Assistance regularly updates the federal-aid procedures and required submittals. Prior to advertising a federal-aid contract, the Project Manager and construction management firm should review the Caltrans *Local Assistance Procedures Manual*.

Resident Engineer Activities

The Construction Management firm is responsible for acting as the Resident Engineer on the project and providing qualified personnel to perform several tasks.

Point of Contact with TAMC Project Manager

From the start of construction to the completion of construction, the Construction Management firm will provide the TAMC's primary interface with the Contractor. All routine communications with the Contractor will be handled through the construction management firm's Resident Engineer.

Contract Administration

As the Resident Engineer, the Construction Management firm is responsible for monitoring the construction contractor's performance and enforcing all requirements of applicable codes, specifications and adherence to contract design.

Field Inspection

The Resident Engineer is responsible for field inspection work. This work includes monitoring construction schedules throughout the course of construction, which includes reviewing working days, contract time and documenting time extensions. The Resident Engineer is also responsible for tracking subcontractor's work. This monitoring includes ensuring that the construction contractor submits written request prior to substituting a subcontractor.

The Resident Engineer is responsible for reviewing contractor's proposed detours, lane closures, and staging plans, providing final inspection and coordinate road openings for each stage. The Resident Engineer is also responsible for establishing a punch list system and performing all quality control activities. The Resident Engineer is also for monitoring materials testing and source inspecting, including determining materials sampling and testing requirements and provide acceptance testing services.

The Resident Engineer is responsible for conducting safety reviews and monitoring the implementation of the contractor's safety plan. The Resident Engineer is also responsible for assuring that the contractor follows the approved environmental/biological monitoring plan, and inspecting and assuring compliance with the Storm Water Pollution Prevention Plan. When directed, the Resident Engineer may provide construction surveying services.

Project Recordkeeping and Reports

Early in the project, the Resident Engineer should discuss end of project records with the Project Manager and TAMC staff (and Caltrans and/or local agencies, as directed by the Project

Manager) to ensure that an appropriate documentation system is established to collect, organize, distribute, and store end-of project documentation.

The Resident Engineer will verify the list of required documents with the Caltrans Oversight Engineer. Depending on the requirements of the project cooperative agreement and encroachment permit, required project documentation may consist of the following:

- Contract records
- Survey and right-of-way documents, as requested by Caltrans survey and right-of-way
- Record drawings
- Warranties
- Maintenance agreements
- Labor compliance documents
- Structure construction records

The Resident Engineer will take the lead in project recordkeeping, including maintaining well organized photographic or video records, a daily report system, weekly statement of working days, and a record file. The construction management firm monitors and verifies that all insurance, bonds, and other contract documents required of the contractor are kept current and is responsible for monitoring the contractor's labor compliance practices.

The Resident Engineer must assure that the project follows labor compliance rules by preparing daily reports with required information, monitoring certified payrolls and doing spot check labor surveys and interviews. The daily inspector's report system should record the hours worked by the workforce and equipment utilized. Documentation similar to Caltrans' *Weekly Statement of Working Days* is also required to be documented in the project file, with details sufficient to permit the review of the contractor's costs of the work in a manner similar to force account. Equipment must be identified sufficiently to enable determination of the applicable rental rates and operator's minimum wage. The narrative portion of the report shall include a description of the contractor's operation and location of work and any other pertinent information.

The record file shall support: 1) adequacy of field control, 2) conformance to contract specifications, 3) payments to contractor. The file must be complete, organized and maintained in a manner that permits inspection by the local agency, Caltrans or FHWA.

Examples of report formats can be found in the Caltrans Local Assistance Procedures Manual.

Design Review Coordination

The Resident Engineer is responsible for managing submittals and monitor designer's review activities, as well as managing the contractor's Requests for Information.

Payments and Change Orders

The Resident Engineer is responsible for reviewing and recommending progress payments to the construction contractor. In addition, the Resident Engineer recommends and manages the change orders, including keeping track of contingency money and notifying local agency when 80% of contingency money has been used. The Resident Engineer will submit all proposed change orders to the Project Manager, who is responsible for obtaining the required approval(s).

If using federal funds, a Request of Authorization for additional construction funds is required to be filed prior to the approval of a change order, if such change order will exceed authorized amount in the contract.

Claims Support

The Resident Engineer is responsible for managing the claims process, including adhering to a claims avoidance partnership process, providing a notice of potential claims to the Project Manager and preparing an ongoing claims summary.

Public Information Plan

The Resident Engineer assures that the an effective Public Information Plan is maintained, including disseminating project related information in coordination with the TAMC Project Manager or Community Outreach Coordinator to provide timely and accurate responses to public inquiries.

Post Construction Activities

The Resident Engineer is also responsible for preparing the post-construction final invoice, project acceptance and other final project documents for review and approval by the Project Manager. These final documents include the final detailed estimate, the change order summary, the project acceptance document, the claims summary and the final project report, as specified in the Caltrans Local Assistance Procedures Manual.

CONSTRUCTION

Start of Jobsite Activities

When notified of the contract approval, the contractor typically has a maximum of 55 calendar days to begin jobsite activities, according to specifications, although this may period be adjusted in the contract depending on the size and complexity of the project. The date on which the contractor starts jobsite activities establishes the start date for construction and the projected completion date based on the number of working days stated in the contract. Working days are usually based upon a 5-day work week, but will be as stated in the contract.

Communications Protocol

The Resident Engineer is the single point of contact for the construction management firm for all formal communications with the Contractor and the responsible party for oversight and management of the construction contract. This reporting structure ensures clear and consistent communication with the contractor and reduces the potential for providing conflicting information, which could lead to delays and potential claims.

Communications protocol must be consistent with that established by the Resident Engineer prior to the start of work. During the course of any construction support, if the TAMC staff, design consultant staff, or Caltrans staff contacts the contractor or subcontractor forces, it should be made clear that any approval or direction of the work must come from the Resident Engineer

in writing. Any Project Manager contacts with contractor forces would normally be very limited and would be made with the full knowledge of the Resident Engineer.

Construction Progress Meetings and Reports

The Resident Engineer conducts regular construction progress meetings with the contractor and the Project Manager. Other members of the project team are included on an as-needed basis. The objective of these meetings is to keep the project on track by reviewing the schedule, coordinating upcoming work, and resolving issues as quickly and economically as possible. The Project Manager attends the meetings and advises the construction management firm on project issues.

Progress Payments

The TAMC goal is to pay invoices within 30 days of receiving the invoice. The invoice payment procedure is as follows and will be communicated by the Project Manager to the Resident Engineer. Within 5 working days of receiving the contractor's payment proposal, the Resident Engineer discusses the estimate with the contractor and resolves any differences. No later than two business days following the 20th calendar day of the current monthly pay period, the Resident Engineer will email a .pdf or equivalent format copy of the signed contractor progress payment invoice, including all supporting documents, to the TAMC Finance Officer provides an email copy to the Project Manager. No hard copy original shall be mailed or hand delivered separately to TAMC. The emailed progress payment request becomes the original document with regard to processing the payment. The Resident Engineer calls the Project Manager after the email has been sent. This process will not be used when issuing the proposed final estimate.

Contract Change Orders

The TAMC Board authorization for contract award identifies the contract amount and sets aside a contingency amount and supplemental funds available.

Independent Cost Estimate

The Resident Engineer shall evaluate the contractor's cost estimate for proposed Contract Change Orders and will prepare an independent cost estimate for those in excess of \$10,000.

Approval Policy

The TAMC approval policy for Contract Change Orders is detailed below.

Within the authorized contract amount (including contingencies):

- Value up to \$10,000: The Executive Director has the authority to approve or may delegate approval of such Contract Change Orders to the Deputy Executive Director.
- Value of to \$10,000 but not greater than \$100,000: The Executive Director has the authority to approve following consultation with the TAMC Board Chair.
- Value greater than \$100,000: The Executive Director must seek the approval of the full TAMC Board. If the Board's regular meeting schedule precludes timely consideration of such Contract Change Order(s) and time is of the essence, the Executive Director has the

authority to approve the Contract Change Order following consultation with, and concurrence of, two or more members of the Executive Committee (Chair and Vice Chair of the TAMC Board). Such consultation may be conducted on an individual basis and must be documented.

Above the authorized contingency amount:

- All such Contract Change Orders must be approved by the TAMC Board of Directors.

Change Order Log

The Resident Engineer is responsible for maintaining records of the actual or expected cost of all approved, pending, and potential Contract Change Orders, and all potential claims. At least once per month, the Resident Engineer will report to the Project Manager the expected combined cost of these items and the base contract. This information is, in turn, regularly reported to the Deputy Executive Director.

The Resident Engineer must create and maintain records of an independent cost estimate and time impact analysis for each change order. The Project Manager shall then review the independent cost estimate and time impact analysis to determine if the contractor has submitted a fair and reasonable price for the change order work.

Board Notification

At each regularly scheduled TAMC Board of Directors meeting, the Project Manager will prepare a Contract Change Order staff report that provides information on:

- Each Contract Change Order approved since the last report with a cost that exceeds \$25,000
- Summary of Contract Change Orders for the project
- A time impact analysis of the Contract Change Order
- Status of the contingency fund

Claims

Disputes and Claims by the Contractor

A claim is a demand by the contractor for a time extension, or payment of money or damages arising from work done by, or on behalf of, the contractor pursuant to the contract, and payment of which is not otherwise expressly provided for or that the contractor is not otherwise entitled to as determined by TAMC in response to a contractor change request; or an amount the payment of that is disputed by the TAMC.

Procedures for the contractor to file a claim against TAMC are described in the contract special provisions and, by reference, the Caltrans Standard Specifications. The contract should specify the response time required by the Resident Engineer and TAMC.

The Resident Engineer will assign a unique number to each claim submitted and will maintain a log of claims from its receipt through to final disposition. The Resident Engineer will notify Project Manager immediately when a notice of claim is submitted and will provide a copy of the claim to the Project Manager. The Resident Engineer will confer with the Project Manager on the

appropriate action for each claim, and will at a minimum gather relevant documentation and provide an initial summary review of the claim.

Damage Claims against TAMC

If a member of the public feels that he/she have suffered damage as a result of any action or inaction by TAMC they can contact TAMC and request to file a claim. All claims by the member of the public shall be referred to the Project Manager, who will provide a claim form to the claimant in a timely manner. It is important to note that the claim must be postmarked no later than 6 months after the date of the incident. The Project Manager is responsible for transmitting the claim to the TAMC Legal Counsel to determine a recommended course of action.

Stop Payment Notice Filing

A Stop Payment Notice is a verified written notice signed by the claimant that formally notifies TAMC that the claimant has not been paid for its labor, service, equipment, or materials provided to the construction project. In order to assure that the law and regulations are followed, upon receipt of a Stop Payment Notice the Project Manager will immediately consult with the TAMC Legal Counsel to determine the proper course of action.

The Stop Payment Notice must be served on, and delivered to, the implementing agency, which may be either TAMC or Caltrans. The stop payment notice cannot be served on the construction management firm or prime contractor. A stop payment notice must be served by registered, certified, or express mail; by overnight delivery; or by personal delivery.

When the TAMC receives a properly prepared and timely served Stop Payment Notice, it is required to withhold from the Contractor the amount claimed owed from the undisbursed construction funds. The amount demanded in a stop payment notice is limited to the amount due for work provided through the date of the stop payment notice. For those companies not contracting directly with the prime contractor, a preliminary notice must be filed with TAMC and the prime contractor in order to serve a stop payment notice. Preliminary notice to TAMC must be given within 20 days of first furnishing labor and/or materials to the construction project. The deadlines for serving a stop payment notice are different for a prime contractor, subcontractor or material supplier:

- Prime Contractors - no later than the earlier of:
 - 90 days after completion of the project; *or*
 - 60 days after a notice of completion or cessation
- Subcontractors and Material Suppliers - no later than the earlier of:
 - 90 days after completion of the project; *or*
 - 30 days after a notice of completion or cessation

Permits and Required Plans

The Resident Engineer and construction management firm are responsible for assuring that the required permits and plan are prepared and filed as required under state and federal law. The Resident Engineer will coordinate implementation of any conditions of the permits and plans

with the Contractor, and will work with the Project Manager to file permits and pay any required permit fees.

