

OVERALL WORK PROGRAM

FY 2017-2018
June 15, 2017



Council of San Benito County Governments
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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.

*Council of County Governments (COG)
Airport Land Use Commission (ALUC)
Local Transportation Authority (LTA)
Service Authority for Freeways and Expressways (SAFE)
Measure A Authority (MEA)*



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Chapter 1: Introduction/Prospectus

A. Overall Work Program Purpose

This Overall Work Program (OWP) describes and details the transportation planning activities that the Council of Governments (COG), the Local Transportation Authority (LTA), the Airport Land Use Commission (ALUC), the Measure A Authority (MEA) and the Service Authority for Freeways and Expressways (SAFE) will conduct during the fiscal year of July 1, 2017 through June 30, 2018.

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

B. Description of the Region

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

The year round mild climate is influenced by the Gabilan and Diablo mountain ranges which protect the County from hot summer weather in the Central Valley and from the cool Monterey Coast. Over thousands of years, the San Benito and Pajaro Rivers have deposited rich soil that is still being used to grow vegetable crops year round. The County has a long history of agricultural production and agriculture continues to be the economic driver of the region. The County boasts a \$360 million¹ (2015) agricultural industry along with manufacturing, education, health care, and government.



¹ 2015 San Benito County Crop Report

C. Population

During the 1990's San Benito County was one of the fastest growing in the State. The 1990 Census listed the population at 36,697, and the 2000 Census listed the population at 53,234. Population growth slowed in the early 2000s and the total County population in 2010 Census was 55,269. The majority of the population density is centered in the northwestern part of the county within the urban areas of Hollister and San Juan Bautista. Over 32% of County residents live in the unincorporated area. San Benito County is located within a one-hour drive to the higher employment Counties of Santa Clara and Monterey, which has resulted in a high percentage of the workforce commuting on the regional roadway network to get to work. 48.9 percent of the workforce travels to other counties for work.² As of January 2017, the unemployment rate in San Benito County was 6.3³ percent.

A. Significant Regional Characteristics and Issues

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

In addition to congestion issues and deteriorating local streets, the biggest challenge to solving the transportation challenges ahead is funding at all levels. Stable and reliable funding for the array of transportation projects and programs is critical to maintaining and improving our infrastructure. The projected growth forecast and the demand to travel will additionally put pressure on our transportation infrastructure. In San Benito, the gap between reasonably expected revenues and future need is \$486 million over 20 years.⁴ 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.

² U.S. Census: 2006-2010

³ U.S. Bureau of Labor Statistics

⁴ 2035 San Benito County Regional Transportation Plan

CHAPTER 2: REGIONAL TRANSPORTATION PLANNING PRIORITIES AND GOALS

A. Planning Emphasis Areas (PEA)

The Federal Highway Administration develops the National Planning Emphasis Areas (PEAs) each year to promote priority areas for consideration in transportation planning and integration into the OWP specifically for Metropolitan Transportation Planning organizations, such as the Association of Monterey Bay area Governments (AMBAG). PEAs are policy, procedural and technical topics that federal planning fund recipients must consider when preparing work programs for metropolitan and statewide planning and research assistance programs. While PEAs are not required for Regional Transportation Planning Agencies, such as COG, they are encouraged for inclusion into the OWP. To address the key issues facing the region and ensure that planning efforts are aligned, COG will focus on many of the National Planning Emphasis Areas (PEAs), when feasible. The PEA identified for fiscal year 2017/2018 include the following:

1. **MAP-21 Implementation** - Performance-based planning and programming includes using transportation performance measures, setting targets, reporting performance, and programming transportation investments directed toward the achievement of system performance outcomes.
2. **Regional Models of Cooperation**- A coordinated approach supports common goals and capitalizes on opportunities related to project delivery, congestion management, safety, freight, livability, and commerce across boundaries.
3. **Ladders of Opportunity** - As part of the transportation planning process, agencies identify transportation connectivity gaps in accessing essential services. Essential services include employment, health care, schools/education, and recreation.

B. Federal Planning Factors (FPF)

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

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

The shaded areas in the matrix below identify the required Federal Planning Factors and the optional Planning Emphasis Areas as they relate to the Council of Governments' Work Elements.

	Overall Work Program Work Element																
	1	1	1	1	1	1	1	1	1	2	3	3	3	3	3	6	6
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	4
	1	2	3	4	5	6	7	8	9	1	1	2	3	4	5	4	2
Federal Planning Factors (FPF)																	
Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency																	
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Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight																	
Promote efficient system management and operation																	
Emphasize the preservation of the existing transportation system																	
Planning Emphasis Areas (PEA)																	
MAP-21 Implementation																	
Models of Regional Planning Cooperation																	
Ladders of Opportunity																	

CHAPTER 3: COUNCIL OF GOVERNMENTS AGENCY

A. Overview

The Council of San Benito County Governments (COG) was formed in 1973 through a Joint Powers Agreement among the local government jurisdictions of San Benito County. It consists of a five-member board that includes two representatives from the San Benito County Board of Supervisors, two representatives from the Hollister City Council and one representative from the 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 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 advise 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:
- Caroline Medina Interim General Manager, MV Transportation, Chair
 - Maggie Bilich, Transit User, Vice Chair
 - Pauline Valdivia, Executive Director, Jovenes de Antaño
 - Esther Alva, Community Services and Workforce Development
 - Clay Kempf, Executive Director, Area Agency on Aging
 - Ann Ross, Member of the Public
 - Jim Parker, Transit User
3. **Bicycle and Pedestrian Advisory Committee (BPAC):** The Committee was established in 2008 and members are appointed by the Council of Governments Board of Directors. The Committee advises COG on bicycle and pedestrian issues in the San Benito County region. Committee members include:
- Chris Miceli, Officer, California Highway Patrol
 - John Teliha, Hollister School District
 - Cathy Buck, Sunnyslope County Water District
 - Adam Goldstone, San Benito County Resource Management Agency
 - David Rubcic, City of Hollister
 - Valerie Egland, R.E.A.C.H
 - Matt Orbach, City of San Juan Bautista

E. Agency Personnel

The Council of San Benito County Governments' Overall Work Program (OWP) consists of 7 full-time and one part-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 and transportation funding activities. This Planner is also responsible for staffing the Airport Land Use Commission, the Rideshare Program and the Emergency Motorist Aid Program.

