



AGENDA
REGULAR MEETING
COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

DATE: Thursday, May 20, 2021
4:00 p.m.

LOCATION: Via-Zoom
Attendance at the COG meeting is closed to the public per Executive Order N-29-20. The public may join meeting by Zoom: <https://zoom.us/join> per the instructions provided at the end of the agenda:

Meeting ID: 889-4736-2821

DIRECTORS: Chair Ignacio Velazquez, Vice Chair Mary Vazquez Edge, Rolan Resendiz, Mark Medina, and Bob Tiffany
Alternates: San Benito County: Kollin Kosmicki
City of San Juan Bautista: César E. Flores; City of Hollister: Rick Perez
Ex Officio: Caltrans District 5

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

4:00 P.M. CALL TO ORDER

- A. Pledge of Allegiance
- B. Verification of Certificate of Posting
- C. **NOTICE OF TEMPORARY PROCEDURES FOR COUNCIL OF GOVERNMENTS BOARD MEETINGS** *(Please see Zoom instructions at the end of the agenda)

Pursuant to California Governor Gavin Newsom’s Executive Order N-29-20 issued on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic. Additionally, members of the COG Board are allowed to attend the meeting via teleconference and to participate in the meeting to the same extent as if they were present.

- D. **Public Comment** *(Opportunity to address the Board on items of interest on a subject matter within the jurisdiction of the Council of Governments and not appearing on the agendas. No action may be taken unless provided by Govt. Code Sec. 54954.2 Speakers are limited to 3 minutes.)*

- E. Executive Director’s Report
- F. Caltrans Report/Correspondence – Eades
- G. Board of Directors’ Reports

CONSENT AGENDA:

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

1. **APPROVE** Council of Governments Draft Meeting Minutes Dated April 15, 2021 – Gomez
2. **RECEIVE** Construction Projects Report – Caltrans District 5
3. **RECEIVE** Council of Governments FY 2020/21 Third Quarter Budget Report for the Period of January 1, 2021 through March 31, 2021 – Rivera
4. **ADOPT** Resolution No. 2021-06, Delegating Authority to the Executive Director to Execute Funding Agreements and Amendments with the California Department of Transportation – Rivera
5. **ADOPT** Resolution No. 2021-04, Adopting the Fiscal Year 2021/2022 Overall Work Program and Authorizing the Executive Director to Sign, for and on Behalf of the Council of San Benito County Governments, the Overall Work Program Agreement and Annual List of Certifications and Assurances that all Funding Program Requirements have been met – Lezama
6. **RECEIVE** and **COMMENT** on the 2020 and 2021 Draft Unmet Transit Needs Report – Lezama

REGULAR AGENDA:

7. **RECEIVE** Presentation on FY 2021/22 Council of Governments Draft Budget – Rivera
8. **RECEIVE** Presentation on the State Route 156 Improvement Project – Gilbert
9. **APPROVE** Cancellation of July 2021 Council of San Benito County Governments Board Meeting and Receive Update on COVID-19 Protocol for Meetings – Gilbert

Adjourn to COG Meeting on June 17, 2021. Agenda Deadline is Tuesday, June 01, 2021 at 12:00 p.m.

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

ZOOM INSTRUCTIONS:

Members of the public are encouraged to participate in Board meetings in the following ways:

1. Remote Viewing

Members of the public who wish to watch the meeting can view the meeting online through Zoom. Instructions for participating via Zoom are included below.

2. Written Comments & Email Public Comment

Members of the public may submit comments via email by 5:00 PM. on the Wednesday prior to the Board meeting to the Clerk of the Board at monica@sanbenitocog.org. Regardless of whether the matter is on the agenda. Every effort will be made to provide Board Members with your comments before the agenda item is heard.

3. Council of Governments Board meeting Zoom Instructions for remote Participants:

Three ways to attend zoom meetings: 1) **over the phone**, 2) **on a web browser**, or 3) **through the Zoom Smart Device Application**. Each meeting will have a meeting ID, which is a unique number associated with an instant or scheduled meeting.

1. Over the phone (Audio only):

- (669) 900-6833 or (408) 638-0968.

2. On a Web-browser:

- <https://zoom.us/join>

3. Smart device Application:

- Apple App store: <https://apps.apple.com/us/app/id546505307>
- Android App store: <https://play.google.com/store/apps/details?id=u.s.zoom.videomeetings>

Zoom Audio Only (phone)

If you are **calling in as audio-only**, please dial **(669) 900-6833 or (408) 638-0968**.

1. It will ask you to enter the **Meeting ID, 889-4736-2821** followed by the **"#" key**, which can be found at the top page of the agenda. The meeting agenda can be found at: http://www.sanbenitocog.org/wp-content/uploads/2021/05/COG_Packet_052021.pdf
2. It will then ask for a **Participant ID**, press the **"#" key** to continue.
3. Once you enter the zoom meeting, you will automatically be placed on mute.
4. **Public Comment:** If you are using a phone, please press the **"*9"** to raise your hand, zoom facilitator will unmute you when your turn arrives.

Zoom On Web-browser or Zoom app on Tablet or Smartphone

If joining through web-browser launch: <https://zoom.us/join> or launch the Zoom app on your Tablet or Smartphone

1. Select **"JOIN A MEETING"**
2. You will be prompted to enter **Meeting ID, 889-4736-2821** and include a name to join the meeting. The meeting agenda can be found at: http://www.sanbenitocog.org/wp-content/uploads/2021/05/COG_Packet_052021.pdf
3. You can launch audio through your computer or set it up through the phone. Follow instructions provided by Zoom.
4. **Public Comment:** click **"Raise hand"** icon, the zoom facilitator will unmute you when your turn arrives.

Public Comment Guidelines

- If participating on Zoom: Once you are selected, you will hear that you have been unmuted: State your first name, last name, and county you reside in for the record.
- The Council of Governments Board welcomes your comments.
- Each individual speaker will be limited to a presentation total of three (3) minutes.
- Please keep your comments, brief, to the point, and do not repeat prior testimony, so that as many people as possible can be heard. Your cooperation is appreciated.

If you have questions, contact the Council of Governments and leave a message at (831) 637-7665 x. 201, or email monica@sanbenitocog.org.

