



# OVERALL WORK PROGRAM

OWP Fiscal Year 2016-2017



**Council of San Benito County Governments**  
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Council of San Benito 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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## 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.*



# FISCAL YEAR 2016/2017 OVERALL WORK PROGRAM

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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, 2016 through June 30, 2017.

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 \$328 million<sup>1</sup> (2014) agricultural industry along with manufacturing, education, health care, and government.

## 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

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<sup>1</sup> 2014 San Benito County Crop Report

work. 48.9 percent of the workforce travels to other counties for work.<sup>2</sup> As of August 2013, the unemployment rate in San Benito County was 8.5<sup>3</sup> percent.

#### D. 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 an overwhelming challenge. As such, Traffic congestion continues to be an issue in the Hollister downtown area. In-town travel is frequently congested during peak hours. The Highway 25 Bypass has reduced vehicular congestion on downtown streets and improved circulation in and around downtown Hollister. 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.

In addition to congestion issues, 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 \$486 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.

#### E. REGIONAL TRANSPORTATION PLANNING PRIORITIES AND GOALS

The Federal Highway Administration develops California 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). 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 State Planning Emphasis Areas (PEAs)<sup>4</sup>, when feasible. The PEA identified for fiscal year 2016/2017 include the following:

1. **Core Planning Functions** – This typically includes work on the OWP, public participation and education, Regional Transportation Plan, Federal Transportation Improvement Program, and annual listing of projects.
2. **Performance Management** - The objective of the performance- and outcome-based program is for States and Metropolitan Planning Organizations, such as AMBAG, to invest resources in projects that collectively will make progress toward the achievement of the national goals.
3. **State of Good Repair** – Metropolitan Planning Organizations are required to evaluate their transportation system to assess the capital investment needed to maintain a State of Good Repair for the region’s transportation facilities and equipment.

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<sup>2</sup> U.S. Census: 2006-2010

<sup>3</sup> U.S. Bureau of Labor Statistics

<sup>4</sup> Developed by the U. S. Department of Transportation and the California Department of Transportation.

Different than the Planning Emphasis Areas (PEAs), COG is required to incorporate Federal Planning Factors into the annual OWP, see Chapter 6. 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. Federal Planning Factors 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.



## CHAPTER 2: 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 San 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 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
  - David Rubcic, Engineer, City of Hollister Engineering Department
  - Roger Gimsley, City Manager, City of San Juan Bautista
  - Brent Barnes, Director, San Benito County Resource Management Agency
  - Chris Miceli, Officer, California Highway Patrol
  - Jill Morales, Regional Planner, Caltrans
  - Heather Adamson, Association of Monterey Bay Area Governments
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:

- Tony Mercado General Manager, MV Transportation, Chair
- Pauline Valdivia, Director, Jovenes de Antaño
- Esther Alva, Community Services and Workforce Development
- Clay Kempf, Executive Director, Area Agency on Aging
- Maggie Bilich, Transit user
- 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
- Vacant, San Benito County Resource Management Agency
- David Rubcic, City of Hollister
- Valerie Eglund, R.E.A.C.H
- Rudy Luquin, City of San Juan Bautista

## E. AGENCY PERSONNEL

The Council of San Benito County Governments' Overall Work Program (OWP) consists of 7 full-time equivalent positions, 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 project management activities and transportation funding activities. This Planner is also responsible for staffing the Airport Land Use Commission and managing the Rideshare Program and the Emergency Call Box 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 and one part-time mechanic to maintain the fleet of transit and Vanpool Program vehicles. The part-time mechanic position is currently vacant.

**Administrative Services Specialist**

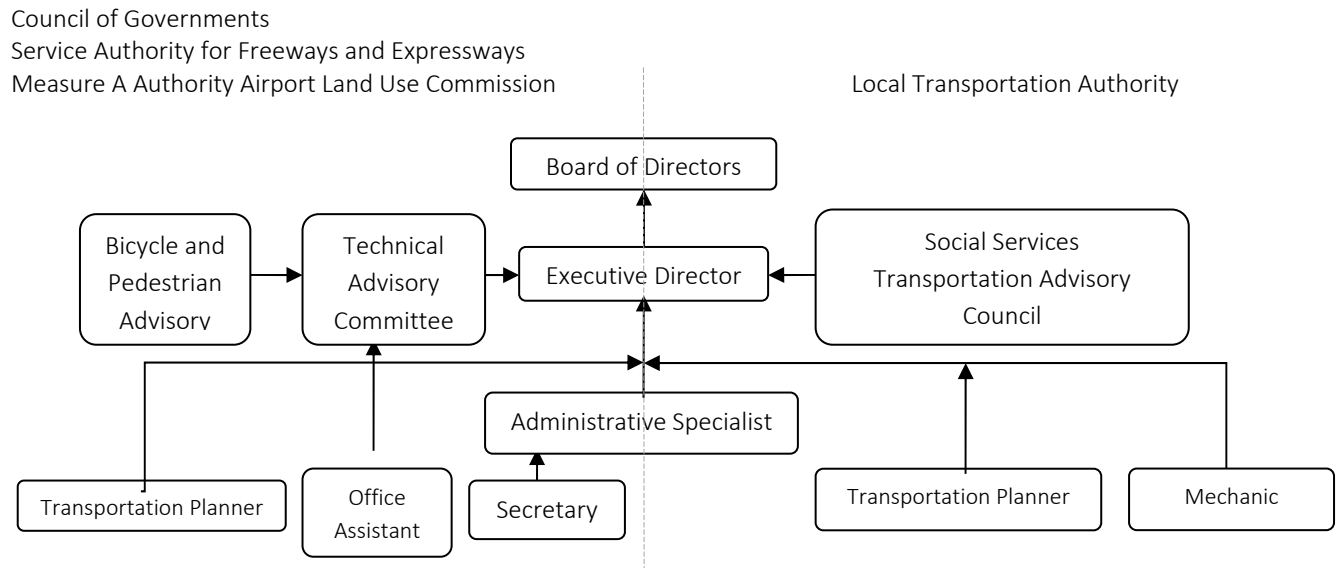
The Administrative Services Specialist position is an administrative and supervisory classification for coordinating and supervising the administrative support functions of COG. Under direction of the Executive Director, the Services Specialist organizes and participates in the administrative support 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 Technical Assistant provides assistance to the LTA, including assisting with 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.



## CHAPTER 3: 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.

### 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 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 the Authority 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](http://www.ambag.org).

#### 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 23 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. 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 the Authority. The service is for individuals who are not able to access Fixed Route due to a physical or cognitive disability and have trips that begin or end in a location less than ¾ mile from a Fixed Route bus stop. Reservations for the Paratransit service may be made up to 14 days in advance. Same-day service is available but is subject to availability and a convenience fee.

### **Intercounty**

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 Saturday service to the Greyhound station in Gilroy. The weekday shuttle service to Gavilan College is from 6:50 a.m. to 6:10 p.m. with a limited schedule when school is not in session. There are three early morning and three evening runs to the Gilroy



Caltrain station for connections to Caltrain and Valley Transportation Authority bus services. Service to the Greyhound station operates on Saturday and Sunday from 7:40 a.m. to 6:00 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.<sup>5</sup> Many of these elderly individuals and persons with disabilities require specialized transportation services to travel to medical appointments, shop, and visit recreation centers.

The Authority contracts with Jovenes de Antaño, a local non-profit organization that has been providing specialized transportation services in San Benito County since 1990. Specialized 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 the Authority 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 is in progress. The inventory will also include recommended bus stop improvements to enhance transit amenities for riders.

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<sup>5</sup> U.S. Census, San Benito County

## ACTIVE TRANSPORTATION

Another important component of San Benito County's transportation planning activities is Active Transportation, which including pedestrian and bicyclist activities. The San Benito County region has a modest bicycle facility network; however, the local jurisdictions continue to make efforts to implement Complete Street concepts as the new planning developments. To help facilitate this process the COG adopted the Monterey Bay Area Complete Streets Guidebook.