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

Maintenance Staff

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

Administrative Services Specialist

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

Administrative Support Staff

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

F. Organizational Chart

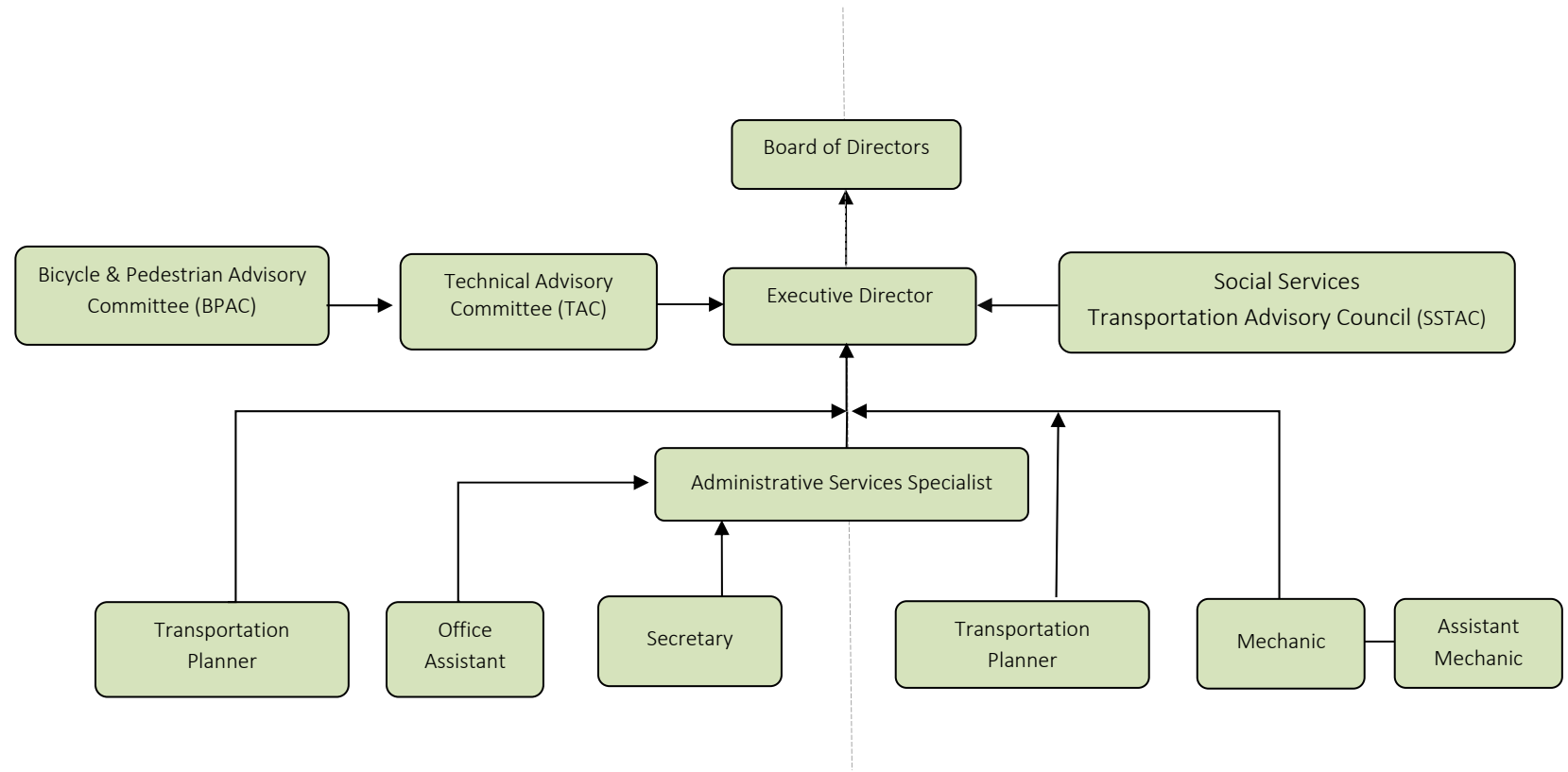
The Board adopted organizational structure is shown below.

Council of Governments

Service Authority for Freeways and Expressways

Measure A Authority Airport Land Use Commission

Local Transportation Authority



CHAPTER 4: TRANSPORTATION PLANNING APPROACH

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

A. Transportation - Highways, Streets and Roads

Funding for streets and highways has generally been declining in constant dollars for many years. State revenues alone are inadequate to cover highway maintenance and operations, while maintaining a large enough balance to match federal dollars available for construction. Funding for local streets and roads is also insufficient, given the projected needs. Projected revenues from the gas tax, the historic source of transportation funding, has not been adjusted in more than two decades while the number of more fuel efficient and alternative powered vehicles continues to grow. A new transportation funding plan, as proposed by California assembly members Beall and Frazier, may bring some much needed dollars to alleviate years of funding woes.

B. Public Transit System

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

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

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

County Express Transit System

The County Express system currently provides three fixed routes in the City of Hollister, complementary Americans with Disabilities Act Paratransit service, Intercounty service to Gilroy in Santa Clara County, and a general public Dial-A-Ride.

The County Express fleet included 21 vehicles. All vehicles are ADA compliant and equipped with wheelchair lifts/ramps and bicycle racks. The Local Transportation Authority contracts with a private operator for management, dispatchers, trainers, and drivers of its County Express transit service.

Fixed-Route

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

Dial-A-Ride

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

Paratransit

Complementary Americans with Disabilities Act Paratransit service is available for residents and visitors who are eligible for the service as determined by LTA. The service is for individuals who are not able to access Fixed Route due to a physical or cognitive disability and have trips that begin or end in a location less than $\frac{3}{4}$ mile from a Fixed Route bus stop. Reservations for the Paratransit service may be made up to 14 days in advance. Same-day service is available but is subject to availability and a convenience fee.

Intercounty

County Express' Intercounty routes provide connections from the Cities of Hollister and San Juan Bautista to the City of Gilroy. There is daily weekday service to Gavilan College and the Caltrain station and weekend service to the Greyhound station in Gilroy. The weekday shuttle service to Gavilan College is from 6:55 a.m. to 6:15 p.m. with a limited schedule when school is not in session. There are three early morning and five evening runs to the Gilroy Caltrain station for connections to Caltrain and Valley Transportation Authority bus services. Service to the Greyhound station operates four runs on Saturday and Sunday from 7:40 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.⁵ Many of these elderly individuals and persons with disabilities require specialized transportation services to travel to medical appointments, shop, and visit recreation centers.

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



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

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

C. Active Transportation

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

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

⁵ U.S. Census, San Benito County

Another important document that assists the region with promoting active transportation projects and programs is the San Benito County Bikeway and Pedestrian Master Plan. The Plan provides a blueprint for making bicycling and walking an integral part of the daily life in the San Benito County region. Active transportation modes are essential and increasingly important modes of transportation. These non-motorized modes are low-cost, do not contribute to air pollution, help reduce roadway congestion, improve health, and contribute to quality of life. As the region works toward reducing congestion and air pollution, safe facilities to encourage active transportation will become essential to meet the future needs of our residents.

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

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

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

D. Land Use Planning

Coordinating and integration of land use and transportation planning and development is considered as one facet of "smart growth" or sustainable development. In its planning efforts, COG supports for transportation investment policies and programs that are based on a more balanced approach. In order to achieve this goal, COG participates in the Association of Monterey Bay Area Governments' implementation of their Metropolitan Transportation Plan/Sustainable Communities Strategy. The Sustainable Community Implementation Project makes it possible for sustainable development to be implemented in the region. The project developed toolkits that focus on infill housing, transportation strategies

and measure and economic deployment. The toolkits identify a preferred land use “Place Types” and complementary transportation projects to achieve desired reductions in per capita greenhouse gas emissions (GHG) by 2035⁶.

E. Aviation

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

Hollister Municipal Airport

The Hollister Municipal Airport is located approximately two miles north of Hollister adjacent to State Route 156 and is owned and operated by the City of Hollister. 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.

F. Goods Movement

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

Trucking

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

⁶ Sustainable Community Implementation Project: <http://www.ambag.org/programs-services/planning/metro-transport-plan/sustainable-communities-strategy-implementation>

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 2016, COG initiated discussions to explore passenger rail growth in San Benito County by either the public or private sector.

CHAPTER 5: COORDINATION AND PARTICIPATION

A. Coordination

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

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

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

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

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

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

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

B. Public Participation

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

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



To further ensure participation, every three years, COG prepares a Title VI Program and Language Assistance Plan (LAP) for Limited English Proficiency (LEP) individuals⁸. The Title VI component of the Plan ensures that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” The Language Assistance Plan for Limited English Proficiency portion of the Plan is aimed at ensuring meaningful access to programs and activities by persons with limited English proficiency. For example, in order to accommodate Spanish-speaking individuals; interpreters and/or bilingual staff are available at several public hearings conducted by COG.

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

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

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



CHAPTER 6: PLANNING ACCOMPLISHMENTS

This section identifies the Planning accomplishments completed during the previous fiscal year 2016/2017 Overall Work Program.