Storm Water Pollution Prevention and Control Project Permit

At the start of a project, a Storm Water Pollution Prevention Plan – Notice of Intent – General Permit to Discharge Storm Water associated with the construction project will be prepared by the Resident Engineer and submitted by the Project Manager to the State Water Resources Control Board, along with initial permit fees.

The construction management firm is responsible for ensuring that the Contractor prepares the various Storm Water Pollution Prevention Plan forms throughout the life of the project and for notifying the Approved Signatory (TAMC or Caltrans) to submit these documents.

Ad hoc reports for notice of rain events and notice of non-storm water discharge events should be prepared and submitted when required. A storm water annual report must be prepared by the Contractor and delivered to the Resident Engineer in time to meet the annual September 1 reporting deadline to the State Water Resources Control Board for each permitted project.

The Resident Engineer is responsible for assuring the preparation of the permit Notice of Termination upon completion of the project and its submittal to the State Water Resources Control Board in a timely manner to avoid additional annual permit fees.

For projects on the state highway system, Caltrans will perform Storm Water Pollution Prevention Plan inspections and provide copies of Storm Water Site Inspection Reports.

Any deficiencies noted should be brought by the Resident Engineer to the attention of the contractor and corrected. Any significant deficiencies or non-storm water discharge events should be brought to the attention of the TAMC Project Manager and the approved signatory to the permit.

Hazardous Waste Disposal Permits

Removal and disposal of hazardous waste is regulated by the US EPA and the California Department of Toxic Substances Control (DTSC), <http://www.dtsc.ca.gov>. In addition, the State of California Board of Equalization collects fees annually for generation, transportation, and disposal of hazardous waste. The construction management firm, with assistance from the Engineer of Record, is responsible for obtaining and managing the required hazardous Waste Disposal permits.

Department of Toxic Substances Control – EPA ID Number

Each project must obtain a Department of Toxic Substances Control – EPA ID Number if hazardous waste will be generated. For a short-term project (less than 90 days in duration), a temporary EPA ID may be obtained; otherwise, a permanent EPA ID number is required. Information regarding application for a new temporary or permanent EPA ID, deactivating an existing permanent ID, or updating information for an ID can be found at <http://www.dtsc.ca.gov/IDManifest/index.cfm>.

California Board of Equalization - Hazardous Waste Generator Fees

The California Board of Equalization collects Hazardous Waste Generator fees on an annual basis. Payment of Hazardous Waste Generator Fees is determined based on number of sites (by EPA ID) and amount of hazardous waste generated in a calendar year. Fees are due by February 28 of the following year.

When a new EPA ID is obtained for a new site, the EPA ID must be added as a new location to the existing TAMC BOE account at <https://efile.boe.ca.gov/ereg/index.boe>. Board of Equalization account information can be obtained from either the Project Manager or the Resident Engineer.

US Environmental Protection Agency – RCRA ID Number

A US EPA – Resource Conservation and Recovery Act ID number may also be required for transportation and disposal of hazardous waste from a project site. For information on requirements for and obtaining an Resource Conservation and Recovery ID number, see <http://www.epa.gov/region9/waste/epanums.html>. The Engineer of Record should help prepare this application to ensure that the information provided for a project is correct. A permanent ID should be obtained for projects with a duration of more than 90 days.

Labor Compliance Monitoring

The construction management firm is responsible for oversight of contractor compliance with labor compliance monitoring tasks:

- Payroll Verification
- Certified Payroll Submittals
- Posting of Labor Compliance Posters

Payroll Verification

The construction management firm must review the certified payrolls for completeness and certification, and then “spot-check” items such as classification, hourly rate, authorized deduction, fringe benefits, overtime hours and rate, and net wages paid. Through employee interviews, good cross reference checks can be made on classifications and hourly rates.

The construction management firm also must document that Davis-Bacon rates, as applicable, are being complied with. A pdf file of the wage determination should be saved for the project records.

The construction management firm is responsible for conducting employee interviews and should interview contractor and subcontractor employees regularly throughout the life of a project. Caltrans interview requirements are that employee interviews must be conducted to confirm nondiscrimination and equal employment opportunity practices at the rate of at least two employees per contract, per month, including at least one interview of an employee of the prime contractor and one from each subcontractor until the contract is accepted or all employees on the project have been interviewed.

TAMC's policy is to follow the Caltrans interview requirements for frequency requirements along with the federal provision that, should an irregularity be discovered during the interview or payroll review process, the construction management firm must follow up with further investigation until the issue is resolved or reported to the proper authority for further action, starting with the Project Manager.

The most common form of noncompliance is an employee working outside of his or her classification (e.g., laborer operating heavy equipment or performing carpentry). Forms for employee interviews are available on the Caltrans Department of Local Assistance.

Certified Payroll Submittals

Certified payrolls must be submitted by contractors and subcontractors as required under state and federal law. The Resident Engineer must verify that project information for a new project has been properly entered into the state database and must verify that the contractor and each subcontractor has furnished certified payroll records on a monthly basis.

Required Postings

The construction management firm is responsible for confirming the contractor and subcontractor posting of required labor compliance posters, such as the Department of Fair Employment and Housing's poster "Discrimination and Harassment in Employment are Prohibited by Law" (DFEH-162/DFEH-162S) and the Department of Industrial Relations' poster "Payday Notice" (DSLE 8). The construction management firm must verify that required posters are in good condition and posted in plain view of workers.

Annual Equal Employment Opportunity and DBE Report

For federally funded projects, the Resident Engineer is responsible for assuring that the prime contractors and all subcontractors must submit an Annual Equal Employment Opportunity Report. The report must be submitted by August 15 of each year for federal aid projects with a cost exceeding \$10,000. This report includes verification that Disadvantaged-Business Enterprise goals, commitments, good faith effort analysis, performance, and commercially useful function have been met. Monthly DBE Trucking Verification requirements and reporting is also required.

Employee Training Requirements

The construction management form must verify that any employee training requirements identified in the contract special provisions have been performed and must report any instances of nonconformance to the Project Manager.

Caltrans Audit of Labor Compliance

Caltrans Department of Local Assistance provides information regarding labor compliance and submittal of certified payrolls on Caltrans-administered projects. A Caltrans Local Assistance audit of TAMC oversight projects will be made based on these requirements. The construction review checklist that will be used by Caltrans to audit AAA projects is available at http://www.dot.ca.gov/hq/LocalPrograms/DLA_OB/ob-13-03.xlsx

The Resident Engineer must be familiar with the content of this audit form and must be prepared to answer any questions that any auditor may have with regard to the project.

CHAPTER 4: PROJECT CLOSEOUT

The process flow below depicts the major steps in construction project closeout. Additional details for each step are provided in the following subsections.

- Final Inspection
- Contract Acceptance
- Final Payment
- Notice of Completion
- Project Documents Archive
- Final Report
- Encroachment Permit and Co-Op Agreements Closure

Final Inspection

When the contract work nears substantial completion, the Resident Engineer will schedule an inspection of the project. Inspection participants include the Project Manager, the contractor, and the design consultant. If the project is under the jurisdiction of other agencies, such as Caltrans, those agencies will also be included in the inspection. The Project Manager and Resident Engineer will verify that the requirements of the contract, encroachment permit and cooperative agreement have all been met. If necessary, the Resident Engineer will also request a safety review by Caltrans.

After the inspection, the Resident Engineer will prepare a punch list for remaining items to be completed or items of nonconformance to be repaired or replaced and will transmit the punch list to the Contractor.

Contract Acceptance

After the contractor has satisfactorily completed all punch list items and all project closeout requirements in accordance with the contract, the Resident Engineer will notify the Project Manager. If the project is under Caltrans' jurisdiction, the Project Manager will confirm with the Caltrans inspector that the contract work has been completed to Caltrans' satisfaction, if required by the applicable Cooperative Agreement.

Notice of Completion

The Project Manager will then prepare a staff report, board resolution and notice of completion required for the TAMC Board to accept the project construction contract and make final payment. Following adoption of the Board authorization for project acceptance, the Project Manager will publish a Notice of Completion in a local newspaper of general circulation.

Final Payment

At the expiration of the statutory period following publication of the Notice of Completion , and provided that no mechanics liens have been filed against the project, the Executive Director or designee will authorize the release of the contractor's retention. If any liens have been filed, the Deputy Executive Director authorizes the release of the contractor's retention less the amount of all liens and refers the matter to TAMC's legal counsel for resolution.

The Resident Engineer, in conjunction with the contractor, will prepare and forward the final payment request to the Finance Officer and Project Manager for processing and final payment.

Project Documents Archive

TAMC will maintain complete documentation in the project files in compliance with all state and federal requirements. All original project file documents for contract advertisement, award, and administration shall be scanned and saved in electronic (PDF) format. All documentation shall be saved and made available for future audit purposes in accordance with state and federal guidelines.

Project documentation collected and maintained by the Resident Engineer depends on whether the project is within or outside of Caltrans right-of-way and if the project is a federal-aid project.

If the project is within Caltrans' jurisdiction, required project documentation must be submitted to the Caltrans Oversight Engineer before closeout of the encroachment permit. Note that there is typically a maximum time period to submit project documentation after the TAMC's construction contract acceptance.

For oversight projects without a cooperative agreement, it is 30 calendar days. For oversight projects with a cooperative agreement, it is 90 calendar days for projects with less than 300 plan sheets, and 180 calendar days for projects with 300 or more plan sheets.

Project Completion Report

At the conclusion of the project, the Resident Engineer prepares and submits a project completion report. The project completion report includes all documentation required by state and federal requirements.

Records Retention

When the TAMC is required to hold contract files, the retention period will be referenced in the cooperative agreement. For federal-aid projects, the construction management files are to be retained a minimum of 3 years after the final reimbursement or payment by Caltrans to the TAMC. The construction management firm is responsible for retaining all construction management documents until further action is directed by TAMC.

Encroachment Permit and Cooperative Agreement Closure

The Project Manager will coordinate with the construction management firm to verify that the requirements of the encroachment permit and cooperative agreement have been met. If the project is within state right-of-way, the Project Manager notifies Caltrans upon completion of the requirements.

The encroachment permit and cooperative agreement requirements are typically fulfilled when all of the following conditions are met:

- Construction is completed in compliance with the contract documents, cooperative agreement, and encroachment permit
- All required encroachment permit and cooperative agreement project documentation is delivered to Caltrans
- All necessary highway right-of-way is conveyed to the State
- Notice of Construction Completion has been submitted to the Regional Water Quality Control Board once construction for projects covered by the National
- Pollutant Discharge Elimination System permit is completed.

The general provisions of the encroachment permit require the permittee to notify the Caltrans representative when work is completed. Completing Caltrans Form TR-0128, Notice of Completion Card, provides such notification.

Relief from Maintenance and Responsibility

On projects within Caltrans right-of-way, due to language included in the special provisions, the authority to grant “Relief from Maintenance and Responsibility” is transferred from Caltrans to TAMC. Consequently, TAMC, not Caltrans, is automatically responsible for maintenance of the accepted work upon transfer from the contractor.

By the terms of the cooperative agreement, the State will accept control and maintenance under the following conditions:

- The construction contract is complete and the project has been accepted by TAMC;
- The state representative is satisfied that the project was satisfactorily completed in compliance with the contract documents and permits; and
- A maintenance agreement exists.

An encroachment permit rider may be issued to alter the original scope of the encroachment permit to allow Caltrans to accept control and maintenance of that segment prior to satisfying the above conditions.

CHAPTER 5: SAFETY AND EMERGENCY ACTION PLANS

SAFETY PLAN

Employers, including the construction contractor, must comply with occupational safety and health standards established by federal and state laws California Occupational Safety and Health Administration. These laws require all employers to provide a safe place of employment, and by extension a safe construction site, that is reasonably free from danger to life or health.

Injury and Illness Prevention Program and Code of Safe Practices

The prime contractor's construction Injury and Illness Prevention Program and Code of Safe Practices define standard safety practices for construction activities and operations at the project site. Subcontractors generally follow the prime contractor's programs unless the subcontractor's plans are more stringent, in which case the subcontractor must follow its own plans.

The Resident Engineer will verify that the contractor has an Injury and Illness Prevention Program and Code of Safe Practices for the project. The Resident Engineer will also conduct occasional field review safety audits and interviews with on-site contractor personnel to ensure that safe practices are adhered to and that the contractor is following its project Injury and Illness Prevention Program and applicable Cal-OSHA regulations.