CERTIFICATE OF POSTING

Pursuant to Government Code Section #54954.2(a) the Meeting Agenda for the Council of San Benito County Governments on **May 20, 2021** at **4:00 P.M.** was posted at the following locations freely accessible to the public:

The front entrance of the Old San Benito County Courthouse, Monterey Street, Hollister, CA 95023, and the Council of Governments Office, 330 Tres Pinos Rd., Ste. C7, Hollister, CA 95023 at the following date and time:

On the **14th day of May 2021**, on or before **5:00 P.M.**

The meeting agenda was also posted on the Council of San Benito County Governments website, www.sanbenitocog.org, under Meetings, COG Board, Meeting Schedule

I, Monica Gomez, swear under penalty of perjury that the foregoing is true and correct.

BY: 

Monica Gomez, Secretary II
Council of San Benito County Governments

**SAN BENITO COUNTY
COUNCIL OF GOVERNMENTS
REGULAR MEETING
(Zoom Platform)**

April 15, 2021 at 4:00 P.M.

MINUTES

MEMBERS PRESENT:

Chair Ignacio Velazquez; Vice-Chair Mary Vazquez Edge; Rolan Resendiz; Mark Medina and Bob Tiffany; Ex Officio, Scott Eades, Deputy District Director Caltrans District 5

STAFF PRESENT:

Executive Director, Mary Gilbert; Transportation Planner, Regina Valentine, Transportation Planner, Veronica Lezama; Administrative Services Specialist, Norma Rivera; Secretary, Monica Gomez; Office Assistant, Griselda Arevalo; Deputy County Counsel, Shirley Murphy

CALL TO ORDER:

Chair Velazquez called the meeting to order at 4:00 P.M.

A. PLEDGE OF ALLEGIANCE Director Bob Tiffany led the pledge of allegiance.

B. CERTIFICATE OF POSTING

Motion made to acknowledge Certificate of Posting:

Motion: Bob Tiffany Second: Mary Vazquez Edge

Secretary Gomez called the roll call vote.

Director Vazquez Edge voted yes, Director Resendiz voted yes, Director Medina voted yes, Director Tiffany voted yes, Chair Velazquez voted yes.

Motion carried: 5/0

Yes: Velazquez, Vazquez Edge, Tiffany, Medina, Resendiz

No: None

Recused: None

Abstention: None

Absent: None

C. NOTICE OF TEMPORARY PROCEDURES FOR COUNCIL OF GOVERNMENTS BOARD MEETINGS

Pursuant to California Governor Gavin Newsom's Executive Order N-29-20 issued on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic. Additionally, members of the COG Board can attend the meeting via teleconference and to participate in the meeting to

the same extent as if they were present.

Chair Velazquez reminded members of the public that an overview of temporary procedures (Zoom etiquette) for COG meetings was attached to the agenda.

D. PUBLIC COMMENT:

Executive Director Mary Gilbert stated for the record that the COG Board received Joe Thompson's public comment correspondence. The correspondence was entered into public record.

E. EXECUTIVE DIRECTOR'S REPORT: Gilbert

Executive Director Mary Gilbert reported that staff is working on public outreach for the Regional Transportation Plan. Staff has also kicked off the Short-Range Transit Plan for County Express Specialized Transportation Services and will be reaching out to the public soon. Staff is also tracking the Climate Action Plan and will be providing comments to the state for transportation infrastructure.

F. Caltrans District 5 Report: Scott Eades, Deputy District Director for Caltrans

Scott Eades provided an update on the Rat Creek/Highway 1 roadway closure. He announced that Caltrans maintenance crews are making great progress and expect to reopen the roadway by May 30th.

Mr. Eades reported that there are two upcoming Climate Action Plan workshops on Tuesday, April 20th and Friday, April 23rd. Anyone interested in attending may contact him or Mary Gilbert for additional information.

Mr. Eades provided an update on the Highway 156 project. Caltrans is looking at starting utility relocations for the project in May and anticipate advertising in June for the main roadway contract.

G. Board of Directors' Reports: None

CONSENT AGENDA:

1. **APPROVE** Council of Governments Draft Meeting Minutes Dated March 18, 2021 – Gomez
2. **RECEIVE** Construction Projects Report – Caltrans District 5
3. **ADOPT** Resolution 2021-04 **ADOPTING** the 2021 Title VI Plan and Language Assistance Plan for Limited English Proficiency Individuals – Lezama

There was no public comment on the Consent Agenda.

Director Medina was disconnected from the meeting at 4:11 p.m.

Motion made to approve the Consent Agenda:

Motion: Mary Vazquez Edge Second: Bob Tiffany

Secretary Gomez called the roll call vote.

Director Vazquez Edge voted yes, Director Resendiz voted yes, Director Tiffany voted yes, Chair Velazquez voted yes.

Motion carried: 4/0

Yes: Velazquez, Vazquez Edge, Tiffany, Resendiz
No: None
Recused: None
Abstention: None
Absent: Medina

REGULAR AGENDA:

4. Receive Presentation on Measure G Activities and Update on Measure G Quarterly Funding Distribution (FY 2020/2021 January through March) to Local Agencies – Gilbert/Lezama/Rivera

Received presentation from Executive Director Mary Gilbert, Transportation Planner, Veronica Lezama, and Administrative Services Specialist, Norma Rivera on Measure G activities and update on the Measure G quarterly funding distribution to local agencies.

Staff responded to questions from the COG Board. COG members provided comment.

There was consensus from the COG Board to have staff coordinate with staff from both Cities and County to provide similar Measure G update to their respective Council's and Board.

PUBLIC COMMENT:

Kevin Stopper addressed the COG Board regarding a county road project.

Director Tiffany stated that the County Board of Supervisors would respond to Mr. Stopper's question.

Director Medina rejoined the meeting at 4:18 p.m.

5. APPROVE Amendment No. 1 to Cooperative Agreement with Caltrans for Local Contribution of Funds to the State Route 156 Improvement Project – Gilbert

Received report from Executive Director Mary Gilbert on Amendment No. 1 to Cooperative Agreement with Caltrans for local contribution of funds to the State Route 156 Improvement project.

Staff responded to questions from the COG Board.

Chair Velazquez requested that staff provide an update at the next meeting on the Highway 156 project that is beneficial for the public, indicating revenue sources used to date to pay for the project.

There was no public comment.

Motion made to approve Item 5:

Motion: Bob Tiffany Second: Mary Vazquez Edge

Secretary Gomez called the roll call vote.

Director Vazquez Edge voted yes, Director Resendiz voted yes, Director Medina voted yes, Director Tiffany voted yes, Chair Velazquez voted yes.