A. Council of Governments (COG)

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

- On a regional level, COG continued coordination with Caltrans and the Santa Clara County Valley Transportation Authority on the San Benito/Santa Clara Mobility Partnership, which met every other month in 2016. 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.
- Completed 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 Mitigation Fee Program.
- Kicked-off the development of the 2040 Regional Transportation Plan, including coordination with AMBAG on the Metropolitan Transportation Plan (MTP), Sustainable Community Strategies (SCS) 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.
- Continue to provide local jurisdictions with information on various federal, state and regional funding resources.
- Continued coordination as a member of the Safe Kids Coalition of San Benito County to promote bicycle and pedestrian safety outreach, including planning of Safe Routes to Schools.



- Prepared funding allocation requests for funds allocated by the California Transportation Commission.
- Continued implementation of the San Benito County Bikeway and Pedestrian Master Plan and Complete Streets Guidebook.
- Continuing efforts to reduce congestion by assisting commuters and employers with Rideshare commute alternatives programs such as the Vanpool Program and the 511 carpool matchlist.
- Ongoing administration of Transportation Development Act (TDA) regulations and the apportionment and allocation of Local Transportation Funds. Other work consisted of reviewing and approving Transportation Development Act claims.
- Conducted annual Unmet Transit Needs process 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 128,812 passengers on County Express and Specialized Transportation Services⁹.
- Continued work to implement the Accessible Connections Promoting Active Transportation: A Bus Stop Improvement Plan
- Completed the development of the Plan: Intelligent Transportation Systems Technology for the 21st Century: Using Technology to Improve Safety and Efficiency of San Benito County's Transit System.
- Initiated research on the implementation of the adopted San Benito County Short and Long Range Transit Plan based on funding availability and Board priorities.
- Continued to enhance community partnerships by providing shuttle services to the County Fair.
- Applied for various federal and state funding sources including Federal Transit Administration's 5311 and 5310 Programs, and Caltrans' Low Carbon Transit Operations Program and Public Transportation Modernization, Improvement, and Service Enhancement Account Program.

⁹ FY 2015-2016



C. Measure A Authority (LTA)

There was no work conducted under the Measure A Authority during the 2016/2017 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. In October 2016, the SAFE Board of Directors awarded a new contract for the continuum maintenance and operations of the emergency call box program.

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.



CHAPTER 7: FUNDING ACTIVITIES

A. Rural Planning Assistance

The transportation planning work done by the Council of Governments (COG) is largely funded with Rural Planning Assistance funds. The Rural Planning Assistance fund estimate for the Fiscal Year 2017/2018 Overall Work Program is \$294,000. It is anticipated that COG will spend the full apportionment of funding during the Fiscal Year.

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

B. Overall Work Program Budget Distribution

The total budget for this Overall Work Program is estimated at \$829,150. Table I Financial Table below documents the costs and funding sources identified for each of the work elements in the Overall Work Program.

C. Table I: OWP Financial Table

Table II: FY 2017/2018 OWP Financial Summary Table

Work Element	101	102	103	104	105	106	107	108	109	201	301	302	303	304	305	401	306	624	642	Total	
Transp. Development Act Admin.																					
Program Admin. and Management																					
Overall Work Program																					
Public Participation																					
Regional Coordination																					
Transit System Administration & Planning																					
Airport Land Use Commission																					
Emergency Motorist Aid System - SAFE																					
Metropolitan Planning & Programming																					
Regional Transp. Plan																					
Bikeway and Pedestrian System Planning & Promo.																					
Road System Planning																					
Transp. System Modeling																					
Regional Rideshare Program																					
Regional Transp. Improvement Program																					
Analysis of Public Transit Network Expansion Project for Congestion Relief of the Highway 25 Corridor																					
Rural Transportation Performance Management																					
San Benito County Regional Transportation Planning																					
San Benito County Transp. Improvement Programming																					
RPA			\$ 17,462	\$ 53,060	\$ 45,694	\$ 30,000				\$ 54,120	\$ 33,664	\$ 60,000									\$ 294,000
PPM					\$ 13,000				\$ 6,000	\$ 5,000		\$ 7,000	\$ 6,000		\$ 18,000						\$ 55,000
TDA	\$ 47,500	\$ 47,500				\$ 282,000											\$ 19,434				\$ 396,434
DMV								\$ 47,000													\$ 47,000
Local Fees							\$ 10,000							\$ 5,000							\$ 15,000
FHWA PL																			\$ 27,650	\$ 13,500	\$ 41,150
RCTF (RPA)																	\$ 49,000				\$ 49,000
SB1 RMRA Sustainable Communities																\$ 150,000					\$ 150,000
TOTAL	\$ 47,500	\$ 47,500	\$ 17,462	\$ 53,060	\$ 58,694	\$ 312,000	\$ 10,000	\$ 47,000	\$ 6,000	\$ 59,120	\$ 33,664	\$ 67,000	\$ 6,000	\$ 5,000	\$ 18,000	\$ 150,000	\$ 169,434	\$ 49,000	\$ 27,650	\$ 13,500	\$ 1,047,584

CHAPTER 8: PLANNING PROGRAM FOR FISCAL YEAR 2017/2018

A. Work Element Summary

This section of the Overall Work Program describes the specific planning tasks that will be conducted by the Council of Governments, Local Transportation Authority, Measure A Authority, Airport Land Use Commission, and the Service Authority for Freeways and Expressways in fiscal year 2017/2018. 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:

Category 100: Coordination and Information		
Work Element	Description	Page No.
101	Transportation Development Act Administration	28
102	Program Administration and Management	30
103	Overall Work Program	31
104	Public Participation	32
105	Regional Coordination	33
106	Transit System Planning and Administration	37
107	Airport Land Use Commission	40
108	Emergency Motorist Aid System - SAFE	42
109	Metropolitan Planning and Programming	43
Category 200: Transportation Plan Updates		
201	Regional Transportation Plan	44
Category 300: Short Range Planning		
301	Bikeway and Pedestrian System Planning and Promotion	47
302	Road System Planning and Programming	49
303	Transportation System Modeling	51
304	Regional Rideshare Program	52
305	Regional Transportation Improvement Program	53
401	Analysis of Public Transit Network Expansion Projects for Congestion Relief of the Highway 25 Corridor	55
Appendix A:	Association of Monterey Bay Area Governments Work Elements Partially Funded by COG	56

Category 100: Coordination and Information

Work Element 101: Transportation Development Act Administration

Lead Agency: Council of Governments

Contact: Kathy Postigo, Administrative Specialist
Veronica Lezama, Transportation Planner

Objective

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

Previous and Ongoing Work

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

Work Element 101 Funding Source				Amount
Transportation Development Act				\$47,500
Total				\$47,500
	Task	Deliverable	Deadline	Responsible Party
1.	Allocate TDA funds consistent with state and COG policies.	<ul style="list-style-type: none"> COG resolutions allocating funds 	June 2018	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"> Fiscal and compliance audits 	December 2017	COG
3.	Monitor changes in TDA statutes and administrative regulations.	<ul style="list-style-type: none"> Changes to TDA policies 	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"> Staff reports, memos 	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"> • Bilingual public notice in newspaper • Meeting/Hearing flyers were distributed on social media, buses and throughout the community • One bilingual public hearing in the City of Hollister • Two bilingual public meetings in the City of Hollister and City of San Juan Bautista • Unmet Transit Needs draft report presented to the Social Services Transportation Advisory Council (SSTA) and COG Board • Final Report posted at the Hollister Community Center • Unmet Needs are addressed in the final Report and implemented by the San Benito County Local Transportation Authority • Execute Overall Work Program Agreement (OWPA) • Execute Certificates and Assurances 	February - August 2018	COG/Caltrans
6.	Facilitate and monitor activities of the Social Services Transportation Advisory Council (SSTAC).	<ul style="list-style-type: none"> • Meeting agendas, minutes • Staff reports • Member recruitments 	Bi-monthly	COG

