



OVERALL WORK PROGRAM

Planning Activities for the San Benito Region
Fiscal Year 2019/20

Council of San Benito County Governments
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Mission Statement

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

The COG Board also serves as the:

- Local Transportation Authority (LTA)
- Airport Land Use Commission (ALUC)
- Service Authority for Freeways and Expressways (SAFE)
- Measure A Authority (MEA)

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Council of San Benito County Governments

The Council of San Benito County Governments (COG) was formed in 1973 through a Joint Powers Agreement among the City of Hollister, City of San Juan Bautista, and the County of San Benito. COG 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. Caltrans serves as a non-voting ex-officio member.



COG provides a forum for addressing issues of area wide interest and builds consensus on transportation issues facing the region. Its mission is to improve the mobility of San Benito 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 and funding a variety of transportation projects and programs.

As the Regional Transportation Planning Agency for the San Benito region, COG is responsible for developing an annual Overall Work Program (OWP) that guides the collaborative planning process, which involves the three local jurisdictions, as well as the Association of Monterey Bay Area Governments (AMBAG), and the California Department of Transportation (Caltrans). Specifically, the OWP establishes the transportation planning objectives to be achieved and assigns the institutional responsibility and funding to complete the work. The OWP is organized in the following six chapters:

Chapter 1: Introduction/Prospectus describes the region and overview of the San Benito regional transportation system.

Chapter 2: Overall Work Program summarizes the purpose of the program and prior fiscal year planning accomplishments.

Chapter 3 Transportation Planning Priorities and Goals identifies the state and federal planning goals.

Chapter 4: Agency Organizational Structure describes the COG agency structure, institutional relationships, consultation, and outreach processes.

Chapter 5: Funding Activities shows the use of projected revenues to complete the OWP during the 2019/20 Fiscal Year and how those resources will be allocated.

Chapter 6: Planning Program for Fiscal Year 2019/20 contains Work Elements of major course work for the upcoming fiscal year. Each Work Element includes the project title, tasks, products/deliverables, schedule, staffing, and revenues for implementation of the OWP.

Appendix contains State required certifications and adopting resolution.

CHAPTER 1: INTRODUCTION/PROSPECTUS

A. Description of the Region

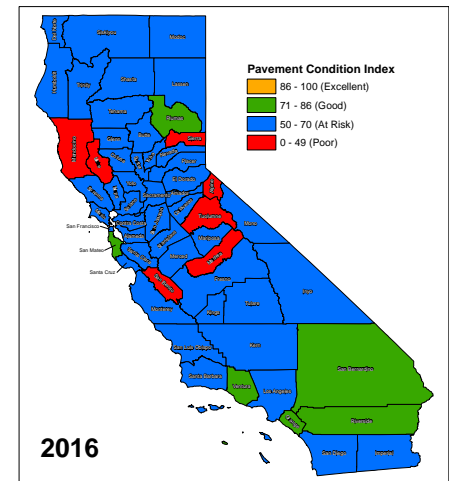
San Benito County is located in the Coast Range Mountains, south of San Jose and west of the Central Valley. The County is surrounded by Santa Cruz and Monterey Counties to the west, Santa Clara County to the north, and Merced and Fresno Counties to the east and south. The County encompasses over 890,000 acres (about 1,391 square miles) and is largely rural with the majority of the population living in Hollister (the County seat) and San Juan Bautista, or the unincorporated area of northern San Benito County. Combined with more affordable housing and its close proximity to Monterey and Santa Clara Counties, the County is an attractive home to 55,269¹ people and its regional highways and freeways include: 152, 156, 25, 101, 129, and 146.

B. Snapshot of the San Benito Regional Transportation System

i. Transportation - Highways, Roads, and Funding

San Benito County is home to many who work in other counties and its population center is geographically distant from neighboring counties. As such, traffic congestion continues to be an issue on its local highways. The most congested stretches of roadway occur during peak commute periods on State Route 156 between Hollister and San Juan Bautista and Highway 25 between Hollister and Santa Clara County. Since its construction in 2007, the Highway 25 Bypass has reduced vehicular congestion on downtown City of Hollister streets.

Deteriorating local streets and roads has been identified as another major area of concern statewide, including in the San Benito region. The *2016 California Statewide Local Streets and Roads Needs Assessment Report* confirms the deteriorating condition of the city and county road system, which makes up more than 80 percent of California’s roadways and is the backbone of the statewide transportation system. The *Report* lists San Benito County as one of seven Counties with the poorest pavement condition in the State – ranking it at a Pavement Condition Index of 46 out of 100.



2016 California Statewide Local Streets and Roads Needs Assessment Report

¹ 2010 U.S. Census

In addition to congestion issues and deteriorating local streets, the biggest challenge to solving transportation issues is funding at all levels. In San Benito, the gap between reasonably expected revenues and future transportation needs is estimated at \$553 million over the next 20 years.²

An increase in the use of more efficient vehicles combined with a diminished gas tax value has created an enormous gap in funding. In efforts to address these funding deficiencies, the State legislature passed Senate Bill 1 (SB1), the Road Repair and Accountability Act of 2017. This legislative package invests \$54 billion over the next decade to fix roads, freeways, and bridges in communities across California and puts more dollars toward transit and safety. SB1 is the first increase in state funds dedicated to transportation since the mid 1990's. In 2018, Proposition 6, a ballot measure proposing to repeal SB 1, was considered by California voters as part of the November election. The Measure failed with 56.82 percent (6,952,081) of the voters in favor of keeping the gas tax and 43.18 percent (5,283,222) in favor of the repeal.³ SB 1 is estimated to provide approximately \$2.3 million annually to the San Benito region for various transportation infrastructure and road resurfacing projects.

In the same election, San Benito County voters passed Measure G, the San Benito County Roads and Transportation Safety and Investment Plan. The Measure was prepared by the Council of San Benito County Governments for a one percent local transactions and use tax for transportation to be collected for the next 30 years. Measure G funds will be used to implement needed highway improvements, local road maintenance, new local roads, transit improvements (for youth, seniors, students, people with disabilities), pedestrian, and bicycle safety improvements. A maximum of one percent of Measure G funds will be used annually for COG administration of the program.⁴

² 2018 San Benito County Regional Transportation Plan

³ <https://elections.cdn.sos.ca.gov/sov/2018-general/sov/2018-complete-sov.pdf>

⁴ See Work Element 210 for more information.

ii. 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 City of Hollister, City of San Juan Bautista, and the County of San Benito in 1990. The LTA is responsible for the administration and operation of the County Express and Specialized Transportation public transportation services in the San Benito region.



- County Express Transit System

The County Express fleet includes 20 vehicles, all which are ADA-compliant and equipped with wheelchair lifts/ramps and bicycle racks. The LTA contracts with a private operator for management, dispatch, and driver hiring of the County Express transit service.

The County Express system currently provides the following services:

- **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. There is no Fixed Route service between 11:00 a.m. to 2:00 p.m., although Dial-a-Ride services are available during this gap in service. Headways for each of the routes range from 40 to 50 minutes.
- **Dial-A-Ride** - Dial-a-Ride service is provided 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** - Routes provide connections from the Cities of Hollister and San Juan Bautista to the City of Gilroy. There is daily weekday service to Gavilan College and the Caltrain station and weekend service to the Greyhound station in Gilroy. The weekday shuttle service to Gavilan College is from 6:55 a.m. to 8:50 p.m. with a limited schedule when school is not in session. There are three early morning and four evening runs to the Gilroy Caltrain station for connections to Caltrain and VTA bus services. Service to the Greyhound station operates four runs on Saturday and Sunday from 7:35 a.m. to 6:05 p.m.

– **Specialized Transportation Services**

The LTA contracts with Jovenes de Antaño, a local non-profit organization that has been providing Specialized Transportation Services to San Benito residents since 1990. Specialized Transportation services 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, as they provide escort services, door-through-door, and minor translation services to the passengers.

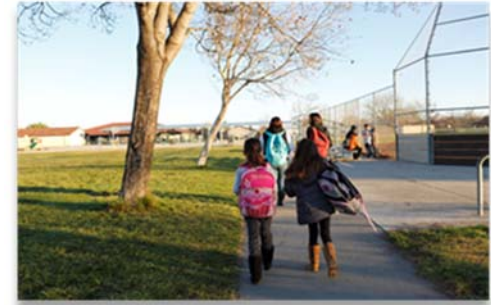
Jovenes de Antaño also has a referral program that provides information about other senior social services within the community, coordination of home-based services, referral to legal assistance, and other local services to their clients. The coordination effort between Jovenes de Antaño and LTA allows for a reliable service for this critical need in the community. According to the 2010 U.S. Census, 10 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 recreational centers.

iii. **Active Transportation**

Another important component of the San Benito region’s transportation network is planning for *active transportation*, which includes pedestrian and bicycle projects and programs. The San Benito region has a modest bicycle network. Local jurisdictions continue to make great progress to implement *complete street* concepts into their planning methodologies. *Complete streets* is a transportation policy and design approach that requires streets to be planned, designed, and maintained to enable safe, convenient, and comfortable travel and access for users of all ages and abilities.

⁵ 2010 U.S. Census, San Benito County

To help facilitate this process, COG assisted in the development of the Monterey Bay Area Complete Streets Guidebook. The Guidebook provides planning and implementation procedures for project sponsors, Cities and County, when developing streets in the San Benito County region. The Guidebook serves as a strategy to demonstrate that proposed projects meet the existing and future needs for all users of the transportation system.



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 life of local residents and visitors. As the region works toward reducing congestion and air pollution, facilities to encourage active transportation will become essential to meet the future needs of residents.