Motion carried: 5/0

Yes: Velazquez, Vazquez Edge, Tiffany, Resendiz, Medina
No: None
Recused: None

Abstention: None
Absent: None

There being no further business to discuss, Director Vazquez Edge motioned to adjourn at 4:32 p.m.
Motion seconded by Director Tiffany.

Secretary Gomez called the roll call vote.

Director Vazquez Edge voted yes, Director Resendiz voted yes, Director Medina voted yes, Director Tiffany voted yes, Chair Velazquez voted yes.

Motion carried: 5/0

Yes: Velazquez, Vazquez Edge, Tiffany, Medina, Resendiz
No: None
Recused: None
Abstention: None
Absent: None

ADJOURN TO COG MEETING MAY 20, 2021 AT 4:00 P.M.



CONSTRUCTION PROJECTS									
	Project	Location/Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager (Resident Engineer)	Contractor	Comments
1.	None	None	None	None	None	None	None	None	None

PROJECTS IN DEVELOPMENT									
	Project	Location/Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Phase	Comments
2.	Highway 25 Curve Alignment Restoration (1H810)	Near Hollister, just north of San Benito Lateral (PM 18.8/19.1)	Curve restoration	Begin in Fall 2021	\$4.3 million	SHOPP	Brandy Rider	PA&ED	PA&ED completed October 10/26/2020. PS&E work is moving quickly. The 60% Constructability Review is completed.
3.	Highway 25 Expressway Conversion Project (48540)	Near Hollister and Gilroy in SBt & SCL Counties (PM SBt 51.5 to SCL 2.6)	Conversion of 2-lane conventional highway to a 4-lane expressway	N/A	N/A	Local	Brandy Rider	PA&ED	Caltrans is currently working with SBtCOG program funding with the CTC, programming request will be at the June 2021 CTC meeting.



PROJECT UPDATE – SAN BENITO COUNTY

PREPARED FOR THE MAY 20, 2021 SAN BENITO COUNTY COUNCIL OF GOVERNMENTS MEETING

PROJECTS IN DEVELOPMENT (CONTINUED)

Project	Location/Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Phase	Comments
4. Highway 25/156 Roundabout (1J480_)	Intersection of SR 25/156, north of Hollister (PM 54.048)	Construct roundabout	Fall 2021- Winter 2022	\$10.7 million	SHOPP	Brandy Rider	PS&E/RW	Final design and RW phase anticipated for completion in May 2021.
5. Highway 156 Improvement Project (34490)	In and near San Juan Bautista, from The Alameda to slightly east of Fourth Street (PM 3.0/R8.2)	Construct four-lane expressway	Summer 2021 - Summer 2023	\$60 million	STIP/Local	Brandy Rider	PS&E/RW	Advertise schedule for construction is Spring 2021, with utility relocations beginning May 2021. Construction contract anticipated for award in Fall 2021, with main roadway work beginning Dec 2021/Jan 2022
6. U.S 101 Southbound Connector Extension	In San Benito County 3.0 miles West of San Juan Bautista at SR-156 and U.S. Route 101	Extend westbound connector an additional 1800 feet and construct a ramp meter	TBD	TBD	Minor A	Brandy Rider	PA&ED	To improve freeway efficiency, the eastbound State Route 156 to southbound U.S. Route 101 connector in San Benito County shall be extended and a ramp meter installed to regulate the rate at which vehicles enter the freeway. This is a new project and further information on its schedule and cost estimates will be determined during preliminary engineering.



ACRONYMS USED IN THIS REPORT:

PA&ED	Project Approval and Environmental Document
PS&E	Plans, Specifications, and Estimate
ROW	Right of way
SB1	Senate Bill 1
SBt	San Benito County
SCL	Santa Clara County
SR	State Route
SHOPP	Statewide Highway Operation and Protection Program
STIP	Statewide Transportation and Improvement Program



Staff Report

To: Council of San Benito County Governments
From: Norma Rivera, Administrative Services Specialist Telephone: (831)637-7665
Date: May 20, 2021
Subject: Third Quarter Budget Report

Recommendation:

RECEIVE Council of Governments FY 2020/21 Third Quarter Budget Report for the Period of January 1, 2021 through March 31, 2021.

Summary:

The Third Quarter Budget Report summarizes revenues and expenditures as of March 31, 2021. The Report shows that revenues were at 101.19% and expenditures were at 26.76% in total.

Financial Considerations:

During the third quarter, total revenues were \$15,181,063 or 101.19% of the budgeted revenues. This number includes the fund balance that has been carried forward from the previous fiscal year.

Total expenditures for all COG accounts were \$1,295,164 or 26.76%. This amount is under the 75% estimated for the third quarter.

The individual operating budgets of COG Administration, Rideshare, Highway 25 Safety, Vanpool, Low Carbon Transit Operations Program (LCTOP) and Planning State Subvention are all under the 75% estimated for expenditures in the third quarter.

Background:

Staff prepares a quarterly update on the revenues and expenditures of COG fiscal year performance for the Board to review. The attached report identifies the revenues and expenditures for Fiscal Year (FY) 2021, for the period of July 1, 2020 through March 31, 2021. After each quarter, staff reviews and analyzes the Trial Balances for errors or corrections. Once the Trial Balances are reviewed, staff prepares a budget report and analyzes the need for budget adjustments/transfers to reflect actual revenues and expenditures.

The Measure G budget is not included in the Third Quarter Budget Report Summary, it stands alone.

The Summary report includes the Local Transportation Funds and the State Transit Assistance which are allocated as set forth in the Transportation Development Act (TDA). The TDA funds are transferred out as operating transfers to the Local Transportation Authority and Council of Governments at the end of the fiscal year. This is the cause for the low percentage of expenditures in the summary for this quarter.

Staff Analysis:

Staff made budget adjustments during the quarter. Adjustments are approved by the Executive Director as authorized in the Purchasing/Budget policy to cover small overages. At this time there are no Budget Adjustments required for Board approval.

A budget summary report for the Local Transportation Authority is included with this report for the Board's information as it includes transfers of operating funds from COG.