Work Element 102: Program Administration and Management

Lead Agency: Council of Governments

Contact: Mary Gilbert, Executive Director & Administrative Staff

Objective

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

Previous and Ongoing Work

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

Work Element 102 Funding Source				Amount
Transportation Development Act				\$47,500
Total				\$47,500
	Task	Deliverable	Deadline	Responsible Party
1.	Conduct monthly COG Board meetings.	<ul style="list-style-type: none">• Agenda• Staff reports• Meeting minutes• Attendance payments	Monthly	COG
2.	Conduct monthly Technical Advisory Committee meetings.	<ul style="list-style-type: none">• Agendas• Staff reports• Meeting minutes	Monthly	COG
3.	Prepare budget reports for Board review.	<ul style="list-style-type: none">• Technical reports• Budget reports	Quarterly	COG
4.	Conduct budget hearings.	<ul style="list-style-type: none">• Hearings• Minutes• Presentation	May-June 2018	COG
5.	Prepare final Budget.	<ul style="list-style-type: none">• Budget• Staff report• Presentation	June 2018	COG
6.	Update COG Bylaws and Rules and Regulations.	<ul style="list-style-type: none">• Bylaws/rules and regulations	As needed	COG

Work Element 103: Overall Work Program

Lead Agency: Council of Governments

Contact: Veronica Lezama, Transportation Planner

Objective

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

Previous and Ongoing Work

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

Work Element 103 Funding Source				Amount
Rural Planning Assistance				\$16,000
Total				\$16,000
	Task	Deliverable	Deadline	Responsible Party
1.	Prepare OWP amendments.	• Amendment	As necessary	COG
2.	Quarterly reports and invoices associated with activities funded by RPA.	• Reports • Invoices	Quarterly	COG
3.	Review prior year OWP and update work elements to reflect current year activities.	• Draft OWP	March 2018	COG
4.	Coordination and consultation with AMBAG.	• Correspondence, meeting	April 2018	COG, Caltrans, AMBAG & FHWA
5.	Prepare Draft OWP for public review.	• Draft OWP	March 2018	COG
6.	Provide Draft OWP to COG Board for comment.	• Staff Reports, draft OWP	March 2018	COG
7.	Provide Draft OWP to Caltrans for comment.	• Draft OWP	March 2018	COG/Caltrans
8.	Update the Draft OWP per Caltrans and public comments.	• Updates to draft OWP	May 2018	COG
9.	Final OWP to Board for adoption.	• Final OWP	June 2018	COG
10.	Submit final OWP and OWP Agreement to Caltrans.	• Final OWP, OWPA	June 2018	COG
11.	Begin Implementation of FY 2017/2018 OWP.	• Planning activities • Time studies	July 1, 2018	COG

Work Element 104: Public Participation

Lead Agency: Council of Governments

Contact: Planning Staff

Objectives

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

Previous and Ongoing Work

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

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

Work Element 104 Funding Source				Amount
Rural Planning Assistance				\$53,060
Total				\$53,060
	Task	Deliverable	Deadline	Responsible Party
1.	Hold public hearings and meetings to provide information and gather input and comments on COG’s various projects and work elements.	<ul style="list-style-type: none"> Public meetings Flyers, newsletters 	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"> Stakeholder meetings Reports 	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"> Technical data Reports 	Upon request	COG/Caltrans
4.	Maintain up-to-date COG’s website to project and activities.	<ul style="list-style-type: none"> COG website 	As needed	COG
5.	Prepare news releases, newsletters, public service announcements on key transportation issues and accomplishments.	<ul style="list-style-type: none"> News releases Public service 	As needed	COG/Caltrans
6.	Publicize COG Board meetings, including agendas and staff reports.	<ul style="list-style-type: none"> Meeting highlights 	Monthly	COG
7.	Serve on various community organizational committees.	<ul style="list-style-type: none"> Meeting 	Monthly	COG
8.	Meet with Community Groups regarding key transportation issues.	<ul style="list-style-type: none"> Meetings 	As Requested	COG/Caltrans

Work Element 105: Regional Coordination

Lead Agency: Council of Governments

Contact: Planning Staff

Objectives

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

Previous and Ongoing Work

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

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

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

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

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

Work Element 105 Funding Source				Amount
Planning, Programming & Monitoring				\$13,000
Rural Planning Assistance				\$45,694
Total				\$58,694
	Task	Deliverable	Deadline	Responsible Party
1.	Coordination with AMBAG on the Regional Transportation Plan (RTP), Metropolitan Transportation Plan (MTP), Sustainable Communities Strategy (SCS), SCS Implementation Toolkit and corresponding environmental documents.	<ul style="list-style-type: none"> • MTP/SCS/RTP working group meeting • Comment and review MTP financial assumptions, project list, environmental documents, etc. • SCS Implementation Toolkit • Transit Priority Areas • Performance targets for transit 	June 2018 April 2018 Ongoing Ongoing Ongoing	COG/AMBAG
2.	Review proposed Overall Work Programs, certify planning process and undertake coordination activities with federal, state, regional agencies and local agencies.	<ul style="list-style-type: none"> • Review AMBAG's OWP and San Benito County related Work Elements • OWP meeting with AMBAG, Caltrans, FHWA and FTA 	Apr. 2018	COG
3.	COG Technical Advisory Committee (TAC) meeting coordination with AMBAG.	<ul style="list-style-type: none"> • Meetings • Staff reports • Presentations • Technical docs. 	As needed	COG
4.	Complete Streets Needs Assessment Guidebook Local Implementation.	<ul style="list-style-type: none"> • Monitor amendments • Implementation of Guidebook with local jurisdictions completing development review and project planning. Participate in the County's	Ongoing	COG

		<p>and the City of Hollister Development Review Committees.</p> <ul style="list-style-type: none"> • Provide comment letters for proposed development 		
5.	Regional Growth Forecast Monitoring and Information Dissemination	<ul style="list-style-type: none"> • Review technical documents and provide comments to AMBAG for consistency with local planning efforts. • Participate in meetings with AMBAG and local planning directors to ensure maximum collaboration • Provide updates to local jurisdiction staff as needed in conjunction with AMBAG 	As needed	AMBAG
6.	Review and Participate in the development of Technical Studies and Programs of regional significance.	<ul style="list-style-type: none"> • Collaborate with AMBAG on various planning grant opportunities • Attend meetings associated with awarded planning studies that benefit the region as a whole • Utilize planning studies to improve planning efforts, such as: the Public Participation Plan updates, Monterey Bay Area Coordinated Public Transit Human Services Transportation Plan, Rural Transit Plan, etc. 	As needed	AMBAG/COG
7.	Participate in meetings of the San Benito/Santa Clara Mobility Partnership to plan for the future realignment of the State Route 152 Corridor.	<ul style="list-style-type: none"> • Meeting notes • Correspondence 	Ongoing	COG/VTA/ Caltrans