The Complete Streets Guidebook provides planning and implementation procedures to project sponsors, Cities and 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 targets.

In 2019, the Council of Governments' adopted San Benito County Bikeway and Pedestrian Master 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 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 – Draft Implementation Plan on improving facilities and encouraging walking and bicycling at R.O. Hardin and Calaveras 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.
- Walk-to-School Day - Annual event which encourages physical fitness and healthy habits, heightens awareness of traffic, safety and environmental concerns around schools, and encourages a long term bicycling habit.



- **Helmet Fittings** – As a member agency of the California Safe Kids San Benito Partners, COG assisted in conducting helmet fittings at 10 local schools. Over 400 students received a free helmet fitting and/or a helmet, which were sponsored by COG.

## C. 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.

### **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. The Hollister Airport 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 park 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.

## D. 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.

### **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 2014, there were no established plans to expand rail growth in San Benito County by either the public or private sector.



## CHAPTER 4: 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](http://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)<sup>6</sup> 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, Blueprint Planning, air quality conformity and Metropolitan Transportation Planning.

COG also coordinates public 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, a local non-profit that provides more specialized transit services with COG funding.

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

- California Transportation Commission
- California Department of Transportation
- Council of San Benito County Governments
- Local Transportation Authority
- Airport Land Use Commission
- Service Authority for Freeways and Expressways
- Measure A Authority
- Association of Monterey Bay Area Governments
- Monterey Bay Unified Air Pollution Control District
- San Benito County
- City of Hollister
- City of San Juan Bautista
- Technical Advisory Committee
- Social Services Transportation Advisory Council
- Bicycle and Pedestrian Advisory Committee
- Rail Advisory Committee
- Regional Transportation Plan Advisory Committee
- Transit Task Force

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<sup>6</sup> 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<sup>7</sup>. 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.

In addition, the Association of Monterey Bay Area Governments recently adopted the 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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<sup>7</sup> Title VI Program and Language Assistance Plan (LAP) for Limited English Proficiency (LEP): <http://www.sanbenitocog.org/library.php>

## CHAPTER 5: PLANNING ACCOMPLISHMENTS

This section identifies the Planning accomplishments completed during the previous fiscal year 2015/2016 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 Route 152 Corridor Project, including re-introducing the San Benito/Santa Clara Mobility Partnership. 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.
- Coordinated work associated with the Highway 25 Project Work Plan. This work included:
  - Coordinated locally with stakeholders
  - Completed design alternatives for Highway 25
  - Identified funding options Highway 25 design alternatives
  - Processed an RTP amendment to include Highway 25 design alternatives
- 2016 Sales Tax Measure for Transportation
  - Coordinated locally with stakeholders
  - Developed and expenditure plan for a ½ cent sales tax for a thirty year transportation tax
  - Took all steps necessary to place a ballot measure before voters in the June 2016 primary election
- Completed work and initiated the implementation of the Traffic Impact Fee Program.
- Continue development of the 2040 Regional Transportation Plan, including coordination with AMBAG on the Metropolitan Transportation Plan (MTP) and Environmental Impact Report (EIR).
- Continued to provide updates to COG in order to seek input from its advisory committees including the Technical Advisory Committee, Social Services 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.
- Continued coordination as a member of the Safe Kids California San Benito Partners to conduct helmet fittings and promote bicycle and pedestrian safety outreach, including planning of Safe Routes to Schools.
- Continued implementation of the San Benito County Bikeway and Pedestrian Master Plan
- Continuing efforts to reduce congestion by assisting commuters and employers with Rideshare commute alternatives programs such as the Vanpool Program and the 511 matchlist.
- Continued to administer the 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.

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

## **B. LOCAL TRANSPORTATION AUTHORITY (LTA)**

COG allocated funding for public transit to the Local Transportation Authority, who oversees the local public transit providers, MV Transportation and Specialized Transportation Services. During the previous fiscal year, the Local Transportation Authority accomplished several major course work, including:

- The transit providers served 126,555 passengers on County Express and 17,035 on Specialized Transportation Services<sup>8</sup>.
- Continued work to implement the Accessible Connections Promoting Active Transportation: A Bus Stop Improvement Plan
- Initiated the development of the Plan: Intelligent Transportation Systems Technology for the 21<sup>st</sup> Century: Using Technology to Improve Safety and Efficiency of San Benito County's Transit System.
- Completed work and adopted San Benito County Short and Long Range Transit Plan. Initiated research on the implementation of the Transit Plan based of funding availability and Board priorities.
- Finalized the implementation of the RouteMatch software which provides innovative passenger transportation technologies to help improve transit operations.
- Continued to enhance community partnerships by providing shuttle services to the County Fair.

## **C. MEASURE A AUTHORITY (LTA)**

There was no work conducted under the Measure A Authority during the 2015/2016 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.

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<sup>8</sup> FY 2014-2015

## CHAPTER 6: FEDERAL PLANNING FACTORS

Planning emphasis areas (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.

The U.S. Congress issues federal planning factors (Title 23 United States Code, Section 134(f)), which they revise when they reauthorize the federal transportation bill should also be incorporated in the OWPs of Metropolitan Planning Organizations (MPOs) and Regional Transportation Planning Agencies (RTPAs). The planning factors (for both metropolitan and statewide planning) are listed in the matrix below.

Federal Planning Factor	Overall Work Program Work Element																		
	101	102	103	104	105	106	107	108	109	201	301	302	303	304	305	401	403	624	642
Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.																			
Increase the safety of the transportation system for motorized and non-motorized users.																			
Increase the security of the transportation system for motorized and non-motorized users.																			
Increase the accessibility and mobility of people and for freight.																			
Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.																			
Enhance the integration and connectivity of the transportation system, across and between modes, people and freight.																			
Promote efficient system management and operation.																			
Emphasize the preservation of the existing transportation system.																			
MAP-21 Implementation.																			
Models of Regional Planning Cooperation.																			
Ladders of Opportunity.																			

Planning Emphasis Areas (PEAs) for transportation planning are also developed at the national level (jointly by FHWA and FTA).

## CHAPTER 7: FUNDING ACTIVITIES

The transportation planning work done by the Council of Governments (COG) is largely funded with Rural Planning Assistance Funds. Rural Planning Assistance Funds for the Fiscal Year 2016/2017 Overall Work Program are estimated at \$294,000. It is anticipated that COG will spend the full allotment of funding during 2016/2017 Fiscal Year.

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

### OVERALL WORK PROGRAM BUDGET DISTRIBUTION

The total budget for this Overall Work Program is estimated at \$876,274. Table II Financial Table documents the costs, funding sources, and estimated completion date identified for each of the work elements in the Overall Work Program.