Executive Director Review: MG

Counsel Review: N/A

Supporting Attachments:

1. Council of Governments FY 2020/21 Third Quarter Budget Report
2. Local Transportation Authority FY 2020/21 Third Quarter Budget Report

**Council of Governments
Third Quarter Budget Report
FY 2020/21**

FISCAL SUMMARY	Budgeted FY 20/21	Expenses 3/31/2021	Balance FY 20/21	Projected % 75%	Actual %
EXPENDITURES					
Salaries & Benefits	671,162	455,641	144,765	75%	67.89%
Services & Supplies	318,521	188,392	56,374	75%	59.15%
Contracts	444,672	47,913	396,759	75%	10.77%
Capital	4,400	566	3,834	75%	12.87%
Other	3,401,630	602,653	2,798,977	75%	17.72%
TOTAL EXPENDITURES	4,840,385	\$1,295,164	\$3,400,709	75%	26.76%
REVENUES					
REVENUES	15,003,059	15,181,063	(192,065)	75%	101.19%
Operating Transfers	-	-	-		
TOTAL REVENUE	\$15,003,059	\$15,181,063	(\$192,065)	75%	101.19%
FUND BALANCE		\$13,885,898			

SUMMARY DOES NOT INCLUDE MEASURE G FUNDS

State Transit Assistance (629.7300)
Third Quarter Budget Report
FY 2020/21

FISCAL SUMMARY	Budgeted FY 20/21	Actual as of 3/31/2021	Balance FY 20/21	Projected % 75%	Actual %
<u>EXPENDITURES</u>					
Salaries & Benefits	-	-	-		
Services & Supplies	-	-	-		
Contracts	-	-	-		
Capital	-	-	-		
Other	516,735	-	516,735	75%	0.00%
TOTAL EXPENDITURES	\$516,735	\$0	\$516,735	75%	0.00%
<u>REVENUES</u>					
Revenues	516,735	354,623	162,112	75%	68.63%
Operating Transfers	-	-	-		
TOTAL REVENUE	\$516,735	\$354,623	\$162,112	75%	68.63%
TOTAL FUND BALANCE	\$0	\$354,623			

State Transit Assistance (629.7300)
Third Quarter Budget Report
FY 2020/21

REVENUE & EXPENDITURES

REVENUES		Budgeted	Revenues	Balance	Projected %	Actual %
Category		FY 20/21	3/31/2021	FY 20/21	75%	
541.001	STAF Interest Revenue	2,700	111	2,589	75%	4.12%
551.406	State of Good Repair And Carryover of SGR	184,339	52,594 89,979	131,745	75%	28.53%
551.406	STA Revenue	329,696	211,939	117,757	75%	64.28%
TOTAL		516,735	354,623	162,112	75%	68.63%

EXPENDITURES		Budgeted	Expenses	Balance	Projected %	Actual %
Category		FY 20/21	3/31/2021	FY 20/21	75%	
Personnel						
610.101	Salaries		-	-		
Total		-	-	-		
Services and Supplies						
619.126	Magazines and Subscriptions		-	-		
619.130	Clothing and Safety	-	-	-		
619.132	Communications	-	-	-		
619.138	Computer Maintenance	-	-	-		
619.140	Computer Supplies	-	-	-		
619.152	Maintenance of Equipment	-	-	-		
619.154	Maintenance of Equip- Oil and Gas	-	-	-		
619.158	Maintenance of Structures & Grounds	-	-	-		
619.166	Membership Dues	-	-	-		
619.172	Postage and Delivery	-	-	-		
619.174	Supplies	-	-	-		
619.176	Special Project Supplies - Printing	-	-	-		
619.180	Public and Legal Notices	-	-	-		
619.184	Rent Equipment	-	-	-		
619.186	Rent Structures	-	-	-		
619.188	Rent Space	-	-	-		
619.190	Small Tools	-	-	-		
619.194	Training	-	-	-		
619.196	Travel Lodging	-	-	-		
619.198	Travel Meals	-	-	-		
619.200	Travel Transportation	-	-	-		
619.210	Legal	-	-	-		
619.222	Other Consultants	-	-	-		
619.268	Special Dept Expense - Other	-	-	-		
619.280	Marketing	-	-	-		
619.306	Utilities	-	-	-		
645.701	General Insurance	-	-	-		
Total		-	-	-		
Contracts						
619.250	Special Dept Expense - Contracts	-	-	-		
Total		-	-	-		
Capital						
650.303	Computer Hardware	-	-	-		
650.301	Automobiles, Trucks, Vans	-	-	-		
Total		-	-	-		
Other						
640.513	Operating Transfers (LTA)	332,396	-	332,396		0.00%
640.513	Operating Transfers (LTA for SGR)	184,339	-	184,339	75%	0.00%
Total		516,735	-	516,735	75%	
TOTAL		516,735	-	516,735	75%	

Local Transportation Fund (629.7310)
Third Quarter
FY 2020/21

FISCAL SUMMARY	Budgeted FY 20/21	Actual as of 3/31/2021	Balance FY 20/21	Projected % 75%	Actual %
EXPENDITURES					
Salaries & Benefits	-	-	-		
Services & Supplies	-	-	-		
Contracts	-	-	-		
Capital	-	-	-		
Other	2,289,639	598,308	1,691,331	75%	26.13%
TOTAL EXPENDITURES	\$2,289,639	\$598,308	\$1,691,331	75%	26.13%
REVENUES					
Revenues	8,178,261	7,411,895	766,366	75%	90.63%
Operating Transfers	-	-	-	-	-
TOTAL REVENUE	\$8,178,261	\$7,411,895	\$766,366	75%	90.63%
TOTAL FUND BALANCE	\$5,888,622	\$6,813,587			

These funds are distributed in the TDA process.