The Resident Engineer will also develop a project-specific construction management Code of Safe Practices that defines the standard safety practices for the construction management firm employees and subconsultants involved with the inspection of construction activities and operations. The Resident Engineer is responsible for ensuring that everyone at the project site, including the construction management firm staff, TAMC staff, visitors, receive the necessary training in project safety issues, are aware of, and comply with, the project Injury and Illness Prevention Program and Code of Safe Practices prior to visiting the construction site.

Site Safety

The contractor is responsible for the safety of its personnel and, through the specifications, the safety of the public traveling through the construction site.

The Resident Engineer observes, through the course of daily activities, the safe execution of the contractor's activities and documents compliance with contract safety requirements. This observation and documentation of compliance applies to all aspects of the permanent and temporary work such as lane closures, signing, night work, detours, dust control, quality of temporary pavements, crash cushions, temporary railings, pavement transitions, and delineation.

Work within the state highway right-of-way is performed under an encroachment permit from Caltrans; therefore, the Caltrans Oversight Engineer is authorized to stop the contractor's operation, wholly or in part, and to take appropriate action if he/she feels that employee or public safety is jeopardized.

REPORTING PROCEDURES FOR ACCIDENTS AND INCIDENTS

In an effort to better serve the public and elected officials, it is very important that the Resident Engineer keep the Project Manager informed of issues related to the construction site that could affect the traveling public or that may be of interest to the media. Before construction begins, the Project Manager should ensure that the Resident Engineer understands the protocol described below for reporting accidents and incidents related to the project.

During the construction phase, the Resident Engineer must immediately report all major accidents and incidents within the limits of the project to the Project Manager. For emergency situations, if the Project Manager is not responsive, the Resident Engineer will leave a text or voicemail and contact the Community Outreach Coordinator, the Deputy Executive Director, and



the Executive Director, in that order, until contact with one of those persons is established. The TAMC staff member who talks to the Resident Engineer will contact the Community Outreach Coordinator or designee to issue any appropriate news alerts, particularly if there incident results in a lane closure or a need to reduce travel speeds.

If the incident involves a traffic collision, the Resident Engineer will also contact the California Highway Patrol, who will activate the emergency responder protocol.

RESOURCES

Caltrans Local Assistance Procedures Manual

The Caltrans Local Assistance Procedures Manual serves as a resource to the project team in implementing the state and federal construction requirements.

Useful Local Assistance Procedures Manual Forms

- 15-A Local Agency Construction Contract Administration Checklist
- 15-B Resident Engineer's Construction Contract Administration Checklist
- 15-C Local Agency Project Advertising Checklist
- 15-G Local Agency Bidder DBE Commitment
- 15-H DBE Information – Good Faith Efforts
- 15-I Local Agency Bid Opening Checklist
- 15-L Local Agency Contract Award Checklist
- 15-M Detailed Cost Estimate
- 17-A Cover Letter and Federal Report of Expenditures Checklist
- 17-B Final Inspection of Federal Aid Project
- 17-C Final Inspection Form
- 17-E Sample Change Order Summary
- 17-F Final Report – Utilization of DBE First Tier Subcontractors
- 17-G Materials Certificate
- 17-O DBE Certification Status Change



Memorandum

To: Board of Directors

From: Grant Leonard, Assistant Transportation Planner

Meeting Date: February 24, 2016

Subject: Joint Request for Proposals for Call Box Call Answering Center Service

RECOMMENDED ACTION:

AUTHORIZE staff to partner with the Metropolitan Transportation Commission, Santa Cruz Regional Transportation Commission, and the San Luis Obispo County Council of Governments in a joint Request for Proposals for the operation of call box answering center.

SUMMARY:

The existing call box answering service contract will expire on June 30, 2016. The Agency partnered with the other regional Service Authority for Freeways Emergencies agencies for the existing call answering contract procured in 2010. The agencies are partnering again for the new Request for Proposals.

FINANCIAL IMPACT:

Under the current contract, the base rate is \$2.62 per call, with a bonus/penalty rate of \$0.08 per call. Currently, the highest price that the contractor can charge is \$3.10 per call, and the price cannot fall below \$2.14 per call. With an expected volume of 1,000 calls per year, the estimated contract not-to-exceed amount is \$9,300 for call box answering services over the three year period from July 1, 2016 to June 30, 2019. This amount will be paid out of the Service Authority for Freeways and Expressways funds, and is included in the Agency's budget.

DISCUSSION:

The Service Authority for Freeways Emergencies program provides free emergency telephone service at call boxes to stranded motorists. There are currently 190 active call boxes in Monterey County. Call boxes are located along the following routes: State Route 1, State Route 68, State Route 156, US Highway 101, Jolon Road, Carmel Valley Road and Arroyo Seco Road. The Transportation Agency intends to evaluate the need to remove or relocate underutilized call boxes in FY2016/17. The contracted rate to answer call box calls will not change if the number of call boxes in Monterey County's system is modified.

Currently, the call boxes are directly linked to Keolis America Inc.'s call answering center. Live operators dispatch the calls to the California Highway Patrol, tow truck, and/or emergency services.

The answering center is also capable of answering calls coming from users who are speech or hearing impaired. Contract with our existing call answering service center will expire on June 30, 2016.

Staff recommends partnering with the Metropolitan Transportation Commission, Santa Cruz Regional Transportation Commission, and the San Luis Obispo County Council of Governments in a joint Request for Proposals in order to realize the benefits of economies of scale and cost savings. Similar coordinated efforts took place in 2004 when the Agency decided to privatize call box call answering service, and in 2010 when the Agency procured the existing contract for services.

Transportation Agency staff will participate all phases of the Request for Proposals process, including preparing the documents, attending the Proposers' Conference, evaluating proposals, and making a recommendation for answering service consultant to the Board of Directors.

The expected schedule calls for the Request for Proposal documents to be issued in March, with proposal reviews and interviews in May, and contract approval in June. The contract that results from the Request for Proposal process will be in place for a period of three years commencing on July 1, 2016 and ending on June 30, 2019.

Approved by: 
Debra L. Hale, Executive Director

Date signed: February 11, 2016

Consent Agenda

Counsel Approval: Yes
Finance Approval: Yes



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Michael Zeller, Principal Transportation Planner
Meeting Date: February 24, 2016
Subject: City of Monterey Funding Allocations

RECOMMENDED ACTION:

APPROVE the request by the City of Monterey to program \$367,985 in Regional Surface Transportation Program fair share funds to the North Fremont Boulevard bike lanes project; and \$117,765 of RSTP Competitive funds for the Holman Highway 68 Roundabout Project to TAMC for project related public outreach efforts; and **APPROVE** the allocation of \$450,018 in programmed Regional Development Impact Fees for the Holman Highway 68 Roundabout.

SUMMARY:

The Agency distributes Regional Surface Transportation Program fair share funding by population to the local jurisdictions. These funds are available for a range of transportation projects at the discretion of the local jurisdiction with approval by the Transportation Agency Board. Competitive awarded RSTP funds must stay with the originally awarded project.

FINANCIAL IMPACT:

The City of Monterey has \$367,985 of un-programmed RSTP Fair Share and was awarded \$1,531,833 of RSTP Competitive Grant funds for the Holman Highway 68 Roundabout Project. The Regional Development Impact Fee Program has a \$792,514 obligation to the Holman Highway 68 Roundabout project, and the funding was approved by the Board in the 2015 expenditure plan.

DISCUSSION:


The City of Monterey is requesting the following programming actions for their Fair Share and Competitive Regional Surface Transportation Program (RSTP) funds to projects as follow:

- North Fremont Boulevard Bike Lanes \$367,985 (Fair Share)
- Highway 68 Roundabout – TAMC Public Outreach \$117,675 (Competitive)
- Highway 68 Roundabout – Construction \$1,414,158 (Competitive)

A wide range of transportation projects that are eligible for Regional Surface Transportation Program funding, including local street and roadway construction or rehabilitation, construction of bike lanes and pedestrian facilities, public transit capital, and signal coordination. The Transportation Agency distributes the “fair share” component to the cities and County based on

population and is available at the discretion of the local jurisdiction for transportation projects. The City received \$1,531,833 in 2014 RSTP Competitive Grant funds for the Holman Highway 68 Roundabout project, and they are now seeking to sub-allocate \$117,675 of those funds to Transportation Agency public outreach efforts for the project.

In addition to the RSTP funds, the Transportation Agency Board also previously approved the Regional Development Impacts Fee 2015 Strategic Expenditure Plan, which programs the amounts of \$342,496 in the 2014/2015 funding tier and \$450,018 in the 2016-2024 tier to the Holman Highway 68 Roundabout. As part of this RSTP action, Transportation Agency staff recommends allocating the remaining \$450,018 of Regional Development Impact Fees to the project. This allocation is reflected on the revised Exhibit A, which shows total regional fee funding for the project at \$792,514 and fulfills the fee program's obligation to the project.

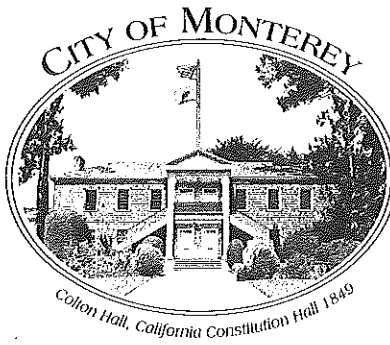
Approved by: 
Debra L. Hale, Executive Director

Date Signed: February 19, 2016

Consent Agenda

Counsel Approval: N/A
Admin/Finance Approval: N/A

Attachments: 1) Request for Allocation of RSTP Funds Letter from the City of Monterey
2) City of Monterey Local Agency Funding Allocation Agreement Exhibit A



DEPARTMENT OF PLANS & PUBLIC WORKS

February 5, 2016

Debra L. Hale
Executive Director
Transportation Agency of Monterey County (TAMC)
55 B Plaza Circle
Salinas, CA 93901-2902

RE: Request for RSTP Competitive Allocations

Dear Ms. Hale:

The City of Monterey requests that TAMC allocate \$117,675 of the 2014 RSTP competitive funds for TAMC public outreach work for the Holman Highway 68 / Highway 1 Roundabout Project.

Further, the City of Monterey requests an allocation of \$367,985 in RSTP fair share funds to the North Fremont Bicycle and Pedestrian Improvement Project, per Council Resolution 15-017.

Please do not hesitate to contact me at (831) 646-3764 if you have any questions or require additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel Pick", written over the word "Sincerely,".

Daniel Pick
Deputy City Manager, Plans and Public Works

- c: Mike Zeller, Senior Transportation Planner, Transportation Agency of Monterey County (TAMC), 55 B Plaza Circle, Salinas, CA 93901-2902
- e: Jimmy Forbis, Finance Director
Rich Deal, City Traffic Engineer
Andrea Renny, Associate Civil Engineer

Transportation Agency for Monterey County
Local Agency Funding Allocation Agreement
 Exhibit A

City of Monterey

Agency	Board Approval Date	Fund Expiration Date	Type	Project	Budget	Paid	Balance Outstanding
Monterey	8/27/2014	8/27/2017	RSTP Competitive	Holman Highway 68 Roundabout - Construction	\$ 1,414,158	\$ 60,793	\$ 1,353,365
Monterey	8/27/2014	8/27/2017	RSTP Competitive	Holman Highway 68 Roundabout - Public Outreach	\$ 117,675	\$ -	\$ 117,675
Monterey	8/27/2014	8/27/2017	RDIF	Holman Highway 68 Roundabout	\$ 792,514	\$ -	\$ 792,514
Monterey	9/24/2014	9/24/2017	RSTP Competitive	Holman Highway 68	\$ 146,991	\$ 86,199	\$ 60,793
Monterey	3/26/2014	3/26/2017	RSTP Fair Share	North Fremont Bicycle & Pedestrian Improvement Project	\$ 367,985	\$ -	\$ 367,985
					\$ 2,839,323	\$ 146,991	\$ 2,692,332

Last Revised: 2/24/2016

Approved by: _____
 Debra L. Hale, Executive Director



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: David Delfino, Finance Officer
Meeting Date: February 24, 2016
Subject: **City of Carmel Regional Surface Transportation Program
 Fair Share Allocation**

RECOMMENDED ACTION:

APPROVE the request by the City of Carmel to program \$128,102 in Regional Surface Transportation Program fair share funds to the Carpenter Street overlay project; and, **APPROVE** amending Exhibit A of the local funding agreement to include this project and funding.