Table II: FY 2016/2017 OWP Financial Summary Table

Work Element	101	102	103	104	105	106	107	108	109	201	301	302	303	304	305	403	624	642	Total		
Transp. Development Act Admin.																					
Program Admin. and Management																					
Overall Work Program																					
Public Participation																					
Regional Coordination																					
Transit System Admin. & Planning																					
Airport Land Use Commission																					
Call Box Admin. - SAFE																					
Metropolitan Planning & Programming																					
Regional Transp. Plan																					
Bikeway and Pedestrian System Planning & Promo.																					
Road System Planning																					
Transp. System Planning																					
Regional System Modelling																					
Regional Rideshare Program																					
Mapping ITS Technology Improvement Program																					
San Benito County Technology for the 21st Century																					
San Benito County Regional Transp. Planning																					
San Benito County Regional Improvement Programming																					
RPA			\$ 16,000	\$ 53,060	\$ 30,619	\$ 45,075			\$ 1,462	\$ 41,722	\$ 33,664	\$ 72,398									\$ 294,000
PPM					\$ 11,000				\$ 15,000			\$ 7,000	\$ 6,000		\$ 6,000						\$ 45,000
TDA	\$ 45,000	\$ 45,000				\$ 282,000											\$ 7,126				\$ 379,126
DMV								\$ 47,000													\$ 47,000
Impact Fees																					\$ -
Local Fees								\$ 10,000						\$ 5,000							\$ 15,000
FTA 5304																					\$ 55,000
FHWA PL																					\$ 27,648
																					\$ 13,500
<b>TOTAL</b>	<b>\$ 45,000</b>	<b>\$ 45,000</b>	<b>\$ 16,000</b>	<b>\$ 53,060</b>	<b>\$ 41,619</b>	<b>\$ 327,075</b>	<b>\$ 10,000</b>	<b>\$ 47,000</b>	<b>\$ 16,462</b>	<b>\$ 41,722</b>	<b>\$ 33,664</b>	<b>\$ 79,398</b>	<b>\$ 6,000</b>	<b>\$ 5,000</b>	<b>\$ 6,000</b>	<b>\$ 62,126</b>	<b>\$ 27,648</b>	<b>\$ 13,500</b>			<b>\$ 876,274</b>

## CHAPTER 8: PLANNING PROGRAM FOR FISCAL YEAR 2016/2017

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 2016/2017. 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:

<b>Category 100: Coordination and Information</b>		
Work Element	Description	Page No.
101	Transportation Development Act Administration	24
102	Program Administration and Management	25
103	Overall Work Program	26
104	Public Participation	27
105	Regional Coordination	28
106	Transit System Planning and Administration	30
107	Airport Land Use Commission	32
108	Emergency Motorist Aid System	33
109	Metropolitan Planning and Programming	34
<b>Category 200: Transportation Plan Updates</b>		
Work Element	Description	Page No.
201	Regional Transportation Plan	35
<b>Category 300: Short Range Planning</b>		
Work Element	Description	Page No.
301	Bikeway and Pedestrian System Planning and Promotion	37
302	Road System Planning and Programming	39
303	Transportation System Modeling	41
304	Regional Rideshare Program	42
305	Regional Transportation Improvement Program	43
<b>Category 400: Special Studies and Projects</b>		
Work Element	Description	Page No.
403	Mapping ITS Technology for the 21st Century: Using Technology Improve Safety and Efficiency of San Benito County's Transit System	44
Appendix A:	Association of Monterey Bay Area Governments Work Elements Partially Funded by COG	45

## CATEGORY 100: COORDINATION AND INFORMATION

### Work Element 101: Transportation Development Act Administration

Lead Agency: Council of Governments

Project Manager: Kathy Postigo

#### 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		Amount		
Transportation Development Act		\$45,000		
<b>Total</b>		<b>\$45,000</b>		
	Task	Deliverable	Deadline	Responsible Party
1.	Allocate TDA funds consistent with state and COG policies.	<ul style="list-style-type: none"> <li>COG resolutions allocating funds</li> </ul>	June 2016	COG
2.	Ensure that fiscal and compliance triennial audits are conducted on all TDA claimants. Contract for audit services as appropriate.	<ul style="list-style-type: none"> <li>Fiscal and compliance audits</li> </ul>	December 2016	COG
3.	Monitor changes in TDA statutes and administrative regulations.	<ul style="list-style-type: none"> <li>Changes to TDA policies, if needed</li> </ul>	Ongoing	COG
4.	Advise local jurisdictions, transit operators and COG of the implications of any proposed changes to the TDA.	<ul style="list-style-type: none"> <li>Staff reports, memos</li> </ul>	Ongoing	COG
5.	Coordinate annual unmet transit needs process and adopt resolution of unmet transit needs finding in compliance with TDA.	<ul style="list-style-type: none"> <li>Hearing, Public Notices, presentations</li> <li>Needs Reports</li> <li>Resolution</li> </ul>	February - August 2017	COG
6.	Facilitate and monitor activities of the Social Services Transportation Advisory Council (SSTAC).	<ul style="list-style-type: none"> <li>Meeting Agendas</li> <li>Staff Reports</li> <li>Meeting Minutes</li> <li>Member recruitments</li> </ul>	Bi-Monthly	COG





## Work Element 102: Program Administration and Management

Lead Agency: Council of Governments

Project Manager: Mary Gilbert/Kathy Postigo

### 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.

Work Element 102 Funding Source		Amount		
Transportation Development Act		\$45,000		
<b>Total</b>		<b>\$45,000</b>		
	Task	Deliverable	Deadline	Responsible Party
1.	Conduct monthly COG Board meetings.	<ul style="list-style-type: none"><li>• Agenda</li><li>• Staff reports</li><li>• Meeting minutes</li><li>• Board meeting</li><li>• Attendance payments</li></ul>	Monthly	COG
2.	Conduct monthly Technical Advisory Committee meetings.	<ul style="list-style-type: none"><li>• Agendas</li><li>• Staff reports</li><li>• Meeting minutes</li></ul>	Monthly	COG
3.	Prepare quarterly budget reports for Board review.	<ul style="list-style-type: none"><li>• Technical Reports</li><li>• Budget reports</li></ul>	Quarterly	COG
4.	Conduct Budget hearings.	<ul style="list-style-type: none"><li>• Hearings</li><li>• Minutes</li><li>• Presentation</li></ul>	May-June, 2017	COG
5.	Prepare final Budget.	<ul style="list-style-type: none"><li>• Budget</li><li>• Staff report</li><li>• Presentation</li></ul>	June 2017	COG
6.	Update COG Bylaws and Rules and Regulations.	<ul style="list-style-type: none"><li>• Bylaws/Rules and Regulations</li></ul>	As Needed	COG



## Work Element 103: Overall Work Program

Lead Agency: Council of Governments

Project Manager: Veronica Lezama

### Objective

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

### Previous and Ongoing Work

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

Work Element 103 Funding Source		Amount		
Rural Planning Assistance		\$16,000		
<b>Total</b>		<b>\$16,000</b>		
	Task	Deliverable	Deadline	Responsible Party
1.	Prepare OWP amendments.	<ul style="list-style-type: none"><li>Amendment</li></ul>	As necessary	COG
2.	Submit quarterly reports and invoices associated with OWP activities funded by RPA.	<ul style="list-style-type: none"><li>Quarterly reports</li><li>Invoices</li></ul>	Quarterly	COG
3.	Review prior year OWP and update work elements to reflect current year activities.	<ul style="list-style-type: none"><li>Administrative Draft OWP</li></ul>	Mar. 2017	COG
4.	Coordination and Consultation with AMBAG.	<ul style="list-style-type: none"><li>Correspondence</li><li>OWP meeting</li></ul>	Apr. 2017	COG
5.	Prepare Draft OWP for public review.	<ul style="list-style-type: none"><li>Draft OWP</li></ul>	Mar. 2017	COG
6.	Provide Draft OWP to COG Board for comment.	<ul style="list-style-type: none"><li>Staff Reports</li><li>Draft OWP</li></ul>	Mar. 2017	COG
7.	Provide Draft OWP to Caltrans for comment.	<ul style="list-style-type: none"><li>Draft OWP</li></ul>	Mar. 2017	COG
8.	Update the Draft OWP per Caltrans and public comments.	<ul style="list-style-type: none"><li>Updates to Draft OWP</li></ul>	Apr./May 2017	COG
9.	Final OWP to Board for adoption.	<ul style="list-style-type: none"><li>Final OWP</li></ul>	Jun. 2017	COG
10.	Submit final OWP and OWP Agreement to Caltrans.	<ul style="list-style-type: none"><li>Final OWP</li><li>OWPA</li></ul>	Jun. 2017	COG
11.	Prepare OWP closeout activities in accordance with agreements	<ul style="list-style-type: none"><li>Invoices and reports</li></ul>	Jul. 2017	COG
12.	Implement FY 2016/2017 OWP	<ul style="list-style-type: none"><li>Planning activities</li></ul>	July 2017/or ongoing	COG



## Work Element 104: Public Participation

Lead Agency: Council of Governments

Project Manager: Planning Staff

### Objectives

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

### Previous and Ongoing Work

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.