FUND BALANCE DESIGNATED BIKE & PED	620,570
FUND BALANCE DESIGNATED LTA & COG	4,951,440
SET ASIDE FOR LOCAL STREETS & ROADS	1,839,886
FUND BALANCE UNDESIGNATED	-
TOTAL	7,411,895

Local Transportation Fund (629.7310)

Third Quarter

FY 2020/21

REVENUE & EXPENDITURES

REVENUES		Budgeted	Revenues	Balance	Projected %	Actual %
Category		FY 20/21	3/31/2021	FY 20/21	75%	
541.001	Interest Revenue	95,750	21,249	74,501	75%	22.19%
	LTF Balance	3,675,624	3,615,636	59,989	75%	98.37%
	Set Aside for Local Streets & Roads	1,839,886	1,839,886	-	75%	100.00%
	TDA 2% Reserved for Bike & Ped. Reimbursable	657,001	620,570	36,432	75%	94.45%
				-		
550.102	Highway User 1/4%	1,910,000	1,314,555	595,445	75%	68.82%
TOTAL		8,178,261	7,411,895	766,366	75%	90.63%

EXPENDITURES		Budgeted	Expenses	Balance	Projected %	Actual %
Category		FY 20/21	3/31/2021	FY 20/21	75%	
Personnel						
610.101	Salaries		0	-		
		-	-	-		
Total		-	-	-		
Services and Supplies						
619.126	Magazines and Subscriptions			-		
619.130	Clothing and Safety	-	-	-		
619.132	Communications	-	-	-		
619.138	Computer Maintenance	-	-	-		
619.140	Computer Supplies	-	-	-		
645.701	General Insurance	-	-	-		
619.152	Maintenance of Equipment	-	-	-		
619.158	Maintenance of Structures & Grounds	-	-	-		
619.280	Marketing	-	-	-		
619.166	Membership Dues	-	-	-		
619.176	Special Project Supplies - Printing	-	-	-		
619.174	Supplies	-	-	-		
619.172	Postage and Delivery	-	-	-		
619.210	Legal	-	-	-		
619.222	Other Consultants	-	-	-		
619.180	Public and Legal Notices	-	-	-		
619.184	Rent Equipment	-	-	-		
619.186	Rent Structures	-	-	-		
619.188	Rent Space	-	-	-		
619.190	Small Tools	-	-	-		
619.268	Special Dept Expense - Other	-	-	-		
619.196	Travel Lodging	-	-	-		
619.198	Travel Meals	-	-	-		
619.194	Training	-	-	-		
619.200	Travel Transportation	-	-	-		
619.306	Utilities	-	-	-		
Total		-	-	-		
Contracts						
619.250	Special Dept Expense - Contracts			-		
Total		-	-	-		
Capital						
650.302	Equipment other than Computer			-		
650.301	Automobiles, Trucks, Vans			-		
Total		-	-	-		
Other						
640.513	Operating Transfers (COG)	436,871	-	436,871	75%	0.00%
640.513	Operating Transfers (LTA)	1,216,260	-	1,216,260	75%	0.00%
640.513	Operating Trf (2%reserve)	38,200	-	38,200	75%	0.00%
640.513	Operating Trf (San Benito CO. PW)	598,308	598,308	-	75%	100.00%
640.513	Operating Trf			-	75%	
Total		2,289,639	598,308	1,691,331	75%	26.13%
TOTAL		2,289,639	598,308	1,691,331	75%	26.13%

Rideshare (628-7330)
Third Quarter Budget Report
FY 2020/21

FISCAL SUMMARY	Budgeted FY 20/21	Actual as of 3/31/2021	Balance FY 20/21	Projected % 75%	Actual %
<u>EXPENDITURES</u>					
Salaries & Benefits	-	-	-	75%	
Services & Supplies	3,127	-	3,127	0%	0.00%
Contracts	-	-	-	75%	
Capital	-	-	-	0%	
Other	-	-	-	75%	
TOTAL EXPENDITURES	\$3,127	\$0	\$3,127	75%	0.00%
<u>REVENUES</u>					
Revenues	3,127	404	2,723	75%	12.92%
Operating Transfers	-	-	-	-	
TOTAL REVENUE	\$3,127	\$404	\$2,723	75%	12.92%
TOTAL FUND BALANCE	\$0	\$404			

FUND BALANCE

\$404

Rideshare (628-7330)
Third Quarter Budget Report
FY 2020/21

REVENUE & EXPENDITURES

REVENUES	Budgeted	Revenues	Balance	Projected %	Actual %
Category	FY 20/21	3/31/2021	FY 20/21	75%	
556.310 CMAQ Rideshare			-	75%	
541.001 Intrest			-	75%	
576.012 Carry over		403	(403)	75%	
570.012 Donation	3,127	1	3,126	75%	0.03%
570.012 Reimbursable/Donation			-	75%	
TOTAL	3,127	404	2,723	75%	12.92%

EXPENDITURES	Budgeted	Expenses	Balance	Projected %	Actual %
Category	FY 20/21	3/31/2021	FY 20/21	75%	
Personnel					
610.101 Salaries	-	-	-	75%	
623.508 Outside Labor	-	-	-		
Total	-	-	-	75%	
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-		
619.130 Clothing and Safety	-	-	-		
619.132 Communications	-	-	-		
619.138 Computer Maintenance	-	-	-	75%	
619.140 Computer Supplies	-	-	-		
619.152 Maintenance of Equipment	-	-	-		
619.158 Maintenance of Structures and Grounds	-	-	-		
619.164 Medical/Dental/Lab Supplies and Services	-	-	-		
619.166 Membership Dues	-	-	-		
619.168 Office Furniture under \$700	-	-	-	75%	
619.170 Office Equipment under \$300	-	-	-		
619.172 Postage and Delivery	-	-	-	75%	
619.174 Supplies	-	-	-		
619.176 Special Project Supplies - Printing	-	-	-	75%	
619.180 Public and Legal Notices	-	-	-		
619.184 Rent Equipment	-	-	-		
619.186 Rent Structures	-	-	-		
619.194 Training	-	-	-	75%	
619.196 Travel Lodging	-	-	-		
619.198 Travel Meals	-	-	-		
619.200 Travel Transportation	-	-	-		
619.210 Professional Service - Legal	-	-	-		
619.212 Professional Services - Accounting	-	-	-		
619.222 Professional Services - Other Consultants	-	-	-		
619.268 Special Dept Expense - Other	3,127	-	3,127	75%	0.00%
619.280 Marketing	-	*	-		
619.306 Utilities	-	-	-		
645.701 General Insurance	-	-	-	75%	
Total	3,127	-	3,127	75%	0.00%
Contracts					
619.250 Special Dept Expense - Contracts	-	-	-	75%	
Total	-	-	-	75%	
Capital					
650.301 Automobiles, Trucks, Vans	-	-	-	75%	
650.302 Equipment other than Computer	-	-	-		
650.303 Computer Hardware	-	-	-		
Total	-	-	-		
Other					
640.513 Operating Transfers	-	-	-	75%	
Total	-	-	-	75%	
TOTAL	3,127	-	3,127	75%	0.00%