8.	Participate in activities to improve regional travel, such as attending U.S. 101 Central Coast Coalition meetings.	<ul style="list-style-type: none"> • Meeting notes • Correspondence 	Monthly	COG
9.	Attend MTP/RTP Working Group Meetings.	<ul style="list-style-type: none"> • Meeting notes 	Monthly	COG
10.	Attend Rural County Task Force and California Regional Transportation Agency (CalRTPA) meetings.	<ul style="list-style-type: none"> • Meeting notes 	Bi-monthly	COG
11.	Coordinate with local jurisdictions to mitigate transportation impacts resulting from land-use decisions.	<ul style="list-style-type: none"> • Comment letters • Technical data 	As needed	COG
12.	Review governmental planning, policy, legislation, ordinances, etc.	<ul style="list-style-type: none"> • Comments on local General Plan 		
13.	Coordinate with local jurisdictions on grant opportunities and project to plan for and develop policies to enhance the transportation network.	<ul style="list-style-type: none"> • Grant applications • Technical data 	As needed	COG/Caltrans
14.	Collaborate with partners on issues surrounding goods movement.	<ul style="list-style-type: none"> • Meetings 	As needed	COG/Caltrans
15.	Coordinate with local jurisdictions, CHP, and Caltrans to improve make truck routes-enhancing the movement of agricultural goods.	<ul style="list-style-type: none"> • Meetings • Correspondence 	As needed	COG/Caltrans
16.	Research methods to reduce vehicle miles traveled and promote alternative modes of transportation.	<ul style="list-style-type: none"> • Technical documentation 	Ongoing	COG
17.	Participate with AMBAG to identify and seek out non-traditional funding for priority projects.	<ul style="list-style-type: none"> • Meeting notes • Grant applications 	As needed	COG
18.	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"> • Development Review Committee, Planning Commission meetings 	As needed	COG
19.	Review proposed work programs, certify planning process and undertake coordination activities with the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Caltrans and regional agencies the Association of Monterey Bay Area Governments (AMBAG) and the Monterey Bay Air Resources Agency (MBARA).	<ul style="list-style-type: none"> • Plans • Program activities 	As needed	COG

Work Element 106: Transit System Planning and Administration

Lead Agency: Local Transportation Authority

Contact: Regina Valentine, Transportation Planner

Objective

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

Previous and On-going Work

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

Continuing in fiscal year 2017/2018, 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				\$30,000
Transportation Development Act				\$282,000
Total				\$312,000
	Task	Deliverable	Deadline	Responsible Party
1.	Communicate with AMBAG and VTA to help ensure regional transit planning coordination.	<ul style="list-style-type: none"> Meetings, comments Plans 	Quarterly	LTA
2.	Coordinate with COG during the Unmet Transit Needs process reviewing testimony, providing technical information for COG review, presenting at hearing and public meetings, reviewing the UMTN report, presenting to the Social Services Transportation Advisory Council and COG meetings when testimony is considered, and implementing recommendations.	<ul style="list-style-type: none"> Reports, Comments Attend meeting/hearing flyers and assist with answering questions on the LTA component of the process Distribution of flyers on social media, buses and throughout the community Assist COG staff with responses to comments received Assist in responding to 	February - June 2018	LTA

		questions on the Unmet Transit Needs draft report presented to the Social Services Transportation Advisory Council (SSTA) and COG Board		
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"> • Updated Plan 	June 2018	LTA
4.	Ensure project consistency with Regional Transportation Plan policies for improved access to elderly and disabled individuals.	<ul style="list-style-type: none"> • Project comments 	June 2018	LTA
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 low income communities.	<ul style="list-style-type: none"> • Staff reports • Planning & programming documents • Grant applications & budgets 	Bi-monthly	LTA
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"> • Grant applications • Capital, operational & planning grants. 	June 2018	LTA
7.	Conduct Transit Needs Assessments and Prepare Transit Development Plans and Marketing Plans as appropriate.	<ul style="list-style-type: none"> • Needs Assessment • Development & marketing Plans 	June 2018	LTA
8.	Identify funding sources for and implementing the Accessible Connections Promoting Active Transportation: A Bus Stop Improvement Plan.	<ul style="list-style-type: none"> • Grant applications & budgets • Bus stop improvements 	June 2018	LTA
9.	Prioritize and implement SRTP and LRTP Project recommendations.	<ul style="list-style-type: none"> • Project list • Project schedule • Board project recommendation updates 	June 2018	LTA
10.	Identify funding sources for and implementing the Intelligent Transportation Systems (ITS) Technology for the 21 st Century: Using Technology to Improve Safety and Efficiency of San Benito County's Transit System Plan.	<ul style="list-style-type: none"> • Grant applications & budgets • ITS improvements 	June 2018	LTA



11.	Prepare FTA-mandated Transit Asset Management Plan.	<ul style="list-style-type: none">• Draft Plan• Final Plan	June 2018	LTA
12.	Prepare Request for Proposals for procurement of service operators for LTA's Specialized Transportation and public transit systems.	<ul style="list-style-type: none">• Independent Cost Estimate• Draft RFP• Final RFP	June 2018	LTA

Work Element 107: Airport Land Use Commission

Lead Agency: San Benito County Airport Land Use Commission

Contact: Veronica Lezama, Transportation Planner

Objective

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

Previous and Ongoing Work

In 2012, the Airport Land Use Commission adopted the Hollister Municipal Airport Land Use Compatibility Plan. The basic function of this Compatibility Plan is to promote compatibility between Hollister Municipal Airport and the land uses surrounding it to the extent that these areas have not already been devoted to incompatible uses.

Airport Land Use Commission staff will continue to conduct development reviews, that are referred 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 Application Fees				\$10,000
Total				\$10,000
	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"> Staff report, maps, comment letters, presentations 	Ongoing	ALUC
2.	Review land use actions proposed within the Frazier Lake Airpark’s Airport Influence Area per its Comprehensive Land Use Plan.	<ul style="list-style-type: none"> Staff report, maps, letters, and presentations, 	Ongoing	ALUC
3.	Coordinate with the GIS analyst for precise project reviews and mapping.	<ul style="list-style-type: none"> GIS mapping 	Ongoing	ALUC
4.	Review environmental documents (i.e. Initial Studies, Environmental Impact Reports, etc.).	<ul style="list-style-type: none"> Comment letter 	Ongoing	ALUC
5.	Refer projects to the FAA for review.	<ul style="list-style-type: none"> Correspondence 	Ongoing	ALUC/FAA
6.	Coordinate with Caltrans Division of Aeronautics for topics related to engineering, land use, noise, environment and compatible land use planning.	<ul style="list-style-type: none"> Attend Caltrans sponsored training Submit draft and final Compatibility plan amendments or updates to 	As needed	ALUC/Caltrans



		Caltrans Department of Aeronautics for review		
7.	Administer ALUC Fee Structure.	<ul style="list-style-type: none"> • Invoices 	Ongoing	ALUC
8.	Attend the California Airport Land Use Consortium (Cal-ALUC).	<ul style="list-style-type: none"> • Attend workshops 	Annual	ALUC
9.	Process amendments to the 2012 Hollister Municipal Airport Land Use Compatibility Plan and the Frazier Lake Airpark Comprehensive Land Use Plan.	<ul style="list-style-type: none"> • Amendments • Resolutions • Staff reports 	As needed	ALUC/Caltrans

Work Element 108: Emergency Motorist Aid System - SAFE

Lead Agency: Service Authority for Freeways and Expressways

Contact: Veronica Lezama, Transportation Planner

Objective

The objective is to maintain the Emergency Motorist Aid System within San Benito County, which 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 operating a Motorist Aid Program in San Benito County. Specifically consisting of an Emergency Call Box that include 40 call boxes, which help motorists in distress by providing a direct connection to the Monterey County California Highway Patrol communications center. The motorist aid system operates along major roadways throughout the State.

