AGENDA
REGULAR MEETING
COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

DATE: Thursday, March 15, 2018
3:00 p.m.

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

DIRECTORS: Chair Jaime De La Cruz, Vice Chair Tony Boch
Directors Anthony Botelho, Jim Gillio, and Ignacio Velazquez
Alternates: San Benito County: Jerry Muenzer;
City of Hollister: Mickie Solorio Luna; City of San Juan Bautista: Jim West
Ex Officio: Caltrans District 5

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

3:00 P.M. CALL TO ORDER

A. Pledge of Allegiance
B. Verification of Certificate of Posting
C. Public Comment (Opportunity to address the Board on items of interest on a subject matter within the jurisdiction of the Council of Governments and not appearing on the agendas. No action may be taken unless provided by Govt. Code Sec. 54954.2 Speakers are limited to 3 minutes.)
D. Executive Director’s Report
E. Caltrans Report - Gubbins/Loe
F. Board of Directors’ Reports

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

1. APPROVE Council of Governments Draft Meeting Minutes Dated February 15, 2018 - Gomez
2. RECEIVE Construction Projects Report - Caltrans District 5
3. **Fiscal Year 2018/2019 Draft Overall Work Program** - Lezama
   
a. **RECEIVE** Fiscal Year 2018/2019 Draft Overall Work Program, which Includes Planning Activities to be Performed by the Council of Governments; and

b. **AUTHORIZE** Submittal of Fiscal Year 2018/2019 Draft Overall Work Program to the California Department of Transportation for Comment.

4. **Fiscal Year 2017/2018 Overall Work Program** - Lezama
   
a. **APPROVE** Amendment No. 3 to the Fiscal Year 2017/2018 Overall Work Program, Supplementing the Rural Transportation Performance Management Study Budget. (Attachment 1 and 2) and Revising Budget for Work Element No. 201 and 301 (Attachment 2).

b. **APPROVE** Amendment No. 3 to the FY 2017/18 Overall Work Program Agreement with the California Department of Transportation (Attachment 3) and Authorize the Executive Director to Sign.

c. **APPROVE** Continuing Cooperative Agreement with the Association of Monterey Bay Area Governments for Reimbursement for Work related to a Rural Transportation Performance Management Study (Attachment 4) and Authorize the Executive Director to Sign.

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**REGULAR AGENDA:**

5. **RECEIVE** Update on Transportation Funding Strategy and Expenditure Plan for a Sales Tax Measure and SET Special Meeting Date for April 5, 2018 - Gilbert

6. **RECEIVE** Update on Senate Bill 1 and Proposition 69 and **DIRECT STAFF** to prepare Resolutions of Support for Consideration in April - Gilbert

**Adjourn to COG Meeting on April 19, 2018. Agenda Deadline is Tuesday, April 13, 2018 at 12:00 p.m.**

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

Highway 1 Realignment Completed

Caltrans recently completed the $21.3 million Highway 1 Piedras Blancas project, which realigned 2.8 miles of roadway to protect from rising sea levels, storms and coastal erosion in San Luis Obispo County. The project moved Highway 1 up to 475 feet inland from its previous alignment and installed parking for trail access at both ends of the new segment. The new facility features widened shoulders near the Hearst San Simeon State Park.

All land west of the realigned highway will become state park land once restoration and mitigation work is completed on the old alignment. Over the next several years, the project will also restore and enhance 12 acres of off-site state park lands to mitigate impacts to natural areas. Caltrans also contributed $3.4 million for State Parks to construct a 3.5-mile new segment of the California Coastal Trail. The pathway will connect the existing network of bluff-top trails north and south of the new roadway with bicycle and pedestrian accessibility.

Highway 1 is a State Scenic Route, National Scenic Byway and All-American Road on the Pacific Coast Bicycle Route. More information:

Roundabout Benefits

So far, District 5 has implemented three roundabouts on the state highway system in Santa Barbara County and local partners are planning for more throughout the District. Roundabouts are safer, more efficient, less costly and more aesthetically appealing than conventional intersections, according to the Federal Highway Administration. They substantially reduce the types of crashes resulting in injury or loss of life—from 78 to 82 percent compared to conventional stop-controlled and signalized intersections. Safety benefits include reducing the following collision types:
• 37 percent overall
• 75 percent injury
• 90 percent fatality
• 40 percent pedestrian

Photos Source: FHWA

The likelihood and severity of collisions are reduced as travel speeds are lowered between 15 and 25 mph. The innovative improvement also features a continuous, circular flow of traffic. Motorists yield to other drivers’ only before entering a roundabout; if no other vehicles are present, they continue moving. The mobile traffic helps prevent the incentive to speed up and beat the light as often occurs at more traditional signalized intersections. Roads entering a roundabout are gently curved to direct vehicles into the intersection and travel counterclockwise around the facility.

Continued on back

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

The curved roads and one-way travel eliminate the possibility for T-bone and head-on collisions. Roundabouts are adaptable to different locations and come in all shapes and sizes, including oval, teardrop, peanut and dog-bone. They feature small, simple, single-lane facilities along with larger and more complex multi-lanes. They are designed to allow pedestrians to cross one direction of traffic at a time on each leg. The fewer conflict points for vehicles and pedestrians—plus slower speeds, well-defined crossings and splitter islands—result in motorists yielding to those on foot.

At roundabouts, bicyclists have the option to either take the lane as a vehicle or pedestrian on the shared use path around the facility. Recent nationwide safety research has not yet noted any substantial problems for bicyclists. Some studies show these improvements generate significantly less air pollution from vehicles compared to a stop-controlled intersection. They are also more cost-effective with the following benefits: safety, life-cycle, fewer travel delays, reduction of both fuel consumption and greenhouse gas emissions, and less right-of-way requirement on approaching streets. More information: http://www.dot.ca.gov/hq/tpp/offices/omsp/system_planning/documents/Final_2017_CA_SHS_Roundabout_Inventory_Report_01052017.pdf

Planning Grants Produce Sustainable Communities

Caltrans recently awarded the following transportation planning grants in District 5:

**Sustainable Communities:**
- TAMC – Seaside and Marina Complete Streets Plan, $362k.
- City of Guadalupe – Mobility and Revitalization Plan, $206k.
- City of Watsonville – Complete Streets Plan, $321k.
- Santa Cruz County Health Services Agency – Complete Streets to Schools Plan, $367k.

Transportation Asset Management Plan

The 2018 draft Transportation Asset Management Plan provides a framework for addressing performance gaps, prioritizing actions and instituting business practices streamlining asset management activities. The main goals include strengthening local, regional and state coordination and improving transportation infrastructure management through transparent information. Caltrans produced the living document through extensive statewide public outreach. It will be regularly updated with performance outcomes and consistency with the 2017 State Highway System Management Plan’s 10-year project plan. More information: http://www.dot.ca.gov/assetmgmt/tam_plan.html

Climate Change Vulnerability

Caltrans recently released its first Climate Change Vulnerability Assessment detailing potential impacts to the state highway system in the San Francisco Bay Area. This is the first of 22 studies planned to cover each Caltrans District. The online report discusses the effects of rising sea levels and higher storm surges, more frequent wildfires, changing precipitation patterns and increasing temperatures. It also provides data to address changes in planning, design, construction, operations and maintenance. Overall, the assessment seeks to guide future planning processes and investments ensuring the long-term future of the state’s transportation system. District 5’s assessment awaits more elevation data, and is scheduled for release in spring 2019. More information: http://www.dot.ca.gov/paffairs/pr/2017/052/17pr132.html

SB1 provided $25 million statewide for 2017-2018 local transportation planning grants

These successful grants were funded through the recently enacted Senate Bill 1, the Road Repair and Accountability Act, for maintaining and integrating the state’s multimodal transportation system. This funding adds to the Sustainable Transportation Planning Grant Program.

**Call for Projects**

A call for projects is under way for the 2018/2019 Transportation Planning Grants, which include Sustainable Communities ($29.5 million), Strategic Partnerships ($4.3 million) and Adaptation Planning ($7 million). Successful projects directly benefit the multimodal transportation system by improving public health, social equity, the environment and community livability. Deadline to submit applications to Caltrans is Friday, Feb. 23, 2018. Online applications, guidelines and more information: http://www.dot.ca.gov/hq/tpp/grants.html
SAN BENITO COUNTY
COUNCIL OF GOVERNMENTS
REGULAR MEETING
February 15, 2018, 3:00 P.M.

DRAFT MINUTES

MEMBERS PRESENT:
Chair De La Cruz, Vice-Chair Boch, Director Gillio, Director Velazquez, and Alternate Muenzer
Ex Officio: Caltrans District 5, Aileen Loe

MEMBERS ABSENT:
Director Botelho

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

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

A. PLEDGE OF ALLEGIANCE

B. CERTIFICATE OF POSTING

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

C. COMMITTEE APPOINTMENTS

1. Delegate and Alternate to the California Association of Councils of Governments (CALCOG)
   Delegate – Director Ignacio Velazquez, Alternate – Chair Jaime De La Cruz
2. Two Representatives to the San Benito/ Santa Clara Mobility Partnership
   Chair Jaime De La Cruz and Director Ignacio Velazquez
3. Representative to Speak on Behalf of COG at California Transportation Commission and
   Central Coast Coalition Meetings
   Director Anthony Botelho

Regarding 2018 Committee appointments, Chair De La Cruz stated that he would keep the same
Committee appointments as 2017 (as noted above).

D. PUBLIC COMMENT:

Chair De La Cruz stated for the record that the COG Board received Joe Thompson’s public comment
correspondence dated January 28, 2018 through February 14, 2018. The correspondence was entered into
the public record.
E. **EXECUTIVE DIRECTOR’S REPORT:** Gilbert

As a follow up from the last COG meeting regarding the Financial Audit, Ms. Gilbert reported that Kathy Postigo of COG staff, was working with Leanne Godinez from the County Auditor’s office to make needed corrections to the COG accounts to be compliant with our Auditor’s findings.

Ms. Gilbert announced that CALCOG will be hosting its annual Regional Leadership Forum next month in Monterey. Ms. Gilbert stated that Board members are all welcomed to attend. She will forward the information to the Board and asked that they let her know if they would like staff to register them.

Ms. Gilbert reported that Congressman Jimmy Panetta stopped by the COG office and met with Chair De La Cruz, herself, and Veronica Lezama of COG staff a couple of weeks ago. They were able to go over transportation needs for the County and they also discussed where they would like to see some emphasis on the federal side.

F. **CALTRANS DISTRICT 5 REPORT:** Aileen Loe

Aileen Loe with Caltrans District 5, reported that the US 101 in Santa Barbara that was closed due to mudslide damage, has been re-opened.

Ms. Loe announced that a call for projects is under way for the 2018/2019 Transportation Planning Grants. Deadline to submit applications to Caltrans is Friday, February 23, 2018. She also announced that Caltrans released its first Climate Change Vulnerability Assessment for the Bay Area. District 5’s assessment is scheduled for release in spring 2019. They are also getting ready for the release of Cycle 4 of the Active Transportation Program. A call for projects should be going out in March with applications due in June.

Ms. Loe announced the conclusion of the California Road Charge Pilot Program. She stated that over 5,000 people participated in the program with different types of vehicles ranging from passenger vehicles to heavy commercial and light commercial vehicles. The findings from the program were positive.

Lastly, Ms. Loe provided a handout with responses to questions that were brought up by Director Botelho at the last COG meeting.

G. **BOARD OF DIRECTORS REPORTS:**

Regarding COG’s potential sales tax measure, Director Gillio stated that he was impressed with the public turnout from COG’s special meeting on Saturday, February 3rd. The Board discussed having additional evening meetings to allow members of the public who may be commuting the opportunity to attend as well. They also talked about other locations such as San Juan Bautista and/or Aromas.

Ms. Gilbert stated that she would provide more detailed information under Item 9 as it relates to the discussion. She stated that staff would be working with the consultant and would like to also confer with them to schedule additional meetings. She mentioned that Aromas/ San Juan Bautista Rotary meets early in the morning and that might work for some members of the public. She also mentioned that the Aromas Grange meets on Sunday evenings.

The Board directed staff to confer with the consultant and look at scheduling an evening meeting during the week in the west part of the County.

**CONSENT AGENDA:**

1. APPROVE Council of Governments Draft Meeting Minutes Dated January 18, 2018 – Gomez
2. RECEIVE Construction Projects Report – Caltrans District 5

3. APPROVE COG Executive Director Salary Increase from Step D to Step E Effective January 14, 2018, Pursuant to Employment Agreement Dated August 20, 2015 – Postigo


5. Amendment to Fiscal Year 2017/2018 Overall Work Program – Lezama
   a. APPROVE Amendment No. 2 to the Fiscal Year 2017/2018 Overall Work Program to Include SB1 Road Maintenance and Rehabilitation Account Sustainable Communities Funding for an Analysis of Public Transit Network Expansion Projects for Congestion Relief of the Highway 25 Corridor Study, and
   b. AUTHORIZE the Executive Director to Sign a New FY 2017/2018 Overall Work Program Agreement with the California Department of Transportation.

Director Boch asked to pull Item 1 from Consent.

There was no public comment on the Consent Agenda.

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

Item 1:

Director Boch noted a correction to the January 18, 2018 COG minutes under Item C and D. The minutes should be corrected to state that COG’s Chairperson for 2018 is Jaime De La Cruz, and COG’s Vice-Chairperson for 2018 is Tony Boch.

Upon a motion duly by made by Director Boch, and seconded by Director Velazquez, the Directors approved Item 1 from the Consent agenda as amended. Vote: 5/0 motion passes.

REGULAR AGENDA
TRANSPORTATION ITEMS:

3:00 P.M. Public Hearing (Or As Soon Thereafter As the Matter May Be Heard)

6. 2018 Unmet Transit Needs Hearing – Lezama
   a. RECEIVE Report on Unmet Transit Needs
   b. OPEN Public Hearing
   c. CLOSE Public Hearing

Veronica Lezama recommended that the COG Board open a public hearing to receive comments on the 2018 Unmet Transit Needs Hearing. Following public comments, the Board will close the public hearing. The public comment period will conclude March 1, 2018.

Chair De La Cruz opened the public hearing at 3:15 p.m.

Public Comment:

Monica Quiroz-Rivera
Hollister

Ms. Quiroz-Rivera voiced her concerns about the bus service. She mentioned that she is an avid proponent of public transportation as it is one of the best things this county has to offer. She expressed concern over the fact that there is no fixed route service from 11:00 a.m. – 2:00 p.m. during the week.
Secondly, she stated that there is no fixed route service on the weekends. She has to call during the week to schedule a ride for the weekend, however it is limited service from 9 a.m. – 2:30 p.m. and if you don’t call in advance for an appointment you may not get a ride. She stated that another issue is that the bus stops are not clearly identified, specifically noting the bus stop at the taqueria near the intersection of Line St. and 4th St. She’s had to flag the bus down or has had to call them to turn around and come back. Also, there are not enough benches at the bus stops, specifically noting the Safeway and Kmart bus stop locations. Lastly, she stated that there needed to be additional locations to purchase tokens/passes, such as the Community Center, and/or Gavilan College. Lastly, Ms. Quiroz-Rivera complemented the bus drivers, stating that they were friendly, hardworking, and some of the best bus drivers ever.

Chair De La Cruz closed the public hearing at 3:20 p.m.

Chair De La Cruz asked staff to look into possibilities of selling tokens at other locations in the community.

Ms. Lezama stated that as part of the Unmet Transit Needs process, staff will review and analyze all testimony received with COG’s Social Services Transportation Advisory Council and provide recommendations to the COG Board at its April meeting.

7. RECEIVE Update on Santa Clara/San Benito Mobility Partnership Meeting Activities – Gilbert

Ms. Gilbert reported out on the most recent Mobility Partnership meeting that was held on February 7th. She stated that the agenda focused on a discussion of phases for the SR 25/101 Interchange project, with VTA and Caltrans staff providing information on options for project phasing.

There was discussion about the two phases that are being considered: US 101/SR 25 Phase 1-Option A (New Bridge) total project cost estimate $65 million and US 101/SR 25 Phase 1-Option B (Direct Ramp) total project cost estimate $50 million. Board members spoke in support of Option B as the best solution for San Benito County residents because it was cheaper and it would line up better with the ultimate project.

Aileen Loe, with Caltrans District 5, mentioned that any new proposals would be subject to additional environmental review. Also, they would have to do a revalidation process because 5 years have passed from the year 2013 when it was approved.

Ms. Gilbert clarified that both phases are for the ultimate Highway 25/101 interchange project that would accommodate State Route 152. Both options are being looked at to minimize throw away. Additional environmental study and traffic analysis would be required because neither of the two options were contemplated as stand-alone options.

There was no public comment.

8. RECEIVE Update on Senate Bill 1 and the Central Coast Coalition Legislative Day on January 30, 2018 – Gilbert

Ms. Gilbert reported that she and Director Botelho met with Assembly Members Mark Stone and Anna Caballero, and staff from Senator Anthony Canella’s office. Transportation leaders provided updates on the status of Senate Bill 1 and potential repeal efforts. At this time, there is an effort to collect signatures to place an initiative on the November 2018 ballot for California voters to consider a repeal of SB1.

Ms. Gilbert stated that California Transportation Commission and other transportation leaders are encouraging local agencies to use the SB1 funds they have received and to begin project implementation as soon as is possible. The local Cities and County have begun receiving payment of Road Maintenance and Rehabilitation Account funding that is available for use on local street and road maintenance.
Ms. Gilbert reported that this morning, the SBC Board of Supervisors voted to support SB1 and protect it from repeal.

9. Transportation Funding Strategy – Gilbert
   a. REVIEW and COMMENT on Draft Expenditure Plan Outline
   b. APPROVE Public Outreach Plan and Strategy Contract with Clifford Moss for an Amount Not to Exceed $40,000

Ms. Gilbert reported that staff issued a Request for Proposals for a strategy/outreach consultant on January 16th and received two responses. Clifford Moss was chosen as the highest ranked consultant. Staff negotiated a contract with Clifford Moss for an amount not to exceed $40,000 and is asking for the Boad approval. The consultant will also be able to help with the development of the public opinion survey. The survey will be conducted by EMC Research in mid-February 2018 and preliminary results will be presented to the Board in March. The consultant team from Clifford Moss will also be working with staff and identified stakeholders to ensure that the expenditure plan is responsive to the public.

There followed some discussion from the Board. They asked about social media outreach. They talked about focusing on the widening of Highway 25 and doing repairs to local streets and roads as the main projects.

Ms. Gilbert stated that the consultant asked staff to put together a small stakeholder group meeting with representatives from the COG Board and staff to meet on February 27th and follow up with a public stakeholder meeting in the first week of March. The consultant will be working behind the scenes to educate staff, and local officials on how to best answer questions from the public.

Public Comment:

Ruth Erickson

Ms. Erickson stated that besides our main roads we must consider our local Hollister and San Juan Bautista streets. If we are to retrack customers to shop in our downtown we need to have safe streets. She stated for example, that Hawkins Street between San Benito St. and Monterey St. is very dangerous for pedestrians, bicyclists, wheelchairs, strollers, etc. There are other dangerous streets that she has brought up for the last 40 years, which never got fixed. She stated that we need to be proud of our two downtowns in San Juan Bautista and Hollister to encourage locals and tourists alike to shop and enjoy our central areas and historic landmarks. Lastly, she stated that she hopes that if we are going to pay a tax that we actually fix the streets that have never been fixed in the 40 years she’s lived here.

Victor Gomez

Pinnacle Strategy

Mr. Gomez was glad to hear the Board is moving forward with a consultant. He agreed with the Mayor on using the language of widening of Highway 25 to 4 lanes and Pavement maintenance as the key focus on the measure and getting it passed. He stated that “congestion relief” is not enough to get the votes needed. He stated that we need to pay close attention to the language that was used in the last measure in Supervisor Botelho’s (San Juan Bautista/Aromas) District because it looks like that district got the highest approval from voters. Hopefully, the same language could be used to keep those same voters to support this measure and carry voters from Supervisor Muenzer’s district who had the lowest percentage of voter approval. Lastly, he stated that hopefully the state and federal government will understand that it’s time for them to step up on Bicycle and Pedestrian improvements through grants and if they want us to help with that, then they will have to step up and fund it.
Stephen Rosati

Mr. Rosati stated that if you are using the RTP as a guide for projects, then using the proper language in the measure and leaving the proposed tax at 1% for 30 years, may work. Cutting back in projects creates more problems. He said that we need to learn from what was done in the past. There are three past tax measures that we can learn from.