SUMMARY:

The Agency has distributed Regional Surface Transportation Program fair share funding by population to the local jurisdictions for a wide range of eligible transportation projects and is available at the discretion of the local jurisdiction for their chosen projects upon approval by the Transportation Agency Board.


FINANCIAL IMPACT:

Regional Surface Transportation Program funds originate from the State Highway Account and are controlled by this Agency. The City of Carmel has \$128,272 of un-programmed RSTP Fair Share funds.

DISCUSSION:

The City of Carmel requests that \$128,102 of their Regional Surface Transportation Program Fair Share funds be programed to the Carpenter Street overlay project.

Examples of the types of transportation projects that are eligible for Regional Surface Transportation Program funding include: local street and roadway rehabilitation, bicycle facilities, pedestrian facilities, public transit capital, and signal coordination and other safety and operational improvements. The Transportation Agency distributes the “fair share” component to the cities and County based on population and funding is programmed at the discretion of the local jurisdiction to eligible transportation projects. This Carpenter Street overlay project requested by the City of Carmel is an eligible project.

Approved by: 
Debra L. Hale, Executive Director

Date Signed: February 11, 2016

Consent Agenda

Counsel Approval: N/A
Admin/Finance Approval: N/A

- Attachments:
1. Request for Reallocation of RSTP Fair Share Funds Letter from the City of Carmel
 2. City of Carmel's revised Local Agency Funding Allocation Agreement Exhibit A

City of Carmel-by-the-Sea

POST OFFICE BOX CC
CARMEL-BY-THE-SEA, CA 93921
(831) 620-2000

November 3, 2015

Debra L. Hale
Executive Director
Transportation Agency of Monterey County
55 B Plaza Circle
Salinas, CA 93901-2902

Attn: Mike Zeller, Senior Transportation Planner

RE: Request for RSTP Fair Share Allocation for Carpenter Street Overlay Project

Dear Ms. Hale:

The City of Carmel-by-the-Sea requests that TAMC allocate \$128,102 of RSTP fair share funds for the Carpenter Street overlay project. The project includes drainage, conform grinding, a 2 ½ -3" asphalt concrete overlay and the application of a thermoplastic centerline stripe.

Please do not hesitate to contact me or Public Works Director Rob Mullane if TAMC should need any additional information or have any questions about this request.

Sincerely,



Michael Calhoun
Interim City Administrator

cc: Rob Mullane, Public Works Director

Transportation Agency for Monterey County
Local Agency Funding Allocation Agreement
 Exhibit A

City of Carmel-by-the-Sea

Agency	Board Approval Date	Fund Expiration Date	Type	Project	Budget	Paid	Balance Outstanding
Carmel	3/26/2014	3/26/2017	RSTP Fair Share	Junipero, Ocean-8th, repave, streetscape	\$ 141,898	\$ 141,898	\$ 0
Carmel	3/26/2014	3/26/2017	RSTP Fair Share	Carpenter Street Overlay Project	\$ 128,102	\$ -	\$ 128,102
Carmel	9/24/2014	9/24/2017	RSTP Competitive	Install Bike Racks	\$ 13,000	\$ -	\$ 13,000
Carmel	3/26/2014	3/26/2017	RSTP Fair Share	2014 Fair Share Reserve	\$ 170	\$ -	\$ 170
					\$ 283,170	\$ 141,898	\$ 141,272

Last Revised: 2/24/2016

Approved by: _____
 Debra L. Hale, Executive Director



Memorandum

To: Board of Directors

From: Grant Leonard, Assistant Transportation Planner

Meeting Date: February 24, 2016

Subject: **Monterey County Service Authority for Freeways and Expressways Agreement with the California Highway Patrol**

RECOMMENDED ACTION

1. **APPROVE** the use of \$1,850 in Service Authority for Freeways and Expressways funds for call box program administration by the California Highway Patrol over the two-year contract period; and
2. **AUTHORIZE** Executive Director to execute an agreement with the CHP for call box program administration and to make administrative changes if such changes do not increase the Agency's net cost, subject to approval by Agency counsel.

SUMMARY

Monterey County has a system of 190 call boxes on its highways and county roads to assist stranded motorists and enable them to contact the California Highway Patrol for assistance if necessary. Since the California Highway Patrol incurs personnel costs in the call box program administration, the contract will allow the Agency, as Service Authority for Freeways and Expressways authority, to reimburse the California Highway Patrol for these costs.

FINANCIAL IMPACT

The funds for this contract are available from the Service Authority for Freeway and Expressways account, which derives its revenue from the \$1 fee levied by the Department of Motor Vehicles on vehicle registration in Monterey County.


DISCUSSION

The Service Authority for Freeways and Expressways program provides free emergency telephone service to stranded motorists through call boxes. There are currently 198 call boxes installed in Monterey County. Call box calls were originally routed to and answered by the

California Highway Patrol. In January of 2005, the Agency privatized call answering services to a private call answering center to reduce costs, improve services and increase reporting. Currently, our private call answering center only refers call box calls to the California Highway Patrol Dispatch Center when assistance from the California Highway Patrol is required.

The current contract between the Monterey County Service Authority for Freeways and Expressways and the California Highway Patrol will expire on June 30, 2016. This new contract will be effective from July 1, 2016 through June 30, 2018, a two-year period. The Transportation Agency intends to evaluate the need to remove or relocate underutilized call boxes in FY2016/17. The CHP rate to participate in the TAMC call box program will not change if the number of call boxes in Monterey County's system is modified.

Under this agreement, as in the previous contract, the Agency will reimburse California Highway Patrol for providing services for call box calls that require California Highway Patrol actions, and fund a proportional share of the Service Authority for Freeways and Expressways coordinator position at California Highway Patrol based on the number of registered motor vehicles within the County. This contract shall not exceed \$1,850 over two years.

Approved by: 
Debra L. Hale, Executive Director

Date signed: February 11, 2016

Consent Agenda

Counsel Review: Yes
Admin/Finance Approval: Yes

Web Attachment: Draft Agreement with the California Highway Patrol

AGREEMENT NUMBER

16R048004

REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

Department of California Highway Patrol (CHP)

CONTRACTEE'S NAME

Transportation Agency for Monterey County Service Authority for Freeways and Expressways (TAMC)

2. The term of this Agreement is: 7/1/2016 through 6/30/2018

3. The maximum amount of this Agreement is: \$ 1,850.00
 (One Thousand Eight Hundred Fifty Dollars and Zero Cents)

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

EXHIBIT A - Agreement Between the Department of California Highway Patrol and TAMC SAFE 5 pages

EXHIBIT B - CHP/Caltrans Call Box and Motorist Aid Guidelines, incorporated by reference, referred to as "GUIDELINES" and provided by the California Department of Transportation to all SAFE participants 111 pages
(Referenced Only)

EXHIBIT C* - General Terms and Conditions (with exception to item #5, Indemnification) GTC 610

Signatures appear on page 5 of 5 of Agreement.

Items shown with an Asterisk (), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at www.ols.dgs.ca.gov/Standard+Language*

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)

Transportation Agency for Monterey County SAFE

BY (Authorized Signature)

DATE SIGNED(Do not type)

~~Refer to page 5 for signatures~~

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

101 Eighth Street, Oakland, CA 94607

STATE OF CALIFORNIA

AGENCY NAME

Department of California Highway Patrol

BY (Authorized Signature)

DATE SIGNED(Do not type)

~~Refer to page 5 for signatures~~

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

P.O. Box 942898, Sacramento, CA 94298-001

California Department of General Services Use Only

AGREEMENT BETWEEN
THE STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AND
TRANSPORTATION AGENCY FOR MONTEREY COUNTY SERVICE AUTHORITY FOR FREEWAYS AND
EXPRESSWAYS

THIS AGREEMENT is made and entered into by and between the Department of California Highway Patrol hereinafter called CHP, and TRANSPORTATION AGENCY FOR MONTEREY COUNTY Service Authority for Freeways and Expressways, hereinafter called SAFE, under provisions of California Vehicle Code Sections 2421.5 and 9250.10, and Streets and Highway Code Section 131.1 and Chapter 14 (commencing with Section 2550) to Division 3.

TERMS AND CONDITIONS:

By and in consideration of the covenants and conditions herein contained, CHP and SAFE do hereby agree as follows:

1. The term of the Agreement shall be 7/1/2016 through 6/30/2018.
2. The Agreement is for services and assistance provided by CHP in accordance with the "CHP/Caltrans Call Box and Motorist Aid Guidelines," and is hereby incorporated by reference hereinafter called "GUIDELINES." As these GUIDELINES are subject to change, SAFE shall maintain a current copy on file for the duration of this Agreement.
3. The Agreement shall remain in force subject to the following;
 - A. That it shall not become effective until (1) SAFE has submitted to CHP a copy of the resolution, order, motion, or ordinance from SAFE approving execution of the Agreement and identifying the individual authorized to sign on behalf of SAFE, and (2) the Agreement is signed by both parties.
 - B. That it may be modified only in writing and signed by both parties, and shall be modified by the parties to conform to any future changes to federal or state law which affect the terms of the Agreement.
 - C. Because of early termination costs incurred by both parties, either party may terminate the Agreement before the expiration of its term, or any extension, upon six (6) months prior written notice to the other party.
 - D. Notwithstanding subparagraph 3.C., CHP may terminate the Agreement upon thirty (30) days prior written notice to SAFE should SAFE be financially unable to reimburse CHP for services under the Agreement.
4. For services and assistance herein, SAFE agrees to reimburse CHP quarterly, in arrears and upon receipt of an itemized invoice, for charges identified in Item 10. Upon receipt, payment shall be made to CHP as invoiced within sixty (60) days. If payment is not submitted because of a dispute, SAFE agrees to submit the reasons for the dispute to CHP within sixty (60) days of receiving the invoice charges.

Payment shall be made to:

Department of California Highway Patrol
Fiscal Management Section
P.O. Box 942900
Sacramento, CA 94298-2900

Invoices shall be sent to:

Transportation Agency for Monterey County SAFE
Transportation Agency for Monterey County (TAMC)
55-B Plaza Circle
Salinas, CA 93901

5. The maintenance of the call box system (outside of CHP's Communications Center,) including telephone service and line costs, shall be the sole responsibility of SAFE.
6. As long as the SAFE contracts with a Private Call Answering Center (PCAC) that initially answers call box calls, CHP and SAFE agree that no CHP Public Safety Dispatcher positions will be charged to SAFE during the term of the agreement. However, if billing is necessary, because of a residual workload can be substantiated, the GUIDELINES will be used for billing purposes.
7. The SAFE shall pay for its proportional share of the actual wage rate for one-half (1/2) of a single CHP SAFE Coordinator position. The SAFE Coordinator position shall be used for SAFE-related services.
8. The SAFE's proportional share billing "factor" shall be determined at the beginning of each fiscal year by comparing the number of motor vehicles registered within SAFE's boundaries to the total number of motor vehicles registered in all counties who have entered into SAFE agreements with CHP. This proportional share shall be billed over four (4) fiscal quarters.
9. The CHP shall limit its review of SAFE's plans and specifications for upgrading or modifying SAFE's motorist aid call box system, which includes any potential operational affect to CHP Communications Centers, in accordance with the GUIDELINES.
10. SAFE shall provide CHP written assurance that SAFE complies with its obligation to provide teletypewriter/telecommunication (TTY) devices for the deaf. A copy of the letter shall be submitted with a copy of the minutes, order, motion, resolution, or ordinance to CHP. The CHP agrees to submit an itemized invoice, quarterly, to SAFE which may include the following charges:
 - A. Personnel costs (salary and benefits) determined under the terms of the Agreement. Public Safety Dispatcher (PSD) personnel costs shall be based on the third step of the wage scale for PSD's in effect at the time of invoicing. The SAFE Coordinator personnel costs shall be based on the actual step of the wage scale for SAFE Coordinator position at the time of invoicing. These costs are subject to change according to increases and/or decreases in State of California salary and benefit rates, which are beyond CHP control.
 - B. Indirect costs shall be applied to the monthly personnel costs in accordance with California State Administrative Manual Section 8752 and 8752.1. The indirect cost rate is determined by CHP and approved by California Department of Finance and is subject to change each state fiscal year. The re-evaluation of staffing requirements shall include an explanation of the projected upcoming fiscal year indirect cost rate.
 - C. The telephone system costs (if applicable).