LCTOP (628-7325)
Third Quarter Budget Report
FY 2020/21

FISCAL SUMMARY	Budgeted FY 20/21	Actual as of 3/31/2021	Balance FY 20/21	Projected % 75%	Actual %
<u>EXPENDITURES</u>					
Salaries & Benefits	-	-	-	75%	
Services & Supplies	144,511	70,756	73,755	75%	48.96%
Contracts	-	-	-	75%	
Capital	-	-	-		
Other	-	-	-		
TOTAL EXPENDITURES	\$144,511	\$70,756	\$73,755	75%	48.96%
<u>REVENUES</u>					
Revenues	144,511	145,693	(1,182)	75%	100.82%
Operating Transfers	-	-	-	-	
TOTAL REVENUE	\$144,511	\$145,693	(\$1,182)	75%	100.82%
TOTAL FUND BALANCE	\$0	\$74,938			

FUND BALANCE

\$74,938

LCTOP (628-7325)
Third Quarter Budget Report
FY 2020/21

REVENUE & EXPENDITURES

REVENUES	Budgeted	Revenues	Balance	Projected %	Actual %
Category	FY 20/21	3/31/2021	FY 20/21	75%	
541.001 Interest	1,700	364	1,336	75%	21.43%
551.401 State Grant Misc	-	116,122	(116,122)	75%	
570.012 Reimbursable/Donation	-	-	-		
570.101 Carry over Previous	142,811	29,207	113,604	75%	20.45%
TOTAL	144,511	145,693	(1,182)	75%	100.82%

EXPENDITURES	Budgeted	Expenses	Balance	Projected %	Actual %
Category	FY 20/21	3/31/2021	FY 20/21	75%	
Personnel					
610.101 Salaries	-	-	-	75%	
623.508 Outside Labor	-	-	-		
Total	-	-	-	75%	
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-		
619.130 Clothing and Safety	-	-	-		
619.132 Communications	-	-	-		
619.138 Computer Maintenance	-	-	-	75%	
619.140 Computer Supplies	-	-	-		
619.152 Maintenance of Equipment	-	-	-		
619.158 Maintenance of Structures and Grounds	-	-	-		
619.164 Medical/Dental/Lab Supplies and Services	-	-	-		
619.166 Membership Dues	-	-	-		
619.168 Office Furniture under \$700	-	-	-	75%	
619.170 Office Equipment under \$300	-	-	-		
619.172 Postage and Delivery	-	-	-	75%	
619.174 Supplies	-	-	-		
619.176 Special Project Supplies - Printing	-	-	-	75%	
619.180 Public and Legal Notices	-	-	-		
619.184 Rent Equipment	-	-	-		
619.186 Rent Structures	-	-	-		
619.194 Training	-	-	-	75%	
619.196 Travel Lodging	-	-	-		
619.198 Travel Meals	-	-	-		
619.200 Travel Transportation	-	-	-		
619.210 Professional Service - Legal	-	-	-		
619.212 Professional Services - Accounting	-	-	-		
619.222 Professional Services - Other Consultants	-	-	-		
619.268 Special Dept Expense - Other	144,511	70,756	73,755	75%	48.96%
619.280 Marketing	-	-	-		
619.306 Utilities	-	-	-		
645.701 General Insurance	-	-	-		
Total	144,511	70,756	73,755	75%	48.96%
Contracts					
619.250 Special Dept Expense - Contracts	-	-	-	75%	
Total	-	-	-	75%	
Capital					
650.302 Equipment other than Computer	-	-	-		
650.303 Computer Hardware	-	-	-		
650.301 Automobiles, Trucks, Vans	-	-	-		
Total	-	-	-		
Other					
640.513 Operating Transfers	-	-	-	75%	
Total	-	-	-	75%	
TOTAL	144,511	70,756	73,755	75%	48.96%

Council of Governments Administration (628.7340)
Third Quarter Budget Report
FY 2020/21

FISCAL SUMMARY	Budgeted FY 20/21	Actual as of 3/31/2021	Balance FY 20/21	Projected % 75%	Actual %
<u>EXPENDITURES</u>					
Salaries & Benefits	258,719	211,889	46,830	75%	81.90%
Services & Supplies	140,222	99,002	41,220	75%	70.60%
Contracts	26,000	16,200	9,800	75%	62.31%
Capital	4,400	566	3,834	75%	12.87%
Other	9,030	4,345	4,685		
TOTAL EXPENDITURES	\$438,371	\$332,002	\$106,369	75%	75.74%
<u>REVENUES</u>					
Revenues	438,371	2,506	435,865	75%	0.57%
Operating Transfers	-	-	-		
TOTAL REVENUE	\$438,371	\$2,506	\$435,865	75%	0.57%
TOTAL FUND BALANCE	\$0	(\$329,496)			

Council of Governments Administration (628.7340)

Third Quarter Budget Report

REVENUE & EXPENDITURES

REVENUES		Budgeted	Revenues	Balance	Projected %	Actual %
Category		FY 20/21	3/31/2021	FY 20/21	75%	
541.001	Interest		406	(406)	75%	
561.904	Charges for Services- Planning	1,500	2,100	(600)	75%	140.00%
564.501	FUND BALANCE		-	-	75%	
570.001	Contributions (LTF)	436,871	-	436,871	75%	0.00%
570.006	Reim. For OPEB		-	-		
576.012	Planning (ALUC)		-	-		
576.012	LTF funds		-	-		
TOTAL		438,371	2,506	435,865	75%	0.57%

EXPENDITURES		Budgeted	Actual as of	Balance	Projected %	Actual %
Category		FY 20/21	3/31/2021	FY 20/21	75%	
Personnel						
610.101	Salaries	258,719	211,889	46,830	75%	81.90%
619.226	Administrative Support			-	75%	
Total		258,719	211,889	46,830	75%	81.90%