There followed some discussion from the Board. They commented on emphasizing that it is a “sales tax” and not a “gas tax”. It was also mentioned that the biggest issue is public trust and working on ensuring that they have that trust by developing a clear list of projects and having a citizen oversight committee to ensure funds are being spent appropriately.

Upon a motion duly made by Director Velazquez, and seconded by Director Boch, the Directors unanimously approved Item 9ab. Vote: 5/0 motion passes.

Upon a motion duly made by Director Muenzer, and seconded by Director Velazquez, the Directors Unanimously adjourned the COG meeting. The meeting was adjourned at 4:11 p.m. Vote: 5/0 motion passes.

ADJOURN TO COG MEETING MARCH 15, 2018 at 3:00 P.M.
# Project Update – San Benito County

Prepared for the March 15, 2018 San Benito County Council of Governments Meeting

## Completed Construction Projects

<table>
<thead>
<tr>
<th>Project</th>
<th>Location/Post Mile (PM)</th>
<th>Description</th>
<th>Construction Timeline</th>
<th>Construction Cost</th>
<th>Funding Source</th>
<th>Project Manager (Resident Engineer)</th>
<th>Contractor</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Highway 156 San Juan Bautista CAPM (1C8704)</td>
<td>Near San Juan Bautista from SR 156/101 separation to the Alameda (PM 0.0/3.0)</td>
<td>Pavement preservation</td>
<td>Fall 2016-Winter 2018</td>
<td>$4.8 million</td>
<td>SHOPP</td>
<td>Brandy Rider (FK/JW)</td>
<td>Granite Rock Company, San Jose, CA</td>
<td>Project completed and accepted February 2, 2018.</td>
</tr>
</tbody>
</table>

## Construction Projects

<table>
<thead>
<tr>
<th>Project</th>
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<th>Contractor</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Highway 156 Hollister CAPM (1C8404)</td>
<td>Near Hollister just west of Hudner Lane overhead to the SCL County Line (PM 10.0/18.4)</td>
<td>Pavement preservation</td>
<td>Fall 2016-Spring 2018</td>
<td>$5.6 million</td>
<td>SHOPP</td>
<td>Brandy Rider (DP)</td>
<td>Granite Construction Company, Watsonville, CA</td>
<td>Punch list work complete. Remaining work is change order rumble strip modification; scheduled to be completed in March 2018, weather permitting.</td>
</tr>
</tbody>
</table>

## Projects in Development

<table>
<thead>
<tr>
<th>Project</th>
<th>Location/Post Mile (PM)</th>
<th>Description</th>
<th>Construction Timeline</th>
<th>Construction Cost</th>
<th>Funding Source</th>
<th>Project Manager</th>
<th>Phase</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Highway 25 Curve Restoration Project (1H810_)</td>
<td>On SR 25 Near Hollister, just north of San Benito lateral to south of SR 146 (PM 18.8/19.1)</td>
<td>Curve restoration</td>
<td>October 2020</td>
<td>$4.3 million</td>
<td>SHOPP</td>
<td>Brandy Rider</td>
<td>PA&amp;ED</td>
<td>Project design and environmental review are on-going.</td>
</tr>
</tbody>
</table>
### PROJECTS IN DEVELOPMENT (Cont'd.)

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Location/Post Mile (PM)</th>
<th>Description</th>
<th>Construction Timeline</th>
<th>Construction Cost</th>
<th>Funding Source</th>
<th>Project Manager</th>
<th>Phase</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Highway 25 Super Elevation Adjustment and Culvert Extension (1C260)</td>
<td>In SBt County, just North of La Gloria Road (PM 25.9/R26.2)</td>
<td>Curve correction</td>
<td>Fall 2018</td>
<td>$2.1 million</td>
<td>SHOPP</td>
<td>Brandy Rider</td>
<td>PS&amp;E/ROW</td>
<td>Project design continues with concurrent ROW acquisitions and utility work.</td>
</tr>
<tr>
<td>5. Highway 25 Roadway Safety Improvements (1F430)</td>
<td>In SBt County in Hollister from Sunnyslope/Tres Pinos Road to San Felipe Road (PM R49.9/R52.2)</td>
<td>Route deficiency corrections</td>
<td>Fall 2018</td>
<td>$6.9 million</td>
<td>SHOPP</td>
<td>Brandy Rider</td>
<td>PS&amp;E/ROW</td>
<td>Project design continues with concurrent ROW acquisitions and utility work.</td>
</tr>
<tr>
<td>6. Highway 25 Widening Project and Route Adoption Hollister to Gilroy (48540)</td>
<td>Near Hollister and Gilroy on SR 25 in SBt &amp; SCL Counties (PM SBt 25-51.5 to SCL-25-2.6)</td>
<td>Route adoption</td>
<td>N/A</td>
<td>N/A</td>
<td>Local</td>
<td>Brandy Rider</td>
<td>PA&amp;ED</td>
<td>Coordinating required adoption into SBt/SCL County &amp; City General Plans. Local agencies are working with Caltrans on the Controlled Access Highway Agreements at this time.</td>
</tr>
<tr>
<td>7. Highway 156 Improvement Project (34490)</td>
<td>On SR 156 in and near San Juan Bautista from The Alameda to slightly east of 4th Street near Hollister (PM 3.0/R8.2)</td>
<td>Construct 4-lane expressway</td>
<td>Spring 2020 - Summer 2021</td>
<td>$57.4 million</td>
<td>STIP/Local</td>
<td>Brandy Rider</td>
<td>PS&amp;E</td>
<td>Project design continues with 95% complete. ROW appraisals in progress. Utility relocation, design coordination in progress. Construction planned for Spring of 2020.</td>
</tr>
</tbody>
</table>

**ACRONYMS USED IN THIS REPORT:**

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

To: Council of Governments
From: Veronica Lezama, Transportation Planner
Date: March 15, 2018
Subject: Fiscal Year 2018/2019 Draft Overall Work Program

Recommendation:

a. RECEIVE Fiscal Year 2018/2019 Draft Overall Work Program, which Includes Planning Activities to be Performed by the Council of Governments; and

b. AUTHORIZE Submittal of Fiscal Year 2018/2019 Draft Overall Work Program to the California Department of Transportation for Comment.

Summary:

As the designated Regional Transportation Planning Agency (RTPA) for San Benito County, the Council of Governments is eligible to receive certain types of state and federal funds for preparing an Overall Work Program (OWP). The Overall Work Program is a one-year statement of proposed work and budget for the Council of Governments transportation planning activities.

Financial Considerations:

Caltrans requires the Council of Governments to submit an Overall Work Program each fiscal year in order to receive Rural Planning Assistance funds for its planning activities in the amount of $294,000. The OWP also includes grant funded planning activities. The total budget for planning activities in the Overall Work Program for fiscal year 2018/2019 is $1,089,084.

Background:

The Overall Work Program is developed annually and serves as a reference to be used by members of the public, planners, and elected officials to understand the Council of Governments’ objectives and how they will be met through the regional transportation planning process.

Staff Analysis:

The Overall Work Program (OWP) is the Council of Governments’ annual work plan and corresponding budget. The OWP covers the fiscal year July 1, 2018 through June 30, 2019. It includes an introduction, financial summary, and work elements. Each work element describe the agency’s planning activities, which include a discussion describing the purpose and extent of the work element, responsible staff, previous accomplishments, budgeted expenditures, revenue by fund source, work tasks/activities, deliverables, and schedule.
Some of the OWP highlights that the Council of Governments will be focusing on during upcoming fiscal year include:

- Monitoring implementation of the 2040 San Benito Regional Transportation Plan, pending Board approval.
- Continue coordination with Caltrans and the Santa Clara County Valley Transportation Authority on the San Benito/Santa Clara Mobility Partnership.
- Continue planning and monitoring of projects on the state highway system. This includes seeking funding opportunities to finance Highway 25 and other regional roadways.
- Monitor and/or seek Senate Bill 1 Funding, including: Road Maintenance and Rehabilitation Account, Local Partnership Program, Congested Corridors Program, Trade Corridor Enhancement Account, etc.
- Continue implementation of the Bikeway and Pedestrian Master Plan through the pursuit of grant funding opportunities in collaboration with local jurisdictions.
- Under the Airport Land Use Commission, initiate an update to the Frazier Lake Airpark Comprehensive Land Use Plan, which will be prepared under the name Frazier Lake Airpark Land Use Compatibility Plan.
- Under the Local Transportation Authority, launch the Analysis of Public Transit Network Expansion Projects for Congestion Relief of the Highway 25 Corridor Study.
- Under the Local Transportation Authority, seek funding to implement the Bus Stop Improvement Plan and the Intelligent Transportation Systems Technology for the 21st Century: Using Technology to Improve Safety and Efficiency of San Benito County’s Transit System Plan.
- Under the Local Transportation Authority, continue to enhanced delivery of public transportation. Support communication and coordination between the region’s public transportation service providers in order to increase efficiency and better respond to rider’s needs.

Following Board action, staff will submit the Draft OWP to Caltrans for comment. Staff will consider all comments received and make necessary revisions before bringing the final Overall Work Program before the Board for adoption at the May 17, 2018 meeting.
BOARD OF DIRECTORS
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San Benito County Board of Supervisors
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Transportation Planner
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Transportation Planner
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Secretary
Griselda Arevalo
Office Assistant
Chris Thomson
Mechanic

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

Council of County Governments (COG)
Airport Land Use Commission (ALUC)
Local Transportation Authority (LTA)
Service Authority for Freeways and Expressways (SAFE)
Measure A Authority (MEA)
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CHAPTER 1: INTRODUCTION/PROSPECTUS

A. Overall Work Program Purpose

This Overall Work Program (OWP) describes and details the transportation planning activities that the Council of Governments (COG), the Local Transportation Authority (LTA), the Airport Land Use Commission (ALUC), the Measure A Authority (MEA) and the Service Authority for Freeways and Expressways (SAFE) will conduct during the fiscal year of July 1, 2018 through June 30, 2019.

This document presents the federal, state and regional planning funds that assist in financing the various programs and studies. It also identifies past planning accomplishments and staff resources necessary to complete the OWP. Furthermore, it discusses the planning priorities, the needs of the region, and the specific programs to meet those needs. The Overall Work Program serves as a reference to be used by the members of the public, planners and elected officials to understand and how COG’ will meet its regional transportation planning objectives.

B. Description of the Region

San Benito County is ideally located inland from the Central California Coast. The County borders Monterey, Santa Cruz, Fresno, Merced, and Santa Clara Counties. Combined with more affordable housing and its close proximity to Monterey, Santa Cruz, and Santa Clara Counties, San Benito County is an attractive home to 55,269 people (2010). Although the County consists of 1,390 square miles, the majority of the population lives in Hollister (the County seat) San Juan Bautista, or the unincorporated area of northern San Benito County.

The year round mild climate is influenced by the Gabilan and Diablo mountain ranges which protect the County from hot summer weather in the Central Valley and from the cool Monterey Coast. Over thousands of years, the San Benito and Pajaro Rivers have deposited rich soil that is still being used to grow vegetable crops year round. The County has a long history of agricultural production and agriculture continues to be the economic driver of the region. The County boasts a $360 million\(^1\) (2015) agricultural industry along with manufacturing, education, health care, and government.

\(^1\) 2015 San Benito County Crop Report
C. Population

During the 1990’s San Benito County was one of the fastest growing in the State. The 1990 Census listed the population at 36,697, and the 2000 Census listed the population at 53,234. Population growth slowed in the early 2000s and the total County population in 2010 Census was 55,269. The majority of the population density is centered in the northwestern part of the county within the urban areas of Hollister and San Juan Bautista. Over 32% of County residents live in the unincorporated area. San Benito County is located within a one-hour drive to the higher employment Counties of Santa Clara and Monterey, which has resulted in a high percentage of the workforce commuting on the regional roadway network to get to work. 48.9 percent of the workforce travels to other counties for work. As of March 2017, the unemployment rate in San Benito County was 6.3 percent.

A. Significant Regional Characteristics and Issues

San Benito County is home to many who work in other counties and its population center is geographically distant from neighboring counties, funding large transportation projects is a challenge. As such, traffic congestion continues to be an issue on its local highways. The most congested stretch of roadway occurs during peak commute periods on Route 156 between Hollister and San Juan Bautista and Highway 25 between Hollister and Santa Clara County. The Highway 25 Bypass has reduced vehicular congestion on downtown streets and improved circulation in and around downtown Hollister. Deteriorating local streets and roads has been identified as major area of concern in San Benito County. The 2016 California Statewide Local Streets and Roads Needs Assessment Report confirms the deteriorating condition of the city street and county road system that makes up more than 80 percent of California’s roadways. Specifically, San Benito County is listed as one of seven Counties with the poorest pavement condition in the State- ranking it at a Pavement Condition Index of 46.00.

In addition to congestion issues and deteriorating local streets, the biggest challenge to solving the transportation challenges ahead is funding at all levels. Stable and reliable funding for the array of transportation projects and programs is critical to maintaining and improving our infrastructure. The projected growth forecast and the demand to travel will additionally put pressure on our transportation infrastructure. In San Benito, the gap between reasonably expected revenues and future need is $550 million over 20 years. An increase in the use of more efficient vehicles combined with the value of the gas tax diminishing has created an enormous gap in funding for the region, State and nation.

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2 U.S. Census: 2006-2010
3 U.S. Bureau of Labor Statistics
4 2040 San Benito County Regional Transportation Plan
CHAPTER 2: REGIONAL TRANSPORTATION PLANNING PRIORITIES AND GOALS

A. Planning Emphasis Areas (PEA)

The Federal Highway Administration develops the National Planning Emphasis Areas (PEAs) each year to promote priority areas for consideration in transportation planning and integration into the OWP specifically for Metropolitan Transportation Planning organizations, such as the Association of Monterey Bay area Governments (AMBAG). PEAs are policy, procedural and technical topics that federal planning fund recipients must consider when preparing work programs for metropolitan and statewide planning and research assistance programs. While PEAs are not required for Regional Transportation Planning Agencies, such as COG, they are encouraged for inclusion into the OWP. To address the key issues facing the region and ensure that planning efforts are aligned, COG will focus on many of the National Planning Emphasis Areas (PEAs), when feasible. The PEA identified for fiscal year 2018/2019 include the following:

1. **MAP-21 Implementation** - Performance-based planning and programming includes using transportation performance measures, setting targets, reporting performance, and programming transportation investments directed toward the achievement of system performance outcomes.

2. **Regional Models of Cooperation** - A coordinated approach supports common goals and capitalizes on opportunities related to project delivery, congestion management, safety, freight, livability, and commerce across boundaries.

3. **Ladders of Opportunity** - As part of the transportation planning process, agencies identify transportation connectivity gaps in accessing essential services. Essential services include employment, health care, schools/education, and recreation.

B. Federal Planning Factors (FPF)

Different than the Planning Emphasis Areas (PEAs), COG is required to incorporate Federal Planning Factors (FPF) into the annual OWP Work Elements. Federal Planning Factors are issued by Congress and emphasize planning factors from a national perspective. The Federal Planning Factors are revised or reinstated with new reauthorization. The FPF include the following:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase the accessibility and mobility of people and for freight.
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.
The shaded areas in the matrix below identify the required Federal Planning Factors and the optional Planning Emphasis Areas as they relate to the Council of Governments’ Work Elements.

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**Federal Planning Factors (FPF)**

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency
- Increase the safety of the transportation system for motorized and non-motorized users
- Increase the security of the transportation system for motorized & non-motorized users
- Increase the accessibility and mobility of people and for freight
- Protects and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
- Promote efficient system management and operation
- Emphasize the preservation of the existing transportation system

**Planning Emphasis Areas (PEA)**

- MAP-21 Implementation
- Models of Regional Planning Cooperation
- Ladders of Opportunity
CHAPTER 3: COUNCIL OF GOVERNMENTS AGENCY

A. Overview

The Council of San Benito County Governments (COG) was formed in 1973 through a Joint Powers Agreement among the local government jurisdictions of San Benito County. It consists of a five-member board that includes two representatives from the San Benito County Board of Supervisors, two representatives from the Hollister City Council and one representative from the Juan Bautista City Council.

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

B. Agency Organizational Structure

Established in 1973, the Council of Governments’ jurisdiction follows the boundaries within the San Benito County region. The actions of COG are governed by Transportation Development Act regulations, the California Code of Regulations, and Memorandums of Understanding with Caltrans. COG serves in a variety of capacities including:

- **Regional Transportation Planning Agency:** COG is designated as the Regional Transportation Planning Agency for San Benito County. In this capacity, COG is responsible for the development of the Regional Transportation Plan—a long-term blueprint of a region’s transportation system. In addition, this entity is responsible for the annual allocation of State funds from the Transportation Development Act to local jurisdictions and transit operators.

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

- **Local Transportation Authority (LTA):** The LTA was formed by a Joint Powers Agreement between the Cities of Hollister and San Juan Bautista and the County of San Benito to administer the regional transit program. This agreement went into effect on July 1, 1990, removing responsibility for the regional transit system from the City of Hollister. The LTA Board of Directors is the same Board as the Council of San Benito County Governments. The LTA is staffed by a full-time Transportation Planner and one mechanic.
• **Area-wide Planning Organization:** The Council of Governments is designated by the United States Department of Housing and Urban Development as the Area-wide Planning Organization for San Benito County. This designation carries with it the responsibility to comply with the comprehensive planning responsibilities of Section 701 of the Housing Act of 1954 and subsequent related legislation.

• **Airport Land Use Commission (ALUC):** The purpose of ALUC to protect public health, safety, and welfare by ensuring the orderly expansion of airports and the adoption of land use measures that minimize the public’s exposure to excessive noise and safety hazards within areas around public airports to the extent that these areas are not already devoted to incompatible uses. ALUC reviews projects within the Airport Influence Area of the two local airports, which include the Hollister Municipal Airport and Frazier Lake Airpark. ALUC consists of a Board of Directors and is staffed by a Transportation Planner.

• **Measure A Authority:** Measure A is a ballot measure that was passed by the voters of San Benito County in 1988. It consists of a one-half (1/2) of one percent (1%) sales tax over a period of ten years to be used for a number of local transportation improvement projects.

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

C. Decision Making Process

The Council of Governments Board of Directors governs the agency, setting policy and guiding work activities. The decision process is also assisted by agency staff and advisory committee representative of staff from member agencies, citizen and interest groups and other stakeholders. Members are represented on the Council of Governments Board of Directors by two City Council representatives from the City of Hollister, one representatives from the San Juan Bautista City Council, and two of the County Board of Supervisors.

Implementation of policies, plans and programs is affected by local jurisdictions acting individually and jointly. Consistency of local government actions with the San Benito County regional objectives is assured by actively involving local decision-makers in each step of the planning process.

D. Advisory Committees

The Council of San Benito County Governments has three advisory committees that advisees and makes recommendations to the Board of Directors on a variety of regional transportation issues. Such committees include:

1. **Technical Advisory Committee (TAC):** This committee advises the Council of Governments on matters related to transportation planning. Committee members include:

   - Mary Gilbert, COG Executive Director
   - Bill Avera, City Manager, City of Hollister
2. **Social Services Transportation Advisory Council (SSTAC):** Members are appointed by the Council of Governments. They are recruited from social service agencies and transit providers representing the elderly, persons with disabilities and persons of limited means, in accordance with the Public Utilities Code (Article 3, Section 99238). This committee consists of the following members:

- Caroline Medina, Interim General Manager, MV Transportation, Chair
- Maggie Bilich, Transit User, Vice Chair
- Pauline Valdivia, Executive Director, Jovenes de Antaño
- Esther Alva, Community Services and Workforce Development
- Clay Kempf, Executive Director, Area Agency on Aging
- Ann Ross, Member of the Public
- Jim Parker, Transit User

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

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

The Council of San Benito County Governments’ Overall Work Program (OWP) consists of 7 full-time, which include the following:

**Executive Director**

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

**Transportation Planning Staff**

The Council of Governments’ planning staff consists of two full-time Transportation Planners. The first Planner is primarily responsible for project management and transportation funding activities. This Planner is also responsible for staffing the Council of Governments, Airport Land Use Commission, Rideshare Program and the Emergency Motorist Aid Program.

The second Transportation Planner responsible for staffing the Local Transportation Authority (LTA), which includes transit system reporting and oversight. This full-time planner is primarily responsible for planning and overseeing the transit system operations contracts.