11. The State shall provide a standard communications center telephone system which shall also be used to handle incoming call box calls in accordance with the GUIDELINES.
12. Each quarterly invoice shall include a thorough explanation and justification for any new additional charges or changes of the amounts of past charges (if applicable).
13. The total amount of this Agreement shall not exceed \$1,850.00.

FY 16/17 (07/01/16 through 06/30/17) - \$900.00

FY 17/18 (07/01/17 through 06/30/18) - \$950.00

14. Currently, the SAFE contracts with a private call answering center (PCAC) which initially answers the calls first. Calls that are an emergency in nature are then forwarded to CHP. Call box calls shall be handled by CHP communications centers as a third level priority – after 9-1-1 (first priority) and allied agency (second priority) calls. The CHP standard level of service for the handling of call box calls is as follows:
 - A. Call box calls shall be handled as rapidly as possible; however, they should be handled ideally no longer than 60 seconds after the first ring at the CHP Communications Center. Experience has shown that when emergency communications traffic becomes unusually heavy, call box traffic also increases. At these times, motorists may be required to wait several minutes for service.
 - B. Call box calls should be handled within a 3.5 minute (210 seconds) total call time. It is understood that the use of external services, such as the translation service contractor, likely will increase total call handling time to levels exceeding this standard.
 - C. As long as the SAFE contracts with a PCAC that initially answers motorist aid call box calls, CHP and SAFE agree that no CHP Public Safety Dispatcher (PSD) positions will be charged to SAFE for the term of this agreement. However, should CHP personnel costs and billing become necessary, and both parties agree, the current GUIDELINES shall be used for billing purposes if a residual workload can be substantiated.

15. INDEMNIFICATION

- A. As authorized by Government Code Section 895.4, CHP shall defend, indemnify, and save harmless the SAFE, and all of SAFE's appointees, officers, and employees from and against any and all claims, suits or actions for "injury" (as defined in Government Code Section 810.8) arising out of CHP's performance under this Agreement, but only in proportion to and to the extent that the injury is caused by the negligence or intentional acts or omissions of CHP, or CHP's appointees, officers, employees, contractors, or subcontractors, during the course and scope of this Agreement. CHP shall reimburse SAFE for all expenses, including court costs and reasonable attorney fees, incurred by reason of such claims, suits or actions, or incurred in seeking indemnity or other recovery from CHP thereunder.
- B. As authorized by Government Code Section 895.4, SAFE shall defend, indemnify, and save harmless the CHP, and all of CHP's appointees, officers, and employees from and against any and all claims, suits or actions for "injury" (as defined in Government Code Section 810.8) arising out of SAFE's performance under this Agreement, but only in proportion to and to the extent that the injury is caused by the negligence or intentional acts or omissions of SAFE, or SAFE's appointees, officers, employees, contractors, or subcontractors, during the course and scope of this Agreement. SAFE shall reimburse CHP for all expenses, including court costs and reasonable attorney fees, incurred by reason of such claims, suits or actions, or incurred in seeking indemnity or other recovery from SAFE thereunder
- C. Neither termination nor completion of this Agreement shall release either CHP or SAFE from the obligations of this Article, so long as the claim, suit, action, or expense is predicated upon an event that occurs

subsequent to the effective date of this Agreement and prior to the effective date of termination or completion of this Agreement.

16. Except as otherwise provided in this Agreement, any dispute concerning a question of fact arising under this Agreement which is not disposed of by mutual Agreement of the parties may be submitted to an independent arbitrator mutually agreed upon by the CHP and SAFE. The arbitrator's decisions shall be non-binding and advisory only, and nothing herein shall preclude either party, at any time, from pursuing any other legally available course of action, including the filing of a law suit. Pending a final decision of a dispute hereunder, both parties shall proceed diligently with the performance of their duties under this Agreement, and such continued performance of their duties under this Agreement shall not constitute a waiver of any rights, legal or equitable, of either party relating to the dispute.
17. All services under this agreement shall be coordinated by:

Department of California Highway Patrol
Communications Centers Support Section
601 North 7th Street, Building C
Sacramento, CA 95811
(916) 843-4280

The contact person shall be the CHP SAFE Program Coordinator.
18. The Agreement and any attachments or documents incorporated herein by inclusion or reference, constitutes the complete and entire Agreement between CHP and SAFE and supersedes any prior representations, understandings, communications, commitments, agreements or proposals, oral or written.
19. Under no circumstances shall SAFE or its subcontractor(s) use the name "California Highway Patrol" or "CHP" to promote a product which is part of the call box system without the written consent of CHP.
20. The auditing parties hereto shall be subject to the examination and audit of the State for a period of three (3) years after final payment under the contract. In addition, SAFE and CHP may be subject to the examination and audit by representatives of either party. The examination and audit shall be confined to those matters connected with the performance of the contract including, but not limited to the costs of administering the contract. The SAFE and CHP agree to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records (Government Code Section 8546.7, Public Contract Code Section 10115 et seq., CCR Title 2, Section 1896). SAFE agrees to maintain such records for possible audit for a minimum of three (3) years after final payment).
21. This agreement may be amended by written mutual consent of the parties hereto.
22. Either party may terminate this agreement before the expiration of its term, or any extension with thirty (30) days prior written notice to the other party.
23. This Agreement is entered into by the parties listed below and shall be effective upon approval by the Department of General Services Office of Legal Services. By executing this Agreement, the representatives of CHP and SAFE warrant that they have reviewed and fully understand all provisions of this Agreement, and are authorized to bind their respective agencies to all terms of those provisions.

STATE OF CALIFORNIA
Department of California Highway Patrol

TRANSPORTATION AGENCY FOR MONTEREY COUNTY
Service Authority for Freeways and Expressways

Patricia Gamoning
Procurement Manager
Business Services Section

Executive Director

Date

Date

Authority: Monterey County Resolution



TRANSPORTATION AGENCY FOR MONTEREY COUNTY

Memorandum

To: Board of Directors
From: Christina Watson, Principal Transportation Planner
Meeting Date: February 24, 2016
Subject: Coast Rail Coordinating Council Dues Proposal

RECOMMENDED ACTION

APPROVE membership in the Coast Rail Coordinating Council with annual membership dues of \$1,500 per year and **AUTHORIZE** the Executive Director to execute documents necessary to formalize membership dues.

SUMMARY

San Luis Obispo Council of Governments is requesting membership dues for the Coast Rail Coordinating Council to help with administrative costs for the Coast Daylight project. The Rail Policy Committee recommends supporting this effort with \$1,500 per year.

FINANCIAL IMPACT

The San Luis Obispo Council of Governments estimates the cost of administering the Coast Rail Coordinating Council at \$23,000 per year. SLOCOG is requesting a membership structure to fund the ongoing administrative costs. The proposed membership dues are \$1,500 per year. Funding for this expense will be incorporated into the Transportation Agency's fiscal year 2016/17 budget using Local Transportation Fund (LTF) planning funds available for staff time on this project.

DISCUSSION

The Coast Daylight project is a joint Caltrans/ Amtrak effort headed up by the Coast Rail Coordinating Council, chaired by Supervisor Dave Potter and staffed by Pete Rodgers, Administrative Director at the San Luis Obispo Council of Governments (SLOCOG). The project is an extension of the existing Pacific Surfliner trains that currently run between Los Angeles and San Luis Obispo. The project calls for one daily round trip on the existing Union Pacific-owned tracks between downtown San Francisco and downtown San Diego, to complement the existing Amtrak Coast Starlight service. Currently, the planned stops in Monterey County are in Pajaro/ Watsonville, Salinas, Soledad and the City of King. The project relies on local jurisdictions to construct any stations that may be required.

SLOCOG has been the administering agency for the Coast Rail Coordinating Council for 23 years. TAMC staff has also helped in the administration of the Coast Rail Coordinating Council via

meeting prep, Amtrak contract administration, legislative advocacy, environmental studies, and other activities. At the November 13 Coast Rail Coordinating Council Policy Committee meeting, SLOCOG staff proposed a cost-sharing agreement among the partner agencies to fund the staffing activities of the Coast Rail Coordinating Council. The Coast Rail Coordinating Council member agencies include SLOCOG, TAMC, Santa Cruz County Regional Transportation Commission, Los Angeles County Metropolitan Authority, Ventura County Transportation Commission, Santa Barbara County Association of Governments, Santa Clara County Valley Transportation Authority, and the Peninsula Joint Powers Board (Caltrain).

SLOCOG is requesting \$1,500 for membership dues in fiscal year 2016-17. This funding would be for activities that are eligible for state funding, so TAMC's dues would pay for planning staff work but not lobbying or advocacy. **Attached** is the letter from Peter Rodgers, SLOCOG Administration Director, outlining the proposal, including the draft work plan and budget. On February 1, 2016, the Rail Policy Committee unanimously voted to support this proposal.

Approved by:  _____
Debra L. Hale, Executive Director

Date signed: February 11, 2016

Regular Agenda

Counsel Approval: Yes
Finance Approval: Yes

Attachment: January 29, 2016 letter from Pete Rodgers, SLOCOG, re: Coast Rail Coordinating Council (CRCC) annual appointment, membership contributions and work plan and budget for FY 2016-17



January 29, 2016

Debbie Hale, Executive Director
Transportation Agency for Monterey County
55-B Plaza Circle
Salinas, CA 93901

Re: Coast Rail Coordinating Council (CRCC) annual appointment, membership contributions and work plan and budget for FY 2016-17

Dear Ms. Hale,

Thank you for your agency's involvement and support over the years. The Coast Rail Coordinating Council has advocated passenger and freight rail improvements on the Coast Rail Corridor between Los Angeles and San Jose/San Francisco since the passage of Proposition 116 in 1990. As you are aware the coalition is focused on planning and coordinating passenger rail improvements. The purpose of this letter is threefold:

- 1) To request that your agency appoint a policy representative, (if not completed already)
- 2) Share the draft work plan and budget for FY 16/17
- 3) Request a small membership contribution in support of the work plan

We believe the CRCC and our partners have been very successful due to our strong advocacy and coordination. We are proud of our major accomplishments, including;

- Four new stations constructed in the corridor (Paso Robles, Grover Beach, Guadalupe, Surf)
- Two *Pacific Surfliner* trains extended to San Luis Obispo
- Implementing the new "*Coast Daylight*" service (LA-SF) reflected in the State Rail Plan
- Plans for extending *Capitol Corridor* service to Salinas developed and funding is being pursued
- \$25 million is State bond funding available for capital improvements
- The State Senate and Assembly now include Passenger Rail Committees
- "Cap and Trade" funds are set-aside for Rail and Transit projects

To maintain this success we need your continued involvement. If your agency has not identified a representative of your Policy Board, please contact us so that we can assist you in making an appointment. The current list of policy makers and technical staff are included in Attachment A. The anticipated meeting schedule is provided as Attachment B.

As you may be aware, both the Technical and Policy Committees have suggested a small annual membership contribution of \$1,500 to help support the coalition's administrative, planning and legislative tasks. SLOCOG intends to continue providing the bulk of the administrative support for the coalition next fiscal year. A summary of the estimated cost categories is included in Attachment C. The funds would be used to off-set the costs associated with the continuing the overall coordination effort. (If requested, your contribution can be used for only "State eligible expenses" per STIP guidelines). SLOCOG spends over \$100,000 per year in rail planning activities with \$23,000 toward Coast Rail activities. We would appreciate your contribution of \$1,500 towards this effort.

We believe there are several exciting rail issues coming up next year:

- \$330 million in FY 16/17 in new federal rail funds in the FAST Act through the State of Good Repair and restoration grants
- \$630 million in funding in the Governor's proposed Cap and Trade Transit and Intercity Rail Capital Program in FY16/17
- A critical legislative "fix" is needed to allow administering of State supported services on the Coast Corridor

Please do not hesitate to contact me with any questions or concerns at 805-781-5712, or at prodgers@slocog.org.