Education is also an important element for increasing bicycling and walking, while also improving safety. COG has made great strides to encourage walking and bicycling within the San Benito region. Specifically, COG has implemented various educational programs and projects, including:

- Serving as a member agency of the Safe Kids Coalition of San Benito County. In this capacity, COG staff participates in assisting in the annual Kids at the Park event, helmet fittings at several local schools, pop-up events promoting bicycle safety, and Walk to School Day.
- COG serves on the City of Hollister and County of San Benito's Development Review Committees to provide project specific comments to improve bicycle and pedestrian access and circulation.
- COG sponsors the annual Bike-to-School Day festivities by encouraging students to safely ride to and from school. The event aims to reduce childhood obesity and injury, traffic at school sites, and vehicle emissions.

iv. Aviation

Aviation plays a major role in regional transportation and serves several purposes in the region. The agricultural community, firefighting, commercial activities; such as goods movement or agricultural commodities, and medical agencies depend on the use of aircraft. Aviation facilities also meet the needs of private aircraft users for commercial and recreation uses. The local airport and airpark, include:

- **Hollister Municipal Airport**

The Hollister Municipal Airport is located approximately two miles north of Hollister adjacent to State Route 156 and is owned and operated by the City of Hollister. City officials view the airport as a "front door" through which many businesses, coming to Hollister for the first time, will pass before seeing the rest of the city.

- **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.

v. Goods Movement

The majority of commodities in the San Benito region are transported in and out of the county by truck, with a small portion transported by rail. The region experiences truck traffic in and around San Juan Bautista and Hollister. Commodity exports from the County are primarily agricultural products and quarry materials, and the transport of these products generates truck traffic in and out of the region. 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.

vi. Railroad

The sole rail line in the San Benito region is the 12-mile-long Hollister Branch Line running from Hollister to Carnadero Creek in Santa Clara County. 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.

Rail planning also plays a critical role in COG's planning activities, as the agency was awarded a Caltrans grant for the Analysis of Public Transit Network Expansion Projects for Congestion Relief of the Highway 25 Corridor, which will include an analysis of passenger rail.⁶

⁶ See Work Element 401 for project details.

CHAPTER 2: OVERALL WORK PROGRAM

The Overall Work Program (OWP) details the transportation planning activities that the Council of Governments (COG) will undertake during the July 1, 2019 through June 30, 2020 Fiscal Year. The OWP defines the continuing, comprehensive, and coordinated planning process for the region, inclusive of the City of Hollister, City of San Juan Bautista, and the County of San Benito. The document also includes work undertaken directly by other agencies for the San Benito region, such as by the Association of Monterey Bay Area Governments (AMBAG) and Caltrans, in collaboration with COG.

Specifically, the OWP consists of an emphasis on monitoring activities funded with Office of Regional Planning-administered transportation planning funds, which include: State Rural Planning Assistance, federal Consolidated Planning grants, and Caltrans Transportation Planning grants. This document also includes other major planning activities performed by COG, outside of the above-mentioned funding sources.

The document serves as a reference to be used by the public, planners, and elected officials to understand how COG will meet its regional transportation planning objectives. The following section identifies the planning accomplishments completed by COG during the previous OWP, Fiscal Year 2018/19.

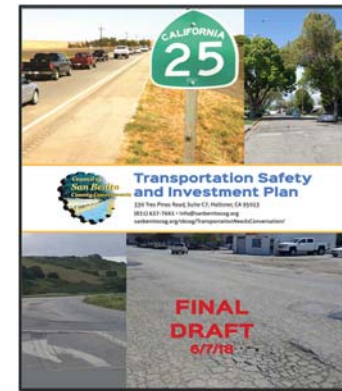
Previous Year 2018/19 Overall Work Program Planning Accomplishments

As an agency, COG serves in a variety of capacities including as 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) for the San Benito County region. The accomplishments for the above-mentioned agencies are included as follows:

- i. **Council of Governments (COG)**
 - a. COG managed a number of transportation planning activities of significance, some of which include the following:
 - b. On a regional level, COG continued coordination with Caltrans and the Santa Clara County Valley Transportation Authority (VTA) on the San Benito/Santa Clara Mobility Partnership, which met every other month in 2018/19. In February of 2019, VTA approved a contract for Final Design and Right-of-Way Engineering Services for the US 101/SR 25 Interchange Improvement Project (Phase 1 Project) in an amount not to exceed \$5,094,100.
 - c. Continued coordination with Central Coast regional transportation planning agencies to raise the importance of U.S. 101 and other transportation needs to state elected officials and the California Transportation Commission.

- d. COG continued to assist local jurisdictions with the implementation of the Traffic Impact Mitigation Fee Program.
- e. The Board adopted the 2018 San Benito Regional Transportation Plan (RTP), a two and a half year COG staff effort, which included coordination with Caltrans and AMBAG on the Metropolitan Transportation Plan, Sustainable Community Strategies, and Environmental Impact Report. The RTP is the region's comprehensive transportation planning document, which serves as a guide for achieving public policy decisions that will result in balanced investments for a wide range of multimodal transportation improvements.
- f. Updates were provided to the Board in order to seek input from its advisory committees including the Technical Advisory Committee, Social Services Transportation Advisory Council, and the Bicycle and Pedestrian Advisory Committee.
- g. 2018 San Benito County Roads and Transportation Safety Investment Plan:

- Held special and regular COG Board meetings to discuss the feasibility of a San Benito regional transportation sales tax for the 2018 November election.
- Coordinated with local Cities/County staff and Boards to obtain consensus on key components of the transportation sales tax.
- Conducted bilingual voter surveys and community engagement meetings to obtain feedback from the public on transportation priorities.
- Facilitated the preparation of a transportation list of projects proposed to be financed with sales tax funds with local jurisdiction staff and Council/Board input.
- Coordinated monthly meetings with local stakeholders to develop key components of the Transportation Safety and Investment Plan that resulted in a one-cent sales tax for transportation over 30 years.
- Prepared financial projections for the Transportation Safety and Investment Plan.
- Conducted informational meetings on the final Roads and Transportation Safety Investment Plan.
- Prepared ordinances, resolutions, ballot language, and took all necessary steps to place a ballot measure before voters in the November 2018 election.
- Initiated coordination with the City of Hollister, City of San Juan Bautista, and County of San Benito on the implementation and delivery of the voter approved Measure G.
- Initiated a work plan of resources needed to implement Measure G, including staffing levels and strategies to inform the public of the progress of implementation.



h. Highway 25 Widening Project:

- Reestablished coordination with Caltrans to proceed with the Highway 25 Widening Project.
- Scheduled Project Development Team meetings.
- Initiated preparation of project schedule.

i. Transportation Funding

- Continued to prepare funding allocation requests for approval by the California Transportation Commission.
- Continued to provide local jurisdictions with grant support and information on various federal, state, regional, and local funding sources.
- Continued to assist local jurisdictions with amendments to the Metropolitan and Federal Transportation Improvement Program listing of federal and/or regionally significant projects.
- Assisted local jurisdictions with the project reporting and delivery requirements of Senate Bill 1 funding, the Road Repair and Accountability Act of 2017.
- Continued distribution of Transportation Block Grant Program funds, based on board adopted policies, to local jurisdictions for various transportation projects, including: bridge, road, bicycle, and pedestrian improvements.
- Transportation Development Act Funds:
 - o Completed the preparation of the 2016/17 – 2018/19 Triennial Performance Audit. As a Regional Transportation Planning Agency, COG is required by the Public Utilities Code to prepare and submit an audit of its performance on a triennial basis to the California Department of Transportation in order to continue receiving Transportation Development Act (TDA) funding. TDA funds include the Local Transportation Fund and State Transit Assistance. Two percent of TDA funds are allocated to local jurisdictions for bicycle and pedestrian projects and the funds determined to not be necessary for public transportation services by the annual Unmet Transit Needs process are allocated for local streets and roads repairs.
 - o Conducted the annual Unmet Transit Needs process and addressed transit needs that were found *Reasonable to Meet*, in accordance with TDA. The Unmet Transit Needs process met all state-mandated processes and was certified by Caltrans.
 - o Continued administration and apportionment of TDA monies to the Local Transportation Fund and State Transit Assistance fund.

- Reviewed and approved claims for distribution of bicycle and pedestrian funds to the local jurisdictions.
- Completed the annual Financial Audit, with the assistance of an independent contractor. The audit was prepared in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- j. Continued to serve on the local jurisdictional Development Review Committees for transportation circulation input on proposed development.
- k. Continued implementation of the San Benito County Bikeway and Pedestrian Master Plan and Complete Streets Guidebook.
- l. Continued coordination as a member of the Safe Kids Coalition of San Benito County to promote bicycle and pedestrian safety on a regional basis.
- m. Continued efforts to reduce congestion by assisting commuters with Rideshare commute alternatives programs such as the Vanpool Program and the 511 carpool matchlist.
- n. Successfully updated the Council of Governments website (SanBenitoCOG.org).

ii. **Local Transportation Authority (LTA)**

COG allocated funding for public transit to the Local Transportation Authority, who oversees the local public transportation contractors, MV Transportation and Jovenes de Antaño. During the previous fiscal year, the Local Transportation Authority accomplished several major course work, including:

- a. The Local Transportation Authority received the 2018 Outstanding Rural Program of the Year by the California Association for Coordinated Transportation (CalACT).
- b. The transit system served 125,179 passengers on County Express and Specialized Transportation Services.⁷
- c. Continued work to implement the Accessible Connections Promoting Active Transportation: A Bus Stop Improvement Plan, upon funding availability.
- d. Continued implementation if the Intelligent Transportation Systems Technology for the 21st Century: Using Technology to Improve Safety and Efficiency of San Benito County’s Transit System Plan, upon funding availability.
- e. Continued implementation of the San Benito County Short and Long Range Transit Plan based on funding availability and Board priorities.
- f. Awarded new contracts to transportation operators for ongoing County Express and Specialized Transportation Services.
- g. Launched and maintained the Token Transit application. The APP allows bus riders to conveniently purchase and use bus passes on their smartphones or other mobile devices.
- h. 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.