**Maintenance Staff**

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

**Administrative Services Specialist**

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

**Administrative Support Staff**

The Council of Government’s administrative support staff consists of a full-time Secretary and Office Assistant. The Secretary provides office support and serves as clerk to the COG, LTA, ALUC, SAFE and MEA Board Directors. The Office Assistant provides support to the LTA by the sale of bus tokens. These positions are primarily funded by Transportation Development Act funds.
F. Organizational Chart

The Board adopted organizational structure is shown below.

Council of Governments
Service Authority for Freeways and Expressways
Measure A Authority Airport Land Use Commission

Local Transportation Authority

Hollister City Council (2)
San Juan Bautista City Council (1)
County of San Benito (2)

Executive Director

Social Services
Transportation Advisory Council (SSTAC)

Technical Advisory Committee (TAC)

Administrative Services Specialist

Office Assistant
Secretary

Transportation Planner
Mechanic
Transportation Planner
CHAPTER 4: TRANSPORTATION PLANNING APPROACH

The Overall Work Program attempts to address a wide spectrum of issues in the areas of land use, transportation and intergovernmental coordination.

A. Transportation - Highways, Streets and Roads

Funding for streets and highways has generally been declining in constant dollars for many years. State revenues alone are inadequate to cover highway maintenance and operations, while maintaining a large enough balance to match federal dollars available for construction. Funding for local streets and roads is also insufficient, given the projected needs. Projected revenues from the gas tax, the historic source of transportation funding, has not been adjusted in more than two decades while the number of more fuel efficient and alternative powered vehicles continues to grow. In response to these funding needs, in 2017 the State of California passed Senate Bill 1, *Road Repair and Accountability Act*, which establishes stable funding for transportation funding in California. The bill will address existing transportation issues for cities and transit agencies across the state, and shows that California can raise funding for transportation in an era of dwindling federal resources. The transportation investment bill prioritizes local roads, freeways and bridges in communities across California and puts more dollars towards transit and safety.

B. Public Transit System

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

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

As an ongoing effort to coordinate public transportation services and resources in the San Benito County region, the Association of Monterey Bay Area Governments, in partnership with LTA and other regional transit agencies developed a comprehensive strategy for public transportation service. The Monterey Bay Area Coordinated Public Transit-Human Services Transportation Plan identifies the current transportation needs of individuals with disabilities, older adults, and individuals with limited incomes, and outlines strategies for meeting these needs. The Coordinated Plan can be found at www.ambag.org and is updated periodically.

**County Express Transit System**

The County Express system currently provides three fixed routes in the City of Hollister, complementary Americans with Disabilities Act Paratransit service, Intercounty service to Gilroy in Santa Clara County, and a general public Dial-A-Ride.
The County Express fleet included 18 vehicles. All vehicles are ADA compliant and equipped with wheelchair lifts/ramps and bicycle racks. The Local Transportation Authority contracts with a private operator for management, dispatchers, trainers, and drivers of its County Express transit service.

Fixed-Route

Fixed-Route service operates three Fixed Routes within the City of Hollister. These routes operate between 6:20 a.m. and 5:40 p.m. However, there is no Fixed Route service between 11:00 a.m. to 2:00 p.m. Headways for each of the routes range from 40 to 50 minutes.

Dial-A-Ride

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

Paratransit

Complementary Americans with Disabilities Act Paratransit service is available for residents and visitors who are eligible for the service as determined by LTA. The service is for individuals who are not able to access Fixed Route due to a physical or cognitive disability and have trips that begin or end in a location less than ¼ mile from a Fixed Route bus stop. Reservations for the Paratransit service may be made up to 14 days in advance. Same-day service is available but is subject to availability and a convenience fee.

Intercounty

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

According to the 2010 U.S. Census, 10.4 percent of the total county population is aged 65 or older. Many of these elderly individuals and persons with disabilities require specialized transportation services to travel to medical appointments, shop, and visit recreation centers.

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

Jovenes de Antaño also has a referral program that provides information about other social services within the community, coordination of home-based services, referral to legal assistance, and other local services to their clients. The coordination effort between Jovenes de Antaño and LTA allows for efficient, affordable and reliable service for this critical need in the community of San Benito County.

In February 2016, the COG Board adopted the Short and Long Range Transit Plan for the County. A Bus Stop Improvement Plan inventorying all current and potential new bus stop locations and amenities was approved in June 2016 and in March 2017, a Transit Intelligent Transportation Systems Plan was presented to the LTA Board which includes an inventory of the current technology used by LTA’s transit system and a recommended technology implementation plan.

C. Active Transportation

Another important component of San Benito County’s transportation network is planning for active transportation, which includes pedestrian and bicyclist projects and programs. The San Benito County region has a modest bicycle facility network; however, the local jurisdictions continue to make efforts to implement Complete Street concepts into their planning methodologies. To help facilitate this process, the COG assisted in the developed the Monterey Bay Area Complete Streets Guidebook.

The Complete Streets Guidebook provides planning and implementation procedures for project sponsors, Cities and the County, when developing streets in the San Benito County region. The Guidebook will serve as a strategy to demonstrate that proposed projects meet the existing and future transportation needs as well as the greenhouse gas reduction targets.

Another important document that assists the region with promoting active transportation projects and programs is the San Benito County Bikeway and Pedestrian Master Plan. The Plan provides a blueprint for making bicycling and walking an integral part of the daily life in the San Benito County region. Active transportation modes are essential and increasingly important modes of transportation. These non-motorized modes are

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5 U.S. Census, San Benito County
low-cost, do not contribute to air pollution, help reduce roadway congestion, improve health, and contribute to quality of life. As the region works toward reducing congestion and air pollution, safe facilities to encourage active transportation will become essential to meet the future needs of our residents.

Like many communities throughout the United States, San Benito County is experiencing resurgence in bicycling as a means of transportation. The bicycle is a low-cost and effective means of transportation that is quiet, non-polluting, energy-efficient, versatile, healthy, and fun. Bicycles offer low-cost mobility to the non-driving public and offer recreational activity for people of all ages. Recent national and local surveys find that more people are willing to bicycle more frequently if better facilities are available.

Education is an important element for increasing bicycling while also improving safety – bikeways cannot do it alone. The Council of Governments has made great strides to encourage walking and bicycling within the San Benito County region. Specifically, COG has implemented various educational programs and projects, including:

- Suggested Safe Routes to School Brochures - Bilingual handouts for various schools in Hollister that outline the best suggested routes to and from school. Printable brochures are available online at: http://sanbenitorideshare.org/.
- Safe Routes to Schools Program –Implementation Plan on improving facilities and encouraging walking and bicycling at R.O. Hardin and Calaveras Elementary Schools in Hollister.
- Bike-to-School Day - Free breakfast, peer support, and prizes. By encouraging students to safely ride to and from school, the event strives to reduce childhood obesity, traffic at school sites, and greenhouse gas emissions, and encourage long term bicycling habit.
- Helmet Fittings – As a member agency of the Safe Kids Coalition of San Benito County, COG assists in conducting helmet fittings at local schools.

D. Land Use Planning

Coordinating and integration of land use and transportation planning and development is considered as one facet of "smart growth" or sustainable development. In its planning efforts, COG supports for transportation investment policies and programs that are based on a more balanced approach. In order to achieve this goal, COG participates in the Association of Monterey Bay Area Governments’ implementation of their Metropolitan Transportation Plan/Sustainable Communities Strategy. The Sustainable Community Implementation Project makes it possible for sustainable development to be implemented in the region. The project developed toolkits that focus on infill housing, transportation strategies
and measure and economic deployment. The toolkits identify a preferred land use “Place Types” and complementary transportation projects to achieve desired reductions in per capita greenhouse gas emissions (GHG) by 2035.

E. Aviation

Aviation plays a major role in regional transportation and regional growth. Aviation serves several purposes in San Benito County. The agricultural community, firefighting, and medical emergencies depend on the use of aircraft. Aviation facilities also meet the needs of private aircraft users for commercial and recreation uses. There are two local airports/airparks within San Benito County region.

**Hollister Municipal Airport**
The Hollister Municipal Airport is located approximately two miles north of Hollister adjacent to State Route 156 and is owned and operated by the City of Hollister. City officials view the airport as a "front door" through which many businesses coming to Hollister for the first time will pass before seeing the rest of the City. Private developers are also looking at the airport and the role it will play with the new business parks in the area. Economic interests require that the airport is protected from encroachment or inappropriate development, as many companies will not locate in an area without an airport.

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

F. Goods Movement

The majority of commodities in San Benito County are transported in and out of the county by truck, with a small portion transported by rail.

**Trucking**
San Benito County experiences a higher than average amount of truck traffic in and around San Juan Bautista and Hollister. Commodity exports from San Benito County are primarily agricultural products and quarry materials, and the transport of these products generates a significant amount of truck traffic in and out of the County. While this traffic is largely confined to state highways it also impacts local streets and rural roads not designed to handle large heavy trucks, creating conflicts with local traffic and adding to congestion. Seasonal trucking activity in the region is a challenge for farmers trying to get their produce to market.

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Railroad
The sole rail line in San Benito County is the 12-mile-long Hollister Branch Line running from Hollister to Carnadero Creek in Santa Clara County. The facility transports approximately 10,000 gross tons of goods on the rail line each year. With the advent of the state highway and the competitive shipping rates offered by truckers, rail has become a less viable form of commodity transport than it was in decades past. In 2018, COG and LTA will explore passenger rail growth in San Benito County by either the public or private sector.
Chapter 5: Coordination and Participation

A. Coordination

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

Specifically, COG coordinates transportation related activities regularly through its Board meetings, which are published on the COG website at www.SanBenitoCog.org. The COG Board is composed of a five member board, two representatives from the Hollister City Council, two from the San Benito County Board of Supervisors and one from the San Juan Bautista City Council. Coordination is also maintained with staff from other departments of the cities and the county, primarily those connected with planning, public works, airport, accounting and administration.

In 1993, a Memorandum of Understanding between the Council of Governments, Caltrans and the Association of Monterey Bay Area Governments (AMBAG) was adopted for meeting Intermodal Surface Transportation Efficiency Act (ISTEA)\(^7\) requirements related to Metropolitan Planning Organization boundaries, planning, and programming for air quality non-attainment areas. This memorandum was revised and readopted in 1997. COG will coordinate with the AMBAG to perform specific studies relating to such items as traffic modeling, growth forecast, air quality conformity and Metropolitan Transportation Planning.

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

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

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

\(^7\) The Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 provided funding authorizations for highways, highway safety, and mass transit for the next six years.
B. Public Participation

Public participation efforts center around providing the public with information on activities, meetings, plans and reports, and seeking input from the public on COG’s planning activities.

The Council of Governments (COG) encourages public participation by holding meetings and gathering public input on a continuous basis. COG ensures that these meetings reach and engage all traditional and nontraditional stakeholders in the community, including minority and low-income groups as well as community based organizations. These non-traditional stakeholders are considered traditionally under-represented and under-served populations some of which include the elderly, and populations with disabilities.

To further ensure participation, every three years, COG prepares a Title VI Program and Language Assistance Plan (LAP) for Limited English Proficiency (LEP) individuals. The Title VI component of the Plan ensures that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” The Language Assistance Plan for Limited English Proficiency portion of the Plan is aimed at ensuring meaningful access to programs and activities by persons with limited English proficiency. For example, in order to accommodate Spanish-speaking individuals; interpreters and/or bilingual staff are available at several public hearings conducted by COG.

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

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

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8 Title VI Program and Language Assistance Plan (LAP) for Limited English Proficiency (LEP): http://www.sanbenitocog.org/library.php
CHAPTER 6: PLANNING ACCOMPLISHMENTS

This section identifies the Planning accomplishments completed during the previous fiscal year 2017/2018 Overall Work Program.

A. Council of Governments (COG)

The Council of Governments managed a number of transportation planning activities of importance to the San Benito County region, some of which include:

- On a regional level, COG continued coordination with Caltrans and the Santa Clara County Valley Transportation Authority on the San Benito/Santa Clara Mobility Partnership, which met every other month in fiscal year 2017/2018.

- COG also coordinated with the Central Coast regional transportation planning agencies to raise the importance of US 101 and transportation needs associated with it through the efforts of the Central Coast Coalition, in particular supporting the programs of Senate Bill 1 and coordinating efforts for its implementation on the Central Coast.

- 2018 Sales Tax Measure for Transportation (No Rural Planning Assistance Funds were used for this task).
  - Coordinated locally with stakeholders.
  - Hired Public Outreach Plan and Strategy Contractor.
  - Hired consultant to conduct vote survey.
  - Developed and expenditure plan for a sales tax for transportation.
  - Took all steps necessary to place a ballot measure before voters in the November 2018 general election.

- Ongoing implementation of the Traffic Impact Mitigation Fee Program.

- 2040 San Benito Regional Transportation Plan. Work included:
  - Prepared the Draft Regional Transportation Plan in-house, including funding assumptions and project list.
  - Coordination with AMBAG on the Metropolitan Transportation Plan (MTP)/Sustainable Community Strategies (SCS) and Environmental Impact Report (EIR).
  - Conducted a public hearing.
  - Conducted Public open house and public meetings.
  - Presented the draft Regional Transportation Plan to several community groups and organizations.
  - Released the draft Regional Transportation Plan, which was made available at several public locations for community input.
  - Board anticipated adoption of final Regional Transportation Plan.
• Continued to provide updates to COG in order to seek input from its advisory committees including the Technical Advisory Committee, Social Services Transportation Advisory Council, and the Bicycle and Pedestrian Advisory Committee. These Committees provide input on the development of the various transportation planning activities within the San Benito County region.

• Provide assistance to local jurisdictions on Senate Bill 1 Programs and requirements.

• Continue to provide local jurisdictions with information and support on various federal, state and regional funding resources and grant opportunities.

• Prepared funding allocation requests and invoices for monies allocated by the California Transportation Commission and the Department of Transportation.

• Ongoing administration of Transportation Development Act (TDA) regulations and the apportionment and allocation of Local Transportation Funds. Other work consisted of reviewing and approving Transportation Development Act claims.

• Participate in the City of Hollister and County of San Benito’s respective Development Review Committees and provide transportation related comments on developments; including: environmental documents and traffic studies.

• Conducted annual Unmet Transit Needs process and addressed transit needs that were found Reasonable to Meet, in accordance with the Transportation Development Act.

• Continued as a member of the Safe Kids Coalition of San Benito County to promote bicycle and pedestrian safety outreach among schooled age children, including planning of Safe Routes to Schools.

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

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

• Initiated and completed the COG website redesign and used social media for the agency and implemented new methods for gaining public input as available.

B. Local Transportation Authority (LTA)

COG allocated funding for public transit to the Local Transportation Authority, who oversees the local public transit services, County Express and Specialized Transportation Services. During the previous fiscal year, the Local Transportation Authority accomplished several major course work, including:
• The transit providers served 129,695 passengers on County Express and Specialized Transportation Services9.

• Continued work to implement the Accessible Connections Promoting Active Transportation: A Bus Stop Improvement Plan and Intelligent Transportation Systems Technology for the 21st Century: Using Technology to Improve Safety and Efficiency of San Benito County's Transit System Plan.

• Continued work to implement the adopted San Benito County Short and Long Range Transit Plan project recommendations based on funding availability and Board priorities.

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

• In partnership with COG, the LTA was awarded a $150,000 competitive Caltrans Transportation Planning grant to prepare an Analysis of Public Transit Network Expansion Projects for Congestion Relief of the Highway 25 Corridor.

• Continued to enhance community partnerships by providing shuttle services to the County Fair.

• Prepared the Request for Proposals for procurement of service operators for LTA’s County Express and Specialized Transportation Services.

C. Measure A Authority (MEA)

There was no work conducted under the Measure A Authority during the 2017/2018 fiscal year.

D. Service Authority for Freeways and Expressways (SAFE)

During the previous fiscal year, the Service Authority for Freeways and Expressways maintained the existing call box program, with 40 call boxes in total along Highways 25, 101, 146, 156, and along Panoche Road in San Benito County.

E. Airport Land Use Commission

The Airport Land Use Commission continued to coordinate Site and Architectural Reviews with the City of Hollister and San Benito County for proposed development within the Hollister Municipal Airport and Frazier Lake Airpark’s Airport Influence Area. Airport Land Use Commission is exploring a possible update of the Frazier Lake Airpark Land Use Compatibility Plan during the 2017/2018 and 2018/2019 fiscal years.

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9 Calendar Year 2017
CHAPTER 7: FUNDING ACTIVITIES

A. Rural Planning Assistance

The transportation planning work done by the Council of Governments (COG) is largely funded with Rural Planning Assistance funds. The Rural Planning Assistance fund estimate for the Fiscal Year 2018/2019 Overall Work Program is $294,000. It is anticipated that COG will spend the full apportionment of funding during the Fiscal Year.

Other major funding sources contained in this Overall Work Program include: various Federal, State, and regional sources. In addition, staff will continue to apply for available grant funding for various projects and studies.

B. Overall Work Program Budget Distribution

The total budget for this Overall Work Program is estimated at $1,089,084. Table I Financial Table below documents the costs and funding sources identified for each of the work elements in the Overall Work Program.
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CHAPTER 8: PLANNING PROGRAM FOR FISCAL YEAR 2018/2019

Work Element Summary
This section of the Overall Work Program describes the specific planning tasks that will be conducted by the Council of Governments, Local Transportation Authority, Measure A Authority, Airport Land Use Commission, and the Service Authority for Freeways and Expressways in fiscal year 2018/2019. The program is divided into categories by general subject area and further divided into specific work elements. Major tasks within each work element are identified as follows:

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<td>Airport Land Use Commission</td>
<td>40</td>
</tr>
<tr>
<td>108</td>
<td>Emergency Motorist Aid System - SAFE</td>
<td>42</td>
</tr>
<tr>
<td>109</td>
<td>Metropolitan Planning and Programming</td>
<td>43</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category 200: Transportation Plan Updates</th>
<th>Regional Transportation Plan</th>
<th>44</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Category 300: Short Range Planning</th>
<th>Bikeway and Pedestrian System Planning and Promotion</th>
<th>47</th>
</tr>
</thead>
<tbody>
<tr>
<td>302</td>
<td>Road System Planning and Programming</td>
<td>48</td>
</tr>
<tr>
<td>303</td>
<td>Transportation System Modeling</td>
<td>50</td>
</tr>
<tr>
<td>304</td>
<td>Regional Rideshare Program</td>
<td>51</td>
</tr>
<tr>
<td>305</td>
<td>Regional Transportation Improvement Program</td>
<td>52</td>
</tr>
<tr>
<td>306</td>
<td>Rural Transportation Performance Management</td>
<td>53</td>
</tr>
<tr>
<td>401</td>
<td>Analysis of Public Transit Network Expansion Projects for Congestion Relief of the Highway 25</td>
<td>55</td>
</tr>
</tbody>
</table>

Appendix A: Association of Monterey Bay Area Governments Work Elements Partially Funded by COG

<table>
<thead>
<tr>
<th>624</th>
<th>San Benito County Regional Transportation Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>642</td>
<td>San Benito Transportation Improvement Program</td>
</tr>
</tbody>
</table>
Category 100: Coordination and Information

Work Element 101: Transportation Development Act Administration

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

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

Previous and Ongoing Work
The Council of San Benito County Governments (COG) has been responsible for Transportation Development Act administration since 1974. These funds support COG program administration, public transit operations, bicycle and pedestrian projects, and maintenance of local streets and roads. Under the Transportation Development Act, COG is also responsible for carrying out the annual Unmet Transit Needs hearings, fiscal audits and performance audits.