Sincerely,



Peter Rodgers
SLOCOG Administrative Director
1114 Marsh Street
SLO CA 93401

Distribution:

Phillip A. Washington, METRO
Don Sepulveda, METRO
Darren Kettle, VCTC
Jim Kemp, SBCAG
Ron DeCarli, SLOCOG
Debbie Hale, TAMC
George Dondero, SCCRTC
Jeffrey Smith, SCC
Marian Lee, Caltrain

Copies:

Jay Fuhman, Metro
Ellen Talbo, VCTC
Scott Spaulding, SBCAG
Christina Watson, TAMC
Karena Pushnik, SCCRTC

Attachment A - Current Membership
Attachment B - Meeting schedule
Attachment C - Draft Work program and Budget

ATTACHMENT A

Coast Rail Coordinating Council Policy Members and Technical Staff

LOS ANGELES

- a) **TBD** – Los Angeles County Metropolitan Authority (LAMTA), appointed
TBD
Staff contact: Jay Fuhrman 213-922-2810 FuhrmanJ@metro.net

VENTURA

- b) **Bryan MacDonald** – Ventura County Transportation Commission (VCTC), appointed
805-385-8017 bryan.macdonald@ci.oxnard.ca.us
Staff contact: Ellen Talbo 805-642-1591 x105 etalbo@goventura.com

SANTA BARBARA

- c) **Helene Schneider** (*CRCC vice Chair*) – Santa Barbara County Association of Governments (SBCAG), Mayor SB
805-564-5323 HSchneider@SantaBarbaraCA.gov
Staff contact: Scott Spaulding 805-961-8920 SSpaulding@sbcag.org

SAN LUIS OBISPO

- d) **John Shoals** – San Luis Obispo Council of Governments (SLOCOG), Mayor Grover Beach
805-710-1476 jpschoals@aol.com
Staff contact: Peter Rodgers, 805-781-5712 prodgers@slocog.org

MONTEREY

- e) **Dave Potter** (*CRCC Chair*) – Transportation Agency for Monterey County (TAMC), Supervisor
831-647-7755 district5@co.monterey.ca.us
Staff contact: Christina Watson, 831-775-4406 Christina@tamcmonterey.org

SANTA CRUZ

- f) **John Leopold** – Santa Cruz County Regional Transportation Commission (SCCRTC), Supervisor
831- 454-2200 john.leopold@co.santa-cruz.ca.us
Staff contact: Karena Pushnik, 831- 460-3210 kpushnik@sccrtc.org

SANTA CLARA

- g) **Ken Yeager** – Santa Clara County Valley Transportation Authority (SCCVTA), Supervisor
408-299-5040 supervisor.yeager@bos.sccgov.org
Staff contact: Megan Doyle, 408-299-5040 megan.doyle@bos.sccgov.org

SAN MATEO/CALTRAIN

- h) **TBD** – Joint Powers Board (Caltrain), appointed
Staff contact: Jill Gibson 650-622-7831 gibsonj@samtrans.com

Legislative Assistance: John Arriaga, JEA Associates 916-669-1340 jeaandassoc@aol.com
Caltrans: Royce Gotcher 916-654-7129 royce_gotcher@dot.ca.gov
Amtrak: Alex Kalfin 510-873-8216 Alexander.Khalfin@amtrak.com

ATTACHMENT B

Coast Rail Coordinating Council Meeting Schedule

Updated 1/27/16

POLICY MEETING Friday, February 26, 2016 <small>(Note: Possible Channel Island League of Cities in SLO this evening)</small>	San Luis Obispo 12:00-1:30 LUNCH PROVIDED
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TECHNICAL MEETING Friday March 18, 2016	Conference Call	10:30-11:30
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TECHNICAL MEETING Friday April 15, 2016 <small>(Note: April 6th & 7th CA Passenger Rail Summit)</small>	Conference Call	10:30-11:30
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POLICY MEETING Friday, May 20, 2016	Oakland or San Jose 11:00-1:00
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TECHNICAL MEETING Friday, June 17, 2016	Conference Call	10:30-11:30
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TECHNICAL MEETING Friday July 15, 2016	Conference Call	10:30-11:30
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POLICY MEETING Friday, August 19, 2016	Ventura 11:00-1:00
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TECHNICAL MEETING Friday, September 16, 2016	Conference Call	10:30-11:30
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TECHNICAL MEETING Friday October 21, 2016	Conference Call	10:30-11:30
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POLICY MEETING Friday, November 18, 2016	Santa Barbara 10:00-12:00
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TECHNICAL MEETING Friday, December 18, 2016	Conference Call	10:30-11:30
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TECHNICAL MEETING Friday January 15, 2017	Conference Call	11:00-12:00
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Additional meeting(s) may be added subject to need.

1. Most meeting are normally scheduled for the 3rd Friday of the month, if significant conflicts occur, it is rescheduled.
2. Policy meetings occur every 4-5 times per year, Technical Committee meeting are monthly conference calls on the 3rd Friday

3. Meetings will be canceled one month in advance as necessary

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ATTACHMENT C

Coast Rail Coordinating Council Draft FY 16/17 Work Plan and Budget

Draft FY 16/17 Work Plan

1. Administration
 - a. Develop and distribute TAC and Policy Committee agendas, post to updated CRCC web page
 - b. Conduct RFP, Select and Administer legislative support contract
 - c. Maintain Policy and Technical Committee contact list
 - d. Schedule and notify participants of rotating meeting locations & times

2. Planning
 - a. Prepare agendas, staff reports and other agenda material
 - b. Prepare fact sheets and informational materials
 - c. Coordinate Coast Rail participation in annual Intercity Rail Day (Sacramento)
 - d. Schedule/coordinate special CRCC Policy meetings, speakers & guests
 - e. Manage/Oversee planning consultants (Amtrak Feasibility Study, LOSSAN North EIR, etc.)
 - f. Facilitate 10-12 meetings
 - i. 6 Technical committee conference call(s)
 - ii. 4-5 Policy Board meetings
 - iii. 1-2 Sacramento visits

3. Legislative Support Services
 - a. Legislation
 - i. Revise/expand Transit & Intercity Rail Capital Program
 - ii. Amend legislation to include administrative eligibility of "Coast Corridor" for LOSSAN and Capitol Corridor JPAs
 - b. Operating Support in the State Budget
 - c. Facilitate RR Agreements
 - d. Allocation of \$25M Prop 1B
 - e. Attend & Report to CRCC

Budget

Revenue		
Participating Agencies: 7 @ \$1,500		\$10,500
SLOCOG (PL & TDA):		<u>\$23,500</u>
		\$34,000
Expenses		
Administration		\$2,000
Planning		\$20,000

Contract Services

\$12,000

\$34,000

Martial Molinari Lease

DEL MONTE BOULEVARD, SEASIDE

LESSOR

TRANSPORTATION AGENCY FOR MONTEREY COUNTY

55-B PLAZA CIRCLE

SALINAS, CALIFORNIA 93901

LESSEE

Martial Molinari

1637-B Del Monte Blvd.

Seaside, CA 93955

June 1, 2016 to May 31, 2021

DAVID DELFINO dave@tamcmonterey.org 775-0903

REAL PROPERTY LEASE

THIS LEASE is entered into between the Transportation Agency for Monterey County, LESSOR, and Martial Molinari, LESSEE.

LESSOR, in consideration of the rent and agreements hereinafter set forth, does hereby lease to LESSEE, and LESSEE leases from LESSOR, those certain premises described as the Storage Yard located on Del Monte Boulevard in the City of Sand City, CA (hereafter referred to as the "property" or "Storage Yard").

1. THE PROPERTY:

- a. The property is further identified as outlined on Attachment A.
- b. The property encompasses an approximate area of 1,650 square feet and represents a fifty (50) foot encroachment from the LESSEE'S Seaside properties into the railroad right-of-way for an approximate length of 33 feet. Besides the railroad track, there are no buildings or permanent structures on the property.
- c. The Storage Yard shall be exclusively used for personal storage items such as and an R.V. and a boat. No trash, litter, boxes, crates, debris, or other used and/or discarded materials shall be stored within this storage yard. No item stored within this Storage Yard shall exceed the eight (8) foot height of the fence.
- d. The Storage Yard shall be accessible exclusively from Contra Costa Street at the Eastern half of LESSOR's railroad right-of-way in Seaside, and not through the City of Sand City.
- e. There shall be no business sign or any other commercial advertisement applied and/or attached to the fence, or otherwise established within the railroad right-of-way.
- f. There shall be no expansion to the scope, scale, or intensity of the approved use beyond that use authorized by Coastal Development Permit 04-01, without prior authorized approval by an amendment to Coastal Development Permit 04-01 or the issuance of a new coastal development permit.

2. TERM: The term shall be for five (5) years, beginning June 1, 2016 to May 31, 2021 unless sooner , unless sooner terminated as provided in this LEASE.

3. TERMINATION BY LESSOR:

- a. LESSEE understands and agrees that the LESSOR has future plans for the land on which the Storage Yard is located. Namely, the railroad tracks will facilitate the restoration of rail/transit service to the Monterey Peninsula, possibly a bicycle trail and possibly other transportation uses.
- b. LESSEE agrees to vacate the property during the first four years of the term of the agreement, without liability to the LESSOR, upon receipt of a twelve (12) months written notice.

- c. If Coastal Development Permit 04-01 is revoked or otherwise terminates, LESSOR may terminate this LEASE, and the LESSEE shall remove the fenced Storage Yard within 30 days of notification by the City of Sand City. If the LESSEE fails to remove the Storage Yard upon notification, the City of Sand City shall remove the Storage Yard at the LESSEE's expense as provided in City of Sand City Resolution approving Coastal Development Permit 04-01.
- d. LESSOR may terminate this LEASE if there is a default by the LESSEE with respect to any of the provisions of this LEASE or LESSEE's obligations under it, including the payment of the Rent, after giving LESSEE notice of default and failure by LESSEE to cure the default within thirty (30) days.

- 4. RENT: LESSEE agrees to pay LESSOR a yearly payment of two thousand seven hundred and forty dollars (\$2,740.00), followed by increases of three percent (3%) annually thereafter, cumulative and compounded, with the first yearly payment due upon execution of the lease, and subsequent yearly payments due on the anniversaries of the execution of the lease.
- 5. DELIVERY OF PROPERTY: LESSOR agrees to deliver to the LESSEE physical possession of the property upon the commencement of the term hereof, free and clear of all tenants and occupants and the rights of either.

LESSEE agrees to deliver to LESSOR physical possession of the property within ten (10) days after the termination of the term hereof, or any extension thereof, or other termination pursuant to paragraph 3, in good condition, wear and tear, damage by fire, or damage from any other cause not directly attributable to the negligence of the LESSEE excepted.

- 6. AS IS CONDITION OF PROPERTY: LESSOR makes no representations as to the condition of the property. LESSEE takes occupancy of the property in an "as is" condition. Any improvements to the property provided by LESSEE shall be removed upon termination of this LEASE or any subsequent Agreement between LESSOR and LESSEE. LESSOR will not repair or maintain nor contribute funding toward the repair or maintenance of the property now or in the future. LESSEE shall not disturb the tracks or railroad ties in the easement of the PROPERTY.
- 7. RESERVATIONS TO LESSOR: The Property is accepted as is and where is by LESSEE subject to any and all presently existing easements and encumbrances. LESSOR also reserves the right to install, lay, construct, maintain, repair and operate such sanitary sewers, drains, storm water sewers, pipelines, manholes, and connections; water, oil and gas pipelines; telephone and telegraph power lines; and the appliances and appurtenances necessary or convenient in connection therewith, in, over, upon, through, across, and along the Property or any part thereof, and to enter the Property for any and all such purposes. LESSOR also reserves the right to grant franchises, easements, rights of way, and permits in, over, upon, through, across, and along any and all portions of the Property. No right reserved by LESSOR in this paragraph shall be so exercised as to interfere unreasonably with LESSEE's operations hereunder. LESSOR agrees that rights granted to third parties by reason of this paragraph shall contain provisions that the surface of the land shall be restored as nearly as practicable to its original condition upon the completion of any construction. LESSOR further agrees that should the exercise of these rights temporarily interfere with the use of any or all of the Property by LESSEE, the rent shall be reduced in proportion to the interference with LESSEE's use of the Property.

8. USE: The property shall be used by the LESSEE solely and exclusively for the purposes of storing personnel storage items such as an R.V. and a boat. Also, no "junker" style vehicles shall be stored on the property. There shall be no mechanical, body, or other type of maintenance and/or repair work performed for any automobile or other vehicle stored within this fenced Storage Yard.

LESSEE must obtain the LESSOR'S written permission prior to installation of permanent structures, facilities or landscaping on the property. LESSEE has not proposed site landscaping.