Services and Supplies

619.126	Magazines and Subscriptions	100	-	100	75%	0.00%
619.132	Communications	2,000	1,243	757	75%	62.16%
619.138	Computer Maintenance	2,000	1,983	17	75%	99.14%
619.140	Computer Supplies	800	742	58	75%	92.70%
619.152	Maintenance of Equipment	2,200	1,110	1,090	75%	50.45%
619.158	Maintenance of Structures and Grounds	500	228	272	75%	45.57%
619.166	Membership Dues	2,905	215	2,690	75%	7.40%
619.172	Postage and Delivery	1,000	636	364	0%	63.57%
619.174	Supplies	1,200	884	316		73.71%
619.176	Special Project Supplies	250	-	250	75%	0.00%
619.178	Services and Supplies Banks Treasurer	20	18	2		
619.180	Public and Legal Notices	970	690	280	0%	71.13%
619.184	Rent Equipment	2,300	1,013	1,287	0%	44.02%
619.186	Rent Structures	38,919	32,416	6,503	0%	83.29%
619.190	Rent Space			-		
619.194	Training	490	25	465	75%	5.10%
619.196	Travel Lodging	800		800	0%	0.00%
619.198	Travel Meals	200		200	0%	0.00%
619.200	Travel Transportation	663	65	598	0%	9.77%
619.208	Tuition Reim			-	0%	
619.210	Professional Service - Legal	9,000	5,650	3,350	75%	62.78%
619.214	Services and Supplies - Computer	567	566	1	75%	99.86%
619.222	Professional Services - Other			-		
619.268	Special Dept Expense - Other	3,000	2,565	435	75%	85.50%
619.280	Marketing	1,500	1,272	228		84.77%
619.306	Utilities	3,100	2,158	942	0%	69.60%
645.701	General Insurance	3,498	3,490	8		99.77%
649.101	Cost Allocation Plan	62,240	42,035	20,206	0%	67.54%
Total		140,222	99,002	41,220	75%	70.60%

Contracts

619.250	Special Dept Expense - Contracts	26,000	16,200	9,800	75%	62.31%
Total		26,000	16,200	9,800	75%	62.31%

Capital

650.302	Equipment other than Computer	2,700	-	2,700	75%	0.00%
650.303	Computer Hardware	1,700	566	1,134	75%	33.31%
650.301	Automobiles, Trucks, Vans			-		
Total		4,400	566	3,834	75%	12.87%

Other

640.320	OPEB Charges		-	-	75%	
645.704	Retiree Medical	9,030	4,345	4,685	75%	48.12%
Total		9,030	4,345	4,685		48.12%

TOTAL		438,371	332,001	106,369	75%	75.74%
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JE# BUDGET ADJUSTMENTS

20-21-04	619.268 Special Dept Expense \$2,000.00
	650.302 Equipment Other Than Computer (2,000)
	619.158 Maintenance of Structure and Grounds \$400.00
	619.196 Travel Lodging (400.00)
	619.140 Computer Supplies \$800.00
	650.301 Computer Hardware (800)
	619.178 Bank Treasurer Fees \$20.00
	645.701 General Insurance (20.00)
20-21-09	619.214 Services and Supplies Computer \$567
3/10/2021 4:17 PM	619.180 Public and Legal Notices \$445
	619.200 Travel Transportation (1,012)

Highway 25 Safety (628.7360)
Third Quarter Budget Report
FY 2020/21

FISCAL SUMMARY	Budgeted FY 20/21	Actual as of 3/31/2021	Balance FY 20/21	Projected % 75%	Actual %
EXPENDITURES					
Salaries & Benefits	-	-	-		
Services & Supplies	7,000	5,466	1,534	75%	78.08%
Contracts	202,070	7,111	194,959	75%	3.52%
Capital	-	-	-		
Other	-	-	-		
TOTAL EXPENDITURES	\$209,070	\$12,577	\$196,493	75%	6.02%
REVENUES					
Revenues	300,710	292,540	8,170	75%	97.28%
Operating Transfers	-	-	-	-	-
TOTAL REVENUE	\$300,710	\$292,540	\$8,170	75%	97.28%
TOTAL FUND BALANCE	\$91,640	\$279,963			

FUND BALANCE

\$279,963

Highway 25 Safety (628.7360)
Third Quarter Budget Report
FY 2020/21

REVENUE & EXPENDITURES

REVENUES		Budgeted	Revenues	Balance	Projected %	Actual %
Category		FY 20/21	3/31/2021	FY 20/21	75%	
541.001	Interest Income	4,700	1,037	3,663	75%	22.07%
551.405	Trf. Remainder of 25 Bypass	-	-	-		
564.501	Caltrans reimbursement	-	-	-		
570.014	Individual Contributions(RDA) Carryover	296,010	291,503	4,507	75%	98.48%
TOTAL		300,710	292,540	8,170	75%	0.01%

EXPENDITURES		Budgeted	Expenses	Balance	Projected %	Actual %
Category		FY 20/21	3/31/2021	FY 20/21	75%	
Personnel						
610.101	Salaries	-	-	-		
Total		-	-	-		
Services and Supplies						
619.126	Magazines and Subscriptions	-	-	-		
619.132	Communications	-	-	-		
619.138	Computer Maintenance	-	-	-		
619.140	Computer Supplies	-	-	-		
619.152	Maintenance of Equipment	-	-	-		
619.158	Maintenance of Structures and Grounds	-	-	-		
619.166	Membership Dues	-	-	-		
619.172	Postage and Delivery	-	-	-		
619.174	Supplies	-	-	-		
619.176	Special Project Supplies - Printing	-	-	-		
619.180	Public and Legal Notices	-	-	-		
619.184	Rent Equipment	-	-	-		
619.186	Rent Structures	-	-	-		
619.190	Rent Space	-	-	-		
619.194	Training	-	-	-		
619.196	Travel Lodging	-	-	-		
619.198	Travel Meals	-	-	-		
619.200	Travel Transportation	-	-	-		
619.210	Legal	-	-	-		
619.222	Other Consultants	-	-	-		
619.268	Special Dept Expense - Other	7,000	5,466	1,534		78.08%
619.280	Marketing	-	-	-		
645.701	General Insurance	-	-	-		
619.306	Utilities	-	-	-		
Total		7,000	5,466	1,534		78.08%
Contracts						
619.250	Special Dept Expense - Contracts	202,070	7,111	194,959	75%	3.52%
Total		202,070	7,111	194,959	75%	3.52%
Capital						
650.302	Equipment other than Computer	-	-	-		
650.303	Computer Hardware	-	-	-		
Total		-	-	-		
Other						
640.513	Operating Transfers	-	-	-	75%	
Total		-	-	-		
TOTAL		209,070	12,577	196,493	75%	6.02%