⁷ FY 2017-2018

i. Measure A Authority (LTA)

a. There was no work conducted under the Measure A Authority during the 2018/19 Fiscal Year, as the measure has expired.

ii. Service Authority for Freeways and Expressways (SAFE)

a. 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.

iii. Airport Land Use Commission (ALUC)

a. Continued to attend City of Hollister and County of San Benito Development Review Committee meetings to coordinate Site and Architectural reviews for proposed development within the Hollister Municipal Airport and Frazier Lake Airpark's Airport Influence Areas.

b. Initiated the update to the Airport Land Use Compatibility Plan for Frazier Lake Airpark by releasing a Request for Proposals and successfully securing a consultant.

CHAPTER 3: TRANSPORTATION PLANNING PRIORITIES AND GOALS

A. Federal Planning Factors (FPF)

COG is required to incorporate Federal Planning Factors (FPF) into the annual OWP. FPF are issued by Congress and emphasize planning factors from a national perspective. The FPF are revised or reinstated with any new reauthorization bill and include the following:

- i. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
- ii. Increase the safety of the transportation system for motorized and non-motorized users.
- iii. Increase the security of the transportation system for motorized and non-motorized users.
- iv. Increase the accessibility and mobility of people and for freight.
- v. 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.
- vi. Enhance the integration and connectivity of the transportation system, across and between modes, people and freight.
- vii. Promote efficient system management and operation.
- viii. Emphasize the preservation of the existing transportation system.
- ix. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water and reduce or mitigate storm water impacts of surface transportation.
- x. Enhance travel and tourism.

The following chart shows how COGs Fiscal Year 2019/20 Work Elements respond to the Federal Planning Factors (FPF):

		Transportation Development Act Administration	Program Administration and Management	Overall Work Program	Public Participation	Regional Coordination	Transit System Planning and Administration	Airport Land Use Commission	Emergency Motorist Aid System	Metropolitan Planning and Programming	Measure G Implementation	Regional Transportation Plan	Bikeway and Pedestrian System Planning and	Road System Planning and Programming	Transportation System Modeling	Regional Rideshare Program	Regional Transportation Improvement Program	Analysis of Public Transit Network Expansion Projects for Congestion Relief of the Highway 25 Corridor
		100	102	103	104	105	106	107	108	109	110	201	301	302	303	304	305	401
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 & non-motorized users.																	
4.	Increase the accessibility and mobility of people and for freight.																	
5.	Protects and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.																	
6.	Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.																	
7.	Promote efficient system management and operation.																	
8.	Emphasize the preservation of the existing transportation system.																	
9.	Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater and reduce or mitigate stormwater impacts of surface transportation.																	
10.	Enhance travel and tourism.																	

CHAPTER 4: AGENCY ORGANIZATIONAL STRUCTURE

A. Jurisdictional Boundaries

The Council of Governments' (COG) jurisdiction follows the boundaries within the San Benito region, which include the City of San Juan Bautista, City of Hollister, and County of San Benito. The actions of COG are governed by Transportation Development Act regulations, the California Code of Regulations, Memorandums of Understanding with Caltrans, and a Joint Powers Agreement with the City of Hollister, City of San Juan Bautista, and County of San Benito. COG serves in various capacities including as the:

- i. **Regional Transportation Planning Agency:** COG is designated as the Regional Transportation Planning Agency for San Benito County region and is charged by state law in meeting certain transportation planning requirements. In this capacity, COG is responsible for the development of the Overall Work Program and 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.
- ii. **Consolidated Transportation Service Agency:** In September 1986, COG entered into a Joint Powers Agreement to act as the Consolidated Transportation Service Agency for San Benito County. COG acts as a lead agency in providing, consolidating and coordinating social service transportation activities and is eligible for Transportation Development Act and Local Transportation Funds for such services.
- iii. **Area-wide Planning Organization:** COG 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.
- iv. **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 is composed of the same members as the COG Board.
- v. **Airport Land Use Commission (ALUC):** The purpose of ALUC is 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. ALUC reviews projects within the Airport Influence Area of the two local airports, which include the Hollister Municipal Airport and Frazier Lake Airpark. The ALUC Board is composed of the same members as the COG Board.

- vi. **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 of one percent sales tax over a period of ten years to be used for a number of local transportation improvement projects. The MEA Board is composed of the same members as the COG Board.
- vii. **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. The SAFE Board is composed of the same members as the COG Board.

B. Agency Personnel

The Council of San Benito County Governments consists of seven full-time equivalent positions, which include the following:

i. **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, coordinating staff, and finances in accordance with the agency's objectives, plans and policies adopted by the Board of Directors.

ii. **Transportation Planning Staff**

The Council of Governments' planning staff consists of two full-time Transportation Planners. The first Planner is primarily responsible for project management and transportation planning activities, including the development of the Regional Transportation Plan and Overall Work Program. This Planner is also responsible for staffing the Airport Land Use Commission, the Service Authority for Freeways and Expressways, and the Rideshare Program.

The second Transportation Planner is responsible for staffing the Local Transportation Authority (LTA), which includes transit system management, funding applications, performance reporting and operations. This full-time planner is responsible for overseeing the two transit system operations contracts with MV Transportation and Jovenes de Antaño.

iii. **Maintenance Staff**

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

iv. **Administrative Services Specialist**

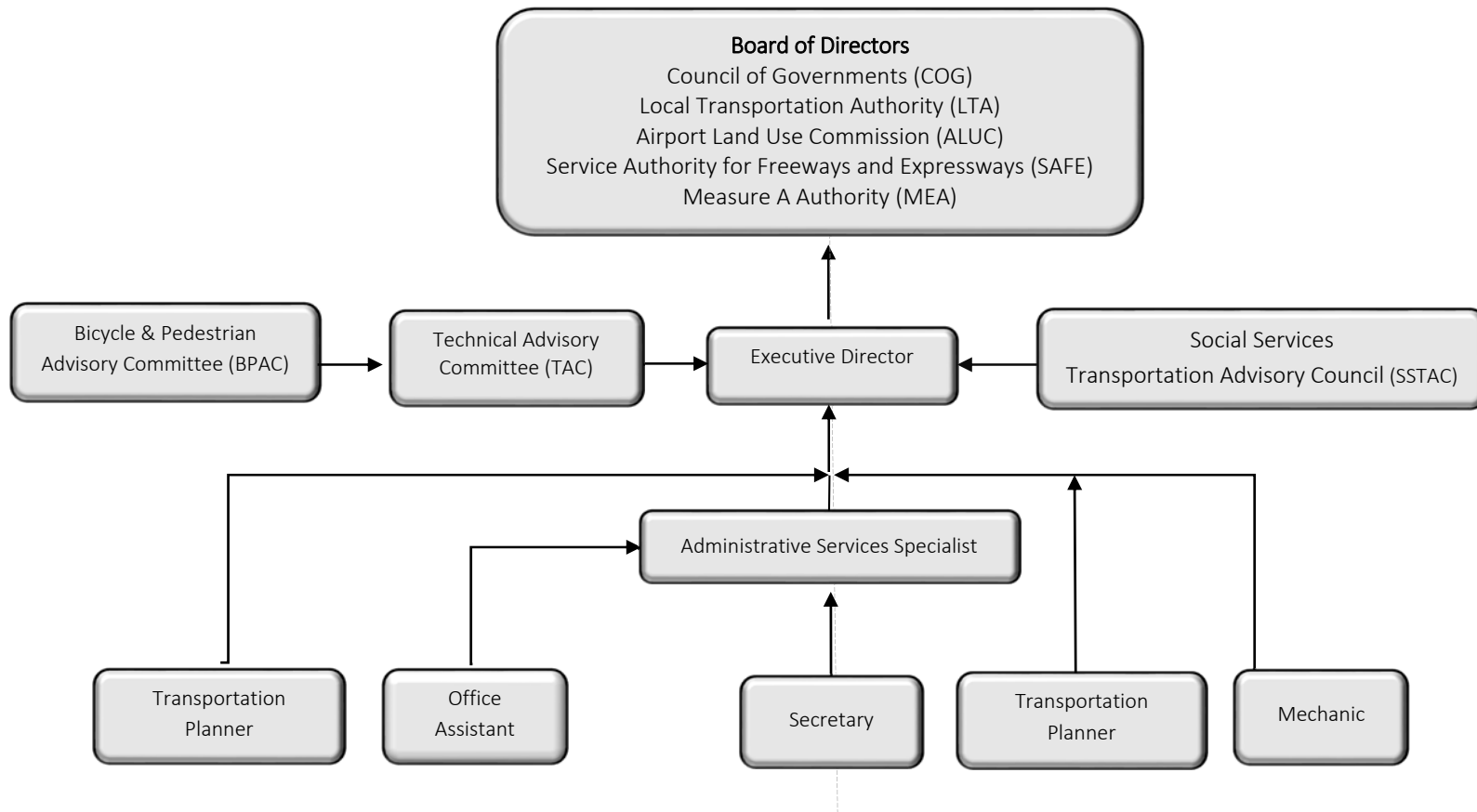
The Administrative Services Specialist position is a supervisory classification for coordinating and supervising the administrative support functions of COG. Under direction of the Executive Director, the Services Specialist organizes and participates in the support functions to prepare financial reports.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

v. **Administrative Support Staff**

The Council of Governments' 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 LTA and COG staff. These positions are primarily funded by Transportation Development Act funds.

vi. **Organizational Chart**

The Board of Directors, Advisory Committees, and agency personnel organizational structure are shown below.