Work Element 108 Funding Source				Amount
Department of Motor Vehicles (DMV)				\$47,000
Total				\$47,000
	Task	Deliverable	Deadline	Responsible Party
1.	Work with Caltrans and the CHP on call box operations.	<ul style="list-style-type: none"> • Encroachment permits • CHP, Verizon Wireless and AT&T administration 	Ongoing	SAFE
2.	Work with call box maintenance service provider to maintain the call boxes.	<ul style="list-style-type: none"> • Maintenance • Reports • Contracts & amendments 	Quarterly	SAFE/ Contractor
3.	CHP Agreement.	<ul style="list-style-type: none"> • Agreement & Resolution 	Tri-annually	SAFE
4.	Prepare report on call box usage to the Board.	<ul style="list-style-type: none"> • Call box usage reports 	Quarterly	SAFE/ Contractor
5.	Participate in statewide CalSAFE meetings.	<ul style="list-style-type: none"> • Meetings & presentations 	Annually	SAFE
6.	Track DMV collection of funds for budget.	<ul style="list-style-type: none"> • Budget reports 	Quarterly	SAFE/ Contractor
7.	Identify locations for Call Box Installations.	<ul style="list-style-type: none"> • GIS mapping 	Ongoing	SAFE/Caltrans
8.	Monitor need to upgrade call boxes from 2G to 3G in order to continue operability of service.	<ul style="list-style-type: none"> • Amend maintenance contract, invoices 	Ongoing	SAFE

Work Element 109: Metropolitan Planning and Programming

Lead Agency: Council of Governments

Project Manager: Veronica Lezama, Transportation Planner

Objective

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

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

Previous and Ongoing Work

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

Work Element 109 Funding Source				Amount
Planning, Programming & Monitoring				\$6,000
Total				\$6,000
	Task	Deliverable	Deadline	Responsible Party
1.	Consult with the local jurisdictions to include projects in the Metropolitan Transportation Improvement Program (MTIP) and Federal Transportation Improvement Program (FTIP).	<ul style="list-style-type: none"> Identify <i>regionally significant projects</i> and those funded with federal funds Meetings and coordination with local jurisdictions Amendments, Presentations 	As Needed	COG/AMBAG
2.	Federal Obligation Plan	<ul style="list-style-type: none"> List federally funded projects obligated within the requested time frame 	Annual	COG/AMBAG
3.	Review proposed work programs, certify planning process and undertake coordination activities with federal, state and regional agencies.	<ul style="list-style-type: none"> Planning documents and studies 		
4.	Monitor implementation of fixing America surface transportation (FAST) Act.	<ul style="list-style-type: none"> Monitor update and requirements 	Ongoing	COG

CATEGORY 200: TRANSPORTATION PLAN UPDATES

Work Element 201: Regional Transportation Plan

Lead Agency: Council of Governments

Contact: Veronica Lezama, Transportation Planner

Objective

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

Previous and Ongoing Work

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

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

Work Element 201 Funding Source				Amount
Rural Planning Assistance				\$54,120
Planning Programming and Monitoring				\$5,000
Total				\$59,120
Task	Deliverable	Deadline	Responsible Party	
1. 2040 Regional Transportation Plan Update.	<ul style="list-style-type: none"> Monthly Regional coordination meetings with AMBAG, TAMC, Caltrans, SCCRTC and local transit providers Meetings with local jurisdiction to discuss capital project list and financial assumptions 	June 2018	COG/AMBAG /Caltrans	

		<ul style="list-style-type: none"> • Present Goals, Financial and Action Element to the COG and Technical Advisory Committee (TAC) • Project List, constrained and unconstrained • Draft RTP: Public notices in newspaper, public meetings, Board retreat • Public meeting in collaboration with AMBAG on the development of the RTP and MTP/SCS and EIR • Present RTP information to the local Planning Commissions, community organizations, members of the public and local stakeholders • Final RTP 		
2.	Regional Transportation Plan local agency meetings.	<ul style="list-style-type: none"> • Meetings, notes, project lists, funding assumptions 	June 2017	COG
3.	Provide AMBAG with performance measure data.	<ul style="list-style-type: none"> • Traffic, transit, bicycle and pedestrian accident data 	July 2017	COG
4.	Sustainable Communities Strategies coordination with AMBAG.	<ul style="list-style-type: none"> • Scenario input • Toolkit implementation 	July 2017	COG/AMBAG
5.	Daft 2040 Regional Transportation Plan.	<ul style="list-style-type: none"> • Daft Plan • EIR 	August 2017	COG
6.	Regional Transportation Plan Outreach	<ul style="list-style-type: none"> • Public notices • Public meeting flyers and social media/website posts • Outreach activities consistent with the adopted Public Participation Plan to obtain input on the RTP and 	April-October 2018	COG/AMBAG

		environmental document		
7.	Final 2040 Regional Transportation Plan	<ul style="list-style-type: none"> • Staff reports, presentations, environmental documents and adopting resolution 	May/June 2018	COG
8.	2040 Regional Transportation Plan	<ul style="list-style-type: none"> • Amendments 	As needed	COG
9.	Regional Growth Forecast Coordination.	<ul style="list-style-type: none"> • Provide comments the Regional Growth Forecast and local scenario planning options • Attend meetings with local jurisdictions 	Ongoing	COG/AMBAG
10.	Professional Development.	<ul style="list-style-type: none"> • Attend trainings and conferences, as appropriate, to enhance knowledge and skills to benefit the RTP development carrying out the agency's mission. 	Ongoing	COG
11.	Regional Transportation Plan Guidelines.	<ul style="list-style-type: none"> • Monitor updates and amendments • Submit comments 	As needed	COG

Category 300: Short Range Planning

Work Element 301: Bikeway and Pedestrian System Planning and Promotion

Lead Agency: Council of Governments

Contact: Veronica Lezama, Transportation Planner

Objective

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

Previous Work and Ongoing Work

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

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

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



		<ul style="list-style-type: none"> • Conduct development reviews and provide comments 		
6.	Provide grant application assistance to local jurisdictions.	<ul style="list-style-type: none"> • Grant applications • Traffic Data • Grant application review assistance 	As needed	COG
7.	Participate and attend local Safe Kids California San Benito Partners.	<ul style="list-style-type: none"> • Outreach activities • Attend meetings 	Ongoing	COG

Work Element 302: Road System Planning and Programming

Lead Agency: Council of Governments

Contact: Mary Gilbert, Executive Director

Objective

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

Previous and Ongoing Work

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

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			\$60,000
Planning, Programming & Monitoring			\$7,000
Total			\$67,000
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"> • Technical data • Comment letters • Meetings 	Ongoing	COG
2. Distribute Regional Surface Transportation Program funds to the Cities and County, and to special projects	<ul style="list-style-type: none"> • Special Projects assessments • Application assistance • Distribution formulas 	Jan. 2017	COG

3.	Continue Planning and Monitoring of Projects on the State Highway System.	<ul style="list-style-type: none"> • Project development team meetings 	Ongoing	COG
4.	Coordinate with local jurisdictions to include projects into the Regional ITS Architecture.	<ul style="list-style-type: none"> • ITS Projects 	Ongoing	COG
5.	Coordinate with Caltrans on Statewide planning efforts.	<ul style="list-style-type: none"> • California Transportation Plan • Transportation concept reports • Statewide bicycle plans • Statewide freight plans • California State Rail Plan 	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"> • GIS coordination • Meetings • Data review 	Quarterly	COG
7.	Monitor system performance. Work with AMBAG on performance measure data reporting per MPO requirements 23 CFR 490 and 23 CFR 1300. Data to include accident fatalities and injuries for roads, bicycle and pedestrian.	<ul style="list-style-type: none"> • Meetings with local jurisdictions • Accident data 	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"> • Funding allocations, grant opportunities • Invoice and obligate federal funds • Direct agency-controlled monies toward funding the construction of regionally-significant projects 	Ongoing	COG
9.	Assist local jurisdictions with Wayfinding Program implementation efforts.	<ul style="list-style-type: none"> • Attend meetings • Technical support 	Ongoing	COG

Work Element 303: Transportation System Modeling

Lead Agency: Council of Governments

Contact: Mary Gilbert, Executive Director

Objective

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

Previous and Ongoing Work

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

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

Work Element 303 Funding Source				Amount
Planning, Programming, and Monitoring				\$6,000
Total				\$6,000
	Task	Deliverable	Deadline	Responsible Party
1.	Participate in Model Technical Advisory Committee meetings.	• Meeting notes	Ongoing	COG
2.	Review Model Framework.	• Comments to AMBAG	As needed	COG
3.	Model Impacts of Development while conducting update to the Regional Traffic Impact Fee Program.	• Model analysis reports	Ongoing	COG
4.	Work with local jurisdictions to facilitate model Development.	• Model development reports	Ongoing	COG