Work Element 104 Funding Source		Amount		
Rural Planning Assistance		\$53,060		
<b>Total</b>		<b>\$53,060</b>		
	Task	Deliverable	Deadline	Responsible Party
1.	Hold public hearings and meetings to provide information and gather input and comments on various COG projects and work elements.	<ul style="list-style-type: none"> <li>Public Meetings</li> <li>Flyers</li> <li>Newsletters</li> </ul>	As Needed	COG
2.	Provide information, reports, and presentations to stakeholder groups to increase public awareness of regional issues and activities.	<ul style="list-style-type: none"> <li>Stakeholder meetings</li> <li>Reports</li> </ul>	As Needed	COG
3.	Provide technical data to interested members of the public and organizations on regional issues, as it relates to federal and state programs, traffic volumes, and financial data.	<ul style="list-style-type: none"> <li>Technical Data</li> </ul>	Upon Request	COG
4.	Maintain COG's website to include up-to-date information on projects and activities.	<ul style="list-style-type: none"> <li>COG Website</li> </ul>	As Needed	COG
5.	Prepare news releases, newsletters, public service announcements on key transportation issues and accomplishments.	<ul style="list-style-type: none"> <li>News Releases</li> <li>Public Service</li> <li>Announcements</li> </ul>	As Needed	COG
6.	Publicize COG Board activities and meetings, including agendas and staff reports.	<ul style="list-style-type: none"> <li>Meeting Highlights on COG Website</li> </ul>	Monthly	COG
7.	Serve on Hollister Downtown Association's Economic Restructuring Committee, Safe Kids California San Benito Partners, etc.	<ul style="list-style-type: none"> <li>Meeting Attendance</li> </ul>	Monthly	COG
8.	Meet with Community Groups regarding key transportation issues	<ul style="list-style-type: none"> <li>Meeting preparation and attendance</li> </ul>	As Needed/ Requested	COG



## **Work Element 105: Regional Coordination**

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Lead Agency: Council of Governments

Project Manager: Planning Staff

### **Objectives**

Improve coordination among local jurisdictions on issues of common concern, to serve as a coordinating agency for dissemination of technical information regarding federal and state guidelines and programs, to insure 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. This memorandum was revised and readopted in 1997 and amendments are adopted annually, extending AMBAG's assistance to COG.

COG is also working collaboratively with the Valley Transportation Authority on the Route 152 Realignment, which is developing alternatives for improvements to State Route 152 from State Route 156 to U.S. Highway 101. *Rural Planning Assistance (RPA) funds are not used for work related to the Route 152 Realignment Project.*

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 are:

- 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

Caltrans District 5 also participates in the Coalition's meetings. The Coalition's goal is to raise awareness of the U.S. 101 Corridor as a major economic asset to the state and nation and encourage investment in the corridor on the Central Coast, including investment in the planning of policies and strategies to maximize the regional infrastructure.

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



Work Element 105 Funding Source		Amount		
Planning, Programming & Monitoring		\$11,000		
Rural Planning Assistance		\$30,619		
<b>Total</b>		<b>\$41,619</b>		
	Task	Deliverable	Deadline	Responsible Party
1.	Participate in meetings of the San Benito/Santa Clara Mobility Partnership to plan for the future realignment of the State Route 152 Corridor.	<ul style="list-style-type: none"> <li>Meeting Notes</li> <li>Correspondence</li> </ul>	Ongoing	COG
2.	Participate in activities to improve regional travel, such as attending U.S. 101 Central Coast Coalition meetings	<ul style="list-style-type: none"> <li>Meeting Notes</li> <li>Correspondence</li> </ul>	Monthly	COG
3.	Attend RTP Working Group Meetings.	<ul style="list-style-type: none"> <li>Meeting Notes</li> </ul>	Monthly	COG
4.	Attend Rural County Task Force Meetings	<ul style="list-style-type: none"> <li>Meeting Notes</li> </ul>	Bi-monthly	COG
5.	Coordinate with local governments to mitigate transportation impacts resulting from land-use decisions.	<ul style="list-style-type: none"> <li>Comment Letters</li> <li>Technical Data</li> </ul>	As Needed	COG
6.	Coordinate with local jurisdictions on grant opportunities and project collaboration to plan for and develop policies to enhance the transportation network.	<ul style="list-style-type: none"> <li>Grant Applications</li> </ul>	As Needed	COG
7.	Collaborate with local and regional partners on issues surrounding goods movement.	<ul style="list-style-type: none"> <li>Meetings</li> <li>Correspondence</li> </ul>	As Needed	COG
8.	Coordinate with local jurisdictions, CHP, and Caltrans to improve make truck routes-enhancing the movement of agricultural goods.	<ul style="list-style-type: none"> <li>Meetings</li> <li>Correspondence</li> </ul>	As Needed	COG
9.	Investigate methods to reduce vehicle miles traveled and promote alternative modes of transportation.	<ul style="list-style-type: none"> <li>Technical documentation</li> </ul>	Ongoing	COG
10.	Participate in Transportation Finance Working Group with AMBAG to identify and seek out non-traditional funding for priority projects.	<ul style="list-style-type: none"> <li>Meeting notes</li> </ul>	Monthly	COG
11.	Review and comment on the transportation element of proposed developments to ensure maximum efficiency in the regional transportation network.	<ul style="list-style-type: none"> <li>Attend County Development Review meetings</li> <li>Attend Planning Commission meetings</li> <li>Comment letters</li> </ul>	As Needed	COG

## Work Element 106: Transit System Planning and Administration

Lead Agency: Local Transportation Authority

Project Manager: Vacant

### 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 multimodal transportation network that connects to the transit 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 Act 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 2015/2016, 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.

Work Element 106 Funding Source		Amount		
Rural Planning Assistance		\$45,075		
Transportation Development Act		\$282,000		
<b>Total</b>		<b>\$327,075</b>		
	Task	Deliverable	Deadline	Responsible Party
1.	Communicate with AMBAG and VTA to help ensure regional transit planning coordination	<ul style="list-style-type: none"><li>Meetings</li><li>Comments</li><li>Plans</li></ul>	Annually	LTA
2.	Coordinate with COG on implementation of Unmet Transit Needs recommendations.	<ul style="list-style-type: none"><li>Reports, comments</li><li>Implementation of Recommendations</li></ul>	February -August 2016	LTA
3.	Worked with AMBAG and other regional and local partner agencies to update the federally required Coordinated Public Transit Human Services Transportation Plan.	<ul style="list-style-type: none"><li>Updated Plan</li></ul>	6/30/2017	
4.	Ensure project consistency with Regional Transportation Plan policies for improved access to elderly and disabled individuals.	<ul style="list-style-type: none"><li>Project comments</li></ul>	6/30/2017	
5.	Work with the Social Services Transportation Advisory Council to ensure that transportation planning and programming considers and incorporate the needs of the elderly, disabled and	<ul style="list-style-type: none"><li>Staff reports</li><li>Improved planning and programming documents</li><li>Grant applications and budgets</li></ul>	As Needed	LTA



	low income communities.			
6.	Prepare planning grants funds 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.	<ul style="list-style-type: none"> <li>• Grant applications</li> <li>• Capital, operational, and planning grants.</li> </ul>	Annually	LTA
7.	Conduct Transit Needs Assessments and Prepare Transit Development Plans and Marketing Plans as appropriate.	<ul style="list-style-type: none"> <li>• Needs Assessment</li> <li>• Development and Marketing Plans</li> </ul>	Annually	LTA
8.	Implement Accessible Connections Promoting Active Transportation: A Bus Stop Improvement Plan	<ul style="list-style-type: none"> <li>• Identify Funding Sources</li> <li>• Implement the proposed improvements</li> </ul>	June 2017	LTA
9.	Prioritize and implement SRTP and LRTP Project recommendations	<ul style="list-style-type: none"> <li>• Project list</li> <li>• Project Schedule</li> <li>• Board project recommendation updates</li> </ul>	June 2017	LTA