C. Interagency and Community Decision Making Process

The Council of Governments (COG) Board of Directors governs the agency by setting policy and guiding work activities. Members are represented on the Board of Directors by two City of Hollister Council representatives, one representative from the San Juan Bautista City Council, and two from the County Board of Supervisors. Consistency of local government actions with the regional objectives is assured by actively involving local decision-makers in the planning process.

The decision making process is also guided by COG staff and advisory committee representatives of staff from member agencies, residents, interest groups, and stakeholders. COG will continue to advance its public participation and consultation efforts through guidance from its advisory committees, which include the following:

D. Advisory Committees

COG has three advisory committees that make recommendations to the Board of Directors on a variety of regional transportation issues. Those advisory committees include:

- i. **Technical Advisory Committee (TAC):** This committee advises COG on matters related to transportation planning. Committee members include:
 - Mary Gilbert, COG Executive Director
 - Michael LaForge, City Manager, City of San Juan Bautista
 - Bill Avera, City Manager, City of Hollister
 - Danny Hillstock, City Engineer, City of Hollister
 - John Guertin, 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

ii. **Social Services Transportation Advisory Council (SSTAC):** Members on the advisory committee are appointed by COG. 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:

- Leona Medearis-Peacher, General Manager, MV Transportation
- Maggie Bilich, transit user
- 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

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

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

E. Coordination

The Council of San Benito County 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 SanBenitoCog.org. Coordination is also maintained with staff from other departments of the cities and the county, primarily those connected with planning, public health, public works, airport, accounting, and administration.

In 1993, a Memorandum of Understanding between COG, Caltrans and the Association of Monterey Bay Area Governments (AMBAG) was adopted for meeting Intermodal Surface Transportation Efficiency Act (ISTEA)⁸ 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). Transit services are coordinate through contracts with MV Transportation and Jovenes de Antaño.

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

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

⁸ The Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 provided funding authorizations for highways, highway safety, and mass transit for the next six years.

F. Public Participation

Public participation efforts center on seeking input from the public on COG planning activities, including: meetings, short and long range plans, and reports.

COG encourages public participation by holding meetings and gathering public input on a continuous basis. Reaching and engaging all traditional and nontraditional stakeholders in the community is important to the agency, including under-represented and under-served populations. To further ensure participation, every three years, COG prepares a Title VI Program and Language Assistance Plan (LAP) for Limited English Proficiency (LEP) individuals.⁹ 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 meetings conducted by COG.

Another resource consists of the Association of Monterey Bay Area Governments’ Monterey Bay Region Public Participation Plan. The Plan was prepared collaboratively with San Benito COG, 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 for effective public participation on transportation planning related projects and studies conducted by the above-mentioned agencies.

This Overall Work Program also 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 equal opportunity to participate in the shaping and implementation of regional policies, programs, and projects.

⁹ Title VI Program and Language Assistance Plan (LAP) for Limited English Proficiency (LEP): <http://www.sanbenitocog.org/library.php>

CHAPTER 5: FUNDING ACTIVITIES

A. Overall Work Program Funding

The transportation planning work done by COG is largely funded with State Rural Planning Assistance (RPA) funds. The RPA fund estimated for the Fiscal Year 2019/20 Overall Work Program is \$294,000. It is anticipated that COG will use the full apportionment of funding during the fiscal year in question. Other major funding contained in this Overall Work Program include federal, state, regional, and local sources. New planning grant funds awarded to COG, after the adoption of the OWP, will be amended into the Overall Work Program.

B. Overall Work Program Budget Distribution

The budget for this Overall Work Program is estimated at \$773,584 for Fiscal Year 2019/20.

C. Table I: OWP Financial Table

The financial table below documents the planning funding sources identified for each of the Work Elements.

	Work Element	Transportation Development Act Admin.	Program Administration 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	Measure G Implementation	Regional Transportation Plan	Bikeway and Pedestrian System Planning & Promotion	Road System Planning	Transportation System Modeling	Regional Rideshare Program	Regional Transp. Improvement Program	Analysis of Public Transit Network Expansion Project for Congestion Relief of the Hwy 25 Corridor	San Benito County Regional Transportation Planning	San Benito County Transp. Improvement Programming		
	Work Element No.	101	102	103	104	105	106	107	108	109	110	201	301	302	303	304	305	401	624	642	TOTAL	
Funding Source	RPA ¹⁰			\$17,462	\$35,060	\$39,694	\$30,000			\$6,000		\$69,120	\$18,664	\$54,000	\$6,000		\$18,000					\$294,000
	TDA ¹¹	\$47,500	\$47,500				\$50,000	\$10,000														\$155,000
	DMV ¹²								\$47,000													\$47,000
	Local Funds ¹³							\$2,000								\$5,000		\$19,434				\$26,434
	FHWA PL ¹⁴																		\$27,650	\$13,500		\$41,150
	SB1 RMRA ¹⁵																	\$150,000				\$150,000
	Measure G ¹⁶										\$60,000											
TOTAL		\$47,500	\$47,500	\$17,462	\$35,060	\$39,694	\$80,000	\$12,000	\$47,000	\$6,000	\$60,000	\$69,120	\$18,664	\$54,000	\$6,000	\$5,000	\$18,000	\$169,434	\$27,650	\$13,500		\$773,584

¹⁰ Rural Planning Assistance, State funds.

¹¹ Transportation Development Act, State funds.

¹² Department of Motor Vehicles, Local funds.

¹³ Local Funds: airport development fees, Vanpool Program collected lease fees, and local match funds (i.e. in-kind staff time).

¹⁴ Federal Highway Administration Planning Funds, Federal funds allocated to AMBAG for San Benito planning.

¹⁵ Senate Bill 1, Road Maintenance and Rehabilitation Account, State funds.

¹⁶ Measure G, Local funds.

CHAPTER 6: PLANNING PROGRAM FOR FISCAL YEAR 2019/20

A. Work Element Summary

This section of the Overall Work Program describes the specific planning tasks, Work Elements, which will be conducted by the Council of Governments (COG), Local Transportation Authority (LTA), Measure A Authority (MEA), Airport Land Use Commission (ALUC), and the Service Authority for Freeways and Expressways (SAFE) during the 2019/20 Fiscal Year. The program is divided into three categories by general subject area and further divided into specific Work Elements as noted below. The Work Elements identify specific tasks, products, budget, and staffing related to each project.

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	33
105	Regional Coordination	35
106	Transit System Planning and Administration	40
107	Airport Land Use Commission	43
108	Emergency Motorist Aid System - SAFE	45
109	Metropolitan Planning and Programming	46
110	Measure G Implementation	48
Category 200: Transportation Plan Updates		
201	Regional Transportation Plan	52
Category 300: Short Range Planning		
301	Bikeway and Pedestrian System Planning and Promotion	55
302	Road System Planning and Programming	57
303	Transportation System Modeling	59
304	Regional Rideshare Program	60
305	Regional Transportation Improvement Program	62
401	Analysis of Public Transit Network Expansion Projects for Congestion Relief of the Highway 25 Corridor	65
Association of Monterey Bay Area Governments (AMBAG) Work Elements Partially funded by COG:		67
624	San Benito County Regional Transportation Planning	
642	San Benito Transportation Improvement Program	

Category 100: Coordination and Information

Work Element 101: Transportation Development Act Administration

Lead Agency: Council of Governments

Project Managers: Kathy Postigo, Administrative Specialist

Veronica Lezama, Transportation Planner



Objective

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

Previous and Ongoing Work

COG has been responsible for TDA 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 TDA, COG is also responsible for carrying out the annual Unmet Transit Needs hearings, annual financial audit, and the performance triennial audit. The most recent triennial performance audit report (2015/16 through 2017/18 Fiscal Year) will be considered for Board adoption in June of 2019.

Work Element 101 Funding Source				Amount
Transportation Development Act (TDA)				\$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">Resolutions allocating fundsAssist local agencies with funding requestsTrack funding expenditures and balances	July 1 2019	COG
2.	Monitor changes in TDA statutes and administrative regulations. Advise local jurisdictions, transit operators, and COG Board of changes to the TDA.	<ul style="list-style-type: none">Staff reportsMemos	Quarterly	COG

Work Element 102: Program Administration and Management

Lead Agency: Council of Governments

Project Manager: Mary Gilbert, Executive Director and administrative staff



Objective

To manage, support, coordinate, and administer COG’s planning program in compliance with state and federal regulations.

Previous and Ongoing Work

This work element is a continuing activity of COG; it includes Board 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 (TDA)				\$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 • Presentations • Board payments • Website updates • Legal coordination 	Monthly	COG
2.	Conduct monthly Technical Advisory Committee and Bicycle and Pedestrian Advisory Committee meetings.	<ul style="list-style-type: none"> • Agendas, minutes • Staff reports, presentations • Meeting minutes • Website updates 	Monthly	COG
3.	Prepare budget reports for Board review and approval.	<ul style="list-style-type: none"> • Budget hearings • Technical reports • Quarterly budget reports • Final budget 	March-June 2020	COG
4.	Update COG Bylaws, 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

Project Manager: 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 specific transportation planning funds.