LESSEE'S use of the property, as provided in this LEASE, shall be in accordance with the following:

- a. LESSEE shall comply with all laws concerning the property or LESSEE'S use of the property.
- b. LESSEE shall not use the property in any manner that will constitute waste, nuisance or unreasonable annoyance to owners or occupants of adjacent properties. Use of the fenced Storage Yard shall be conducted in such a manner that does not constitute a nuisance to the surrounding neighborhood.
- c. If the City of Sand City Council finds at any time that any activity or use of the yard constitutes a nuisance, or is otherwise detrimental to the neighborhood or to the community, such use shall be discontinued or modified as may be required by the City. Failure to comply with such direction of the City may result in the revocation of Coastal Development Permit 04-01 and termination of this LEASE.

9. LESSOR'S ENTRY OF PROPERTY: LESSOR and its authorized representatives shall have the right to enter the property at all reasonable times for any of the following purposes:

- a. To determine whether the property is in good condition and whether LESSEE is complying with its obligations under this LEASE.
- b. To do any maintenance and to make any restoration to the property that LESSOR has the right and chooses to perform.
- c. Conduct studies or testing related to any projects and uses of right of way.

10. SUPERVISION: LESSEE agrees to provide responsible adult supervision for all activities on the property.

11. UTILITIES: No utilities such as water, electricity, gas or telephone services are available, or are to be provided by LESSOR. LESSEE may arrange for such utilities to be provided to the property at LESSEE'S expense without obtaining prior written approval from the LESSOR.

12. INSURANCE COVERANGE REQUIREMENTS: Without limiting LESSEE'S duty to indemnify, LESSEE shall maintain in effect throughout the term of this LEASE a policy or policies of insurance with the following minimum limits of liability.

- a. Comprehensive general liability insurance, including but not limited to premises and operations, including coverage for Bodily Injury and Property Damage, Personal Injury, Contractual Liability, Broadform Property Damage, Independent Contractors, Products and Completed Operations,

with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000.00 per occurrence; and

- b. Business automobile liability insurance, covering all motor vehicles, including owned, leased, hired and non-owned, used for purposes under this LEASE, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000.00 per occurrence; and
- c. Worker's compensation insurance in the manner required by California Labor Code section 3700 and any other applicable state statute, and with Employers' Liability Limits not less than \$1,000,000.00 each person, \$1,000,000 each accident and \$1,000,000 each disease.

GENERAL INSURANCE REQUIREMENTS: All insurance required by this LEASE shall be with a company acceptable to LESSOR and authorized by law to transact insurance business in the State of California. All such insurance shall be written on an occurrence basis, or, if the policy is not written on an occurrence basis, such policy with the coverage required herein shall continue in effect for a period of two years following termination of this LEASE.

Each liability policy shall provide that LESSOR shall be given notice in writing at least thirty (30) days in advance of any endorsed reduction in coverage or limit, cancellation or intended non-renewal thereof.

Liability policies shall provide an endorsement naming LESSOR and City of Sand City, their directors, officers, agents and employees as Additional Insureds and shall further provide that such insurance is primary insurance to any insurance or self-insurance maintained by the LESSOR and the City and that the insurance of the Additional Insureds shall not be called upon to contribute to a loss covered by LESSEE'S insurance.

Prior to execution of this LEASE by LESSOR, LESSEE shall file certificates of insurance with LESSOR, showing that the LESSEE has in effect the insurance required by this LEASE. LESSEE shall file a new or amended certificate of insurance within five (5) calendar days after any change is made in any insurance policy that would alter the information on the certificate then on file. Acceptance or approval of insurance shall in no way modify or change the indemnification clause in this Agreement, which shall continue in full force and effect.

13. INDEMNIFICATION: In consideration for use of the property, LESSEE agrees to indemnify, defend, and save harmless LESSOR and its officers, agents, and employees, from and against any and all claims, liabilities or losses whatsoever arising out of or in any way related to LESSEE'S use of the property under this LEASE, including but not limited to, claims for property damage, personal injury, death, injuries to reputation, economic losses, and emotional distress, and any legal expenses (such as attorney's fees, court costs, investigation costs, and expert fees) incurred by the LESSOR in connection with such claims. "LESSEE'S use" includes LESSEE'S action or inaction and the action or inaction of its officers, employees, and agents, including but not limited to LESSEE'S customers. The obligation of LESSEE to indemnify does not extend to claims or losses arising out of the sole negligence or willful misconduct of the LESSOR or LESSOR'S directors, officers, agents, or employees.

LESSEE agrees to indemnify, defend and save harmless LESSOR and its directors, officers, agents and employees from and against any equipment or bodily injury damages sustained by any party using the roadway from Del Monte Boulevard to the Storage Yard.

14. ABANDONMENT: If LESSEE abandons the property, the same may be re-let by the LESSOR for such rent and upon such terms as LESSOR may see fit.
15. WAIVER: The waiver, by LESSOR or LESSEE, of any covenant or condition herein contained shall not vitiate the same or any other covenant or condition contained herein, and the terms and conditions contained herein shall apply to and bind the heirs, successors and assigns of the respective parties hereto.
16. HOLDING OVER: If LESSEE, with LESSOR'S consent, remains in possession of the property after expiration or termination of the term, or after the date in any notice given in terminating this LEASE without a new agreement being reached, such possession by LESSEE shall be deemed to be a month-to-month tenancy terminable on thirty (30) days prior written notice given at any time by either party, on the same terms and conditions herein stated.
17. NOTICE: Any notices that either party desires to or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid first class mail. Such notices shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address. Notice shall be deemed communicated within seventy- two (72) hours from the date of mailing, if mailed as provided in this paragraph.

Transportation Agency for Monterey County
55-B Plaza Circle
Salinas, CA 93901

Martial Molinari
1036 Lorenzo Ct.
Seaside, CA 93955

18. SUCCESSORS AND ASSIGNS: Subject to the restriction on assignment herein below written, this lease, and all terms, covenants, and conditions hereof, shall be binding upon and shall inure to the benefit of the heirs, legal representatives, successors and assigns of the respective parties hereto.
19. OWNERSHIP: The LESSOR is the owner of the property and all site improvements on the property on the effective date of this LEASE. All right, title and interest in and to the property and those site improvements shall belong to the LESSOR. All right, title and interest to site improvements made by LESSEE and personal property shall be deemed to belong to LESSEE. Any improvements to the property by LESSEE must be removed by LESSEE on termination of this LEASE.
20. POSSESSORY INTEREST AND PROPERTY TAXES: Pursuant to California Revenue and Taxation Code Section 107.6, notice is hereby given that LESSEE is responsible for any possessory interest, utility or personal property taxes that may be imposed as a result of, or related to, this LEASE.
21. ASSIGNMENT: LESSEE shall not, without LESSOR's written consent, assign its rights or delegate its duties pursuant to this LEASE.
22. CAPTIONS: The captions in this LEASE are inserted only as a matter of convenience and for reference and in no way define the scope or the extent of this LEASE or the construction of any provision.
23. COUNTERPARTS: This LEASE may be executed in any number of counterparts, all of which taken together shall constitute one and the same instrument.
24. INTERPRETATION OF LEASE: The parties understand and agree that this LEASE has been arrived at through negotiation, and that neither LESSOR nor LESSEE is to be deemed the party which prepared this LEASE within the meaning of Civil Code Section 1654.

25. ENTIRE AGREEMENT, AMENDMENTS: This LEASE embodies the entire agreement and understanding between the parties relating to the subject matter and may not be amended, waived or discharged, except by an instrument in writing executed by both parties. This LEASE supersedes all prior agreements and memoranda relating to its subject matter.

IN WITNESS WHEREOF the parties hereto have executed this LEASE the day and year written below.

TRANSPORTATION AGENCY FOR MONTEREY COUNTY, LESSOR

BY: _____

DATE: _____

Debra L. Hale., Executive Director

Martial Molinari. LESSEE

BY: _____

DATE: _____

Martial Molinari

Approved as to form:

TAMC Counsel

DATE: _____



Memorandum

To: Board of Directors
From: David Delfino, Finance Officer / Analyst
Meeting Date: February 24, 2016
Subject: Martial Molinari Lease

RECOMMENDED ACTION

AUTHORIZE the Executive Director to execute a lease of Monterey Branch Line property with Martial Molinari.

SUMMARY

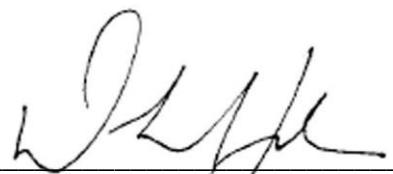
Martial Molinari has purchased 1637 Del Monte Ave in Seaside, California from Phillip Nicholson, who held a lease with the Agency for 1,650 square feet of Monterey Branch Line property. Mr. Molinari wishes to execute a lease with the Agency to continue leasing this property.

FINANCIAL IMPACT

The Martial Molinari lease will generate rent of \$2,740.00 per year for the Agency.

DISCUSSION

This Agency has leased this property to Phillip Nicholson for the last 10 years. Mr. Nicholson has sold his 1637 Del Monte Ave. property to Martial Molinari, who has request to continue leasing the Monterey Branch Line property. The lease contains a provision that allows the Agency to cancel on a twelve months' notice when the property is needed for the Monterey Branch Line transit project. It is in the best interest of the Agency to continue to rent this Monterey Branch Line property.

Approved by: 
 Debra L. Hale, Executive Director

Date signed: February 11, 2016

Consent Agenda

Counsel Review: YES

Attachment: Real Property Lease between TAMC and Martial Molinari

DRAFT MINUTES

**TRANSPORTATION AGENCY FOR MONTEREY COUNTY
SERVICE AUTHORITY FOR FREEWAYS EMERGENCIES AND MONTEREY
COUNTY REGIONAL DEVELOPMENT IMPACT FEE
JOINT POWERS AGENCY**

EXECUTIVE COMMITTEE MEETING

*Members are: Fernando Armenta (Chair),
Alejandro Chavez (1st Vice Chair), Dave Potter (2nd Vice Chair),
Kimbley Craig (Past Chair),
John Phillips (County representative), Robert Huitt (City representative)*

Wednesday, February 3, 2016

*** 9:00 a.m. ***

Transportation Agency Conference Room
55-B Plaza Circle, Salinas

1. **CALL TO ORDER:** Chair Armenta called the meeting to order at 9:00 a.m. Committee members present: Armenta, Chavez, Craig, Huitt, Phillips and Potter. Staff present: Delfino, Goel, Hale, Muck, Rodriguez, and Wright. Others present: Agency Counsel Reimann and Meredith Evans, Senator Canella's office.
 2. **PUBLIC COMMENTS:** None.
-
3. **CONSENT AGENDA:**
On a motion by Committee Member Huitt and seconded by Committee Member Chavez the committee voted 4– 0 to approve the consent agenda.
Abstained: Phillips
Board member Craig arrived after the consent agenda.
 - 3.1 Approved minutes from the Executive Committee meeting of January 6, 2016.

END OF CONSENT

4. On a motion by Committee Member Craig and seconded by Committee Member Chavez the committee voted 5– 0 to receive report regarding the prefunding of the estimated current calculated unfunded liabilities of the Agency’s Governmental Accounting Standards Board Statement No. 45 Other Post-Employment Benefits.

Dave Delfino, Finance Director, reported the Agency provides its retirees with the minimum medical benefit required by the CalPERS medical plan. In March of 2010, the Agency chose the “pay as you go” basis which requires paying the Minimum Employer Contribution as it becomes due. The Agency, at that time, also designated \$85,219 of the Agency’s fund balance to partially fund a reserve for the future accrued unfunded liability.

The Governmental Accounting Standards Board (GASB) Statement No. 45 requires that the financial reports of U.S. public employers should provide financial information about all retirement benefits not just pension benefits. OPEBs are defined as medical, prescription drug, dental, vision, hearing, life insurance, long term care and long term disability benefits. In the Agency’s situation this presently is the minimum employer contribution for health insurance required by CalPERS that in calendar year 2016 is \$125.00 per month per retiree who purchases health insurance through CalPERS.

5. On a motion by Committee Member Potter and seconded by Committee Member Chavez the committee voted 5– 0 to receive the report regarding the prepayment of the current calculated unfunded net pension liability of the Agency’s according to Governmental Accounting Standards Board Statement No. 68, “Accounting and Financial Reporting for Pensions;” and, recommended that the Board authorize the Executive Director to make a payment of \$550,842 to California Public Employee Retirement System to pay off the Agency’s current net pension liability.