Work Element 101 Funding Source

<table>
<thead>
<tr>
<th>Task</th>
<th>Deliverable</th>
<th>Deadline</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocate TDA funds consistent with state and COG policies.</td>
<td>Resolutions allocating funds</td>
<td>June 2019</td>
<td>COG</td>
</tr>
<tr>
<td>Ensure that fiscal and compliance triennial audits are conducted on all TDA claimants. Contract for audit services as appropriate.</td>
<td>Fiscal and compliance audits</td>
<td>December 2018</td>
<td>COG</td>
</tr>
<tr>
<td>Monitor changes in TDA statutes and administrative regulations.</td>
<td>Changes to TDA policies</td>
<td>Ongoing</td>
<td>COG</td>
</tr>
<tr>
<td>Advise local jurisdictions, transit operators and COG of the implications of any proposed changes to the TDA.</td>
<td>Staff reports, memos</td>
<td>Ongoing</td>
<td>COG</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Task</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDA</td>
<td>$47,500</td>
</tr>
<tr>
<td>Total</td>
<td>$47,500</td>
</tr>
</tbody>
</table>
| 5. | Coordinate annual unmet transit needs process and adopt resolution of unmet transit needs finding in compliance with TDA. | Bilingual public notice in newspaper  
Meeting/Hearing flyers were distributed on social media, buses and throughout the community  
One bilingual public hearing in the City of Hollister  
Two bilingual public meetings in the City of Hollister and City of San Juan Bautista  
Unmet Transit Needs draft report presented to the Social Services Transportation Advisory Council (SSTA) and COG Board  
Final Report posted at the Hollister Community Center  
Unmet Needs are addressed in the final report and implemented by the San Benito County Local Transportation Authority  
Execute Overall Work Program Agreement (OWPA)  
Execute Certificates and Assurances | February through August 2019 | COG/Caltrans |
| 6. | Facilitate and monitor activities of the Social Services Transportation Advisory Council (SSTAC). | Meeting agendas, minutes  
Staff reports  
Member recruitments | Bi-monthly | COG |
**Work Element 102: Program Administration and Management**

**Lead Agency:** Council of Governments  
**Contact:** Mary Gilbert, Executive Director & Administrative Staff

**Objective**
To manage, support, coordinate and administer the Council of Governments’ planning program in compliance with state and federal regulations.

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

<table>
<thead>
<tr>
<th>Task</th>
<th>Deliverable</th>
<th>Deadline</th>
<th>Responsible Party</th>
</tr>
</thead>
</table>
| 1. Conduct monthly COG Board meetings. | • Agenda  
• Staff reports  
• Meeting minutes  
• Attendance payments | Monthly | COG |
| 2. Conduct monthly Technical Advisory Committee meetings. | • Agendas  
• Staff reports  
• Meeting minutes | Monthly | COG |
| 3. Prepare budget reports for Board review. | • Technical reports  
• Budget reports | Quarterly | COG |
| 4. Conduct budget hearings. | • Hearings  
• Minutes  
• Presentation | May-June 2018 | COG |
| 5. Prepare final Budget. | • Budget  
• Staff report  
• Presentation | June 2018 | COG |
| 6. Update COG Bylaws and Rules and Regulations. | • Bylaws/rules and regulations | As needed | COG |

**Work Element 102 Funding Source**

<table>
<thead>
<tr>
<th>Transportation Development Act</th>
<th>$47,500</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td>$47,500</td>
</tr>
</tbody>
</table>
**Work Element 103: Overall Work Program**

Lead Agency: Council of Governments

Contact: Veronica Lezama, Transportation Planner

**Objective**

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

**Previous and Ongoing Work**

This Work Element is a continuing activity of the Council of Governments. Each fiscal year, COG prepares an Overall Work Program which describes the planned work activities for the agency in accordance with established policies.

<table>
<thead>
<tr>
<th>Work Element 103 Funding Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rural Planning Assistance</td>
<td>$17,462</td>
</tr>
<tr>
<td>Total</td>
<td>$17,462</td>
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</table>

<table>
<thead>
<tr>
<th>Task</th>
<th>Deliverable</th>
<th>Deadline</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Prepare OWP amendments.</td>
<td>Amendment</td>
<td>As necessary</td>
<td>COG</td>
</tr>
<tr>
<td>2. Quarterly reports and invoices associated with activities funded by RPA.</td>
<td>Reports, Invoices</td>
<td>Quarterly</td>
<td>COG</td>
</tr>
<tr>
<td>3. Initiate Update work elements to reflect upcoming year activities.</td>
<td>Draft OWP</td>
<td>December 2018</td>
<td>COG</td>
</tr>
<tr>
<td>4. Coordination and consultation with AMBAG.</td>
<td>Correspondence, meeting</td>
<td>April 2019</td>
<td>COG, Caltrans, AMBAG &amp; FHWA</td>
</tr>
<tr>
<td>5. Prepare Draft OWP for public review.</td>
<td>Draft OWP</td>
<td>March 2019</td>
<td>COG</td>
</tr>
<tr>
<td>7. Provide Draft OWP to COG Board for comment.</td>
<td>Staff Reports, draft OWP</td>
<td>April 18, 2019</td>
<td>COG</td>
</tr>
<tr>
<td>8. Update the Draft OWP per Caltrans and public comments.</td>
<td>Updates to draft OWP</td>
<td>May 2019</td>
<td>COG</td>
</tr>
<tr>
<td>9. Final OWP to Board for adoption.</td>
<td>Final OWP</td>
<td>June 20, 2019</td>
<td>COG</td>
</tr>
<tr>
<td>10. Submit final OWP and OWP Agreement to Caltrans.</td>
<td>Final OWP, OWPA</td>
<td>June 2019</td>
<td>COG</td>
</tr>
</tbody>
</table>
Work Element 104: Public Participation

Lead Agency: Council of Governments
Contact: Planning Staff

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

Previous and Ongoing Work
This work element is a continuing activity. The Council of Governments (COG) holds public hearings and meetings throughout the year to receive information and gather input on projects and planning activities. COG provides technical data and assistance regarding federal and state programs, traffic volumes and finances to interested members of the public and organizations, which includes traditional and nontraditional stakeholders, upon request.

COG also collaborates with AMBAG on its update to the Monterey Bay Area Public Participation Plan, which outlines public participation practices for the Monterey Bay Area region.

<table>
<thead>
<tr>
<th>Work Element 104 Funding Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rural Planning Assistance</td>
<td>$53,060</td>
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</table>

<table>
<thead>
<tr>
<th>Task</th>
<th>Deliverable</th>
<th>Deadline</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Hold public hearings and meetings to provide information and gather input and comments on COG’s various projects and work elements.</td>
<td>• Public meetings&lt;br&gt;• Flyers, newsletters</td>
<td>As needed</td>
<td>COG</td>
</tr>
<tr>
<td>2. Provide information, reports, and presentations to stakeholder groups to increase public awareness of regional issues and activities.</td>
<td>• Stakeholder meetings&lt;br&gt;• Reports</td>
<td>As needed</td>
<td>COG</td>
</tr>
<tr>
<td>3. Provide technical data to interested members of the public and organizations on regional issues, as it relates to federal and state programs, traffic volumes, and financial data.</td>
<td>• Technical data&lt;br&gt;• Reports</td>
<td>Upon request</td>
<td>COG/Caltrans</td>
</tr>
<tr>
<td>4. Maintain up-to-date COG’s website to project and activities.</td>
<td>• COG website</td>
<td>As needed</td>
<td>COG</td>
</tr>
<tr>
<td>5. Prepare news releases, newsletters, public service announcements on key transportation issues and accomplishments.</td>
<td>• News releases&lt;br&gt;• Public service</td>
<td>As needed</td>
<td>COG/Caltrans</td>
</tr>
<tr>
<td>6. Publicize COG Board meetings, including agendas and staff reports.</td>
<td>• Meeting highlights</td>
<td>Monthly</td>
<td>COG</td>
</tr>
<tr>
<td>7. Serve on various community organizational committees.</td>
<td>• Meeting</td>
<td>Monthly</td>
<td>COG</td>
</tr>
<tr>
<td>8. Meet with Community Groups regarding key transportation issues.</td>
<td>• Meetings</td>
<td>As Requested</td>
<td>COG/Caltrans</td>
</tr>
</tbody>
</table>
**Work Element 105: Regional Coordination**

**Lead Agency:** Council of Governments

**Contact:** Planning Staff

**Objectives**

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

**Previous and Ongoing Work**

This work element consists of coordination with various local, regional, state, and federal agencies. In 1993, a Memorandum of Understanding between the Council of Governments (COG), Caltrans and the Association of Monterey Bay Area Governments was adopted for meeting the federal transportation bill requirements related to Metropolitan Planning Organization boundaries, planning and programming for non-attainment areas. COG is also working collaboratively with the Santa Clara County Valley Transportation Authority on the San Benito/Santa Clara Mobility Partnership, which is taskled with reviewing the operational continuity of the highway transportation system between Santa Clara and San Benito County.

COG continues to also partner with the four Caltrans District 5 regional transportation planning agencies to form the U.S. 101 Central Coast Coalition. The member agencies include:

- Santa Cruz County Regional Transportation Commission
- Transportation Agency for Monterey County
- San Luis Obispo Council of Governments
- Santa Barbara County Association of Governments
- Association of Monterey Bay Area Governments

The Coalition’s goal is to raise awareness of the U.S. 101 Corridor as a major economic asset to the state and nation and encourage investment in the corridor on the Central Coast, including investment in the planning of policies and strategies to maximize the regional infrastructure.

COG also coordinates at the state level with other Regional Transportation Planning Agencies (RTPA) and COGs through participation at various statewide groups, including the CalRTPAs working group and the Rural Counties Task Force.
## Work Element 105 Funding Source

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning, Programming &amp; Monitoring</td>
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<tr>
<td>Rural Planning Assistance</td>
<td>$45,694</td>
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<td><strong>Total</strong></td>
<td><strong>$58,694</strong></td>
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## Task

<table>
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<th>Task</th>
<th>Deliverable</th>
<th>Deadline</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Implementation of the Regional Transportation Plan (RTP).</td>
<td>• Meetings and collaboration with local jurisdictions.</td>
<td>July 1, 2018</td>
<td>COG/AMBAG</td>
</tr>
<tr>
<td></td>
<td>•</td>
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</tr>
<tr>
<td>2. Review proposed Overall Work Programs, certify planning process</td>
<td>• Review AMBAG's OWP and San Benito County related Work Elements</td>
<td>April - June 2019</td>
<td>COG</td>
</tr>
<tr>
<td>and undertake coordination activities with federal, state, regional agencies and local agencies.</td>
<td>• OWP meeting with AMBAG, Caltrans, FHWA and FTA</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>• Meeting reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Presentations</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Technical documents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. COG Technical Advisory Committee (TAC) meeting coordination with AMBAG.</td>
<td>• Meetings</td>
<td>As needed</td>
<td>COG</td>
</tr>
<tr>
<td></td>
<td>• Staff reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Presentations</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Technical documents</td>
<td></td>
<td></td>
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<tr>
<td>4. Complete Streets Needs Assessment Guidebook Local Implementation.</td>
<td>• Monitor amendments</td>
<td>Ongoing</td>
<td>COG</td>
</tr>
<tr>
<td></td>
<td>• Participate in the County’s and the City of Hollister Development Review Committees.</td>
<td></td>
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<tr>
<td></td>
<td>• Provide comment letters for proposed development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>Task Description</td>
<td>Action</td>
<td>Frequency</td>
</tr>
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<td>----</td>
<td>----------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
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</tr>
</tbody>
</table>
| 5  | Regional Growth Forecast Monitoring and Information Dissemination                 | • Review technical documents and provide comments to AMBAG for consistency with local planning efforts.  
   • Participate in meetings with AMBAG and local planning directors to ensure maximum collaboration  
   • Provide updates to local jurisdiction staff as needed in conjunction with AMBAG | As needed | AMBAG            |
| 6  | Review and Participate in the development of Technical Studies and Programs of regional significance. | • Collaborate with AMBAG on various planning grant opportunities  
   • Attend meetings associated with awarded planning studies that benefit the region as a whole  
   • Utilize planning studies to improve planning efforts, such as: the Public Participation Plan updates, Monterey Bay Area Coordinated Public Transit Human Services Transportation Plan, Rural Transit Plan, etc. | As needed | AMBAG/COG        |
| 7  | Participate in meetings of the San Benito/Santa Clara Mobility Partnership to plan for the future realignment of the State Route 152 Corridor. | • Meeting notes  
   • Correspondence | Ongoing | COG/VTA/ Caltrans |
| 8  | Participate in a U.S. 101 Central Coast Coalition meetings and identify activities to fund improvements to regional travel. | • Meeting notes  
   • Correspondence | Monthly | COG              |
| 9  | Attend Rural County Task Force and California Regional Transportation Agency (CalRTPA) meetings. | • Meeting notes | Bi-monthly | COG              |
| 10. | Coordinate with local jurisdictions to mitigate transportation impacts resulting from land-use decisions. | • Comment letters  
• Technical data | As needed | COG |
| 11. | Review governmental planning, policy, legislation, ordinances, etc. | • Comments on General Plan | | |
| 12. | Coordinate with local jurisdictions on grant opportunities and project to plan for and develop policies to enhance the transportation network. | • Grant applications  
• Technical data | As needed | COG/Caltrans |
| 13. | Collaborate with partners on issues surrounding goods movement. | • Meetings | As needed | COG/Caltrans |
| 14. | Coordinate with local jurisdictions, CHP, and Caltrans to improve make truck routes-enhancing the movement of agricultural goods. | • Meetings  
• Correspondence | As needed | COG/Caltrans |
| 15. | Research methods to reduce vehicle miles traveled and promote alternative modes of transportation. | • Technical documentation | Ongoing | COG |
| 16. | Participate with AMBAG to identify and seek out non-traditional funding for priority projects. | • Meeting notes  
• Grant applications | As needed | COG |
| 17. | Review and comment on the transportation element of proposed developments to ensure maximum efficiency in the regional transportation network. | • Development Review Committee, Planning Commission meetings | As needed | COG |
| 18. | Review proposed work programs, certify planning process and undertake coordination activities with the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Caltrans and regional agencies the Association of Monterey Bay Area Governments (AMBAG) and the Monterey Bay Air Resources Agency (MBARA). | • Plans  
• Program activities | As needed | COG |
Work Element 106: Transit System Planning and Administration

Lead Agency: Local Transportation Authority
Contact: Regina Valentine, Transportation Planner

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

Previous and On-going Work
Staff continues to collaborate with the Council of Governments (COG) in preparing funding and grant applications for Federal Transit Administration and Caltrans funds. Funds include operational, capital and planning activities for County Express and Specialized Transportation Services. Funding for the monitoring and preparation of such applications is funded through the Local Transportation Fund.

Continuing in fiscal year 2018/2019, staff planned various activities that would include maintaining current service levels and the size of its fleet, help improve service efficiency, increase accessibility of services, and develop a flexible plan for the future of its transit services.

<table>
<thead>
<tr>
<th>Work Element 106 Funding Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rural Planning Assistance</td>
<td>$30,000</td>
</tr>
<tr>
<td>Transportation Development Act</td>
<td>$282,000</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$312,000</strong></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Task</th>
<th>Deliverable</th>
<th>Deadline</th>
<th>Responsible Party</th>
</tr>
</thead>
</table>
| 1. Communicate with AMBAG and VTA to help ensure regional transit planning coordination. | • Meetings, comments  
• Plans | Quarterly | LTA |
| 2. Coordinate with COG during the Unmet Transit Needs process reviewing testimony, providing technical information for COG review, presenting at hearing and public meetings, reviewing the UMTN report, presenting to the Social Services Transportation Advisory Council and COG meetings when testimony is considered, and implementing recommendations. | • Reports, Comments  
• Attend meeting/hearing and assist with answering questions on the LTA component of the process  
• Distribution of flyers on social media, buses and throughout the community  
• Assist COG staff with responses to comments received  
• Assist in responding to | February - June 2019 | LTA |
<table>
<thead>
<tr>
<th></th>
<th>Work with AMBAG and other regional and local partner agencies to update the federally required Coordinated Public Transit Human Services Transportation Plan.</th>
<th>Updated Plan</th>
<th>June 2019</th>
<th>LTA</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Ensure project consistency with Regional Transportation Plan policies for improved access to elderly and disabled individuals.</td>
<td>Project comments</td>
<td>June 2019</td>
<td>LTA</td>
</tr>
<tr>
<td>5.</td>
<td>Work with the Social Services Transportation Advisory Council to ensure that transportation planning and programming considers and incorporates the needs of the elderly, disabled and low-income communities.</td>
<td>Staff reports, Planning &amp; programming documents, Grant applications &amp; budgets</td>
<td>Bi-monthly</td>
<td>LTA</td>
</tr>
<tr>
<td>6.</td>
<td>Prepare planning grants for feasibility studies and implementation plans for various types of transit services; work done with grants from successful applications may be performed under separate work elements.</td>
<td>Grant applications, Capital, operational &amp; planning grants.</td>
<td>June 2019</td>
<td>LTA</td>
</tr>
<tr>
<td>8.</td>
<td>Identify funding sources for and implementing the Accessible Connections Promoting Active Transportation: A Bus Stop Improvement Plan.</td>
<td>Grant applications &amp; budgets, Bus stop improvements</td>
<td>June 2019</td>
<td>LTA</td>
</tr>
<tr>
<td>9.</td>
<td>Prioritize and implement SRTP and LRTP Project recommendations.</td>
<td>Project list, Project schedule, Board project recommendation updates</td>
<td>ongoing</td>
<td>LTA</td>
</tr>
<tr>
<td>10.</td>
<td>Identify funding sources for and implementing the Intelligent Transportation Systems (ITS) Technology for the 21st Century: Using Technology to Improve Safety and Efficiency of San Benito County’s Transit System Plan.</td>
<td>Grant applications &amp; budgets, ITS improvements</td>
<td>ongoing</td>
<td>LTA</td>
</tr>
</tbody>
</table>
| 11. Prepare FTA-mandated Transit Asset Management Plan. | • Draft Plan  
• Final Plan | October 2018 | LTA |
|---|---|---|---|
| 12. Procurement of service operators for LTA’s Specialized Transportation and public transit systems. | • Independent Cost Estimate  
• Draft RFP  
• Final RFP  
• Draft Contract  
• Final Contract | January 2019 | LTA |
Work Element 107: Airport Land Use Commission

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

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

Previous and Ongoing Work
In 2012, the Airport Land Use Commission adopted the Hollister Municipal Airport Land Use Compatibility Plan. The basic function of this Compatibility Plan is to promote compatibility between Hollister Municipal Airport and the land uses surrounding it to the extent that these areas have not already been devoted to incompatible uses. ALUC staff will be initiating an update to the Frazier Lake Airpark Comprehensive Land Use Plan, which will be prepared under the name Frazier Lake Airpark Land Use Compatibility Plan.

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

<table>
<thead>
<tr>
<th>Work Element 107 Funding Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airport Land Use Commission Application Fees</td>
<td>$10,000</td>
</tr>
<tr>
<td>Transportation Development Act</td>
<td>$20,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$30,000</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Task</th>
<th>Deliverable</th>
<th>Deadline</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Conduct Site and Architectural Reviews in accordance with the 2012 Hollister Municipal Airport Land Use Compatibility Plan.</td>
<td>• Staff report, maps, comment letters, presentations</td>
<td>Ongoing</td>
<td>ALUC</td>
</tr>
</tbody>
</table>
| 2. Initiate an update to the Frazier Lake Airpark Comprehensive Land Use Plan, which will operate under the name Frazier Lake Airpark Land Use Compatibility Plan. | • Request for proposals and contract  
• Project meetings with the County  
• Draft documents  
• Maps | June 2018 – June 2019 | ALUC               |
<p>| 3. Review land use actions proposed within the Frazier Lake Airpark’s Airport Influence Area per its Comprehensive Land Use Plan. | • Staff report, maps, letters, and presentations, | Ongoing                   | ALUC               |
| 4. Coordinate with the GIS analyst for precise project reviews and mapping. | • GIS mapping                                                             | Ongoing                   | ALUC               |</p>
<table>
<thead>
<tr>
<th></th>
<th>Overall Work Program FY 2018-2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Review environmental documents (i.e. Initial Studies, Environmental Impact Reports, etc.).</td>
</tr>
<tr>
<td>6.</td>
<td>Refer projects to the FAA for review.</td>
</tr>
</tbody>
</table>
| 7. | Coordinate with Caltrans Division of Aeronautics for topics related to engineering, land use, noise, environment and compatible land use planning. | • Attend Caltrans sponsored training 
• Submit draft and final Compatibility plan amendments or updates to Caltrans Department of Aeronautics for review | As needed | ALUC/Caltrans |
| 8. | Administer ALUC Fee Structure. | • Invoices | Ongoing | ALUC |
| 9. | Attend the California Airport Land Use Consortium (Cal-ALUC). | • Attend workshops | Annual | ALUC |
| 10. | Process amendments to the 2012 Hollister Municipal Airport Land Use Compatibility Plan and the Frazier Lake Airpark Comprehensive Land Use Plan. | • Amendments 
• Resolutions 
• Staff reports | As needed | ALUC/Caltrans |
**Work Element 108: Emergency Motorist Aid System - SAFE**

Lead Agency: Service Authority for Freeways and Expressways

Contact: Veronica Lezama, Transportation Planner

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

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

<table>
<thead>
<tr>
<th>Work Element 108 Funding Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Motor Vehicles (DMV)</td>
<td>$47,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$47,000</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Task</th>
<th>Deliverable</th>
<th>Deadline</th>
<th>Responsible Party</th>
</tr>
</thead>
</table>
| 1. Work with Caltrans and the CHP on call box operations. | • Encroachment permits  
• CHP, Verizon Wireless and AT&T administration | Ongoing | SAFE |
| 2. Work with call box maintenance service provider to maintain the call boxes. | • Maintenance  
• Reports  
• Contracts & amendments | Quarterly | SAFE/Contractor |
| 3. CHP Agreement. | • Agreement & Resolution | Tri-annually | SAFE |
| 4. Prepare report on call box usage to the Board. | • Call box usage reports | Quarterly | SAFE/Contractor |
| 5. Participate in statewide CalSAFE meetings. | • Meetings & presentations | Annually | SAFE |
| 6. Track DMV collection of funds for budget. | • Budget reports | Quarterly | SAFE/Contractor |
| 7. Identify locations for Call Box Installations. | • GIS mapping | Ongoing | SAFE/Caltrans |
| 8. Monitor need to upgrade call boxes from 2G to 3G in order to continue operability of service. | • Amend maintenance contract, invoices | Ongoing | SAFE |
Work Element 109: Metropolitan Planning and Programming

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

Objective
To work with the Association of Monterey Bay Area Governments (AMBAG) on program development, and adoption of regionally significant or federally funded transportation projects in San Benito County. Projects are included in the Metropolitan Transportation Improvement Program (MTIP) through amendments and updates as needed. The MTIP is a four year program of surface transportation projects that receive federal funds, are subject to a federally required action, or are regionally.