Previous and Ongoing Work

This Work Element is a continuing activity of COG. Each fiscal year, COG prepares an Overall Work Program which describes the planning activities that the agency will perform in the upcoming year, in accordance with established policies.

Work Element 103 Funding Source				Amount
Rural Planning Assistance (RPA)				\$17,462
Total				\$17,462
	Task	Deliverable	Deadline	Responsible Party
1.	Review prior year OWP and update work elements to reflect the upcoming FY 2020/21 planning activities.	<ul style="list-style-type: none">Admin draft OWP	November 2019 – January 2020	COG
2.	Prepare FY 2020/21 OWP staff assignments and project schedule.	<ul style="list-style-type: none">OWP staff assignmentsOWP Schedule	November 2019	COG
3.	FY 2020/21 OWP coordination and consultation with AMBAG, Federal Highway Administration (FHA), Federal Transit Administration, and Caltrans.	<ul style="list-style-type: none">Annual Meeting	January 2020	AMBAG
4.	Provide Draft FY 2020/21 OWP to COG Board for comment and submittal to Caltrans for comment.	<ul style="list-style-type: none">Staff reportsDraft OWP	February 2020	COG
5.	Provide Draft OWP to Caltrans for comment.	<ul style="list-style-type: none">Draft OWP	March 2020	COG/Caltrans
6.	Prepare Draft OWP for public review.	<ul style="list-style-type: none">Draft OWP	April 2020	COG
7.	Update the Draft OWP per Caltrans and public comments.	<ul style="list-style-type: none">Draft OWP update	May 2020	COG
8.	Final FY 2020/21 OWP to Board for adoption.	<ul style="list-style-type: none">Final OWP	June 2020	COG
9.	Submit final FY 2020/21 OWP to Caltrans.	<ul style="list-style-type: none">Final OWP, OWP AgreementCertificates and Assurances	June 2020	COG

		<ul style="list-style-type: none"> • FHWA RTPA Certification • State Certification 		
10.	Process OWP invoices to Caltrans.	<ul style="list-style-type: none"> • Submittal of funding and grant invoices to Caltrans • Time studies 	Quarterly	COG
11.	Prepare OWP amendments.	<ul style="list-style-type: none"> • Amendments • OWP Agreements 	As necessary	COG

Work Element 104: Public Participation

Lead Agency: Council of Governments

Project Manager: Planning Staff



Objectives

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

Previous and Ongoing Work

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

Work Element 104 Funding Source				Amount
Rural Planning Assistance (RPA)				\$35,060
Total				\$35,060
	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 Public hearings Flyers, newsletters Social media updates 	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"> Consultant Contract Outreach Materials Website Update 	Monthly	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, and public service announcements on key transportation issues and accomplishments.	<ul style="list-style-type: none"> Press releases Public service announcements 	As needed	COG/Caltrans

6.	Publicize COG Board meetings, including agendas, and staff reports.	<ul style="list-style-type: none"> • Agendas • Meeting highlights 	Monthly	COG
7.	Serve on various community organizational committees.	<ul style="list-style-type: none"> • Meetings 	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

Project Manager: Planning Staff



Objectives

Improve coordination among local jurisdictions and regional partners on issues of 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 activities.

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 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-attainment¹⁷ areas.

Other ongoing work includes collaborating 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 Counties.

COG also continues to also partner with the four Caltrans District 5 regional transportation planning agencies on 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, and the 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 and COGs through participation at various statewide groups, including the California Regional Transportation Planning Agencies (CalRTPA) working group and the Rural Counties Task Force.

¹⁷ A non-attainment area is an area considered to have air quality worse than the National Ambient Air Quality Standards as defined in the Clean Air Act Amendments of 1970.

Work Element 105 Funding Source				Amount
Rural Planning Assistance (RPA)				\$39,694
Total				\$39,694
	Task	Deliverables	Deadline	Responsible Party
1.	Attend Rural County Task Force and California Regional Transportation Agency meetings.	<ul style="list-style-type: none"> Meeting notes 	Bi-monthly	COG
2.	California Regional Transportation Planning Agencies (CalRTPA).	<ul style="list-style-type: none"> Attend meetings Distribute information 	Monthly	COG
3.	Participate in meetings of the San Benito/Santa Clara Mobility Partnership.	<ul style="list-style-type: none"> Agendas Meetings Correspondence 	Monthly	COG/VTA/ Caltrans
4.	COG Technical Advisory Committee (TAC) meeting agenda items coordination with AMBAG and Caltrans.	<ul style="list-style-type: none"> Meetings Staff reports Presentations Technical documents 	As needed	COG
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 COG

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 Caltrans
7.	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
8.	Complete Streets Needs Assessment Guidebook Local Implementation.	<ul style="list-style-type: none"> • Monitor amendments to the Guidebook for consistency with the latest Complete Street design standards • Assist local jurisdictions with development review and project planning to accommodate Complete Streets 	June 2020	COG

		<ul style="list-style-type: none"> • Participate in the County and the City of Hollister’s Development Review Committees to ensure local transportation projects consider Complete Street Elements • Provide comment letters for proposed development 		
9.	Coordinate with local jurisdictions to mitigate transportation impacts resulting from land-use decisions. Review and comment on the transportation and land use 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 • Comment letters • Technical data 	As needed	COG
10.	Review governmental planning, policy, legislation, ordinances, etc.	<ul style="list-style-type: none"> • Comment on local General Plan Circulation Elements • Ensure local plans are consistent with the adopted San Benito Regional Transportation Plan • Review and comment on local transportation plan 	As needed Monthly As needed	COG
11.	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 	Monthly	COG/Caltrans
12.	Collaborate with partners on issues surrounding goods movement.	<ul style="list-style-type: none"> • Meetings 	Monthly	COG/Caltrans

13.	Coordinate with local jurisdictions, CHP, and Caltrans to improve truck routes-enhancing the movement of agricultural goods.	<ul style="list-style-type: none"> • Meetings • Correspondence 	As needed	COG/Caltrans
14.	Research methods to reduce vehicle miles traveled and promote alternative modes of transportation.	<ul style="list-style-type: none"> • Technical documentation 	Monthly	COG
15.	Participate with AMBAG to identify and seek out non-traditional funding for priority projects.	<ul style="list-style-type: none"> • Meeting notes • Grant applications 	Monthly	COG
16.	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 District (MBARD).	<ul style="list-style-type: none"> • Plans • Program activities 	Monthly	COG

Work Element 106: Transit System Planning and Administration

Lead Agency: Local Transportation Authority

Project Manager: 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

LTA staff continues to collaborate with 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.

Staff will continue various activities that would include improve current bus service levels and the size of its vehicle fleet, service efficiency, increase accessibility of services, and develop a flexible plan for the future of its public transportation services.

Work Element 106 Funding Source				Amount
Rural Planning Assistance (RPA)				\$30,000
Transportation Development Act (TDA)				\$50,000
Total				\$80,000
	Task	Deliverables	Deadline	Responsible Party
1.	Communicate with Association of Monterey Bay Area Governments (AMBAG) and the Valley Transportation (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. ¹⁸	<ul style="list-style-type: none"> Attend all public meetings Comment on draft reports Assist in the distribution of flyers on social media, buses, and throughout the community 	November 2019 - June 2020	LTA

¹⁸ See Work Element 101

		<ul style="list-style-type: none"> • Assist with response to comments received • Work on the implementation of Board approved recommendations 		
3.	Work 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"> • Comments • Meetings • Updated Plan 	As Necessary	LTA
4.	Ensure project consistency with Regional Transportation Plan (RTP) policies for improved access to elderly and disabled individuals.	<ul style="list-style-type: none"> • Project comments • Input on Transit RTP narrative and projects 	Monthly	LTA
5.	Work with the Social Services Transportation Advisory Council (SSTAC) 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 • Presentations • Grant Applications & Budgets 	Bi-monthly	LTA
6.	Prepare planning grant applications 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 	As Necessary	LTA
7.	Conduct Transit Needs Assessments and prepare Transit Development Plans and Marketing Plans as appropriate.	<ul style="list-style-type: none"> • Needs Assessments • Development & Marketing Plans 	Monthly	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 • Implementation of Improvements 	Quarterly	LTA
9.	Implement Short and Long Range Transit Plan recommendations.	<ul style="list-style-type: none"> • Project List • Project Schedule • Project implementation, per funding availability 	Monthly, based on funding availability	LTA
10.	Identify funding sources for and implementing the Intelligent Transportation Systems (ITS) Technology for the 21 st Century:	<ul style="list-style-type: none"> • Grant Applications • ITS improvements, per funding availability 	Monthly, based on	LTA

	Using Technology to Improve Safety and Efficiency of San Benito County's Transit System Plan.		funding availability	
11.	Implement and update as required the Federal Transit Administration (FTA) mandated Transit Asset Management Plan.	<ul style="list-style-type: none"> • Project List • Project Schedule • Project implementation, per funding availability • Plan Updates 	Monthly, based on funding availability	LTA
12.	Manage LTA's County Express and Specialized Transportation public transportation operations contracts.	<ul style="list-style-type: none"> • Monthly Operator Meetings • System Performance Review & Reports • Contractor Coordination • Attend driver safety meetings, as necessary 	Monthly	LTA

Work Element 107: Airport Land Use Commission

Lead Agency: San Benito County Airport Land Use Commission

Project Manager: Veronica Lezama, Transportation Planner



Objective

The role of the San Benito Airport Land Use Commission (ALUC) 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 ALUC 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. In 2018, ALUC initiates an update to the Airport Land Use Compatibility Plan for Frazier Lake Airpark.