## Work Element 107: Airport Land Use Commission

Lead Agency: San Benito County Airport Land Use Commission

Project Manager: Veronica Lezama

### 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.

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

Work Element 107 Funding Source		Amount		
Airport Land Use Commission Fees		\$10,000		
<b>Total</b>		<b>\$10,000</b>		
	Task	Deliverable	Deadline	Responsible Party
1.	Conduct Site and Architectural Reviews in accordance with the 2012 Hollister Municipal Airport Land Use Compatibility Plan.	<ul style="list-style-type: none"> <li>Staff report, maps, comment letters, presentations</li> </ul>	Ongoing	ALUC
2.	Review land use actions proposed within the Frazier Lake Airpark's Airport Influence Area in accordance with its CLUP.	<ul style="list-style-type: none"> <li>Staff report, maps, letters, and presentations,</li> </ul>	Ongoing	ALUC
3.	Recommend appropriate mitigation measures (i.e. noise impact, height restrictions, etc.) for development projects	<ul style="list-style-type: none"> <li>Comment letters</li> </ul>	Ongoing	ALUC
4.	Coordinate with the GIS analyst for precise project reviews and mapping.	<ul style="list-style-type: none"> <li>GIS mapping</li> </ul>	Ongoing	ALUC
5.	Review environmental documents (i.e. Initial Studies, Environmental Impact Reports, etc.)	<ul style="list-style-type: none"> <li>Comment letter</li> </ul>	Ongoing	ALUC
6.	Refer projects to the Federal Aviation Administration (FAA) for review.	<ul style="list-style-type: none"> <li>Correspondence</li> </ul>	Ongoing	ALUC
7.	Administer ALUC Fee Structure.	<ul style="list-style-type: none"> <li>Time Studies</li> <li>Invoices</li> </ul>	Ongoing	ALUC
8.	Attend the annual California Airport Land Use Consortium (Cal-ALUC).	<ul style="list-style-type: none"> <li>Attend workshops</li> </ul>	Annual	ALUC





## Work Element 108: Emergency Motorist Aid System

Lead Agency: Service Authority for Freeways and Expressways

Project Manager: Veronica Lezama

### Objective

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

### Previous and Ongoing Work

In 1998, the Council of San Benito County Governments established the San Benito County Service Authority for Freeways and Expressways (SAFE) to administer the \$1 vehicle registration fee collected by the Department of Motor Vehicles for maintaining an Emergency Call Box Program in San Benito County. San Benito County SAFE currently maintains a total of 40 call boxes, which are accessible to the speech and hearing impaired community. Call boxes help motorists in distress by providing a direct connection to a California Highway Patrol communications center. The motorist-aid system operates along major roadways throughout the State.

Work Element 108 Funding Source				Amount
Department of Motor Vehicles (DMV)				\$47,000
<b>Total</b>				<b>\$47,000</b>
	Task	Deliverable	Deadline	Responsible Party
1.	Work with Caltrans and the CHP on call box operations	<ul style="list-style-type: none"><li>• Encroachment Permits</li><li>• CHP, Verizon Wireless and AT&amp;T contract administration</li></ul>	Ongoing	SAFE
2.	Work with call box maintenance service provider to maintain the call boxes	<ul style="list-style-type: none"><li>• Maintenance</li><li>• Reports</li></ul>	Quarterly	SAFE/ Contractor
3.	Prepare annual and/or quarterly report on call box usage to the Board	<ul style="list-style-type: none"><li>• Call box usage reports</li></ul>	Quarterly	SAFE/ Contractor
4.	Participate in statewide CalSAFE meetings	<ul style="list-style-type: none"><li>• Meetings and presentations</li></ul>	Annually	SAFE
5.	Track DMV collection of funds for budget refinement	<ul style="list-style-type: none"><li>• Budget reports</li></ul>	Quarterly	SAFE/COG
6.	Identify appropriate locations for Call Box Installations	<ul style="list-style-type: none"><li>• GIS mapping</li></ul>	Ongoing	SAFE
7.	Upgrade call boxes from 2G to 3g in order to continue operability of service	<ul style="list-style-type: none"><li>• Obtain Board approval</li><li>• Amend maintenance contract</li><li>• Process invoices</li></ul>	Dec. 2016	SAFE



## Work Element 109: Metropolitan Planning and Programming

Lead Agency: Council of Governments

Project Manager: Veronica Lezama

### 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 through amendments and updates as needed.

### Previous and Ongoing Work

Regionally significant or federally funded transportation projects within San Benito County are included in the Association of Monterey Bay Area Governments' (AMBAG) Metropolitan Transportation Improvement Plan. 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:

- Regional Transportation Improvement Plan (RTIP) Amendments
- Metropolitan Transportation Improvement Program (MTIP) amendments
- COG Technical Advisory Committee (TAC) meetings
- Coordination of the STIP and RTP
- Monitor implementation of MAP-21 performance measures and of new guidelines
- *Sustainable Communities Strategy* and Complete Streets Needs Assessment and Guidelines

Work Element 109 Funding Source		Amount		
Planning, Programming & Monitoring		\$15,000		
Rural Planning Assistance		\$1,462		
		<b>Total</b>	<b>\$16,462</b>	
	Task	Deliverable	Deadline	Responsible Party
1.	Consult with the local jurisdictions to update projects for inclusion in the Metropolitan Transportation Improvement Plan (MTIP) and Federal Transportation Improvement Program (FTIP).	<ul style="list-style-type: none"><li>• Listing of regionally significant or federally funded projects</li></ul>	As Needed	COG/AMBAG
2.	Review proposed work programs, certify planning process and undertake coordination activities with federal, state, regional agencies, and local agencies.	<ul style="list-style-type: none"><li>• Review AMBAG's OWP</li><li>• Attend OWP meeting with AMBAG, Caltrans, FHWA and FTA</li></ul>	Apr. 2017	COG



## CATEGORY 200: TRANSPORTATION PLAN UPDATES

### Work Element 201: Regional Transportation Plan

Lead Agency: Council of Governments

Project Manager: Mary Gilbert/Veronica Lezama

#### 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 Plan 2040). The Regional Transportation Plan is updated every four years.

#### 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 2035 Regional Transportation Plan was updated to comply with Senate Bill 375 and the Regional Transportation Plan Guidelines.

In Fiscal Year 2016/2017, COG will begin efforts to update the 2040 Regional Transportation Plan. Any needed amendments will also be completed. COG will also continue coordination and cooperation with AMBAG local jurisdictions, Caltrans and other local and regional agencies.