Regionally significant or federally funded transportation projects are also included in AMBAG’s Metropolitan Transportation Plan (MTP). As the Metropolitan Planning Organization (MPO), AMBAG required to produce a MTP that maintains the region’s eligibility for transportation assistance.

Previous and Ongoing Work
Regionally significant or federally funded transportation projects within San Benito County have been included in AMBAGs Metropolitan Improvement Transportation Program (MTIP) since fiscal year 93/1994. Project information, traffic volumes, and finances have been provided to interested persons and organizations upon request. In addition, COG coordinates with AMBAG on the following transportation planning efforts.

<table>
<thead>
<tr>
<th>Task</th>
<th>Deliverable</th>
<th>Deadline</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Consult with the local jurisdictions to include projects in the Metropolitan Transportation Improvement Program (MTIP) and Federal Transportation Improvement Program (FTIP).</td>
<td>Identify regionally significant projects and those funded with federal funds • Meetings and coordination with local jurisdictions • Amendments, Presentations</td>
<td>As Needed</td>
<td>COG/AMBAG</td>
</tr>
<tr>
<td>2. Federal Obligation Plan</td>
<td>List federally funded projects obligated within the requested time frame</td>
<td>Annual</td>
<td>COG/AMBAG</td>
</tr>
<tr>
<td>3. Review proposed work programs, certify planning process and undertake coordination activities with federal, state and regional agencies.</td>
<td>Planning documents and studies</td>
<td>Ongoing</td>
<td>COG</td>
</tr>
<tr>
<td>4. Monitor implementation of fixing America surface transportation (FAST) Act.</td>
<td>Monitor update and requirements</td>
<td>Ongoing</td>
<td>COG</td>
</tr>
</tbody>
</table>

Work Element 109 Funding Source

<table>
<thead>
<tr>
<th>Planning, Programming &amp; Monitoring</th>
<th>$6,000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td>$6,000</td>
</tr>
</tbody>
</table>
CATEGORY 200: TRANSPORTATION PLAN UPDATES

Work Element 201: Regional Transportation Plan

Lead Agency: Council of Governments

Contact: Veronica Lezama, Transportation Planner

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

Previous and Ongoing Work
Previous work includes the development and adoption of Regional Transportation Plan in 1975 with updates annually through 1978 and every 2-4 years thereafter. The San Benito Regional Transportation Plan is updated every four years. The previous 2035 Regional Transportation Plan was adopted by the COG Board on June of 2014.

In March 2016, COG initiated the efforts to update the 2040 Regional Transportation Plan. The development of the 2040 Regional Transportation Plan is anticipated for adoption by the end of the 2017/2018 fiscal year. COG will also continue coordination and cooperation with AMBAG local jurisdictions, Caltrans and other local and regional agencies.

<table>
<thead>
<tr>
<th>Work Element 201 Funding Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rural Planning Assistance</td>
<td>$54,120</td>
</tr>
<tr>
<td>Planning Programming and Monitoring</td>
<td>$5,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$59,120</strong></td>
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</tbody>
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<thead>
<tr>
<th>Task</th>
<th>Deliverable</th>
<th>Deadline</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Implementation 2040 Regional Transportation Plan</td>
<td>• Monitor implementation progress</td>
<td>Ongoing</td>
<td>COG</td>
</tr>
<tr>
<td>2. 2040 Regional Transportation Plan</td>
<td>• Amendments</td>
<td>As needed</td>
<td>COG</td>
</tr>
<tr>
<td>3. Regional Growth Forecast Coordination.</td>
<td>• Provide comments the Regional Growth Forecast and local scenario planning options&lt;br&gt;• Attend meetings with local jurisdictions</td>
<td>Ongoing</td>
<td>COG/AMBAG</td>
</tr>
</tbody>
</table>
|   | Professional Development. | • Attend trainings and conferences, as appropriate, to enhance knowledge and skills to benefit the RTP development carrying out the agency’s mission. | Ongoing | COG  
|---|---------------------------|----------------------------------------------------------------------------------|---------|------|
| 5. | Regional Transportation Plan Guidelines. | • Monitor updates and amendments  
• Submit comments | As needed | COG  
|   |                           |                                                                                  |         |      |
Category 300: Short Range Planning

Work Element 301: Bikeway and Pedestrian System Planning and Promotion

Lead Agency: Council of Governments

Contact: Veronica Lezama, Transportation Planner

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

Previous Work and Ongoing Work
Previous planning work includes the adoption and ongoing implementation of the San Benito County Bikeway and Pedestrian Master Plan, which identifies bicycle and pedestrian facilities within the San Benito County region.

Other efforts include adoption of the Monterey Bay Area Complete Streets Guidebook, which builds upon best practices from across the nation and was developed to assist local jurisdictions in planning, designing and implementing complete streets projects. Complete streets are roadways designed to safely and comfortably accommodate all users, including, but not limited to motorists, cyclists, pedestrians, transit freight haulers, and emergency responders. COG also continues to work in collaboration with the City of Hollister on the implementation on the Safe Routes to School Implementation Plan for R.O. Hardin and Calaveras Elementary Schools.

<table>
<thead>
<tr>
<th>Work Element 301 Funding Source</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Rural Planning Assistance</td>
<td>$33,664</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$33,664</strong></td>
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<tr>
<th>Task</th>
<th>Deliverable</th>
<th>Deadline</th>
<th>Responsible Party</th>
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</thead>
</table>
| 1. Bicycle and Pedestrian Advisory Committee. | • Meetings  
• Agendas  
• Minutes | Quarterly | COG |
| 2. Conduct planning activities to improve bikeway and pedestrian facilities by upgrading and expanding facilities. | • Technical reports | Ongoing | COG |
| 3. San Benito County Bikeway and Pedestrian Master Plan Implementation | • Amendments  
• Local agency coordination | Ongoing | COG |
| 4. Assist in planning of Safe Routes to School concepts. | • Public outreach | Ongoing | COG |
| 5. Provide planning assistance to local jurisdictions for implementation of Complete Streets concepts. | • Planning and stakeholder meetings  
• Development Review Committees | Ongoing | COG |
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<tbody>
<tr>
<td>6.</td>
<td>Provide grant application assistance to local jurisdictions.</td>
<td>• Conduct development reviews and provide comments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Grant applications</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Traffic Data</td>
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<tr>
<td></td>
<td></td>
<td>• Grant application review assistance</td>
</tr>
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<td></td>
<td></td>
<td>As needed</td>
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<tr>
<td>7.</td>
<td>Participate and attend local Safe Kids California San Benito Partners.</td>
<td>• Outreach activities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Attend meetings</td>
</tr>
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<td></td>
<td></td>
<td>Ongoing</td>
</tr>
</tbody>
</table>
**Work Element 302: Road System Planning and Programming**

Lead Agency: Council of Governments

Contact: Mary Gilbert, Executive Director

**Objective**

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

**Previous and Ongoing Work**

Continue to conduct ongoing traffic monitoring activities, preparation of the Regional Transportation Improvement Program, technical studies on specific projects and coordination with Caltrans on regionally significant projects. COG is responsible for the development of the Traffic Mitigation Impact Fee Study update and distribution of Regional Surface Transportation Program funds. COG also works with local jurisdictions to plan for local roadway improvements.

### Work Element 302 Funding Source

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Deliverable</th>
<th>Deadline</th>
<th>Responsible Party</th>
</tr>
</thead>
</table>
| Assist local officials and organizations with technical data and planning support on future street and road realignments and traffic circulation improvements. | Technical data  
Comment letters  
Meetings | Ongoing | COG |
| Distribute Regional Surface Transportation Program funds to the Cities and County, and to special projects | Special Projects assessments  
Application assistance  
Distribution formulas | January 2017 | COG |
| Monitor and/or seek Senate Bill 1 Funding, including: Road Maintenance and Rehabilitation Account, Local Partnership Program, Congested Corridors Program, Trade Corridor Enhancement Account, etc. | Monitor funding and project progress  
Funding applications | Ongoing | COG |
| Continue Planning and Monitoring of Projects on the State Highway System. This includes seeking funding opportunities to finance Highway 25 and other regional roadways. | Project development team meetings  
Funding applications | Ongoing | COG |
<p>| Coordinate with local jurisdictions to include projects into the Regional ITS Architecture. | ITS Projects | Ongoing | COG |</p>
<table>
<thead>
<tr>
<th></th>
<th>Activity</th>
<th>Activities</th>
<th>Timeline</th>
<th>Responsible Party</th>
</tr>
</thead>
</table>
| 6. | Coordinate with Caltrans on Statewide planning efforts.                  | • California Transportation Plan  
• Transportation concept reports  
• Statewide bicycle plans  
• Statewide freight plans  
• California State Rail Plan | June 2017              | COG               |
| 7. | Coordinate with San Benito County on development to enhance GIS capabilities for Road System Planning. | • GIS coordination  
• Meetings  
• Data review | Quarterly             | COG               |
| 8. | Monitor system performance. Work with AMBAG on performance measure data reporting per MPO requirements 23 CFR 490 and 23 CFR 1300. Data to include accident fatalities and injuries for roads, bicycle and pedestrian. | • Meetings with local jurisdictions  
• Accident data | As needed            | COG               |
| 9. | Assist the cities and County with funding and delivery of transportation projects on the local and regional transportation system. | • Funding allocations, grant opportunities  
• Invoice and obligate federal funds  
• Direct agency-controlled monies toward funding the construction of regionally-significant projects | Ongoing               | COG               |
| 10. | Assist local jurisdictions with Wayfinding Program implementation efforts.  | • Attend meetings  
• Technical support | Ongoing               | COG               |
Work Element 303: Transportation System Modeling

Lead Agency: Council of Governments

Contact: Mary Gilbert, Executive Director

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

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

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

<table>
<thead>
<tr>
<th>Work Element 303 Funding Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning, Programming, and Monitoring</td>
<td>$6,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$6,000</strong></td>
</tr>
</tbody>
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<tr>
<th>Task</th>
<th>Deliverable</th>
<th>Deadline</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Meeting notes</td>
<td>Ongoing</td>
<td>COG</td>
</tr>
<tr>
<td>2.</td>
<td>Comments to AMBAG</td>
<td>As needed</td>
<td>COG</td>
</tr>
<tr>
<td>3.</td>
<td>Model analysis reports</td>
<td>Ongoing</td>
<td>COG</td>
</tr>
<tr>
<td>4.</td>
<td>Model development reports</td>
<td>Ongoing</td>
<td>COG</td>
</tr>
</tbody>
</table>
Work Element 304: Regional Rideshare Program
Lead Agency: Council of Governments  
Contact: Veronica Lezama, Transportation Planner

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

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

<table>
<thead>
<tr>
<th>Work Element 304 Funding Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Funds</td>
<td>$5,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$5,000</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Task</th>
<th>Deliverable</th>
<th>Deadline</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Data entry for carpool and vanpool.</td>
<td>• Match list</td>
<td>Ongoing</td>
<td>COG</td>
</tr>
</tbody>
</table>
| 2. Administer Vanpool Program.                                       | • Process lease fees  
• Procure vehicles  
• Administer driver and rider applications  
• Track maintenance records | Ongoing      | COG               |
| 3. Conduct outreach to schools and parents to encourage walking and bicycling among school children. | • Flyers  
• Provide Safe Routes to School brochures | Ongoing      | COG               |
| 4. Serve as a member of the Safe Kids Coalition of San Benito County. | • Coordination with partner agencies  
• Bicycle and Pedestrian event planning | Ongoing      | COG               |
| 5. Promote annual Bike Week and Walk to School/Work Day events.     | • Promotional materials  
• Helmets fittings                                                      | Ongoing      | COG               |
| 6. Conduct employer outreach activities to promote ridesharing.     | • Flyers to employers                                                   | Ongoing      | COG               |
Work Element 305: Regional Transportation Improvement Program

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

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

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

Previous and Ongoing Work
This work element is a continuing activity. The primary objective of this work element is to:
- Ensure the RTIP is consistent with the Regional Transportation Plan and the State Transportation Improvement Program (STIP) guidelines
- Coordinate with statewide, regional, and local planning agencies for future projects;
- Amend existing RTIPs if projects have a change in scope, cost and/or delivery;
- Participate in quarterly STIP related meetings with Caltrans;
- Preparation of final RTIP;
- Manage and monitor RTIP Projects

<table>
<thead>
<tr>
<th>Work Element 305 Funding Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning, Monitoring &amp; Programming</td>
<td>$18,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$18,000</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Task</th>
<th>Deliverable</th>
<th>Deadline</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Amend existing RTIPs if projects have a change in scope, cost and/or delivery.</td>
<td>Amendments, staff reports, resolutions, draft RTIP</td>
<td>October 2018</td>
</tr>
<tr>
<td>2.</td>
<td>Coordinate with statewide, regional, and local planning agencies for future projects.</td>
<td>Staff reports to committees/board Coordination with Caltrans</td>
<td>November 2018</td>
</tr>
<tr>
<td>3.</td>
<td>Quarterly STIP meetings with Caltrans.</td>
<td>Provide project updates</td>
<td>Quarterly</td>
</tr>
<tr>
<td>4.</td>
<td>Manage and monitor RTIP Projects.</td>
<td>Track allocation &amp; delivery</td>
<td>Ongoing</td>
</tr>
<tr>
<td>5.</td>
<td>Attend planning meetings for STIP Guidelines updates.</td>
<td>Meeting notes &amp; staff reports</td>
<td>Monthly</td>
</tr>
<tr>
<td>6.</td>
<td>Implement the 2018 Regional Transportation Improvement Program</td>
<td>2018 RTIP Allocation Requests</td>
<td>June 2019</td>
</tr>
</tbody>
</table>
**Work Element 306: Rural Transportation Performance Management**

Lead Agency: Council of Governments  
Contact: Veronica Lezama, Transportation Planner

**Objective**

Transportation Performance Measures (TPM) represents the opportunity to prioritize needs, and align resources for optimizing system performance in a collaborative manner. TPM measures work supports activities such as the Metropolitan Transportation Plan (MTP), Regional Travel Demand Model (RTDM), the Metropolitan Transportation Improvement Program (MTIP), Transit system planning and GIS mapping tool for Public Participation. Data collection, developing infrastructure plan and developing performance measure analysis framework will aid the performance measurement tracking, reporting as identified within MAP-21 and FAST Act.

**Previous and Ongoing Work**

The Moving Ahead for Progress in the 21st Century (MAP-21) Act and the Fixing America’s Surface Transportation (FAST) Act transformed the Federal-aid highway program by establishing new requirements for performance management. Performance management increases accountability and transparency and provides for a framework to support improved investment decision making through a focus on performance outcomes for key national transportation goals. Under this Work Element staff will help develop for the California Rural Counties Task Force the Transportation Performance Measures (TPM) Framework as required under Fixing America's Surface Transportation (FAST) Act.

AMBAG propose to select one small/rural county agency, San Benito Council of Governments (COG) as a pilot area to develop the proposed TPM framework. This proposed TPM framework will be built upon the report “California Rural Counties Task Force Performance Monitoring Indicators for Rural and Small Urban Transportation Planning,” developed for California Rural Counties Task Force. TPM measures framework will include but not limited to, motorized and non-motorized safety performance, condition for highways, bridges, transit assets (State of Good Repair), and National Highway System (NHS) performance. NHS performance to include: person-miles traveled, total emission reductions, travel time reliability and traffic congestion.

<table>
<thead>
<tr>
<th>Task</th>
<th>Deliverable</th>
<th>Deadline</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Project Administration</td>
<td>Progress Reports, meeting agendas and minutes, invoices</td>
<td>June 30, 2018</td>
<td>COG</td>
</tr>
<tr>
<td>6. Researching, reading, and understanding FAST Act requirements for TPM data needs, analysis and performance measures, targets and reporting.</td>
<td>Participating in meetings pertaining to TPM; FAST</td>
<td>June 30, 2018</td>
<td>COG/AMBAG</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work Element 306 Funding Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rural Planning Assistance (RPA)</td>
<td>$70,500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$70,500</strong></td>
</tr>
<tr>
<td></td>
<td>Overall Work Program FY 2018–2019</td>
</tr>
<tr>
<td>---</td>
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</tr>
<tr>
<td>7.</td>
<td>Research and identify TPM measure monitoring indicators to be used for performance measure analysis framework as established under MAP-21 and FAST Act.</td>
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<tr>
<td>8.</td>
<td>Collect and compile SBtCOG test area performance monitoring indicator data (safety, transportation infrastructure, system reliability, congestion, economic vitality, environmental sustainability, and freight movement data) for performance measure analysis framework.</td>
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<tr>
<td>9.</td>
<td>Develop database system for TPM performance measure data.</td>
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<tr>
<td>10.</td>
<td>Coordinate with local, state, federal agencies and key stakeholders for data collection, identifying responsible agencies and coordination for data support and if needed, MOU/agreements.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Hold Kick-off meeting/webinars with involved stakeholders and host or attend meetings on TPM framework.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Provide performance measure information and data for use by government agencies and members of the public.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Host showcase of GIS framework and maintain database for performance measure analysis and data.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Category 400: Special Studies

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

Lead Agency: Council of Governments

Project Manager: Regina Valentine, Transportation Planner

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

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

<table>
<thead>
<tr>
<th>Work Element 401 Funding Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senate Bill 1: Road Maintenance Rehabilitation Account Sustainable Communities Grant</td>
<td>$150,000</td>
</tr>
<tr>
<td>In Kind Local Match (staff time funded with TDA funds)</td>
<td>$19,434</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>169,434</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Task</th>
<th>Deliverable</th>
<th>Deadline</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Execute contract with successful proposer</td>
<td>• Consultant contract</td>
<td>July 2018</td>
<td>LTA</td>
</tr>
<tr>
<td>2. Kick-off meeting with Project Team</td>
<td>• Agenda, notes</td>
<td>August 2018</td>
<td>LTA/Consultant</td>
</tr>
<tr>
<td>3. Consultant development of Analysis</td>
<td>• Correspondence, Draft</td>
<td>July 2019</td>
<td>LTA/Consultant</td>
</tr>
<tr>
<td>4. Hold Project Development Team meetings</td>
<td>• Agendas, notes</td>
<td>October 2019</td>
<td>LTA/Consultant</td>
</tr>
<tr>
<td>5. Receive feedback on Analysis at local bilingual community events</td>
<td>• Event Calendar</td>
<td>April 2019</td>
<td>LTA/Consultant</td>
</tr>
<tr>
<td>6. Draft Analysis for public review</td>
<td>• Public Draft</td>
<td>October 2019</td>
<td>LTA/Consultant</td>
</tr>
<tr>
<td>7. Draft Analysis to the Board and Advisory Committees for comment</td>
<td>• Presentation Materials</td>
<td>October 2019</td>
<td>LTA/Consultant</td>
</tr>
<tr>
<td></td>
<td>• Agendas, minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Final Analysis for Board of Directors to adopt</td>
<td>• Adoption</td>
<td>January 2020</td>
<td>LTA/Consultant</td>
</tr>
<tr>
<td>9. Provide quarterly reports and invoicing</td>
<td>• Quarterly reports and</td>
<td>Quarterly</td>
<td>LTA/Caltrans</td>
</tr>
<tr>
<td></td>
<td>Invoices</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix A: AMBAG Work Elements Partially Funded by COG
WORK ELEMENT NUMBER 624
San Benito County Regional Transportation Planning

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

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2018-2019

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th>Amount ($)</th>
<th>Change</th>
<th>REVENUE</th>
<th>Amount ($)</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>9,698</td>
<td>-</td>
<td>FHWA PL</td>
<td>27,650</td>
<td>-</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>4,849</td>
<td>-</td>
<td>In-Kind - Toll Credits</td>
<td>3,171</td>
<td>-</td>
</tr>
<tr>
<td>Indirect</td>
<td>12,353</td>
<td>-</td>
<td>FTA 5303</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Professional Services*</td>
<td>-</td>
<td>-</td>
<td>In-Kind - Toll Credits</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Supplies</td>
<td>-</td>
<td>-</td>
<td>FHWA PL c/o</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Printing</td>
<td>250</td>
<td>-</td>
<td>In-Kind - Toll Credits</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Travel</td>
<td>500</td>
<td>-</td>
<td>FTA 5303 c/o</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Toll Credits</td>
<td>3,171</td>
<td>-</td>
<td>In-Kind - Toll Credits</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>In-Kind/Non-Federal Local Match</td>
<td>-</td>
<td>-</td>
<td>In-Kind - Toll Credits</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>27,650</strong></td>
<td>-</td>
<td><strong>TOTAL</strong></td>
<td><strong>27,650</strong></td>
<td>-</td>
</tr>
</tbody>
</table>

*Contracts are as follows:
None

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

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

**Project Products**
Draft work program and schedule, model related data collection, analysis, presentations, educational materials, charts, graphs, etc. for San Benito County.