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				\$2,000
Transportation Development Act (TDA)				\$10,000
Total				\$12,000
	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 	Monthly	ALUC
2.	Conduct Site and Architectural Reviews in accordance with the Frazier Lake Airpark’s Comprehensive Land Use Plan.	<ul style="list-style-type: none"> Staff report, maps, letters, and presentations 	Monthly	ALUC
3.	Coordinate with the GIS analyst for precise project reviews and mapping.	<ul style="list-style-type: none"> GIS mapping 	Monthly	ALUC
4.	Review environmental documents (i.e. Initial Studies, Environmental Impact Reports, etc.).	<ul style="list-style-type: none"> Comment letter 	Monthly	ALUC
5.	Refer projects to the FAA for review.	<ul style="list-style-type: none"> Correspondence 	Monthly	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 Caltrans Department of Aeronautics for review 	Monthly	ALUC/Caltrans
7.	Administer ALUC Fee Structure.	<ul style="list-style-type: none"> • Invoices 	Monthly	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 Airport Land Use Compatibility Plans for the Hollister Municipal Airport and Frazier Lake Airpark.	<ul style="list-style-type: none"> • Amendments • Resolutions • Staff reports 	As needed	ALUC/Caltrans
10.	Prepare the Airport Land Use Compatibility Plan Frazier Lake Airpark.	<ul style="list-style-type: none"> • Maps • Compatibility Policies • Presentations • Public meetings • Public hearings • Project Development Team Meetings • Draft Plan • Final Plan 	December 2019	ALUC

Work Element 108: Emergency Motorist Aid System - SAFE

Lead Agency: Service Authority for Freeways and Expressways

Project Manager: 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 	Monthly	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 for emergency call box answering services.	<ul style="list-style-type: none"> • Agreement & Resolution 	Triennially	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

Work Element 109: Metropolitan Planning and Programming

Lead Agency: Council of Governments

Project Manager: Veronica Lezama, Transportation Planner



Objective

To work with the Metropolitan Planning Organization, Monterey Bay Area Governments (AMBAG) is required to produce a long range (20+ years) Metropolitan Transportation Plan (MTP) that maintains the region’s eligibility for transportation assistance. The MTP is built on a set of integrated policies, strategies, and investments to maintain and improve the transportation system to meet the diverse needs of the region. AMBAG coordinated the development of the MTP with the Regional Transportation Planning Agencies in San Benito, Monterey, and Santa Cruz Counties and organizations having in interest in or responsibly for transportation planning and programming.

Another objective is to continue work with AMBAG on program development, and adoption of regionally significant or federally funded transportation projects for inclusion in the Metropolitan Transportation Improvement Program (MTIP) through amendments and updates. 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 significant.

Previous and Ongoing Work

Regionally significant or federally funded transportation projects within the San Benito County region have been included in the MTIP since Fiscal Year 1993/94.

Work Element 109 Funding Source				Amount
Rural Planning Assistance (RPA)				\$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). Projects that are regionally significant or have been approved by COG, Caltrans, and/or other agencies for Federal transportation funds are included in the Federal Transportation Improvement Program (FTIP). The FTIP for the Monterey Bay Area is prepared by AMBAG and is called the	<ul style="list-style-type: none"> Identify <i>regionally significant</i> projects and those funded with federal funds Assist local jurisdictions with project applications (i.e. meetings and coordination) Amendments 	<p>As Needed</p> <p>As Needed</p> <p>As Needed</p>	COG/AMBAG

	Monterey Bay Metropolitan Transportation Improvement Program (MTIP).			
2.	<p>AMBAG prepares the Metropolitan Transportation Plan (MTP) with COG input. The MTP is the federally mandated long-range transportation plan for the Monterey Bay Area. This plan lays out a financially constrained list of transportation projects over the following 20+ years that will enhance regional mobility as well as reduce greenhouse gas emissions. AMBAG coordinates the development of the MTP with the Regional Transportation Plans¹⁹ for San Benito, Santa Cruz and Monterey Counties.</p> <p>The preparation of the MTP is a multi-year effort and tasks will be identified based on the fiscal year in which they will be delivered. The deliverables and deadlines reflect COGs role in AMBAGs development of the MTP.</p>	<ul style="list-style-type: none"> • Comments on the Regional Growth Forecast • Comment of Notice of Preparation for EIR • Provide AMBAG with San Benito list of financially constrained and unconstrained transportation projects • Provide AMBAG San Benito’s transportation revenue projections 	<p>June 2020</p> <p>January 2020</p> <p>June 2020</p> <p>June 2020</p>	
3.	Federal Obligation Authority Plan. Federal legislation requires AMBAG to publish an annual listing of obligated transportation projects for which Federal funds have been given in the prior year. COG coordinates this effort with local agencies that received federal funds for their projects.	<ul style="list-style-type: none"> • List federally funded projects obligated within the requested time frame 	Annually	COG/AMBAG
4.	Monitor implementation of Fixing America Surface Transportation (FAST) Act. On December 4, 2015, the Fixing America’s Surface Transportation (FAST) Act (Pub. L. No. 114-94) into law—the first federal law in over a decade to provide long-term funding certainty for surface transportation infrastructure planning and investment. The FAST Act authorizes \$305 billion over fiscal years 2016 through 2020 for highway, highway and motor vehicle safety, public transportation, motor carrier safety, hazardous materials safety, rail, and research, technology, and statistics programs.	<ul style="list-style-type: none"> • Monitor update and requirements 	Annually	COG

¹⁹ See Work Element 201

Work Element 110: Measure G Implementation

Lead Agency: Council of Governments

Project Manager: Mary Gilbert, Executive Director



Objective

This Work Element addresses the implementation of the voter approved Measure G, the San Benito County Transportation Safety and Investment Plan. COG, as the Regional Transportation Planning Agency is responsible for ensuring that funds are apportioned, allocated, and expended according to the Measure G Ordinance 2018-01 and the Expenditure Plan. The detailed Plan outlines the most pressing needs and a prudent solution to address them with a 1 percent sales tax over the next 30 years to ensure a stable source of local funding for the San Benito County region. Rural Planning Assistance funds will not be used for this Work Element.

Previous and Ongoing Work

On November 6, 2018, San Benito County voters passed Measure G, the San Benito County Roads and Transportation Safety and Investment Plan. Measure G funds will be used to implement needed Highway 25 improvements, local street and road maintenance, new local roads, transit improvements (for youth, seniors, students, and people with disabilities) pedestrian, and bicycle safety improvements.

Work Element 110 Funding Source				Amount
Measure G funds				\$60,000
Total				\$60,000
	Task	Deliverable	Deadline	Responsible Party
1.	Program Administration			
a.	Measure G Administrative Tasks Provide for cost-effective administration of the program through the Council of San Benito County Governments.	<ul style="list-style-type: none">Board agendas, minutes, special meetings, presentations, staff reports	Monthly	COG

b.	Establish COG policies and guidelines and update them as necessary to ensure sound implementation of Measure G.	<ul style="list-style-type: none"> Guidelines Policies Produce, maintain, and update agreements with local agencies for funding allocations Amendments 	<p>Continuous Continuous Continuous</p> <p>Continuous</p>	COG
c.	State and Federal funds become available to COG, as a self-help County.	<ul style="list-style-type: none"> Payments received Funding attribution 	November 2019	
2.	Financial Management			
a.	Receive funds from State Board of Equalization.	<ul style="list-style-type: none"> Payments received 	Quarterly	COG
b.	Produce reports of funding availability. Reports to include formula distributions for each category of projects and implementing agency.	<ul style="list-style-type: none"> Revenue reports Presentations Local agency meetings 	Continuous	COG
c.	Distribute the funds to local agencies and projects in accordance with Measure G (COG Ordinance 2018-01).	<ul style="list-style-type: none"> Funding requests Process payments 	Continuous	COG
d.	Produce and publish annual reports and audit reports per Measure G ordinance. This work will include analyzing funds receipts, producing reports, and audit the use of the funds.	<ul style="list-style-type: none"> Secure Independent Audit Contractor <ul style="list-style-type: none"> Request for Proposals Contract Project funding and data collection Board meeting updates Website updates 	<p>Annually</p> <p>Continuous</p> <p>Continuous Continuous</p>	COG

3. Measure G Project Management				
a.	<p>Tier I: Highway 25 Project Administration</p> <p>The project development process will span from planning to construction and will include the following multi-year processes.</p>	<ul style="list-style-type: none"> • Funding agreements with Caltrans and VTA • Project Management <ul style="list-style-type: none"> – Project Development – Team meetings – Agendas – Reports • Process project expenditures • Board reports <ul style="list-style-type: none"> – Presentations – Staff reports – Agendas – Minutes – Website updates • Financial allocations and invoices • Consultant contracts • Process project funding updates in AMBAGs Transportation Improvement Program • Funding requests 	<p>As necessary</p> <p>Monthly</p> <p>Continuous</p> <p>Monthly</p> <p>Continuous</p> <p>As necessary</p> <p>As necessary</p>	<p>COG, Caltrans/LTA</p>
b.	<p>Tier II: Local Project Administration</p> <ul style="list-style-type: none"> • Local Street and Road Maintenance • New roadways <p>Administer funds through the approved process to apportion and allocate local controlled funds to the cities of Hollister and San Juan Bautista and County of San Benito according to Measure G Ordinance and the Expenditure</p>	<ul style="list-style-type: none"> • Agreements with local agencies and project sponsors • Project Performance Management • Process and monitor local agency funding allocations and balances 	<p>July 2019</p> <p>Continuous</p> <p>Continuous</p>	<p>COG</p>

	Plan. Review reports submitted by all agencies to tracking projects, costs, timelines and completion dates.			
c.	Tier III: Other Categories <ul style="list-style-type: none"> Public Transit Bicycle and Pedestrian Projects 	<ul style="list-style-type: none"> Project Performance Management Board Meetings LTA project oversight Process and monitor local agency funding allocations and balances 	Continuous Monthly Continuous Continuous	COG/LTA
4.	Produce and implement bilingual outreach plan to inform voters on the use Measure G funds. Update the public with news regarding projects, programs, and actions taken as part of the implementation of Measure G.	<ul style="list-style-type: none"> Press releases Fact sheets Website updates Public meetings, hearings, presentations Press releases, social media outreach 	As necessary Continuous Continuous Continuous As necessary	COG
5.	Establish, staff, and maintain Citizens Oversight Committee (COC) in accordance with Measure G ordinance.	<ul style="list-style-type: none"> Member recruitment (i.e. applications, bylaws, appointments) Meeting agendas, reports, presentations, minutes Project updates Annual financial audit report 	July 2019 Quarterly Quarterly Annually	COG

Work Element 201: Regional Transportation Plan

Lead Agency: Council of Governments

Project Manager: 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 Regional Transportation Plan Guidelines).