Work Element 304: Regional Rideshare Program

Lead Agency: Council of Governments

Contact: Veronica Lezama, Transportation Planner

Objective

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

Previous and Ongoing Work

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

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

Work Element 305: Regional Transportation Improvement Program

Lead Agency: Council of Governments

Contact: Mary Gilbert, Executive Director

Objectives

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

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

Previous and Ongoing Work

This work element is a continuing activity. The primary objective of this work element is to:

- Ensure the RTIP is consistent with the Regional Transportation Plan and the State Transportation Improvement Program (STIP) guidelines
- Coordinate with statewide, regional, and local planning agencies for future projects;
- Amend existing RTIPs if projects have a change in scope, cost and/or delivery;
- Participate in quarterly STIP related meetings with Caltrans;
- Preparation of final RTIP;
- Manage and monitor RTIP Projects

Work Element 305 Funding Source			Amount
Planning, Monitoring & Programming			\$18,000
Total			\$18,000
Task	Deliverable	Deadline	Responsible Party
1. Coordinate with statewide, regional, and local planning agencies for future projects.	<ul style="list-style-type: none"> • Staff reports to committees/board • Coordination with Caltrans 	November 2017	COG
2. Amend existing RTIPs if projects have a change in scope, cost and/or delivery.	<ul style="list-style-type: none"> • Amendments, staff reports, resolutions, draft RTIP 	October 2017	COG
3. Quarterly STIP meetings with Caltrans.	<ul style="list-style-type: none"> • Provide project updates 	Quarterly	COG/Caltrans
4. Manage and monitor RTIP Projects.	<ul style="list-style-type: none"> • Track allocation & delivery 	Ongoing	COG
5. Attend planning meetings for STIP Guidelines updates.	<ul style="list-style-type: none"> • Meeting notes & staff reports 	Monthly	COG
6. Prepare 2018 Regional Transportation Improvement Program for submission to the California Transportation Commission	<ul style="list-style-type: none"> • 2018 RTIP 	December 2017	COG

Category 400: Special Studies

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

Lead Agency: Council of Governments

Project Manager: Regina Valentine, Transportation Planner

Project Objective:

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

Previous and Ongoing Work

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

Work Element 401 Funding Source		Amount
Senate Bill 1: Road Maintenance Rehabilitation Account Sustainable Communities Grant		\$150,000
In Kind Local Match (staff time funded with TDA funds)		\$19,434
Total		\$169,434

	Task	Deliverable	Deadline	Responsible Party
1.	Execute contract with successful proposer	<ul style="list-style-type: none"> Consultant contract 	July 2018	LTA
2.	Kick-off meeting with Project Team	<ul style="list-style-type: none"> Agenda, notes 	August 2018	LTA/Consultant
3.	Consultant development of Analysis	<ul style="list-style-type: none"> Correspondence Administrative Draft 	July 2019	LTA/Consultant
4.	Hold Project Development Team meetings	<ul style="list-style-type: none"> Agendas, notes 	October 2019	LTA/Consultant
5.	Receive feedback on Analysis at local English and Spanish language community events	<ul style="list-style-type: none"> Community Event Calendar 	April 2019	LTA/Consultant
6.	Draft Analysis for public review	<ul style="list-style-type: none"> Public Draft 	October 2019	LTA/Consultant
7.	Draft Analysis to the Board and Advisory Committees for	<ul style="list-style-type: none"> Presentation Materials 	October 2019	LTA/Consultant



	comment	<ul style="list-style-type: none">• Agendas, minutes		
8.	Final Analysis for Board of Directors to adopt	<ul style="list-style-type: none">• Final for adoption	January 2020	LTA/Consultant
9.	Provide quarterly reports and invoicing	<ul style="list-style-type: none">• Quarterly reports and Invoices	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: \$ 27,650

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2017-2018

EXPENDITURES

REVENUE

	Amount (\$)	Change		Amount (\$)	Change
Salaries	10,248	-	FHWA PL	27,650	-
Fringe Benefits	5,124	-	In-Kind - Toll Credits	3,171	-
Indirect	11,528	-	FTA 5303	-	-
Professional Services*	-	-	In-Kind - Toll Credits	-	-
Supplies	-	-	FHWA PL c/o	-	-
Printing	250	-	In-Kind - Toll Credits	-	-
Travel	500	-	FTA 5303 c/o	-	-
Toll Credits	3,171	-	In-Kind - Toll Credits	-	-
In-Kind/Non-Federal Local Match	-	-			
TOTAL	27,650	-	TOTAL	27,650	-
			% Federal	100%	

*Contracts are as follows:

None

Project Description

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

AMBAG conducts and coordinates metropolitan transportation planning activities for San Benito County in accordance with MAP-21/FAST Act. requirements and in conjunction with each county's RTP (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 (SCS) 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

2035 MTP/SCS Amendment No. 1 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>
1	Administrative		\$ 1,500	
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 2018-19.	Work Plan for FY 2018-19		2/20/2018
2	Planning		\$ 12,000	
2.1	Evaluate scenarios and data analysis for the MTP/SCS and EIR.	Model output, data sets and analysis		8/31/2017
2.2	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		6/30/2018
2.3	Develop the draft 2040 MTP/SCS and EIR documents.	Draft 2040 MTP/SCS and Draft EIR		12/31/2017
2.4	Develop the Final 2040 MTP/SCS and EIR documents.	Final 2040 MTP/SCS and Final EIR		6/30/2018
3	Data Gathering and Analysis		\$ 10,000	
3.1	Develop maps, graphs, and charts for the Draft/Final 2040 MTP/SCS.	Maps, graphs, and charts		6/30/2018
3.2	Evaluate scenarios and data analysis for the MTP/SCS and EIR.	Updated transportation, land use, and other performance metrics		1/31/2018
4	Coordination		\$ 3,000	
4.1	Planning Directors Forum meetings.	Meeting agendas, presentations, handouts, meeting notes and action items		Quarterly or as needed
4.2	Coordination meetings with partner agencies.	Meeting agendas, presentations, handouts, meeting notes and action items		Monthly



5	Public Participation		\$ 1,150
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	6/30/2018

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.
- Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation.
- Enhance travel and tourism.



WORK ELEMENT NUMBER 642

San Benito Transportation Improvement Program

Project Manager: Sasha Tepedelenova

Total Budget: \$ 13,500

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2017-2018

EXPENDITURES			REVENUE		
	Amount (\$)	Change		Amount (\$)	Change
Salaries	4,514	-	FHWA PL	13,500	-
Fringe Benefits	2,257	-	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	-	-	In-Kind - Toll Credits	-	-
Travel	500	-	FTA 5303 c/o	-	-
Toll Credits	1,548	-	In-Kind - Toll Credits	-	-
In-Kind/Non-Federal Local Match	-	-			
TOTAL	13,500	-	TOTAL	13,500	-
			% Federal	100%	

*Contracts are as follows:

None

Project Description

This work element programs the San Benito County portion of work related to the Monterey Bay Metropolitan Transportation Improvement Program (MTIP) for FFY 2016-17 to FFY 2019-20. 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 multimodal transportation related improvements and includes all federally funded transportation improvement projects, as well as regionally significant transportation improvement projects regardless of funding source. The document is financially constrained, updated every two years and amended as warranted. The Monterey Bay MTIP is first approved by the AMBAG Board of Directors, then by the State Governor, and upon federal (FHWA and FTA) approval, it is included in the Federal Statewide Transportation Improvement Program (FSTIP).