**Federally Eligible Tasks**
Maintain and update 2040 MTP/SCS and public participation for MTP/SCS.
Developing and maintaining the RTDM including information, database for SBtCOG.

### Previous Accomplishments
Adoption of the 2040 MTP/SCS.

### Tasks & Deliverables

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> Administrative</td>
<td>MTP/SCS Working Group and Executive Steering Committee meetings.</td>
</tr>
<tr>
<td><strong>2</strong> Planning</td>
<td>Develop the draft work plan and schedule for the next MTP update.</td>
</tr>
<tr>
<td>2.1</td>
<td>Begin forecasting work for the 2022 Regional Growth Forecast (RGF) including procurement of a forecast consultant and data collection.</td>
</tr>
<tr>
<td><strong>3</strong> Data Gathering and Analysis</td>
<td>Work with local jurisdictions to develop and incorporate new policies in their general/specific plans/ordinances that help achieve the goals of the MTP.</td>
</tr>
<tr>
<td>3.1</td>
<td>Develop maps, graphs and charts in support of the next MTP update and 2022 RGF, in addition to maps for 2040 MTP/SCS education and outreach.</td>
</tr>
<tr>
<td><strong>4</strong> Coordination</td>
<td>Coordinate with regional and local agencies to develop the 2022 RGF.</td>
</tr>
<tr>
<td>4.1</td>
<td>Conduct Planning Directors Forum meetings.</td>
</tr>
<tr>
<td>4.2</td>
<td>Coordination meetings with partner agencies.</td>
</tr>
<tr>
<td><strong>5</strong> Public Participation</td>
<td>Continue to provide updates on the progress of planning projects included the adopted 2040 MTP/SCS, MTP update and 2022 RGF in public forums.</td>
</tr>
</tbody>
</table>
**Federal Planning Emphasis Areas (PEAs)**

Project addresses the following Planning Emphasis Areas:

**PEA NAME**
- MAP-21 Implementation (Federal)
- Regional Models of Cooperation (Federal)
- Ladders of Opportunity (Federal)
- Core Planning Functions (CA)
- Performance Management (CA)
- State of Good Repair (CA)

**Federal Planning Factors (PF)**

Project addresses the following Planning Factors:

**PF NAME**
- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency.
- Increase the safety of the transportation system for motorized and non-motorized users.
- Increase the security of the transportation system for motorized and non-motorized users.
- Increase the accessibility and mobility of people and for freight.
- Protect and enhance the environment, promote energy conservation, improve the quality of life and promote consistency between transportation improvements and State and local planned
- Enhance the integration and connectivity of the transportation system, across and between modes, people and freight.
- Promote efficient system management and operation.
- Emphasize the preservation of the existing transportation system.
- Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation.
- Enhance travel and tourism.
WORK ELEMENT NUMBER 642  
San Benito Transportation Improvement Program

Project Manager: Sasha Tepedelenova

Total Budget: $ 13,500

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2018-2019

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th>Amount ($)</th>
<th>Change</th>
<th>REVENUE</th>
<th>Amount ($)</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>4,272</td>
<td>-</td>
<td>FHWA PL</td>
<td>13,500</td>
<td>-</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>2,136</td>
<td>-</td>
<td>In-Kind - Toll Credits</td>
<td>1,548</td>
<td>-</td>
</tr>
<tr>
<td>Indirect</td>
<td>5,442</td>
<td>-</td>
<td>FTA 5303</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Professional Services*</td>
<td>-</td>
<td>-</td>
<td>In-Kind - Toll Credits</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Supplies</td>
<td>1,150</td>
<td>-</td>
<td>FHWA PL c/o</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Printing</td>
<td>-</td>
<td>-</td>
<td>In-Kind - Toll Credits</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Travel</td>
<td>500</td>
<td>-</td>
<td>FTA 5303 c/o</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Toll Credits</td>
<td>1,548</td>
<td>-</td>
<td>In-Kind - Toll Credits</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>In-Kind/Non-Federal Local Match</td>
<td>-</td>
<td>-</td>
<td>In-Kind - Toll Credits</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>13,500</strong></td>
<td>-</td>
<td><strong>TOTAL</strong></td>
<td><strong>13,500</strong></td>
<td>-</td>
</tr>
</tbody>
</table>

*Contracts are as follows:

None

Project Description

This work element programs the San Benito County portion of work related to the Monterey Bay Metropolitan Transportation Improvement Program (MTIP) for FFY 2016-17 to FFY 2019-20 and the MTIP for FFY 2018-19 to FFY 2021-22. The MTIP implements the Monterey Bay Metropolitan Transportation Plan (MTP), as required by the Fixing America's Surface Transportation (FAST) Act, including projects that meet the region's performance measures and goals, as stated in the adopted 2040 MTP/SCS (access and mobility, economic vitality, environment, healthy communities, social equity, system preservation and safety). It lists multimodal transportation related improvements and includes all federally funded transportation improvement projects, as well as regionally significant transportation improvement projects regardless of funding source. The document is financially constrained, updated every two years and amended as warranted. The Monterey Bay MTIP is first approved by the AMBAG Board of Directors, then by the State Governor, and upon federal (FHWA and FTA) approval, it is included in the Federal Statewide Transportation Improvement Program (FSTIP).

The main objective of this work element is to maintain the federally mandated MTIP for FFY 2016-17 to FFY 2019-20 and to initiate the process of development of the MTIP for FFY 2018-19 to 2021-22, which include projects from San Benito County as part of the metropolitan transportation planning requirements. The MTIP is developed in coordination, cooperation, and consultation with the area's transit providers (San Benito County LTA, MST and SC METRO), Regional Transportation Planning Agencies (TAMC, SCCRTC and San Benito COG), local jurisdictions, Caltrans, FHWA, FTA, and other transportation stakeholders.
### Project Products
- Four formal amendments to the MTIP FFY 2016-17 to FFY 2019-20 MTIP and the MTIP for FFY 2018-19 to FFY 2021-22.
- Ten administrative modifications to the MTIP FFY 2016-17 to FFY 2019-20 MTIP and the MTIP for FFY 2018-19 to FFY 2021-22.
- Annual List of Federally Obligated Projects by December 31, 2018.
- Notices for public participation for four Formal Amendments.
- Board meetings staff memoranda and other supporting materials.
- Presentations to SBTiCOG Technical Advisory Committees and participation in the California Federal Programming Group (CFPG).
- State/federal reports, as mandated or requested for the MPO region.
- Information to local agencies/transit agencies/RTPAs about MTIP.

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

### Previous Accomplishments
- In coordination, consultation, and cooperation with the RTPAs, transit agencies, local jurisdictions, Caltrans, FHWA, FTA, and other interested stakeholders, developed the Monterey Bay MTIP for FFY 2016-17 to FFY 2019-20.
- Issued twelve (12) formal amendments and administrative modifications to the Monterey Bay MTIP for FFY 2016-17 through FFY 2019-20.
- Programmed HSIP, FTA, SRTS and other special funding and provided guidance to regional and local agencies.
- Provided Concurrence Letters for MST and SCMETRO grant applications to the FTA and executed Supplemental Agreements.
- Published Annual List of Federally Obligated Projects for FFY 2016-17.
- Attended six (6) CFPG meetings.
- Attended six (6) TAC meetings.

### Tasks & Deliverables

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Deliverables</th>
<th>Budget</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Engage in coordination, cooperation and consultation efforts with staff from San Benito COG for the development of the MTIP for FFY 2018-19 to FFY 2021-22 MTIP.</td>
<td>Meeting agendas, presentations materials and email exchange</td>
<td>$ 3,355</td>
<td>Weekly follow-up</td>
</tr>
<tr>
<td>1.2</td>
<td>Make at least two presentations at the San Benito TAC meeting for MTIP update.</td>
<td>Staff reports, presentation materials and handouts</td>
<td></td>
<td>3/30/2019</td>
</tr>
<tr>
<td>1.3</td>
<td>Prepare Board agendas, resolutions and provide Board presentations for MTIP formal amendments.</td>
<td>Staff reports, resolutions and presentation materials</td>
<td></td>
<td>Monthly</td>
</tr>
<tr>
<td>1.4</td>
<td>Review and provide transit agencies the project consistency certification for FTA funds.</td>
<td>Certificate/letter for grant applications</td>
<td></td>
<td>6/30/2019</td>
</tr>
<tr>
<td>1.5</td>
<td>Attend CFPG and other MTIP related meetings.</td>
<td>Meeting notes and follow-up items</td>
<td></td>
<td>Every 6 weeks</td>
</tr>
<tr>
<td>Work Element</td>
<td>Description</td>
<td>Notes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
<td>-------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.6</td>
<td>Monitor and update the project schedule and associated funding for MTIP, as well as follow-up with necessary action items.</td>
<td>Updated project timeline and scope of work Monthly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.7</td>
<td>Development of the MTIP work elements for the FY 2019-20 OWP.</td>
<td>OWP work element 1/25/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Planning</td>
<td>$ 4,247</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Solicit MTIP Formal Amendment and Administrative Modification Amendment requests</td>
<td>Quarterly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Program MTIP amendment projects into CTIPS. CTIPS programming pages and amendment packages</td>
<td>Quarterly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>Prepare group backup listings. Group backup listings</td>
<td>Quarterly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.4</td>
<td>Participate in various webinars/meetings pertaining to Performance Meetings/Webinars/Handouts</td>
<td>6/30/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Data Gathering and Analysis</td>
<td>$ 3,544</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1</td>
<td>Prepare 2018 MTIP financial constraint summary table. Financial Constraint Summary Table</td>
<td>9/30/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2</td>
<td>Coordinate Formal Amendment/Administrative Modification requests with local jurisdictions. Four formal amendments and ten administrative modifications</td>
<td>Monthly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.3</td>
<td>Prepare financial tables for each Formal Amendment of the MTIP. Updated financial tables to go with formal amendments</td>
<td>Quarterly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.4</td>
<td>Prepare federally mandated MTIP reports. Annual report and other reports/web posting</td>
<td>12/31/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.5</td>
<td>Publish FY 2017-18 annual list of obligated projects for the AMBAG Region. Annual list of obligated projects report</td>
<td>12/31/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.6</td>
<td>Update projects for MTIP FFY 2018-19 to FFY 2021-22 in CTIPS. Draft projects for the MTIP FFY 2018-19 to FFY 2021-22</td>
<td>6/30/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Coordination</td>
<td>$ 1,177</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1</td>
<td>Attend monthly TAC/ITAC meetings of TAMC and SCCRTC. At least 6 meetings, attendance, and presentations</td>
<td>Monthly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.2</td>
<td>Coordinate MTIP amendment process with RTPAs and project implementing agencies. Agenda, email, handouts etc.</td>
<td>Quarterly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.3</td>
<td>Receive comments on the Draft MTIP for FFY 2018-19 to FFY 2021-22 Comments/input from RTPAs, Caltrans, local and federal</td>
<td>Quarterly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Public Participation</td>
<td>$ 1,177</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.1</td>
<td>Publish public notice for Formal Amendments to the MTIP for public comments/review periods. Newspaper notices</td>
<td>Quarterly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.2</td>
<td>Post Formal Amendments to web for public comments/review. Multiple web postings</td>
<td>Monthly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.4</td>
<td>Publish public notice for public comments/review periods for the Draft MTIP for FFY 2018-19 to FFY 2021-22 Newspaper notices</td>
<td>8/20/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.5</td>
<td>Conduct public hearing for the Draft MTIP for FFY 2018-19 to FFY 2021-22 Public hearing records</td>
<td>8/8/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.6</td>
<td>Respond to public comments and finalize the Draft MTIP for FFY 2018-19 to FFY 2021-22 Public comments</td>
<td>8/30/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.7</td>
<td>Prepare Final MTIP for FFY 2018-19 to FFY 2021-22 Final MTIP for FFY 2018-19 to FFY 2021-22 and Board approval</td>
<td>10/1/2018</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Federal Planning Emphasis Areas (PEAs)

Project addresses the following Planning Emphasis Areas:

**PEA NAME**
- MAP-21 Implementation (Federal)
- Regional Models of Cooperation (Federal)
- Ladders of Opportunity (Federal)
- Core Planning Functions (CA)
- Performance Management (CA)
- State of Good Repair (CA)

### Federal Planning Factors (PF)

Project addresses the following Planning Factors:

**PF NAME**
- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
- Increase the safety of the transportation system for motorized and non-motorized users.
- Increase the accessiblity and mobility of people and for freight.
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned.
- Enhance the integration and connectivity of the transportation system, across and between modes, people and freight.
- Promote efficient system management and operation.
- Emphasize the preservation of the existing transportation system.
- Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation.
- Enhance travel and tourism.
Staff Report

To: Council of Governments  
From: Veronica Lezama, Transportation Planner  
Date: March 15, 2018  
Subject: Fiscal Year 2017/18 Overall Work Program

Recommendation:

a. APPROVE Amendment No. 3 to the Fiscal Year 2017/18 Overall Work Program, Supplementing the Rural Transportation Performance Management Study Budget (Attachment 1 and 2) and Revising Budget for Work Element No. 201 and 301 (Attachment 2).

b. APPROVE Amendment No. 3 to the FY 2017/18 Overall Work Program Agreement with the California Department of Transportation (Attachment 3) and Authorize the Executive Director to Sign.

c. APPROVE Continuing Cooperative Agreement with the Association of Monterey Bay Area Governments for Reimbursement for Work related to a Rural Transportation Performance Management Study (Attachment 4) and Authorize the Executive Director to Sign.

Summary:

As the designated Regional Transportation Planning Agency, the Council of Governments prepares an annual Overall Work Program that identified the planning work that the agency will perform during the next fiscal year. The document may be amended if changes occur during the current fiscal year to reflect priorities, funding changes, and staffing modifications.

Funding changes to the Rural Transportation Performance Management Study have recently occurred, prompting the need to amend the existing Overall Work Program (Attachments 1 and 2) and Overall Work Program Agreement (Attachment 3). A Continuing Cooperative Agreement with AMBAG is also required to account for the supplemental funds (Attachment 4).

Financial Impact:

COG and AMBAG identified $49,000 in Rural Planning Assistance funds for the Study in the fall 2017. The Association of Monterey Bay Area Governments’ work on the project was funded at $45,000 and $4,000 was allocated for COG’s administration of the Study.

An additional $21,500 in Rural Planning Assistance is available to augment the budget for the Study. As part of this amendment, COG will now receive $70,500 in Rural Planning Assistance funds, $66,500 will fund the Association of Monterey Bay Area Governments’ work on the Study and $4,000 is allocated for COG administration of the Study.
Background:

Previous COG Board actions on the FY 2017/18 Overall Work Program include:

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 15, 2017</td>
<td>Adopted FY 2017/18 Overall Work Program</td>
</tr>
<tr>
<td>September 21, 2017</td>
<td>Amendment No. 1 to the FY 2017/18 Overall Work Program to include Rural Transportation Performance Management Study.</td>
</tr>
<tr>
<td>February 15, 2018</td>
<td>Amendment No. 2 to the FY 2017/18 Overall Work Program amended to include Analysis of Public Transit Network Expansion Projects for Congestion Relief of the Highway 25 Corridor Study.</td>
</tr>
</tbody>
</table>
| March 15, 2018 (pending approval) | • Amendment No. 3 will amend the FY 2017/18 Overall Work Program supplementing the Rural Transportation Performance Management Study budget and work elements.  
  • Approve Continuing Cooperative Agreement with the Association of Monterey Bay Area Governments for Reimbursement for Work related to the Rural Transportation Performance Management Study as a result of supplementing the Study’s budget. |

Staff Analysis

The Council of Governments is coordinating with the Association of Monterey Bay Area Governments to complete a Rural Transportation Performance Management Study. The Study was added into the FY 2017/18 Overall Work Program on September 21, 2017 via amendment No. 1. The FY 2017/18 Overall Work Program was subsequently amended to include analysis of public transit network expansion projects for congestion relief of the Highway 25 Corridor Study via Amendment No. 2.

Recently, supplemental funds have been made available for the Study, prompting another amendment necessity, Amendment No. 3, to COG’s Overall Work Program. Since Amendment No. 3 will supplement the Study’s budget (Attachments 1 and 2), the Overall Work Program Agreement will also require amending (Attachment 3).

Moreover, since AMBAG is a partner on the development of the Study, a Continuing Cooperative Agreement must also be readopted to reflect the above-mentioned financial changes (Attachment 4).

COG updates its financial progress to the OWP on a quarterly basis. During the 2nd quarter, staff has identified a need to update the budgets for two work elements to more accurately capture expenditures (Attachment 2). No new funds are proposed.

Executive Director Review: ________ Counsel Review: Yes

Supporting Attachments: (Detailed on P. 3)
1. Amendment No. 3 to the Fiscal Year 2017/18 Overall Work Program, Supplementing the Rural Transportation Performance Management Study Budget.

2. Revising budget for Rural Transportation Performance Management Study and Work Elements 201 and 301.

3. Amendment No. 3 to the FY 2017/18 Overall Work Program Agreement with the California Department of Transportation.

4. Association of Monterey Bay Area Governments Continuing Cooperative Agreement between COG and the Association of Monterey Bay Area Governments.
Work Element 306: Rural Transportation Performance Management

Lead Agency: Council of Governments

Objective
Transportation Performance Measures (TPM) represents the opportunity to prioritize needs, and align resources for optimizing system performance in a collaborative manner. TPM measures work supports activities such as the Metropolitan Transportation Plan (MTP), Regional Travel Demand Model (RTDM), the Metropolitan Transportation Improvement Program (MTIP), Transit system planning and GIS mapping tool for Public Participation. Data collection, developing infrastructure plan and developing performance measure analysis framework will aid the performance measurement tracking, reporting as identified within MAP-21 and FAST Act.

Previous and Ongoing Work
The Moving Ahead for Progress in the 21st Century (MAP-21) Act and the Fixing America's Surface Transportation (FAST) Act transformed the Federal-aid highway program by establishing new requirements for performance management. Performance management increases accountability and transparency and provides for a framework to support improved investment decision making through a focus on performance outcomes for key national transportation goals. Under this Work Element staff will help develop for the California Rural Counties Task Force the Transportation Performance Measures (TPM) Framework as required under Fixing America's Surface Transportation (FAST) Act.