Work Element 201 Funding Source		Amount		
Rural Planning Assistance		\$41,722		
<b>Total</b>		<b>\$41,722</b>		
Task	Deliverable	Deadline	Responsible Party	
1. Regional Transportation Plan Amendments.	<ul style="list-style-type: none"> <li>Amend the RTP, as needed, to include new projects and information.</li> </ul>	Ongoing	COG	
2. Initiate 2040 Regional Transportation Plan Update	<ul style="list-style-type: none"> <li>Regional coordination meetings</li> <li>Meetings with local agencies</li> <li>Refine RTP vision, goals &amp; objectives</li> <li>Update financial assumptions</li> </ul>	Jul. 2016	COG	
3. Regional Transportation Plan project list	<ul style="list-style-type: none"> <li>Update project cost estimates</li> </ul>	Dec. 2016	COG	
4. Regional Growth Forecast Coordination	<ul style="list-style-type: none"> <li>Provide Data to AMBAG for Development of Growth Forecast and local scenario planning options</li> </ul>	Dec. 2016	COG/AMBAG	



5.	Professional Development	<ul style="list-style-type: none"> <li>Attend training, seminars, and conferences as appropriate to enhance transportation planning knowledge and skills benefit the RTP development carrying out the agency's mission.</li> </ul>	Ongoing	COG
6.	Regional Transportation Plan Outreach	<ul style="list-style-type: none"> <li>Conduct outreach activities consistent with the adopted Public Participation Plan to obtain input on the elements of the RTP</li> </ul>	Ongoing	COG



## CATEGORY 300: SHORT RANGE PLANNING

### Work Element 301: Bikeway and Pedestrian System Planning and Promotion

Lead Agency: Council of Governments

Project Manager: Veronica Lezama

#### Objective

To maintain a comprehensive regional bikeway and pedestrian system that will serve the needs of county-wide residents, with particular emphasis on promoting the walking and bicycle as a means of transportation and improving the multimodal transportation network, connecting bikeways to pedestrian, transit, and roadway facilities.

#### Previous Work and Ongoing Work

Previous planning work includes the adoption and ongoing implementation of the San Benito County Bikeway and Pedestrian Master Plan. The Plan provides for implementation of bicycle and pedestrian facilities within the San Benito County region.

COG also adopted 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 and school bus riders, delivery and service personnel, freight haulers, and emergency responders. COG completed its work and initiated the implementation on the Safe Routes to School Implementation Plan for RO Hardin and Calaveras Elementary Schools.

Work Element 301 Funding Source		Amount		
Rural Planning Assistance		\$33,664		
<b>Total</b>		<b>\$33,664</b>		
	Task	Deliverable	Deadline	Responsible Party
1.	Quarterly Bicycle and Pedestrian Advisory Committee meetings	<ul style="list-style-type: none"> <li>Agendas</li> <li>Minutes</li> </ul>	Quarterly	COG
2.	Conduct planning activities to improve bikeway and pedestrian facilities by upgrading and expanding facilities	<ul style="list-style-type: none"> <li>Technical reports</li> </ul>	Ongoing	COG
3.	Amend the San Benito County Bikeway and Pedestrian Master Plan, as necessary	<ul style="list-style-type: none"> <li>Resolutions</li> <li>Staff reports</li> </ul>	Ongoing	COG
4.	Assist in planning of Safe Routes to School concepts	<ul style="list-style-type: none"> <li>Meetings</li> <li>Public outreach</li> </ul>	Ongoing	COG
5.	Provide planning assistance to local jurisdictions for implementation of Complete Streets concepts	<ul style="list-style-type: none"> <li>Planning and Stakeholder meetings</li> <li>Participate in Development Review</li> </ul>	Ongoing	COG



		Committee meeting		
6.	Provide grant application assistance to local jurisdictions	<ul style="list-style-type: none"> <li>• Grant applications</li> <li>• Traffic Data</li> </ul>	As needed	COG
7.	Participate and attend local Safe Kids California San Benito Partners	<ul style="list-style-type: none"> <li>• Outreach Activities</li> <li>• Attend meetings</li> </ul>	Ongoing	COG



## Work Element 302: Road System Planning and Programming

Lead Agency: Council of Governments

Project Manager: Mary Gilbert

### 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.

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

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

Ongoing work will consist of assisting AMBAG with the implementation of the U.S. 101 Central Cost California Freight Strategy.

Work Element 302 Funding Source		Amount		
Rural Planning Assistance		\$72,398		
Planning, Programming & Monitoring		\$7,000		
<b>Total</b>		<b>\$79,398</b>		
Task		Deliverable	Deadline	Responsible Party
1.	Assist local officials and organizations with technical data and planning support on future street and road realignments and traffic circulation improvements	<ul style="list-style-type: none"><li>• Technical Data</li><li>• Comment Letters</li><li>• Meetings</li></ul>	Ongoing	COG
2.	Distribute Regional Surface Transportation Program funds to the Cities and County	<ul style="list-style-type: none"><li>• Application assistance</li><li>• Distribution formulas</li></ul>	Jan. 2017	COG
3.	Continue Planning and Monitoring of Projects on the State Highway System	<ul style="list-style-type: none"><li>• Participation in Project Development Team Meetings</li></ul>	Ongoing	COG



4.	Coordinate with local jurisdictions to include projects into the Regional Architecture	<ul style="list-style-type: none"> <li>• ITS Projects</li> </ul>	Ongoing	COG
5.	Coordinate with Caltrans on Statewide Planning Efforts	<ul style="list-style-type: none"> <li>• California Transportation Plan</li> <li>• Transportation Concept Reports</li> <li>• Statewide Bicycle Plans</li> <li>• Statewide Freight Plans</li> <li>• California State Rail Plan</li> </ul>	Jun. 2017	COG
6.	Coordinate with San Benito County on development to enhance GIS capabilities for Road System Planning	<ul style="list-style-type: none"> <li>• GIS Coordination Meetings</li> <li>• Data review</li> </ul>	Quarterly	COG
7.	Implement a County-wide traffic count program	<ul style="list-style-type: none"> <li>• Development meetings</li> <li>• Consultant selection</li> <li>• Implementation</li> </ul>	As needed	COG
8.	Assist the cities and County with funding and delivery of transportation projects on the local and regional transportation system	<ul style="list-style-type: none"> <li>• Funding allocations, grant opportunities</li> <li>• Invoice and obligate federal funds</li> <li>• Direct agency-controlled monies toward funding the construction of regionally-significant projects</li> </ul>	Ongoing	COG
9.	Assist Local Jurisdictions with Wayfinding Program Implementation Efforts	<ul style="list-style-type: none"> <li>• Attend Meetings</li> <li>• Technical Support</li> </ul>	Ongoing	COG
10.	Assist San Benito County to facilitate connections to Pinnacles National Park	<ul style="list-style-type: none"> <li>• Attend Meetings</li> <li>• Technical Support</li> </ul>	Ongoing	COG





## Work Element 303: Transportation System Modeling

Lead Agency: Council of Governments

Project Manager: Mary Gilbert

### Objective

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

### Previous and Ongoing Work

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

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

Work Element 303 Funding Source		Amount		
Planning, Programming, and Monitoring		\$6,000		
<b>Total</b>		<b>\$6,000</b>		
	Task	Deliverable	Deadline	Responsible Party
1.	Participate in Model Technical Advisory Committee Meetings	<ul style="list-style-type: none"><li>Meeting Notes</li></ul>	Ongoing	COG
2.	Review Model Framework	<ul style="list-style-type: none"><li>Comments to AMBAG</li></ul>	As Needed	COG
3.	Model Impacts of Development while Conducting Update to the Regional Traffic Impact Fee Program	<ul style="list-style-type: none"><li>Model Analysis Reports</li></ul>	Ongoing	COG
4.	Work with Local Jurisdictions to Facilitate Model Development	<ul style="list-style-type: none"><li>Model Development Reports</li></ul>	Ongoing	COG



## Work Element 304: Regional Rideshare Program

Lead Agency: Council of Governments

Project Manager: Veronica Lezama

### 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 energy consumption.

### 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, Walk to School/Work Day, and Kids at the Park events. Staff will also continue to serve as a partner agency to Safe Kids California San Benito Partners.