Previous and Ongoing Work

Previous work includes the development and adoption of Regional Transportation Plan (RTP) in 1975 with updates annually through 1978 and every 2-4 years thereafter. The San Benito RTP is updated every four years. The previous Regional Transportation Plan was adopted by the COG Board on June of 2018.

In January 2019, COG staff initiated the efforts to prepare the 2022 San Benito RTP. The development of the 2022 RTP is anticipated for completion by the end of the 2021/22 Fiscal Year (June 2022). The San Benito RTP is coordinated with the Association of Monterey Bay Area Governments’ (AMBAG) Metropolitan Transportation Plan (MTP). The MTP covers the Regional Transportation Plans of Monterey, Santa Cruz and San Benito Counties. The COG will continue coordination with AMBAG, local jurisdictions, Caltrans, partner agencies, and the public on the development of the San Benito Regional Transportation Plan.

Work Element 201 Funding Source				Amount
Rural Planning Assistance				\$69,120
Total				\$69,120
Task		Deliverable	Deadline	Responsible Party
1.	Implementation of the 2018 Regional Transportation Plan (RTP).	<ul style="list-style-type: none"> Monitor delivery of projects Amendments 	Monthly	COG
2.	2022 San Benito RTP Update			
	a. Monitor updates and amendments to the RTP Guidelines.	<ul style="list-style-type: none"> Comments 	As needed	AMBAG/COG
	b. AMBAG and COG collaboration on the development of the 2022 MTP and San Benito RTP.	<ul style="list-style-type: none"> EIR financial and collaborative agreement/MOU 	July 2019	COG

	c. Meetings with Association of Monterey Bay Area Governments (AMBAG), Transportation Agency for Monterey County (TAMC), Caltrans, Santa Cruz County Regional Transportation Commission (SCCRTC), and local transit providers on the development of RTPs and AMBAG's Metropolitan Transportation Plan. The preparation of the RTP is a multi-year effort and tasks will be identified based on the fiscal year in which they will be delivered.	<ul style="list-style-type: none"> • Monthly meetings • Plan schedule • Action items 	Monthly	AMBAG/COG
	d. 2022 RTP Goals.	<ul style="list-style-type: none"> • Goals/Policies • TAC And Board meetings • Comments 	April2020	COG
	e. 2022 financial assumptions.	<ul style="list-style-type: none"> • Funding assumptions spreadsheet • Meetings with local agencies • Comments 	February 2021	AMBAG/COG
	f. 2022 project List, financially constrained and unconstrained.	<ul style="list-style-type: none"> • Local agency meetings • Project lists • Meetings with local agencies • Comments 	February 2021	AMBAG/COG
3.	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. 	Monthly	COG

Category 300: Short Range Planning

Work Element 301: Bikeway and Pedestrian System Planning and Promotion

Council of Governments

Project Manager: Veronica Lezama, Transportation Planner



Objective

Plan for a comprehensive regional bikeway and pedestrian system that promotes 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 Active Transportation (i.e. bicycle and pedestrian) facilities within the San Benito County region.

Other efforts include the 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 regardless of age or ability.

Work Element 301 Funding Source				Amount
Rural Planning Assistance (RPA)				\$18,664
Total				\$18, 664
	Task	Deliverable	Deadline	Responsible Party
1.	Bicycle and Pedestrian Advisory Committee.	<ul style="list-style-type: none"> Meetings Agendas Minutes 	Quarterly	COG
2.	San Benito County Bikeway and Pedestrian Master Plan Implementation. Conduct planning activities to improve bikeway and pedestrian facilities.	<ul style="list-style-type: none"> Amendments Local agency coordination Technical reports Funding applications 	Monthly	COG
3.	Assist in planning of Safe Routes to School concepts.	<ul style="list-style-type: none"> Public outreach with schools and community partners 	Quarterly	COG
4.	Provide planning assistance to local jurisdictions for implementation of Complete Streets concepts.	<ul style="list-style-type: none"> Planning and stakeholder meetings Attend County and City of Hollister Development Review 	Monthly	COG

		Committees and provide development reviews comments		
5.	Provide grant application assistance to local jurisdictions.	<ul style="list-style-type: none"> • Grant applications • Traffic Data, technical reports • Grant application review assistance • Letters of support • Public outreach 	As needed	COG
6.	Participate and attend local Safe Kids California San Benito Partners.	<ul style="list-style-type: none"> • Outreach activities • Attend meetings • Lead event planning • Kids at the Park event planning and helmet fittings • Walk to School Day • Bicycle and pedestrian Safety Campaigns 	Monthly	COG
7.	Caltrans District 5 Active Transportation Plan	<ul style="list-style-type: none"> • Participate in discussions • Regional committee meetings • Review draft documents • Public meetings 	June 2020	Caltrans/ COG input

Work Element 302: Road System Planning and Programming

Lead Agency: Council of Governments

Project Manager: 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 and technical studies on specific projects and coordination with Caltrans on regionally significant projects.

COG is also responsible for the development of the Transportation Impact Mitigation Fee Program update. Regional developer impact fees are assessed on new development to pay for new transportation infrastructure needs, as governed by AB1600 (1987). Fee levels are calculated based on a selected list of projects to be funded; due to nexus rules requiring a demonstrated reasonable relationship between the impact and improvement, these are almost exclusively road and highway system expansion.

Other COG efforts includes the distribution of Surface Transportation Block Grant Program (STBG) funds, which provides flexible funding that may be used by localities for projects to preserve and improve the conditions on any public road, pedestrian and bicycle infrastructure, and transit capital projects, including intercity bus terminals. COG also works with local jurisdictions to plan for local roadway improvements.

Other work includes ongoing coordination with AMBAG on the implementation 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.

Work Element 302 Funding Source				Amount
Rural Planning Assistance (RPA)				\$54,000
Total				\$54,000
Task	Deliverable	Deadline	Responsible Party	
1.	Assist local agencies 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 	Monthly	COG
2.	Distribute Surface Transportation Block Grant Program (STBG) funds to the Cities and County, and to special projects based on COG Board approved policies.	<ul style="list-style-type: none"> • Track STBG funding allocations and expenditures • Special projects assessments • Local agency funding request application assistance • Track invoicing and local agency project eligibility 	Monthly	COG
3.	Continue planning and monitoring of projects on the State Highway System.	<ul style="list-style-type: none"> • Project development team meetings 	Monthly	COG
4.	Coordinate with Caltrans on Statewide planning efforts.	<ul style="list-style-type: none"> • Coordinate and meet with California Transportation Commission staff and Board • California Transportation Plan • Transportation concept reports • Statewide bicycle plans • Statewide freight plans • California State Rail Plan 	Monthly June 2020	COG
5.	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

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
Rural Planning Assistance (RPA)				\$6,000
Total				\$6,000
	Task	Deliverable	Deadline	Responsible Party
1.	Participate in Model Technical Advisory Committee meetings.	• Meeting notes	Quarterly	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	As needed	COG

Work Element 304: Regional Rideshare Program

Lead Agency: Council of Governments

Project Manager: 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 improve 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 	Daily	COG
2.	Administer Vanpool Program.	<ul style="list-style-type: none"> Process lease fees Procure vehicles Administer driver and rider applications Track maintenance records Process payments 	Daily	COG
3.	Conduct outreach to schools and parents to encourage walking and bicycling among school children.	<ul style="list-style-type: none"> Flyers Safe Routes to School brochures 	Monthly	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 	Monthly	COG

5.	Promote annual Bike Week and Walk to School/Work Day events.	<ul style="list-style-type: none">• Promotional materials• Helmets fittings	May 2020	COG
6.	Conduct employer outreach activities to promote ridesharing.	<ul style="list-style-type: none">• Flyers to employers	Daily	COG

Work Element 305: Regional Transportation Improvement Program

Lead Agency: Council of Governments

Project Manager: 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.

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 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 and Manage and monitor RTIP Projects.