AMBAG propose to select one small/rural county agency, San Benito Council of Governments (COG) as a pilot area to develop the proposed TPM framework. This proposed TPM framework will be built upon the report “California Rural Counties Task Force Performance Monitoring Indicators for Rural and Small Urban Transportation Planning,” developed for California Rural Counties Task Force. TPM measures framework will include but not limited to, motorized and non-motorized safety performance, condition for highways, bridges, transit assets (State of Good Repair), and National Highway System (NHS) performance. NHS performance to include: person-miles traveled, total emission reductions, travel time reliability and traffic congestion.

<table>
<thead>
<tr>
<th>Task</th>
<th>Deliverable</th>
<th>Deadline</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Project Administration</td>
<td>• Progress Reports, meeting agendas and minutes, invoices</td>
<td>June 30, 2018</td>
<td>COG</td>
</tr>
<tr>
<td>6. Researching, reading, and understanding FAST Act requirements for TPM data needs, analysis and performance measures, targets and reporting.</td>
<td>• Participating in meetings pertaining to TPM; FAST</td>
<td>June 30, 2018</td>
<td>COG/AMBAG</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work Element 306 Funding Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rural Planning Assistance (RPA)</td>
<td>$49,000</td>
</tr>
</tbody>
</table>

Total: $49,000
<table>
<thead>
<tr>
<th></th>
<th>Activity Description</th>
<th>Outcome Description</th>
<th>Date</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>Research and identify TPM measure monitoring indicators to be used for performance measure analysis framework as established under MAP-21 and FAST Act.</td>
<td>• Attend workgroup meetings/webinars. Compile research materials and draft outline of performance monitoring indicators</td>
<td>June 30, 2018</td>
<td>COG/AMBAG</td>
</tr>
<tr>
<td>8.</td>
<td>Collect and compile SBT-COG test area performance monitoring indicator data (safety, transportation infrastructure, system reliability, congestion, economic vitality, environmental sustainability, and freight movement data) for performance measure analysis framework.</td>
<td>• Database and GIS shapefiles for performance monitoring indicators with outline of framework</td>
<td>June 30, 2018</td>
<td>COG/AMBAG</td>
</tr>
<tr>
<td>9.</td>
<td>Develop database system for TPM performance measure data.</td>
<td>• Development of database system and GIS framework for TPM performance measure data</td>
<td>April 30, 2018</td>
<td>COG/AMBAG</td>
</tr>
<tr>
<td>10.</td>
<td>Coordinate with local, state, federal agencies and key stakeholders for data collection, identifying responsible agencies and coordination for data support and if needed, MOU/agreements.</td>
<td>• Reports, GIS shapefiles, database, maps, and MOUs for data agreements</td>
<td>June 30, 2018</td>
<td>COG/AMBAG</td>
</tr>
<tr>
<td>11.</td>
<td>Hold Kick-off meeting/webinars with involved stakeholders and host or attend meetings on TPM framework.</td>
<td>• Agendas and handouts</td>
<td>June 30, 2018</td>
<td>COG/AMBAG</td>
</tr>
<tr>
<td>12.</td>
<td>Provide performance measure information and data for use by government agencies and members of the public.</td>
<td>• GIS maps, graphs, charts emailed to interested parties and list of requests</td>
<td>Quarterly</td>
<td>COG/AMBAG</td>
</tr>
<tr>
<td>13.</td>
<td>Host showcase of GIS framework and maintain database for performance measure analysis and data.</td>
<td>• Data, reports, or maps emailed to interested parties and list of requests</td>
<td>Quarterly</td>
<td>COG/AMBAG</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------</td>
<td>-----------------------------</td>
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<tr>
<td>Funding Source</td>
<td>RPA</td>
<td>$17,462</td>
<td>$53,060</td>
<td>$45,694</td>
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<tr>
<td></td>
<td>PPM</td>
<td>$13,000</td>
<td>$6,000</td>
<td>$5,000</td>
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<td></td>
<td>TDA</td>
<td>$47,500</td>
<td>$47,500</td>
<td>$282,000</td>
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<td></td>
<td>DMV</td>
<td>$47,000</td>
<td>$47,000</td>
<td>$47,000</td>
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<td></td>
<td>Local Fees</td>
<td>$10,000</td>
<td>$5,000</td>
<td>$15,000</td>
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<td></td>
<td>FHWA PL</td>
<td>$27,650</td>
<td>$13,500</td>
<td>$41,150</td>
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<td></td>
<td>RCTF (RPA)</td>
<td>$70,500</td>
<td>$13,500</td>
<td>$84,000</td>
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<td></td>
<td>SB1 RMRA Sustainable Communities</td>
<td>$150,000</td>
<td>$150,000</td>
<td>$150,000</td>
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<tr>
<td>Total</td>
<td>$294,000</td>
<td>$55,000</td>
<td>$396,434</td>
<td>$47,000</td>
</tr>
</tbody>
</table>
If this is an amendment, please identify the amendment number in the space provided: Amendment # 3

1. The undersigned signatory Council of San Benito County Governments hereby commits to complete, this fiscal year (‘Y) (beginning July 1, 2017 and ending June 30, 2018), the annual Overall Work Program (OWP), which was approved on June 15, 2017, Amendment No. 1 on September 21, 2017, and Amendment No. 2 on February 15, 2018, all of which are incorporated herein by this reference as part of this OWP.

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

3. This OWP Agreement obligates and encumbers only these following funding sources: State Highway Account – Rural Planning Assistance (RPA) funds, State Highway Account (SHA) - Sustainable Communities, Road Maintenance and Rehabilitation Account (RMRA) SB1 SC State funds, Public Transportation Account (PTA) State funds, Federal Transit Administration (FTA) Section 5304 Transit Planning/Sustainable Communities*, Federal Highway Administration (FHWA) State Planning and Research (SP&R) – Partnership Planning/Strategic Partnerships* RITA agrees to comply with FHWA and FTA matching requirements for “Consolidated Planning Grant”, SHA SC, RMRA, and ATP funds obligated and encumbered against this OWP Agreement: SHA SC, SB1 SC, SB1 Adaptation, state/local 88.53/11/47; FTA Section 5304, federal/local – 88.53/11/47, and FHWA – SP&R Part, federal/local – 80/20. All local match funds are to be provided from non-federal sources when using federal funds.

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

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Match %</th>
<th>Fed/State Programmed Amount</th>
<th>Local Match</th>
<th>Total Estimated Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>RPA</td>
<td>0.00%</td>
<td>$364,500.00</td>
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<td>$364,500.00</td>
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<tr>
<td>RPA Grant</td>
<td>0.00%</td>
<td></td>
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<td>$0.00</td>
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<tr>
<td>SHA Sustainable Communities</td>
<td>11.47%</td>
<td></td>
<td></td>
<td>$0.00</td>
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<tr>
<td>SB1 Sustainable Communities</td>
<td>11.47%</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>SB1 Adaptation Funds</td>
<td>11.47%</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>FTA 5304 Funds* (SR 25 Study)</td>
<td>11.47%</td>
<td>$150,000.00</td>
<td>$19,434.00</td>
<td>$169,434.00</td>
</tr>
<tr>
<td>FHWA SFR Funds*</td>
<td>20.00%</td>
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<td></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total Programmed Amount</strong></td>
<td></td>
<td>$514,500.00</td>
<td>$19,434.00</td>
<td>$533,934.00</td>
</tr>
</tbody>
</table>

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

Caltrans District #
Department of Transportation (STATE)
Authorized Signature
Printed Name of Caltrans District
Title
Date

Council of San Benito County Governments
Name of Agency (RTPA)
Authorized Signature
Mary Gilbert
Printed Name of Authorized Signature
Executive Director
Title
15-Mar-18
Date

(For Use by Caltrans Accounting Only)

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

Signature of Department of Transportation Accounting Officer
Date

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

Updated December 2017
CONTINUING COOPERATIVE AGREEMENT

between

COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

and

ASSOCIATION OF MONTEREY BAY AREA GOVERNMENTS

THIS AGREEMENT is entered into effective ____, between the ASSOCIATION OF MONTEREY BAY AREA GOVERNMENTS (hereinafter referred to as AMBAG or Subrecipient) and the COUNCIL OF SAN BENITO COUNTY GOVERNMENTS (hereinafter referred to as COG).

RECITALS

WHEREAS, the Subrecipient is a California public agency created by statute to provide local transportation planning within San Benito County; and

WHEREAS, the Subrecipient is a Subrecipient of State and Federal planning funds programmed in COG's annual Overall Work Program (OWP), administered by and through COG. The COG annual OWP is part of an agreement with the State of California Department of Transportation (State or Caltrans), which includes the Overall Work Program Agreement (OWPA) and Master Fund Transfer Agreement (MFTA). Together, the OWP, the OWPA and MFTA set forth the terms and conditions under which these funds are to be expended by COG and its Subrecipients; and

WHEREAS, COG and the Subrecipient intend to coordinate development of the annual COG OWP, with final OWP approval by COG; and

WHEREAS, COG and the Subrecipient intend to cooperate to ensure the timely development, adoption and implementation of integrated comprehensive regional plans and policies, as set forth by Federal and State requirements; and

WHEREAS, COG and the Subrecipient intend to cooperate to ensure continual satisfactory compliance with applicable Federal and State laws and planning and management guidelines; and

WHEREAS, COG and the Subrecipient intend to ensure their respective cost accounting systems meet Federal and State regional planning fund requirements; and
WHEREAS, COG and the Subrecipient intend to improve accountability of persons carrying out the duties prescribed in this Agreement, and reduce delays associated with the billing process.

NOW THEREFORE, IT IS MUTUALLY AGREED THAT

1. Agreement with the Subrecipient and Amendments. This Agreement constitutes a continual, year-to-year arrangement between the Subrecipient and COG, and may be amended by mutual written agreement.
   a. This Agreement includes the annual "Subrecipient Scope of Work" (Exhibit A), "Subrecipient Budget" (Exhibit B), "Sample Subrecipient Invoice" (Exhibit C) hereinafter referred to as Exhibits A, B, and C respectively, attached hereto and incorporated herein by this reference.
   b. COG's maximum payment obligation to the Subrecipient is limited to those funds indentified in Exhibit B.

2. Scope of Subrecipient Responsibilities.
   a. COG shall engage the Subrecipient and the Subrecipient shall be responsible for the complete performance of the work described in Exhibit A, including the grant-funded and in-kind match work, in accordance with the budget constraints described in Exhibit B as reflected in the adopted Overall Work Program.
   b. In accordance with Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance), Audits of States, Local Governments, and Non-Profit Organizations and state laws and procedures, the Subrecipient contracts for work identified in Exhibit A under "Consultant Work" are required to be competitively procured consistent with the Caltrans Local Assistance Program Manual, Chapter 10. The Subrecipient must also include the respective COG project manager in selection processes for work identified in Exhibit A.
   c. The Subrecipient’s Project Manager shall coordinate all work described in the Exhibit A with the COG Project Managers identified under each work element listed in Exhibit B. COG shall not be obligated to make payments to the Subrecipient until the Subrecipient’s Project Manager has carried out the applicable responsibilities described herein and in compliance with Sections 6 through 8 of this Agreement.
   d. The Subrecipient shall establish an oversight structure and process at its governing board level. This oversight may be in the form of an existing or new committee, such as an Executive Committee, Budget and Personnel
3. **Personnel.** The Subrecipient shall hire personnel to perform the work described in Exhibit A, only in the following manner:

   a. **Subrecipient Personnel.** The Subrecipient, upon approval and authorization of its governing body, shall utilize employees with salaries that do not vary on the basis of funds received from COG.

4. **Time of Performance.** The services provided pursuant to this Agreement shall begin upon issuance of a Notice to Proceed by COG to the Subrecipient and shall continue until completion, but not later than June 30 of each year. The Notice to Proceed shall be issued upon receipt of final federal approval of the Overall Work Program.

5. **Materials to be Furnished to the Subrecipient.**

   a. COG shall provide the Subrecipient with a right to use (without charge by COG) information, data, reports, records and maps which are in possession of or readily available to COG, for the purposes of carrying out work under this Agreement. However, COG’s proprietary information or otherwise confidential or privileged materials shall not be provided to the Subrecipient, unless authorized by COG’s legal counsel, except as provided under the Public Records Act and other state and federal laws.

   b. At the option of COG and if allowable under Federal and State grant requirements, COG may procure equipment, software, or other materials for use by the Subrecipient, only for purposes of carrying out work described under this Agreement. The Subrecipient agrees to comply with all license agreements for software or other materials procured by COG for use by the Subrecipient.

   c. All equipment, software, or other materials provided to the Subrecipient under this Agreement shall remain the property of COG and shall be returned to COG upon project completion.
6. **Invoices and Progress Reports.** In performing the work described in Exhibit A, the Subrecipient may incur only the costs authorized by Exhibit B. Said costs shall comply with Sections 8 and 9 below. The Subrecipient shall submit to COG, not more frequently than every month, but at least quarterly, each requisition for payment (Invoice) accompanied by a narrative progress report with deliverables as identified in Exhibit A.

a. The Subrecipient shall submit the following relative to an Invoice:

i. An invoice with supporting documentation, including but not limited to cancelled checks and reports from the accounting system that support the costs claimed, in duplicate, in accordance with the "Sample Subrecipient Invoice", Exhibit C.

ii. A progress report that, in narrative form, describes progress toward completion of tasks, projects, and products, conformance with project schedules, and reporting of all costs incurred for the work elements contained in Exhibit B; and

iii. Upon request of COG, additional information or documentation to support the costs contained in the Invoice.

b. The Subrecipient shall submit an invoice to COG, no later than forty-five (45) days after the close of each quarter, describing progress toward completion of all tasks, projects, and products, conformance with project schedules, and reporting of all costs incurred for the work elements contained in Exhibit B.

c. In the submittal of invoices the Subrecipient shall include three, double-sided copies of all deliverables to the assigned COG Project Manager, in a commonly used electronic format or hard paper copy, as referenced in Section 9.

d. Year-end Invoices submitted in the fourth quarter and supporting documentation shall be received by COG on or before July 31st of each fiscal year. Invoices received by COG after July 31st for the preceding fiscal year shall not be paid.

e. Payment of the Subrecipient’s Invoices is contingent upon receipt by COG of the above documentation provided by the Subrecipient, consistent with Sections 6 though 8. Payment to the Subrecipient is further contingent upon COG's determination, that the performance of the Subrecipient meets federal, state and COG standards. The Subrecipient’s invoices shall be reviewed and submitted for payment by COG within 30 days of receipt. No expenses shall be denied without prior consultation with the Subrecipient and a written explanation detailing the basis for the denial.
f. Deadlines described in Sections 6 b-e may be waived if mutually agreed to by COG and the Subrecipient.

7. **Indirect Costs.** The Subrecipient shall not be entitled to reimbursement of indirect costs unless a copy of an applicable, approved indirect cost plan has been received by COG prior to submittal of the first Invoice from the Subrecipient.

8. **Non-Federal Match.** The Subrecipient shall provide the required Cash and/or In-Kind match in accordance with Exhibit B (Cash and/or In-Kind match work), along with Local Match Reports provided in a format consistent with Exhibit C. Local Match Reports may be provided to COG by the Subrecipient and/or local public agency(ies) within the Subrecipient. However, it remains the responsibility of the Subrecipient to ensure COG receives the Cash and/or In-Kind Match Reports and documentation in accordance with the requirements below and the requirements described herein.

a. Cash Match Reports shall be submitted with invoices approved by the Subrecipient’s Executive Director or his/her designee. Cash Match Reports shall include the name of the Subrecipient, the applicable OWP Work Element, the amount of the match and the non-federal source of the matching funds and a statement that the source of funds are non-federal accompanied by an authorized signature of the Subrecipient providing the match.

b. In-Kind Match Reports shall be submitted with invoices approved by the Subrecipient’s Executive Director or his/her designee. In-Kind Match Reports shall include the following information: the name of the Subrecipient and/or local public agency within the Subrecipient, applicable OWP number, description of services performed, period of the service performed, employee name, copies of timecards, actual pay rate, total hours worked, fringe benefit rate, indirect cost rate (if the rate is approved as part of an indirect cost plan submitted in accordance with Section 7 above), total cost incurred, and a statement that costs were funded with non-federal local funds accompanied by an authorized signature of the Subrecipient and/or local agency(ies) providing the match. The Subrecipient shall provide additional information or documentation relative to the Match Reports, upon request of COG.

9. **Cost Principles.**

a. The Subrecipient agrees to be bound by and shall require its Consultants and/or Contractors to comply with the following:

2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards,
b. Any costs for which the Subrecipient receives payment or credit that is determined by a subsequent audit or other review by either COG, Caltrans or other State or Federal authorities to be unallowable under, but not limited to, 2 CFR Part 200, 48 CFR Chapter 1, Part 31, or 49 CFR, Part 18, shall be repaid by the Subrecipient within thirty (30) days of the Subrecipient receiving notice of final audit findings.

c. All costs charged to this Agreement by the Subrecipient shall be supported by properly executed payrolls showing labor (wage) rates per hour, and if applicable, copies of Internal Revenue Service W-2 or 1099 Forms, or both; time records, including timesheets or time cards signed by the employee and approved by the supervisor; and invoices and vouchers, evidencing in proper detail the nature of the charges. These costs shall comply with the cost principles cited above in paragraph 9 a. of this Agreement.

d. All deliverables published under this agreement shall include the following statement:

"The preparation of the report was financed in part through grants from the United States Department of Transportation (DOT) and facilitated by the Metropolitan Planning Organization, the Council of San Benito County Governments. Additional financial assistance was provided by the California State Department of Transportation."

e. All deliverables produced under this agreement which include the Subrecipient’s logos shall also include the COG logo.

f. The Subrecipient agrees to furnish documentation to COG to support this requirement that its Agreements with a Contractor contain provisions requiring adherence to this Section in its entirety.

10. **Written and Electronic Versions of Work Products and Related Materials.** The Subrecipient shall provide copies of all its deliverables created pursuant to the Scope of Work to COG in an electronic format. Hard copies will also be provided upon COG’s request. Related materials, including any reports, newsletters or other written materials will also be provided in hard copy and/or electronic format, upon COG’s request.

a. Any graphic images accompanying the text of these written materials shall be included, in digitized form, in the electronic version.

b. The electronic versions of all written materials and accompanying graphic images shall, when printed or otherwise displayed, appear in the identical format, location, quality, and state of replicating in which they appear in the hard copy versions.
Materials in the electronic version shall be presented to COG in a commonly used electronic format, including the native file.

COG shall be free to copyright material developed under this Agreement, to the extent allowable by law. The State and the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) reserve a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and authorize others to use, work products funded under this Agreement for government purpose.