Dave Delfino, Finance Director, reported that according to the most current CalPERS actuarial report, if the Agency were to pay its net pension liability of \$550,842 on June 30, 2016, the Agency would save future interest payments of \$586,458 over 30 years. The Agency would still have to make normal yearly pension payments. The Agency has sufficient reserves to fully pay down this unfunded liability and still meet the established minimum reserve of six months of operating expenses. TAMC is only earning about a ½ percent return on its reserve balance; the interest earned on the full paydown amount in question is about \$2,754 a year. By contrast, by paying off the liability early, the Agency would have a net savings of \$26,924 in 2016/17, and similar or higher savings in future years. Committee member Huitt asked staff to add some additional information on the GASB 68 regarding number of employees who are claiming OPEB Benefits and clarify that the costs identified in the staff report for long-term yearly costs represent the future cost 20 years from now.

6. On a motion by Committee Member Potter and seconded by Committee Member Huitt the committee voted 5– 0 to recommend that the Board authorize Executive Director to submit the draft fiscal year 16/17 budget and Overall Work Program to federal and state funding agencies for initial review; and recommended that the Board provide direction and guidance to staff on the three-year budget for fiscal years 16/17 through 18/19, and the Overall Work Program for fiscal year 16/17; and directed the Executive Director to bring the final three-year budget and one-year Overall Work Program back to the Board on May 25, 2016 for approval.

Todd Muck, Deputy Executive Director, gave a brief overview of the changes in the Overall Work Program for fiscal year 16/17, noting that there will not be a lot of significant changes this year. He noted that staff would be hiring a 511 coordinator position, update the Regional Transportation Plan for 2018, Public outreach for roundabout project, Level 2 traffic revenues study and evaluating tolling on highway 156, and how to proceed with results, third cycle of the bicycle and skate board secure program, the regional bicycle way planning signage and Monterey Salinas Highway 68 study, the Right-of-way for the Salinas rail extension and lastly the Monterey-Salinas Transit funding for busses and the Monterey Branch Line busway.

Rita Goel, Director of Finance & Administration, reported the Agency budget separates expenditures into two types: operating and direct programs. Operating expenditures include staff salaries and benefits, materials and supplies, and equipment purchases. Direct program expenditures include outside consultants, contracts, expenditures that apply to specific project delivery tasks such as rail program, highway projects, bicycle and pedestrian program, noting the direct program has major fluctuations. The proposed fiscal year 2016-2017 operating expenditure budget is \$2,616,738, a net increase over fiscal year 2015-2016 of \$194,439. The proposed fiscal year current direct program expenditure budget is \$14,410,795 a net decrease over fiscal year 15/16 of \$2,398,440. This decrease is primarily due to a shift in expenditures on the Rail Extension to Salinas project. Ms. Goel concluded, noting the next steps in the process are to present the draft budget and Overall Work Program to the Board of Directors in February and in May to bring the final budget and Overall Work Program to the Executive Committee for review and the Board of Directors for adoption.

7. The Committee received a report on the draft agenda for TAMC Board meeting of February 24, 2016:

Executive Director Hale highlighted the draft TAMC Board agenda for February 24, 2016. She reported the Board will hold an unmet transit needs public hearing. The Board would be asked to adopt a revised Regional Transportation Improvement Program based on reduced fund estimate and the final Transportation Investment Plan to release to the cities and county for adoption. She reported on the consent agenda the Board would be asked to authorize and direct staff to partner with Metropolitan Transportation Commission, Santa Cruz Regional Transportation Commission, and the San Luis Obispo County Council of Governments' staff in a joint Request for Proposals for the operation of the call box answering service.

8. **ADJOURNMENT**

Chair Armenta adjourned the meeting at 10:13 a.m.


Elouise Rodriguez, Senior Administrative Assistant

TRANSPORTATION AGENCY FOR MONTEREY COUNTY (TAMC)

RAIL POLICY COMMITTEE MEETING

DRAFT Minutes of February 1, 2016

Transportation Agency for Monterey County

55-B Plaza Circle, Salinas

	JAN 15	FEB 15	MAR 15	APR 15	MAY 15	JUNE 15	AUG 15	SEP 15	NOV 15	JAN 16	FEB 16
F. Armenta, Dist. 1 (J. Martinez)	P	C	P(A)	C	P	P	C	P	P	P	P(A)
J. Phillips, Dist. 2 (J. Stratton)	P(A)	A	P(A)	A	P(A)	P(A)	A	P(A)	P(A)	P(A)	P(A)
J. Parker, Dist. 4 (K. Markey)	P(A)	N	P(A)	N	E	P(A)	N	P(A)	P(A)	P(A)	P(A)
D. Potter, Dist. 5, Chair (K. Lee , J. Mohammadi)	P	C	P	C	P	P	C	P(A)	P	P(A)	P
B. Delgado, Marina (F. O'Connell)	-	E	P(A)	E	P	-	E	-	P	P	-
E. Smith, Monterey (R. Deal)	P	L	P	L	E	P	L	-	P	E	P
K. Craig, Salinas, Vice Chair (R. Russell , J. Serrano)	P	L	E	L	P	P	L	P	P(A)	P	-
T. Bodem, Sand City (L. Gomez)	P	E	-	E	P	-	E	P	P	E	-
R. Rubio, Seaside (I. Oglesby)	P	D	P	D	P	E	D	P	P	P	P
A. Chavez, Soledad (F. Ledesma)	P		P		P	E		P	P	P	P
M. Twomey, AMBAG (H. Adamson)	-		-		-	P(A)		-	-	P(A)	-
O. Monroy-Ochoa, Caltrans District 5	P		-		-	-		-	-	E	-
C. Sedoryk, MST (H. Harvath , L. Rheinheimer)	P(A)		P(A)		P(A)	-		P(A)	P(A)	P(A)	P(A)
B. Sabo, Airport (R. Searle)	-		-		-	-		-	-	-	-
STAFF											
D. Hale, Exec. Director	P		E		P	E		P	P	P	P
T. Muck, Deputy Exec. Director	-		P		P	P		P	P	P	P
C. Watson, Principal Transp. Planner	P		P		P	P		P	P	P	P
A. Green, Transp. Planner	-		P		E	-		-	-	-	-
M. Zeller, Principal Transp. Planner	P		P		P	E		P	E	P	P
H. Myers, Sr. Transp. Engineer	E		P		-	-		-	P	-	-
V. Murillo, Asst. Transp. Planner	P		P		P	P		P	P	P	P
E – Excused	VC – Video Conference										
P(A) – Alternate	TC – Teleconference										

1. **QUORUM CHECK AND CALL TO ORDER**

Chair Potter called the meeting to order at 3:02 p.m. A quorum was established.

OTHERS PRESENT

Pete Rodgers	San Luis Obispo Council of Governments	Paul Hierling	Association of Monterey Bay Area Governments
George Dondero	Santa Cruz County Regional Transportation Commission	Paul Powers	Salinas resident

2. **PUBLIC COMMENTS**

None

3. **CONSENT AGENDA**

M/S/C Rubio/Markey/unanimous
Abstain: Ed Smith

3.1 Approved minutes of the January 11, 2016 Rail Policy Committee meeting.

END OF CONSENT AGENDA

4. **COAST RAIL COORDINATING COUNCIL DUES PROPOSAL**

M/S/C Markey/Rubio/unanimous

Pete Rodgers, San Luis Obispo Council of Governments (SLOCOG) Administration Director, presented an overview of progress on the planned Coast Daylight train service between San Francisco and Los Angeles. Mr. Rodgers noted that planning for the Coast Daylight is a coordinated effort of the Coast Rail Coordinating Council that includes member agency representatives along the corridor, including SLOCOG, TAMC, Santa Cruz County Regional Transportation Commission, Los Angeles County Metropolitan Authority, Ventura County Transportation Commission, Santa Barbara County Association of Governments, Santa Clara County Valley Transportation Authority, and the Peninsula Joint Powers Board (Caltrain). Mr. Rodgers reported that SLOCOG has been the administering agency for the Council for the last 23 years, and reported that the Council Policy Committee approved the establishment of a cost-sharing agreement between the member agencies with membership dues of \$1,500 per year to fund staffing activities for the Council.

Committee member Rubio asked for clarification on the \$1,500 annual dues. Mr. Rodgers clarified that it would be \$1,500 due annually from partner agencies.

Chair Potter noted that this would be a good investment to continue efforts to coordinate between agencies and encourage connectivity of rail services.

Debbie Hale, Executive Director, noted that the dues would be used for reimbursement of State eligible expenses.

Committee member Smith asked for clarification about the Monterey Branch Line, which is listed as a connecting service to the planned Coast Starlight. He noted that the current Monterey City

Council is not supportive of having the light rail service end in the water front area. Chair Potter noted that bus rapid transit will be the first phase of transit service for the corridor.

5. SANTA CRUZ BRANCH LINE RAIL TRANSIT STUDY

The Committee received an update on next steps for the Santa Cruz Branch line rail transit feasibility study and the Pajaro/ Watsonville Multimodal Station project.

Virginia Murillo, Assistant Transportation Planner, reported that the Pajaro/Watsonville Multimodal Station is a connection to the Santa Cruz Branch Line and the second phase of the Rail Extension to Salinas project. She noted that the Santa Cruz County Regional Transportation Commission (RTC) acquired the 32-mile Santa Cruz branch line in October 2012 and completed a Rail Transit Feasibility Study in December 2015. The next steps for work on the rail line include a detailed environmental analysis and preliminary design work, as well as track maintenance to support current freight and passenger service on the line.

George Dondero, RTC Executive Director, reported on the RTC's transportation sales tax measure investment plan. The investment plan allocates 14% (approximately \$63 million over 30 years) of sales tax measure funding for rail projects in Santa Cruz County, with \$10 million for the Pajaro/ Watsonville Station. Mr. Dondero noted that initiating rail service in Monterey County with service at the Pajaro/ Watsonville station will change the story for rail travel in Santa Cruz County, as residents will begin to see the value of rail transportation first-hand.

Christina Watson, Principal Transportation Planner, reminded the Committee about the State and Federal grant funding applications for the Pajaro/Watsonville Station that staff submitted last year. On the State grant, Ms. Watson noted that ridership was the main feedback point. Ms. Watson reported that staff is working with the City of Watsonville to request that the Amtrak Coast Starlight stop at the Pajaro/Watsonville Station. This will help make the Station more competitive for State grant funding. Ms. Watson also noted that the main feedback point from the Federal application was that the Station itself did not have dedicated matching funds. RTC's local transportation sales tax measure funding allocation to the Pajaro/Watsonville Station will make the Station more competitive for Federal grant funding.

Chair Potter said he that he is glad to see rail in Santa Cruz kicking off, and noted that the ridership at the Pajaro/Watsonville Station will help build the case for State and Federal grant funding.

6. SALINAS RAIL EXTENSION PROJECT UPDATE

The Committee received an update on the Salinas Rail Extension Project.

Ms. Watson reported that the next steps on the extension of Capitol Corridor service to Salinas include a federal environmental analysis of the improvements between Salinas and San Jose. She noted that traffic and air quality analysis relies on a ridership analysis of the full buildout six-round trip scenario. Ms. Watson shared a revised preliminary draft Capitol Corridor schedule for the six-round trip scenario.

Ms. Watson reported that the Capitol Corridor ran into an issue with Union Pacific in their plan to expand service between Oakland and San Jose from the current seven trains to eleven. She noted

if the plan is delayed, staff will look at the potential for extending two of the current seven trips serving San Jose. She also noted that the California State Transportation Agency is working on a statewide passenger rail agreement with Union Pacific.

Chair Potter reported that a meeting with new staff at Union Pacific in Roseville went well.

Ms. Watson reported that the meeting with City of Gilroy staff to review designs for the Gilroy station area will be rescheduled. However, she reported that there were a lot of unanswered questions on a recent environmental review of the corridor between San Jose and San Francisco meeting of the High Speed Rail's Local Policy Maker Group.

Mr. Dondero asked about the status of the Gilroy High Speed Rail station. Ms. Watson said the City of Gilroy is currently working on a Downtown Gilroy Station area plan.

7. ANNOUNCEMENTS AND/OR COMMENTS FROM COMMITTEE MEMBERS

None.

8. ADJOURN

Chair Potter adjourned the meeting at 3:58 p.m.