Work Element 304 Funding Source			Amount	
Local Funds			\$5,000	
<b>Total</b>			<b>\$5,000</b>	
	Task	Deliverable	Deadline	Responsible Party
1.	Data entry for carpool and vanpool	<ul style="list-style-type: none"><li>Match list</li></ul>	Ongoing	COG
2.	Administer the San Benito County Vanpool Program.	<ul style="list-style-type: none"><li>Process lease fees</li><li>Procure vehicles</li><li>Administer Driver and Rider applications</li></ul>	Ongoing	COG
3.	Conduct outreach to schools and parents to encourage walking and bicycling among school children.	<ul style="list-style-type: none"><li>Flyers</li><li>Provide Safe Routes to School brochures</li></ul>	Ongoing	COG
4.	Serve as a member of the Safe Kids California San Benito Partners.	<ul style="list-style-type: none"><li>Coordination with partner agencies</li><li>Event planning</li></ul>	Ongoing	COG
5.	Promote annual Bike Week and Walk to School/Work Day events.	<ul style="list-style-type: none"><li>Campaign materials</li><li>Helmets fittings</li><li>Safe Routes to School brochures</li></ul>	Ongoing	COG
6.	Conduct employer outreach activities to promote ridesharing.	<ul style="list-style-type: none"><li>Flyers to employers</li></ul>	Ongoing	COG



## Work Element 305: Regional Transportation Improvement Program

Lead Agency: Council of Governments

Project Manager: Mary Gilbert

### 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.

### 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;
- Ensure the RTIP is consistent with 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

Rural Planning Assistance (RPA) funds will not be used for Work Element 305.

Work Element 305 Funding Source		Amount		
Planning, Monitoring & Programming		\$6,000		
		<b>Total</b>	<b>\$6,000</b>	
Task	Deliverable	Deadline	Responsible Party	
1.	Coordinate with statewide, regional, and local planning agencies for future projects	<ul style="list-style-type: none"><li>• Staff reports to Committees and Board</li><li>• Coordination and meetings with Caltrans</li></ul>	Nov. 2015	COG
2.	Amend existing RTIPs if projects have a change in scope, cost and/or delivery	<ul style="list-style-type: none"><li>• Amendments, staff reports, Board resolutions, draft RTIP</li></ul>	Oct. 2015	COG
3.	Quarterly STIP meetings with Caltrans	<ul style="list-style-type: none"><li>• Provide project updates</li></ul>	Quarterly	COG/Caltrans
4.	Manage and monitor RTIP Projects	<ul style="list-style-type: none"><li>• Track allocation and delivery</li></ul>	Ongoing	COG
5.	Attend planning meetings for STIP Guidelines updates and items of significance to COG	<ul style="list-style-type: none"><li>• Meeting Notes</li><li>• Staff Reports</li></ul>	Monthly	COG



## CATEGORY 400: SPECIAL STUDIES

### Work Element 403: Mapping ITS Technology for the 21st Century: Using Technology to Improve Safety and Efficiency of San Benito County's Transit System

Lead Agency: Council of Governments

Project Manager: Vacant

#### Project Objective:

The ITS Transit Plan will provide the opportunity to solicit public input on desired ITS transit improvement. The Plan will include a Transit Technology Needs Assessment needed to determine the technology gap between the current and desired transit system by clarifying problems and identifying appropriate project solutions.

#### Previous and Ongoing Work

The Council of Governments and the Local Transportation Authority were awarded a Caltrans Transportation Planning grant to develop the BSIP, which will contain the activities, project priority, potential project partnerships, project integration into future technologies, expected difficulties, and schedules required to achieve the objectives of the strategic ITS Transit Plan.

Work Element 403 Funding Source		Amount		
Federal Transit Administration 5304		\$55,000		
In Kind Local Match		\$7,126		
<b>Total</b>		<b>\$62,126</b>		
	Task	Deliverable	Deadline	Responsible Party
1.	Execute contract with successful proposer	<ul style="list-style-type: none"> <li>Consultant contract</li> </ul>	April 2016	LTA
2.	Kick-off meeting with Project	<ul style="list-style-type: none"> <li>Agenda</li> </ul>	May 2016	LTA/Consultant
3.	Consultant development of ITS recommendations	<ul style="list-style-type: none"> <li>Correspondence</li> </ul>	February 2017	LTA/Consultant
4.	Hold two public workshops with Spanish translation	<ul style="list-style-type: none"> <li>Public Hearing</li> </ul>	February 2017	LTA/Consultant
5.	Draft ITS Plan for public review	<ul style="list-style-type: none"> <li>Public Draft</li> </ul>	March/April 2017	LTA/Consultant
6.	Draft ITS to the Board and Advisory Committees for comment	<ul style="list-style-type: none"> <li>Presentation Materials</li> </ul>	March 2017	LTA/Consultant
7.	Open public review of Draft BSIP	<ul style="list-style-type: none"> <li>Public Notice</li> </ul>	April 2017	LTA
8.	Final ITS Plan for Board of Directors to adopt	<ul style="list-style-type: none"> <li>Final Plan for adoption</li> </ul>	May 2017	LTA/Consultant
9.	Provide quarterly reports and invoicing	<ul style="list-style-type: none"> <li>Quarterly reports and Invoices</li> </ul>	Quarterly	LTA/Caltrans



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: \$ 27,648

**ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016-2017**

EXPENDITURES			REVENUE		
	Amount (\$)	Change		Amount (\$)	Change
Salaries	10,824		FHWA PL	27,648	
Fringe Benefits	4,546		In-Kind - Toll Credits	3,171	
Indirect	11,528		FTA 5303	-	
Professional Services*	-		In-Kind - Toll Credits	-	
Supplies	-		FHWA PL c/o	-	
Printing	250		FHWA PL c/o Non-Federal Local Match	-	
Travel	500		FTA 5303 c/o	-	
Toll Credits	3,171		FTA 5303 c/o Non-Federal Local Match	-	
In-Kind/Non-Federal Local Match	-				
<b>TOTAL</b>	<b>27,648</b>		<b>TOTAL</b>	<b>27,648</b>	
			<b>% Federal</b>	<b>100%</b>	

\*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 requirements and in conjunction with each county's RTP (SCCRTC, TAMC and SBtCOG as detailed in the WE 622), to ensure that they have common formatting for the project database, financial forecasts, project selection criteria, modeling analysis and environmental review (EIR) with the MPO's MTP. Additionally under this work element planning is conducted for the Sustainable Communities Strategy 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**

Meeting and Board meeting attendance, model related data collection, analysis, presentations, educational materials, charts, graphs, etc. for San Benito County

**Federally Eligible Tasks**

Maintain and update 2035 MTP/SCS.  
Developing and maintaining the RTDM including information, database for SBtCOG.

**Previous Accomplishments**

Initiated amendment of the 2035 MTP/SCS as well as coordination process for the 2040 MTP/SCS, including identification of timelines and agency tasks.

**Tasks & Deliverables**

<i>Task</i>	<i>Description</i>	<i>Deliverables</i>	<i>Budget</i>	<i>Completion Date</i>
<b>1</b>	<b>Administrative</b>		<b>\$ 1,500</b>	
1.1	MTP/SCS Working Group and Executive Steering Committee meetings.	Meeting agendas, presentations, handouts, meeting notes, and action items		Monthly
1.2	EIR/CEQA legal services contract administration.	Progress report verification and invoice approval		Monthly
1.3	Forecast consultant services contract administration.	Progress report verification and invoice approval		Monthly
1.4	Develop Work Plan for FY 2017-18.	Work Plan for FY 2017-18		2/20/2017
<b>2</b>	<b>Planning</b>		<b>\$ 12,000</b>	
2.1	Transportation project selection and evaluation.	Model output and revised project list		2/28/2017
2.2	Conduct forecasting work for the 2018 Regional Growth Forecast (RGF).	Draft 2018 RGF		10/31/2016
2.3	Work with the Planning Directors of local jurisdictions to develop and incorporate new policies in their general plans and ordinances that help to achieve the goals of the MTP/SCS.	Policies and ordinances		6/30/2017
2.4	Develop land use and transportation scenarios to include in the MTP/SCS.	Land use and transportation inputs for the model		2/28/2017
2.5	Begin initial work on the EIR.	Draft EIR sections		6/30/2017
<b>3</b>	<b>Data Gathering and Analysis</b>		<b>\$ 10,000</b>	
3.1	Work with local and regional agencies to develop the financial forecasts.	Draft financial forecast		12/31/2016
3.2	Develop maps, graphs, and charts for the Draft MTP/SCS.	Maps, graphs, and charts		6/30/2017
3.3	Collect and update GIS and transportation scenario data sets for San Benito County.	Updated transportation, land use, TAZ, and network files		2/28/2017
3.4	Various data analysis for MTP/SCS performance measures.	Performance measures		6/30/2017
<b>4</b>	<b>Coordination</b>		<b>\$ 3,000</b>	