Work Element 305 Funding Source			Amount
Rural Planning Assistance (RPA)			\$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 2019	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 2019	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 2020 Regional Transportation Improvement Program for submission to the California Transportation Commission.	<ul style="list-style-type: none"> • 2020 RTIP 	December 2019	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 congested during commute hours due to the many residents commuting into Santa Clara County and beyond. 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				\$19,434
Total				\$169,434
Task	Deliverable	Deadline	Responsible Party	
1.	Consultant development of Analysis	<ul style="list-style-type: none"> Correspondence Administrative Draft 	October 2019	LTA/Consultant
2.	Hold Project Development Team meetings	<ul style="list-style-type: none"> Agendas, Notes 	January 2020	LTA/Consultant
3.	Receive feedback on Analysis at local English and Spanish language community events	<ul style="list-style-type: none"> Community Event Calendar Open House Comments 	July 2019	LTA/Consultant
4.	Draft Analysis for public review	<ul style="list-style-type: none"> Public Draft Public Review Period Noticing Comments 	January 2020	LTA/Consultant

5.	Draft Analysis to the Board and Advisory Committees for comment	<ul style="list-style-type: none"> • Presentation Materials • Agendas, Minutes 	January 2020	LTA/Consultant
6.	Final Analysis for Board of Directors to adopt	<ul style="list-style-type: none"> • Final for Adoption 	June 2020	LTA/Consultant
7.	Provide quarterly reports and invoicing	<ul style="list-style-type: none"> • Quarterly Reports and Invoices 	Quarterly	LTA/Caltrans

To be included upon availability of AMBAGs draft OWP

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 2019-2020

EXPENDITURES		REVENUE	
	Amount (\$)		Amount (\$)
Salaries	9,998	FHWA PL	27,650
Fringe Benefits	4,699	In-Kind - Toll Credits	3,171
Indirect	12,453	FTA 5303	-
Professional Services*	-	In-Kind - Toll Credits	-
Supplies	-	FHWA PL c/o	-
Printing	-	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), public participation and air quality, including but not limited to strategies for reducing Vehicle Miles Travel (VMT) as well as greenhouse gases (GHG) emissions. This work element is developed in conjunction with WE 622.

Project Products

Draft vision, goals, objectives, education materials, revised cost estimates, revenue forecasts, data collection for forecast, charts, graphs, etc. for San Benito County.



Federally Eligible Tasks

All tasks listed below and deliverables are federally eligible..

Previous Accomplishments

Adoption of the 2040 MTP/SCS.

Tasks & Deliverables

<i>Task</i>	<i>Description</i>	<i>Deliverables</i>	<i>Budget</i>	<i>Completion Date</i>
1	Administrative		\$ 2,500	
1.1	MTP/SCS Working Group and Executive Steering Committee meetings.	Meeting agendas, presentations, handouts, meeting notes and action items		Monthly
1.2	Development of the Metropolitan Transportation Planning Work Element for FY 2020-21 OWP.	Draft and Final Work Element for FY 2020-21		2/28/2020 Draft 4/17/2020 Final
2	Planning		\$ 9,000	
2.1	Refine/update MTP/SCS vision, goals and policy objectives.	MTP/SCS vision, goals and policy objectives.		6/30/2020
2.2	Update transportation project costs and revenue projections.	Project cost estimates and revenue projections		12/31/2020
2.3	Issue Notice of Preparation and begin initial work on the EIR. Work with local jurisdictions to develop and incorporate new policies in their general/specific plans/ordinances that help achieve the goals of the MTP.	Notice of Preparation Policies ready for incorporation into general plans and zoning ordinances		6/20/2020 6/30/2020
2.4	Work with local jurisdictions to update the land use patterns within the region and develop land use specific transportation improvements consistent with local city and county general plans.	Updated land use and place types, mapping, GIS layers, etc.		6/30/2020
3	Data Gathering and Analysis		\$ 6,000	
3.1	Develop maps, graphs and charts in support of the 2045 MTP/SCS, in addition to maps for 2040 MTP/SCS education and outreach.	Maps, graphs and charts		6/30/2020
3.2	Maintain and update the transportation project database.	Telus database		Quarterly review and updates
4	Coordination		\$ 7,650	
4.1	Coordinate with regional and local agencies to develop the 2045 MTP/SCS.	Meeting agendas, presentations, handouts, meeting notes and action items		6/30/2020
4.2	Conduct Planning Directors Forum meetings.	Meeting agendas, presentations, handouts, meeting notes and action items		4 Meetings



4.3	Coordination meetings with partner agencies.	Meeting agendas, presentations, handouts, meeting notes and action items	Monthly
5	Public Participation		\$ 2,500
5.1	Continue to provide updates on the progress of planning projects included the adopted 2040 MTP/SCS and the 2045 MTP/SCS currently under development in public forums.	Meeting agendas, presentations, handouts, meeting notes and action items	6/30/2020

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 2019-2020

EXPENDITURES		REVENUE	
	Amount (\$)		Amount (\$)
Salaries	4,971	FHWA PL	13,500
Fringe Benefits	2,337	In-Kind - Toll Credits	1,548
Indirect	6,192	FTA 5303	-
Professional Services*	-	In-Kind - Toll Credits	-
Supplies	-	FHWA PL c/o	-
Printing	-	In-Kind - Toll Credits	-
Travel	-	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 2018-19 to FFY 2021-22. The MTIP implements the Monterey Bay Metropolitan Transportation Plan (MTP), as required by the Fixing America's Surface Transportation (FAST) Act, including projects that meet the region's performance measures and goals, as stated in the adopted 2040 MTP/SCS (access and mobility, economic vitality, environment, healthy communities, social equity, system preservation and safety). It lists multimodal transportation related improvements and includes all federally funded transportation improvement projects, as well as regionally significant transportation improvement projects regardless of funding source. The document is financially constrained, updated every two years and amended as warranted. The Monterey Bay MTIP is first approved by the AMBAG Board of Directors, then by the State Governor, and upon federal (FHWA and FTA) approval, it is included in the Federal Statewide Transportation Improvement Program (FSTIP).

The main objective of this work element is to maintain the federally mandated MTIP for FFY 2018-19 to FFY 2021-22 and to initiate the process of development of the MTIP for FFY 2020-21 to 2023-24, which include projects from San Benito County as part of the metropolitan transportation planning requirements. The MTIP is developed in coordination, cooperation, and consultation with the area's transit providers (San Benito County LTA, MST and SC METRO), Regional Transportation Planning Agencies (TAMC, SCCRTC and San Benito COG), local jurisdictions, Caltrans, FHWA, FTA, and other transportation stakeholders.

**Project Products**

- Four formal amendments to the MTIP for FFY 2018-19 to FFY 2021-22.
- Ten administrative modifications to the MTIP for FFY 2018-19 to FFY 2021-22.
- Annual List of Federally Obligated Projects by December 31, 2019.
- Notices for public participation for four Formal Amendments.
- Board meetings staff memoranda and other supporting materials.
- Presentations to SBtCOG Technical Advisory Committees and participation in the California Federal Programming Group (CFPG).
- State/federal reports, as mandated or requested for the MPO region.
- Information to local agencies/transit agencies/RTPAs about MTIP.

Federally Eligible Tasks

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

Previous Accomplishments

- In coordination, consultation, and cooperation with the RTPAs, transit agencies, local jurisdictions, Caltrans, FHWA, FTA, and other interested stakeholders, developed the Monterey Bay MTIP for FFY 2018-19 to FFY 2021-22.
- Issued fourteen (14) formal amendments and administrative modifications to the Monterey Bay MTIP for FFY 2016-17 through FFY 2019-20 and two (2) to the Monterey Bay MTIP for FFY 2018-19 through FFY 2021-22..
- Programmed HSIP, FTA, SRTS and other special funding and provided guidance to regional and local agencies.
- Provided Concurrence Letters for MST and SCMETRO grant applications to the FTA and executed Supplemental Agreements.
- Published Annual List of Federally Obligated Projects for FFY 2017-18.
- Attended six (6) CFPG meetings.
- Attended three (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	Engage in coordination, cooperation and consultation efforts with staff from San Benito COG for the development of the MTIP for FFY 2020-21 to FFY 2023-24 MTIP.	Meeting agendas, presentations materials and email exchange		6/30/2020
1.2	Make at least two presentations at the San Benito TAC meeting for MTIP update.	Staff reports, presentation materials and handouts		3/30/2019
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		6/30/2020
1.5	Attend CFPG and other MTIP related meetings.	Meeting notes and follow-up items		Every 6 weeks



1.6	Monitor 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 2020-21 OWP.	OWP work element	2/28/2020
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	6/30/2020
3	Data Gathering and Analysis		\$ 3,544
3.1	Prepare 2018 MTIP financial constraint summary tables.	Financial Constraint Summary Tables	6/30/2020
3.2	Coordinate Formal Amendment/Administrative Modification requests with local jurisdictions.	Four formal amendments and ten administrative modifications	Monthly
3.3	Prepare financial tables for each Formal Amendment of the MTIP.	Updated financial tables to go with formal amendments	Quarterly
3.4	Prepare federally mandated MTIP reports.	Annual report and other reports/web posting	12/31/2019
3.5	Publish FY 2018-19 annual list of obligated projects for the AMBAG Region.	Annual list of obligated projects report	12/31/2019
3.6	Update projects for MTIP FFY 2018-19 to FFY 2021-22 in CTIPS.	Draft projects for the MTIP FFY 2018-19 to FFY 2021-22	6/30/2020
4	Coordination		\$ 1,177
4.1	Attend monthly TAC meetings of San Benito COG.	At least 3 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	12/31/2019

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.

Appendices



To be inserted with the final OWP

Appendix A

Certifications and Assurances

To be inserted with the final OWP

Appendix B

FHWA and FTA State and Metropolitan
Transportation Planning Process Self-
Certification

To be inserted with the final OWP

Appendix C

Department of Transportation
Debarment and Suspension Certification

To be inserted with the final OWP

Appendix D

Overall Work Program Agreement

To be inserted with the final OWP

Appendix E

Resolution