The main objective of this work element is to maintain the federally mandated MTIP for FFY 2016-17 to FFY 2019-20 and to initiate the process of development of the MTIP for 2018-19 to FFY 2021-22 for the AMBAG Region as a part of the metropolitan transportation planning requirements. The MTIP is developed in coordination, cooperation, and consultation with the area's transit providers (San Benito County LTA, MST and SC METRO), Regional Transportation Planning Agencies (TAMC, SCCRTC and San Benito COG), local jurisdictions, Caltrans, FHWA, FTA, and other transportation stakeholders.



Project Products

- Four formal amendments to the FFY 2016-17 to FFY 2019-20 MTIP.
- Ten administrative modifications to the FFY 2016-17 to FFY 2019-20 MTIP.
- Kick-off meeting and schedule for the development of the draft FFY 2018-19 to FFY 2021-22 MTIP.
- Annual List of Federally Obligated Projects.
- Notices for public participation.
- Board meetings staff memoranda and other supporting materials.
- Presentations to San Benito COG's Technical Advisory Committees and participation in the California Federal Programming Group (CFPG).
- Information to local agencies/transit agencies/RTPAs about MTIP.

Federally Eligible Tasks

- Preparation and amendment of the FFY 2016-17 to FFY 2019-20 MTIP.
- Ensure public participation, publish notices and hold public hearings.
- Inter-agency coordination and cooperation in the preparation and amendment of the MTIP.
- Prepare and publish federally mandated annual reports.

Previous Accomplishments

- In coordination, consultation, and cooperation with the RTPAs, transit agencies, local jurisdictions, Caltrans, FHWA, FTA, and other interested stakeholders, developed the Monterey Bay MTIP for FFY 2016-17 to FFY 2019-20.
- Issued twenty-one (21) 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.
- Published Annual List of Federally Obligated Projects for FFY 2015-16.
- Attended 3 TAC meetings.

Tasks & Deliverables

<i>Task</i>	<i>Description</i>	<i>Deliverables</i>	<i>Budget</i>	<i>Completion Date</i>
1	Administrative		\$ 3,355	
1.1	Coordinate with staff from the SBtCOG, Caltrans, local agencies, and other project managers for the development of the MTIP for FFY 2018-19 to FFY 2021-22 MTIP.	Meeting agendas, presentations materials and email exchange		Weekly follow-up
1.2	Make at least one presentation at the TAC meeting (San Benito County COG) for MTIP update, and amendment process.	Staff reports, presentation materials and handouts		6/30/2018
1.3	Prepare Board agendas, resolutions and provide Board presentations for MTIP formal amendments.	Staff reports, resolutions and presentation materials		Monthly
1.4	Review and provide transit agencies the project consistency certification for FTA funds.	Certificate/letter for grant applications		6/30/2018
1.5	Attend CFPG and other MTIP related meetings.	Meeting notes and follow-up items		Every 6 weeks



1.6	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	Monthly
1.7	Development of the MTIP work elements for the FY 2018-19 OWP.	OWP work element	2/15/2018
2	Planning		\$ 4,247
2.1	Solicit MTIP Formal Amendment and Administrative Modification requests.	Amendment requests	Quarterly
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
2.4	Participate in various webinars/meetings pertaining to Performance Measures in relation to next MTIP development and reporting requirements.	Meetings/Webinars/Handouts	12/31/2017
3	Data Gathering and Analysis		\$ 3,544
3.1	Coordinate programming of Formal Amendment/Administrative Modification requests with local jurisdictions.	Four formal amendments and ten administrative modifications	Monthly
3.2	Prepare financial tables for each Formal Amendment of the MTIP.	Updated financial tables to go with formal amendments	Quarterly
3.3	Prepare federally mandated MTIP reports.	Annual report and other reports/web posting	12/31/2017
3.4	Publish FY 2016-17 annual list of obligated projects for the AMBAG Region.	Annual list of obligated projects report	12/31/2017
3.5	Update projects for Draft MTIP FFY 2018-19 to FFY 2021-22 in CTIPS.	Projects for Draft MTIP FFY 2018-19 to FFY 2021-22	6/30/2018
4	Coordination		\$ 1,177
4.1	Attend the monthly TAC meetings of San Benito County COG.	At least 6 meetings, attendance, and presentations	Monthly
4.2	Coordinate MTIP amendment process with RTPAs and project implementing agencies.	Agenda, email, handouts etc.	Quarterly
5	Public Participation		\$ 1,177
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	12/31/2017

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.
- Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation.
- Enhance travel and tourism.

**WORK ELEMENT NUMBER 306****Rural Transportation Performance Management****Project Manager: Mary Gilbert****Total Budget: \$ 49,000****ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2017-2018**

EXPENDITURES			REVENUE		
	Amount (\$)	Change		Amount (\$)	Change
Salaries	4,000		FHWA PL	-	
Fringe Benefits			In-Kind - Toll Credits	-	
Indirect			FTA 5303	-	
Professional Services*	42,000		In-Kind - Toll Credits	-	
Supplies	3,000		FHWA PL c/o	-	
Printing	-		In-Kind - Toll Credits	-	
Travel	-		FTA 5303 c/o	-	
Toll Credits	-		In-Kind - Toll Credits	-	
In-Kind/Non-Federal Local Match	-		AMBAG General Fund	-	
			California Rural Counties Task Force	49,000	
TOTAL	49,000		TOTAL	49,000	
			% Federal	0%	

*Contracts are as follows:

Pass through: Association of Monterey Bay Area Governments

Project Description

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

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



Project Products

- Research, identify, and collect data for TPM measures analysis.
- Participate in TPM measures related meetings. Project coordination and training meetings.
- Develop and compile TPM measures metrics and performance measure analysis framework.
- Develop performance measure analysis database.

Federally Eligible Tasks

- This work is not federally funded.

Previous Accomplishments

- This is a new work element.

Tasks & Deliverables

<i>Task</i>	<i>Description</i>	<i>Deliverables</i>	<i>Budget</i>	<i>Completion Date</i>
1	Administrative		\$ 4,000	
1.1	Project Administration	Progress Reports, meeting agendas and minutes, invoices		6/30/2018
2	Planning		\$ 12,000	
2.1	Researching, reading, and understanding FAST Act requirements for TPM data needs, analysis and performance measures, targets and reporting.	Participating in meetings pertaining to TPM; FAST Act implementation		6/30/2018
2.2	Research and identify TPM measure monitoring indicators to be used for performance measure analysis framework as established under MAP-21 and FAST Act.	Attend workgroup meetings/webinars. Compile research materials and draft outline of performance monitoring indicators		6/30/2018
3	Data Gathering and Analysis		\$ 25,000	
3.1	Collect and compile SBtCOG test area performance monitoring indicator data (safety, transportation infrastructure, system reliability, congestion, economic vitality, environmental sustainability, and freight movement data) for performance measure analysis framework.	Database and GIS shapefiles for performance monitoring indicators with outline of framework		6/30/2018
3.2	Develop database system for TPM performance measure data.	Development of database system and GIS framework for TPM infrastructure		4/30/2018
4	Coordination		\$ 6,000	



4.1	Coordinate with local, state, federal agencies and key stakeholders for data collection, identifying responsible agencies and coordination for data support and if needed, MOU/agreements.	Reports, GIS shapefiles, database, maps, and MOUs for data agreements	6/30/2018
4.2	Hold Kick-off meeting/webinars with involved stakeholders and host or attend meetings on TPM framework.	Agendas and handouts	6/30/2018
5	Public Participation	\$ 2,000	
5.1	Provide performance measure information and data for use by government agencies and members of the public.	GIS maps, graphs, charts emailed to interested parties and list of requests	Quarterly
5.2	Host showcase of GIS framework and maintain database for performance measure analysis and data.	Data, reports, or maps emailed to interested parties and list of requests	Quarterly

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

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