Overall Work Program

FY 2016-2017

4.1	Work with local and regional agencies to update land use and transportation projects.	Draft projects lists	12/31/2016
4.2	Planning Directors Forum meetings.	Meeting agendas, presentations, handouts, meeting notes, and action items	Quarterly or as needed
4.3	Coordination meetings with partner agencies.	Meeting agendas, presentations, handouts, meeting notes, and action items	Monthly
<b>5</b>	<b>Public Participation</b>		<b>\$ 1,148</b>
5.1	Implementation of the 2040 MTP/SCS Public Involvement Program, including public meetings and workshops.	Meeting agendas, presentations, handouts, meeting notes, and action items	6/30/2017

**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 growth and economic development patterns.
- Enhance the integration and connectivity of the transportation system, across and between modes, people and freight.
- Promote efficient system management and operation.
- Emphasize the preservation of the existing transportation system.





## WORK ELEMENT NUMBER 642

## San Benito Transportation Improvement Program

Project Manager: Sasha Tepedelenova

Total Budget: \$ 13,500

## ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2016-2017

EXPENDITURES	REVENUE			
	Amount (\$)	Change	Amount (\$)	Change
Salaries	4,769		FHWA PL	13,500
Fringe Benefits	2,003		In-Kind - Toll Credits	1,548
Indirect	5,079		FTA 5303	-
Professional Services*	-		In-Kind - Toll Credits	-
Supplies	1,150		FHWA PL c/o	-
Printing	-		FHWA PL c/o Non-Federal Local Match	-
Travel	500		FTA 5303 c/o	-
Toll Credits	1,548		FTA 5303 c/o Non-Federal Local Match	-
In-Kind/Non-Federal Local Match	-			
<b>TOTAL</b>	<b>13,500</b>		<b>TOTAL</b>	<b>13,500</b>
			<b>% Federal</b>	<b>100%</b>

\*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), as per the Memorandum of Understanding (MOU) between AMBAG, the Council of San Benito County Governments (SBtCOG) and Caltrans. 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 2035 MTP/SCS (access and mobility, economic vitality, environment, healthy communities, social equity, system preservation and safety). It lists multi-modal 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 a financially constrained four-year document, 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 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 FFY 2014-15 MTIP, which includes projects from San Benito County and to develop the FFY 2016-17 MTIP for the AMBAG MPO region as a part of the metropolitan transportation planning requirements.

**Project Products**

- Up to two formal amendments to the MTIP for FFY 2014-15 through FFY 2017-18.
- Up to four administrative modifications to the MTIP for FFY 2014-15 through FFY 2017-18.
- Annual List of Federally Obligated Projects.
- Publication of public notices for public participation for each formal amendment and Draft 2016 MTIP.
- Board meetings staff memoranda and other supporting materials.
- Presentations to TAMC and SCCRTC Technical Advisory Committees and participate in the California Federal Programming Group (CFPG).
- State/federal reports, as mandated or requested for the MPO region.
- Provide information to local agencies/transit agencies/RTPAs about MTIP.

**Federally Eligible Tasks**

- Preparation and amendment of the AMBAG 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 2014-15 through FFY 2017-18.
- Issued nineteen (19) formal amendments and administrative modifications to the Monterey Bay MTIP for FFY 2014-15 through FFY 2017-18.
- 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 2015-16.
- Attended six (6) CFPG meetings.
- Attended three (3) TAC meetings in San Benito COG.

**Tasks & Deliverables**

<i>Task</i>	<i>Description</i>	<i>Deliverables</i>	<i>Budget</i>	<i>Completion Date</i>
<b>1</b>	<b>Administrative</b>		<b>\$ 3,355</b>	
1.1	Continue to hold consultations with San Benito COG staff for the FFY 2016-17 to FFY 2019-20 MTIP (2016 MTIP) development.	Meeting agendas, presentations materials and email exchange		Weekly follow-up
1.2	Make at least one presentation at the San Benito TAC meeting for MTIP update.	Staff reports, presentation materials and handouts		12/31/2016
1.3	Prepare Board agendas and resolutions and provide Board presentations for MTIP formal amendments.	Staff reports, resolutions and presentation materials		Monthly
1.4	Attend CFPG and other MTIP related meetings.	Meeting notes and follow-up items		Every 6 weeks
1.5	Track and update the project schedule and associated funding for MTIP, as well as follow-up with necessary action items.	Updated project timeline and scope of work		6/30/2017
<b>2</b>	<b>Planning</b>		<b>\$ 4,247</b>	
2.1	Solicit MTIP Formal Amendment and Administrative Modification requests.	Amendment requests		Quarterly



## Overall Work Program

FY 2016-2017

2.2	Program MTIP amendment projects into CTIPS.	CTIPS programming pages and amendment packages	Quarterly
2.3	Prepare group backup listings.	Group backup listings	Quarterly
<b>3</b>	<b>Data Gathering and Analysis</b>		<b>\$ 3,544</b>
3.1	Prepare 2016 MTIP financial constraint summary table.	Financial constraint summary table	10/30/2016
3.2	Coordinate Formal Amendment/Administrative Modification requests with local jurisdictions.	At least 2 formal amendments and 4 administrative modifications	Quarterly
3.3	Prepare financial tables for each Formal Amendment of the MTIP.	Updated financial tables to go with formal amendments	Quarterly
3.4	Prepare federally mandated MTIP reports.	Annual report and other reports	12/31/2016
3.5	Publish FY 2016-17 annual list of obligated projects for the AMBAG MPO region (San Benito portion).	Annual list of obligated projects report/web posting	12/31/2016
3.6	Update projects for Draft 2016 MTIP in CTIPS and finalize document for public review.	Draft 2016 MTIP	7/15/2016
<b>4</b>	<b>Coordination</b>		<b>\$ 1,177</b>
4.1	Attend monthly TAC meetings of SBtCOG.	At least 3 meetings, attendance, and presentations	Monthly
4.2	Coordinate MTIP amendment process with San Benito COG and project implementing agencies of San Benito County.	Agenda, email, handouts etc.	Quarterly
4.3	Receive comments on Draft 2016 MTIP by San Benito COG, Caltrans, and local agencies.	Final Draft 2016 MTIP	7/7/2016
<b>5</b>	<b>Public Participation</b>		<b>\$ 1,177</b>
5.1	Publish public notice for Formal Amendments to the MTIP for public comments/review periods.	Newspaper notices	Quarterly
5.2	Post Formal Amendments to web for public comments/review.	Multiple web postings	Monthly
5.3	Publish annual list of obligated projects for public review/record.	Web posting of annual list of obligated projects	12/31/2016
5.4	Publish public notice for public comments/review periods for the Draft FY 2016-17 MTIP.	Newspaper notices	8/18/2016
5.5	Conduct public hearing for 2016 MTIP.	Public hearing records	8/10/2016
5.6	Respond to public comments and finalize the 2016 MTIP.	Public comments	8/26/2016
5.7	Prepare final 2016 MTIP for Board approval.	Final 2016 MTIP and Board materials	9/14/2016

**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 growth and economic development patterns.

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

Promote efficient system management and operation.

Emphasize the preservation of the existing transportation system.