11. Records Retention and Audits.

a. The Subrecipient shall maintain, and shall require that its Contractor maintain, all source documents, books and records connected with their performance of work initiated under this Agreement and each annual COG OWP for a minimum of three (3) years from the date of final payment to the Subrecipient or until audit resolution is achieved for each annual COG OWP, whichever is later, and shall make all supporting information available for inspection and audit by representatives of COG, the State, the Bureau of State Audits, or the Federal Government upon request. Copies will be made and furnished by COG upon request at no cost to COG.

b. The Subrecipient shall establish and maintain, and shall require that its Contractor establish and maintain an accounting system conforming to Generally Accepted Accounting Principles (GAAP) to support Invoices which segregate and accumulate the costs of work elements by line item which clearly identify reimbursable costs and other expenditures by OWP work elements.

c. The Subrecipient agrees to include all costs associated with this Agreement and any amendments thereto to be examined in the annual audit and in the schedule of activities to be examined under a single audit prepared by the Subrecipient in compliance with Office of Management and Budget Circular A-133.

d. The Subrecipient agrees to furnish documentation to COG to support this requirement that its Agreements with a Contractor contain provisions requiring adherence to this Section in its entirety.
12. **Certifications and Assurances.**

a. The Subrecipient shall adhere to the requirements contained in COG's annual Certification and Assurances (FHWA and FTA "Regional Transportation Planning Process Certification") submitted as part of COG's OWP, pursuant to 23 CFR 450.334 and 23 U.S.C. 134. This Certification shall be published annually in COG's OWP. Such requirements shall apply to the Subrecipient to the same extent as COG and may include, but are not limited to:

   i. Title VI of the Civil Rights Act of 1964 and Title VI Assurance executed by California under 23 U.S.C. 324 and 29 U.S.C. 794;
   
   ii. Pub. Law 105-178, 112 Stat. 107 and any successor thereto, regarding the involvement of disadvantaged business enterprises in FHWA and FTA funded projects (Sec. 105(f), Pub. L. 970424, 96 Stat. 2100, 49 CFR part 26); and
   

b. The Subrecipient shall additionally comply with the requirements contained in the annual FTA "Certifications and Assurances for FTA Assistance," including "Certifications and Assurances Required of Each Applicant" and the "Lobbying Certification" in compliance with 49 U.S.C. Chapter 53; published annually in COG's OWP. Such assurances shall apply to the Subrecipient to the same extent as COG, and include but are not limited to the following areas:

   i. Authority of Applicant and its Representatives
   
   ii. Standard Assurances
   
   iii. Debarment, Suspension, and Other Responsibility Matters for Primary Covered Transactions
   
   iv. Drug Free Work Place Agreement
   
   v. Intergovernmental Review Assurance
   
   vi. Nondiscrimination Assurance
   
   vii. Disadvantaged Business Enterprise (DBE) Assurance
   
   viii. Nondiscrimination on the Basis of Disability
   
   ix. Procurement Compliance Certification
   
   x. Certification and Assurance Required by the U.S. Office of Management and Budget.

c. **Federal and State Lobbying Activities Certification.**

i. By signing this Agreement, the Subrecipient certifies, to the best of its knowledge and belief, that no State or Federal funds have been
paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any State or Federal agency, a Member of the State Legislature or United States Congress, an officer or employee of the Legislature or Congress, or any employee of a Member of the Legislature or Congress in connection with the awarding of any State or Federal contract, the marking of any State or Federal grant, the making of any Federal loan, the entering into any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any State or Federal contract, grant, loan, or cooperative agreement.

ii. If any funds other than State or Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress; an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Subrecipient shall complete and submit Federal Standard Form-LL, "Disclosure Form to Report Lobbying," in accordance with those form instructions.

d. The Subrecipient shall further require its Contractor to comply with these Certifications. The Subrecipient agrees to furnish documentation to COG to support this requirement that all of its Agreements with a Contractor contain provisions requiring adherence to this Section in its entirety.

e. The Executive Director (or other designated, authorized signatory) of the Subrecipient shall sign an annual certifications and assurances form entitled "Affirmation of Subrecipient," which shall be provided to COG separately at the time this Agreement and annual amendments to the Agreement are executed.

13. Equal Employment Opportunity/Nondiscrimination. In the performance of work undertaken pursuant to this Agreement, the Subrecipient for itself, its assignees and successors in interest, shall affirmatively require that is employees and Contractor shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), medical condition (cancer), age, marital status, denial of family and medical care leave, and denial of pregnancy disability leave.

The Subrecipient shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. The Subrecipient shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and
Housing Commission implementing the Government Code sections referenced above, are incorporated into this Agreement by reference and made a part hereof as set forth in full.

The Subrecipient shall give written notice of their obligations under this clause to the labor organizations with which they have collective bargaining or other labor agreements.

a. **Sanctions for Noncompliance:** In the event of the Subrecipient’s noncompliance with the nondiscrimination provisions of this Agreement, COG shall impose such contract sanctions as its or the DOT may determine to be appropriate, including, but not limited to:

   i. Withholding of payments to the Subrecipient under this Agreement until the Subrecipient complies, and/or
   
   ii. Cancellation, termination or suspension of the Agreement, in whole or in part.
   
   iii. **Incorporation of Provisions:** The Subrecipient shall include the provisions of this Section in every agreement with its Contractor. The Subrecipient shall take such action with respect to any such agreement as COG or DOT may direct as a means of enforcing such provisions, including sanctions for noncompliance.

14. **Conflict of Interest.** The Subrecipient and its officers, employees, and agents (including a Contractor) that perform work under this Agreement shall comply with Federal and State conflict of interest laws, regulations and policies, and applicable provisions of COG’s Conflict of Interest Policy.

15. **Independent Contractor.** The Subrecipient shall be independent contractors in the performance of this Agreement.

16. **Disadvantaged Business Enterprise (DBE).** It is the policy of COG, the California Department of Transportation, and the U.S. Department of Transportation, that Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 26, shall have an equal opportunity to receive and participate in the performance of Agreements financed in whole or in part with FHWA/FTA funds provided under this Agreement.

The Subrecipient and its employees shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any State or FHWA/FTA funds-assisted contract or in the administration of COG’s DBE program per the requirements of 49 CFR Part 26. Failure to carry out the requirements of this paragraph shall constitute a breach of contract and may result in termination of this Agreement or such other remedy COG may deem appropriate.
17. **Disputes.** Should either party to this Agreement bring legal action against the other, (formal judicial proceeding, meditation or arbitration), the case shall be handled in San Benito County, California.

   a. Neither the pendency of a dispute nor its consideration by COG or the State will excuse the Subrecipient from full and timely performance in accordance with the terms of this Agreement.

18. **Hold Harmless.**

   a. The Subrecipient shall defend, indemnify and hold COG, its officers, agents and employees harmless from and against any and all liability, loss, expense or claims or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the Subrecipient, its officers, agents or employees.

   b. COG shall defend, indemnify and hold the Subrecipient, its officers, agents and employees harmless from and against any and all liability, loss, expense or claims or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of COG, its officers, agents or employees.

19. **Noncompliance.** In addition to such other remedies as provided by law, in the event of noncompliance with any grant condition or specific requirement of this Agreement, this Agreement may be terminated.

20. **Termination of Agreement.**

   a. **Termination for Convenience.** Either party may terminate this Agreement at any time by giving written notice to the other party of such termination at least thirty (30) calendar days before the effective date of such termination. In such event, all finished or unfinished documents and other materials as described in the Agreement shall be returned to COG at its option. The Subrecipient shall return at the option of COG, all equipment, software, or other materials provided to the Subrecipient under this Agreement. If this Agreement is terminated by COG, as provided herein, the Subrecipient shall be reimbursed for expenses incurred prior to the termination date, upon compliance with Sections 6 through 8 of this Agreement.

   b. **Termination for Cause.** If through any cause, the Subrecipient shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Subrecipient violates any of the covenants, agreements, or stipulation of this Agreement, COG shall thereupon have the right to terminate the
Agreement by giving not less than ten (10) calendar days written notice to the Subrecipient of the intent to terminate and specifying the effective date thereof. Said notice shall include a detailed description of the alleged violation and COG shall provide a reasonable opportunity for the Subrecipient to cure prior to termination. Upon termination, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, reports or other materials prepared by the Subrecipient under this Agreement shall be provided to COG. At the option of COG, the Subrecipient shall return all equipment, software, or other materials provided to the Subrecipient under this Agreement. The Subrecipient shall be entitled to receive compensation for all work completed in accordance with Exhibit A prior to the effective date of termination.

21. **Environmental, Resource Conservation and Energy Requirements.** The Subrecipient recognizes that many Federal and State statutes imposing environmental, resource conservation, and energy requirements may apply to the Project. The Subrecipient agrees to adhere to any such Federal and State requirements.

22. **Notice.** Any notice or notices required or permitted to be given pursuant to this agreement may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested, to the following addresses:

Mary Gilbert
Executive Director
Council of San Benito County Governments
330 Tres Pinos C-7
Hollister, CA 95023

Maura Twomey
Executive Director
Association of Monterey Bay Area Governments
24580 Silver Cloud Court
Monterey, CA 93940
IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first herein written above:

Council of San Benito County Governments
By: ______________________
Mary Gilbert
Executive Director
Date: ______________________

Association of Monterey Bay Area Governments
By: ______________________
Maura Twomey
Executive Director
Date: ______________________

APPROVED AS TO LEGAL FORM:
SAN BENITO COUNTY COUNSEL’S OFFICE
By: Shirley L. Murphy, Deputy County Counsel
Date: March 8, 2018

APPROVED AS TO LEGAL FORM:
By: ______________________
AMBAG Legal Counsel
Date: ______________________
Exhibit A - Subrecipient Scope of Work

WORK ELEMENT NUMBER 611

Rural Transportation Performance Management

Project Manager: Mary Gilbert (San Benito COG) & Paul Hierling (AMBAC)  Total Budget: $ 63,500

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2017-2018

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th>Amount ($)</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>-</td>
<td></td>
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<tr>
<td>Indirect</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Professional Services*</td>
<td>60,500</td>
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</tr>
<tr>
<td>Supplies</td>
<td>3,000</td>
<td></td>
</tr>
<tr>
<td>Printing</td>
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</tr>
<tr>
<td>Travel</td>
<td>-</td>
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<tr>
<td>Toll Credits</td>
<td>-</td>
<td></td>
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<tr>
<td>In-Kind/Non-Federal Local Match</td>
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<tr>
<td>TOTAL</td>
<td>63,500</td>
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<table>
<thead>
<tr>
<th>REVENUE</th>
<th>Amount ($)</th>
<th>Change</th>
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</thead>
<tbody>
<tr>
<td>San Benito COG</td>
<td>63,500</td>
<td></td>
</tr>
</tbody>
</table>

*Contracts are as follows:
None

The Moving Ahead for Progress in the 21st Century (MAP-21) Act and the Fixing America’s Surface Transportation (FAST) Act transformed the Federal-aid highway program by establishing new requirements for performance management. Performance management increases accountability and transparency and provides for a framework to support improved investment decision making through a focus on performance outcomes for key national transportation goals. Under this Work Element staff will help develop for the California Rural Counties Task Force the Transportation Performance Measures (TPM) Framework as required under Fixing America’s Surface Transportation (FAST) Act. AMBAG proposes to conduct the professional services for one small rural county agency, San Benito Council of Governments (San Benito COG) as a pilot area to develop the proposed TPM framework. This proposed TPM framework will be built upon the report “California Rural Counties Task Force Performance Monitoring Indicators for Rural and Small Urban Transportation Planning”, developed for California Rural Counties Task Force. TPM measures framework will include but not limited to, motorized and non-motorized safety performance, condition for highways, bridges, transit assets (State of Good Repair), and National Highway System (NHS) performance. NHS performance to include: person-miles traveled, total emission reductions, travel time reliability and traffic congestion.

TPM represents the opportunity to prioritize needs, and align resources for optimizing system performance in a collaborative manner. TPM measures work supports activities such as the Metropolitan Transportation Plan (MTP), Regional Travel Demand Model (RTDM), the Metropolitan Transportation Improvement Program (MTIP), Transit system planning and GIS mapping tool for Public Participation. Data collection, developing infrastructure plan and developing performance measure analysis framework will aid the performance measurement tracking, reporting as identified within MAP-21 and FAST Act.

Work Element 611
### Project Objectives
- Research, identify, and collect data for TPM measures analysis.
- Participate in TPM measures related meetings, Project coordination and training meetings.
- Develop and compile TPM measures metrics and performance measure analysis framework for San Benito County.
- Develop performance measure analysis database for San Benito County.
- Draft and Final TPM report, presentation for RCTF.

### This work is not federally funded

### Tasks & Deliverables

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Deliverables</th>
<th>Budget</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Administrative</td>
<td>Progress Reports, meeting agendas and minutes, invoices</td>
<td>$4,200</td>
<td>By 6/30/2019</td>
</tr>
<tr>
<td>2</td>
<td>Planning</td>
<td></td>
<td>$17,000</td>
<td>By 6/30/2019</td>
</tr>
<tr>
<td>2.1</td>
<td>Researching, reading, and understanding FAST Act requirements for TPM data needs, analysis and performance measures, targets and reporting.</td>
<td>Participating in meetings pertaining to TPM, FAST Act implementation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Research and identify TPM measure monitoring indicators to be used for performance measure analysis framework as established under MAP-21 and FAST Act.</td>
<td>Attend workgroup meetings/webinars. Compile research materials and draft outline of performance monitoring indicators</td>
<td>By 6/30/2019</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Data Gathering and Analysis</td>
<td>Database and GIS shapefiles for performance monitoring indicators with outline of framework for San Benito County.</td>
<td>$33,000</td>
<td>By 6/30/2019</td>
</tr>
<tr>
<td>3.1</td>
<td>Collect and compile SBCOG test area performance monitoring indicator data (safety, transportation infrastructure, system reliability, congestion, economic vitality, environmental sustainability, and freight movement data) for performance measure analysis framework.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2</td>
<td>Develop database system for TPM performance measure data for San Benito County.</td>
<td>Development of database system, GIS framework for TPM infrastructure and technical report.</td>
<td>By 6/30/2019</td>
<td></td>
</tr>
</tbody>
</table>
## Exhibit A - Subrecipient Scope of Work

<table>
<thead>
<tr>
<th>4</th>
<th>Coordination</th>
<th>$7,300</th>
<th>By 6/30/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Coordinate with local, state, federal agencies and key stakeholders for data collection, identifying responsible agencies and coordination for data support and if needed, MOU/Agreements.</td>
<td>Reports, GIS shapefiles, database, maps, and MOUs for data agreements</td>
<td></td>
</tr>
<tr>
<td>4.2</td>
<td>Hold Kick-off meeting/webinars with involved stakeholders and host or attend meetings on TPQ framework.</td>
<td>Agendas and handouts</td>
<td>By 6/30/2019</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>5</th>
<th>Public Participation</th>
<th>$2,000</th>
<th>Quarterly</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1</td>
<td>Provide performance measure information and data for use by government agencies and members of the public.</td>
<td>GIS maps, graphs, charts emailed to interested parties and list of requests</td>
<td>Quarterly</td>
</tr>
<tr>
<td>5.2</td>
<td>Host showcase of GIS framework and maintain database for performance measure analysis and data.</td>
<td>Data, reports, or maps emailed to interested parties and list of requests</td>
<td></td>
</tr>
</tbody>
</table>

Project addresses the following Planning Emphasis Areas:

- PEA NAME
  - MAP-21 Implementation (Federal)
  - Regional Models of Cooperation (Federal)
  - Ladders of Opportunity (Federal)
  - Core Planning Functions (CA)
  - Performance Management (CA)
  - State of Good Repair (CA)

Project addresses the following Planning Factors:

- FF NAME
  - Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
  - Promote efficient system management and operation.
  - Emphasize the preservation of the existing transportation system.
  - Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation.

Work Element 611
## Exhibit B - Subrecipient Budget

**WORK ELEMENT NUMBER 611**

**Rural Transportation Performance Management**

### ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2018-2019

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th>Amount ($)</th>
<th>Change</th>
<th>REVENUE</th>
<th>Amount ($)</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>-</td>
<td></td>
<td>SBCOG</td>
<td>63,500</td>
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</tr>
<tr>
<td>Fringe Benefits</td>
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<tr>
<td>Indirect</td>
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<tr>
<td>Professional Services*</td>
<td>60,500</td>
<td></td>
<td></td>
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<tr>
<td>Supplies</td>
<td>3,000</td>
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<td>Printing</td>
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<td>Travel</td>
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<td>Toll Credits</td>
<td>-</td>
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<td>In-Kind/Non-Federal Local Match</td>
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<tr>
<td><strong>TOTAL</strong></td>
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<td><strong>4%</strong></td>
<td></td>
<td><strong>63,500</strong></td>
<td><strong>0%</strong></td>
</tr>
</tbody>
</table>

*Contracts are as follows:
None
"Sample Subrecipient Invoice", Exhibit C

xx/xx/20xx

Mr./Ms. xxxxx xxxxxxx
COUNCIL OF SAN BENITO COUNTY GOVERNMENTS
Street
City, State Zip

Attn: xxxxx xxxxxxx

Re: AMBAG CCA (Description)

Dear Mr./Ms. xxxxx xxxxxxx

Enclosed please find the following invoice for the period Month, Day, Year through Month, Day, Year for WE xxx-(Description)

<table>
<thead>
<tr>
<th>Work Element xxx - Personnel Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name- Title</td>
</tr>
<tr>
<td>Name- Title</td>
</tr>
<tr>
<td>Name- Title</td>
</tr>
<tr>
<td>Name- Title</td>
</tr>
</tbody>
</table>

| Total Personnel Cost | 0 | Subtotal | $- |
| Non-Personnel Expenses |  |  | $- |

The total requested for this invoice is $-

xxxx xxxxxxxxx is available if you have questions regarding this invoice while xxxxx xxxxxxxxx is available for questions regarding the project.

Sincerely,

xxxx xxxxxxxxx
Executive Director

Attachments:
Employee Timesheets
Vendor Invoice
Progress Report
Staff Report

To: Council of San Benito County Governments
From: Mary Gilbert, Executive Director  Telephone: (831) 637-7665 x. 207
Date March 15, 2018
Subject: Transportation Funding Strategy

Recommendation:

RECEIVE Update on Transportation Funding Strategy and Expenditure Plan for a Sales Tax Measure and SET Special Meeting Date for April 5, 2018

Summary:

The COG Board is to pursuing development of an expenditure plan for a special sales tax to be placed on a future election ballot, with November 2018 being the next possible election cycle. Staff is updating the Board on progress to date and next steps in the process.

Financial Considerations:

Revenue estimates for a 30-year 1-cent sales tax measure are approximately $490 million.

Staff Analysis:

Staff is working on implementation of work items as directed by the COG Board for development of an expenditure plan for a tax measure to be considered by voters in November 2018.

EMC Research, under contract to COG, has prepared a survey instrument to survey 400 likely San Benito County voters. The survey will be conducted in the final two weeks of March with preliminary results presented at a special COG Board meeting in April.

COG Staff is hosting a stakeholder meeting on March 15 had eleven attendees with a detailed discussion of projects and themes/messages that will be tested with the poll. EMC is also researching the issue environment that could impact success in the November 2018 election. Representatives from Clifford Moss have begun work under contract to COG, attending staff-level and stakeholder meetings and beginning to develop a public outreach strategy for the Council of Governments.
The deadline for placing an item on the ballot in November 2018 will be August 10, 2018. Milestone dates include the following:

- February – March 2018: Strategy Consultant Work, Outreach, Voter Survey
- March–April 2018: Conduct survey, Expenditure Plan Development
- April 2018: Receive Survey Results, Draft Expenditure Plan
- May–June 2018: Draft Expenditure Plan/ Sales Tax ordinance Approved by COG for Public Review and Review by Local Jurisdictions
- July 2018: Approval by San Benito County Board of Supervisors for inclusion on November 2018 Ballot (Required by Law)
- August 10, 2018: Elections Office Deadline

Staff will provide a presentation of current work and next steps at the March meeting.

Executive Director Review: __________
Counsel Review: N/A
Staff Report

To: Council of San Benito County Governments
From: Mary Gilbert, Executive Director  Contact: (831) 637-7665 x. 207
Date: March 15, 2018
Subject: State Transportation Legislation

Recommendation:

RECEIVE Update on Senate Bill 1 and Proposition 69 and DIRECT STAFF to prepare Resolutions of Support for Consideration in April

Summary:

Staff is providing the Board with an update on the current legislation relating to transportation funding, Senate Bill 1, as well as Proposition 69 which will go before California voters in June 2018.

Financial Impact:

Senate Bill 1 generates approximately $5 million in secured local funds in San Benito County.

Background:

The Road Repair and Accountability Act of 2017 (SB 1) went into effect on November 1, 2017, enacted vehicle fees and a gas tax to provide the first significant, stable increase in state transportation funding in more than two decades

Staff Analysis:

SB 1 will raise approximately $5.4 billion annually in long-term, dedicated transportation funding to rehabilitate and maintain local streets, roads, and highways, make critical, life-saving safety improvements, repair and replace aging bridges and culverts, reduce congestion and increase mobility options including bicycle and pedestrian facilities with the revenues split equally between state and local projects.

SB 1 will provide $5 million annually to the region for local streets for road maintenance, public transit, and local priority transportation projects. In general, local governments will see their budget for filling potholes and fixing local streets nearly double.
SB 1 also provides opportunities for COG to compete for additional funds to reduce highway congestion, build infrastructure to support trade and commerce, and expand rail and bus transit.

SB1 has restored funding to the State Transportation Improvement Program (STIP) and $2.2 billion is now available for new road, bridge and transit projects over the next four years, including the State Route 156 Improvement project.

Proposition 69 on the June 2018 ballot, if approved, will prevent the State Legislature from diverting any new transportation revenues for non-transportation improvement purposes, thereby providing greater certainty and accountability for these revenues.

There is also a proposed ballot measure aimed for the November 2018 ballot (Attorney General #17-0033) that would repeal the new transportation revenues provided by SB 1 and make it more difficult to increase funding for state and local transportation improvements in the future.

Staff is seeking direction from the COG Board to prepare resolution in support of Proposition 69, to protect transportation funding, and in opposition of a November 2018 ballot measure that would repeal the new transportation revenues provided by SB 1.

Executive Director Review: _____  Counsel Review: _____ N/A