Budget Adj. #

619.268 Special Dept Expense - Other \$2,500.00
619.25 Special Dept Expense - Contracts (2,500.00)

Vanpool (628.7370)
Third Quarter Budget Report
FY 2020/21

FISCAL SUMMARY	Budgeted FY 20/21	Actual as of 3/31/2021	Balance FY 20/21	Projected % 75%	Actual %
<u>EXPENDITURES</u>					
Salaries & Benefits	7,825	3,532	4,293		45.14%
Services & Supplies	3,781	291	3,490	75%	7.69%
Contracts	-	-	-		
Capital	-	-	-	75%	
Other	2,500	-	2,500	0%	0.00%
TOTAL EXPENDITURES	\$14,106	\$3,823	\$10,283	75%	27.10%
<u>REVENUES</u>					
Revenues	57,059	47,749	9,310	75%	83.68%
Operating Transfers	-	-	-	-	
TOTAL REVENUE	\$57,059	\$47,749	\$9,310	75%	83.68%
TOTAL FUND BALANCE	\$42,953	\$43,926			

Vanpool (628.7370)
Third Quarter Budget Report
FY 2020/21

REVENUE & EXPENDITURES

REVENUES		Budgeted	Revenues	Balance	Projected %	Actual %
Category		FY 20/21	3/31/2021	FY 20/21	75%	
541.001	Interest	750	161	589		21.47%
542.010	Van Pool Lease	12,600	3,000	9,600	75%	23.81%
570.003	Sale of Fixed Asset prior year			-		
		43,709	44,588	(879)		102.01%
TOTAL		57,059	47,749	9,310	75%	83.68%

		Budgeted	Expenses	Balance	Projected %	Actual %
		FY 20/21	3/31/2021	FY 20/21	75%	
Personnel						
610.101	Salaries	7,825	3,532	4,293	75%	45.14%
610.101	Administrative Support	-	-	-		
		-	-	-		
Total		7,825	3,532	4,293	75%	45.14%

Services and Supplies						
619.126	Magazines and Subscriptions			-		
619.130	Clothing and Safety			-		
619.132	Communications			-		
619.138	Computer Maintenance			-		
619.140	Computer Supplies			-		
619.152	Maintenance of Equipment	3,000	111	2,889	75%	3.70%
619.154	Maintenance of Equipment - Oil and Gas			-		
619.158	Maintenance of Structures and Grounds			-		
619.164	Medical/Dental/Lab Supplies & Services			-		
619.166	Membership Dues			-		
619.168	Office Furniture under \$700			-		
619.170	Office Equipment under \$300			-		
619.172	Postage and Delivery			-		
619.174	Supplies			-		
619.176	Special Project Supplies - Printing			-		
619.180	Public and Legal Notices			-		
619.184	Rent Equipment			-		
619.186	Rent Structures			-		
619.188	Rent Space			-		
619.190	Small Tools			-		
619.194	Training			-		
619.196	Travel Lodging			-		
619.198	Travel Meals			-		
619.200	Travel Transportation			-		
619.210	Legal	100	-	100	75%	0.00%
619.212	Accounting			-		
619.222	Other Consultants			-		
619.268	Special Dept Expense - Other	500	-	500	75%	0.00%
619.280	Marketing			-		
619.306	Utilities			-		
645.701	General Insurance			-		
645.701	General Insurance	181	180	1	75%	99.45%
621503	Maintenance of Equipment - Auto			-		
Total		3,781	291	3,490	75%	7.69%

Contracts						
619.250	Special Dept Expense - Contracts	-	-	-		
Total		-	-	-		

Capital						
650.301	Automobiles, Trucks, Vans	- *	-	-		
650.302	Equipment other than Computer	-	-	-		
650.303	Computer Hardware	-	-	-		
650.304	Furniture and Fixtures	-	-	-		
Total		-	-	-		

Other						
640.320	OPEB	-	-	-		
640.513	Operating Transfers	2,500	-	2,500		0.00%
Total		2,500	-	2,500		0.00%
TOTAL		14,106	3,823	10,283	75%	27.10%

Transportation Planning State Subvention (628.7390)
Third Quarter Budget Report
FY 2020/21

FISCAL SUMMARY	Budgeted FY 20/21	Actual as of 3/31/2021	Balance FY 20/21	Projected % 75%	Actual %
<u>EXPENDITURES</u>					
Salaries & Benefits	333,862	240,219	93,643	75%	71.95%
Services & Supplies	19,880	12,878	7,002	75%	64.78%
Contracts	216,602	24,602	192,000	75%	11.36%
Capital	-	-	-	-	-
Other	586,226	-	586,226	75%	0.00%
TOTAL EXPENDITURES	\$1,156,570	\$277,699	\$878,871	75%	24.01%
<u>REVENUES</u>					
Revenues	5,364,285	6,925,652	(1,576,611)	75%	129.11%
Operating Transfers	-	-	-		
TOTAL REVENUE	\$5,364,285	\$6,925,652	(\$1,576,611)	75%	129.11%
TOTAL FUND BALANCE	\$4,207,715	\$6,647,953			

Transportation Planning State Subvention (628.7390)
Third Quarter Budget Report
FY 2020/21

REVENUES & EXPENDITURES

REVENUES		Budgeted	Revenues	Balance	Projected %	Actual %
Category		FY 20/21	3/31/2021	FY 20/21	75%	
541.001	Interest	70,000	15,244	54,756	75%	21.78%
551.401	Regional Early Action Planning (REAP)	17,000	-	17,000	75%	0.00%
551.401	RSTP From Previous Years	2,577,705	2,564,150	13,555	75%	99.47%
551.405	STIP Planning, Programming & Monitoring	37,000	8,379	28,621	75%	22.65%
551.407	RCTF (TPM Framework) AMBAG			-	75%	
551.407	Rural Planning Assistance	294,000	79,539	214,461	75%	27.05%
551.407	SB1 RMA	192,000	-	192,000	75%	0.00%
551.412	RSTP Exchange	606,226	-	606,226	75%	0.00%
570.006	SB1 Sustainable Community Grant			-		
212.500	Held for others			(2,605,163)		
	Fund Balance (Carry over of previous years)	1,570,354	1,668,421	(98,067)	75%	106.24%
TOTAL		5,364,285	6,925,652	(1,576,611)	75%	129.11%

EXPENDITURES		Budgeted	Expenses	Balance	Projected %	Actual %
Category		FY 20/21	3/31/2021	FY 20/21	75%	
Personnel						
610.101	Salaries	333,862	240,219	93,643	75%	71.95%
610.101	Rural Planning Assistance					
610.101	PPM					
Total		333,862	240,219	93,643	75%	71.95%

Services and Supplies						
619.126	Magazines and Subscriptions			-		
619.130	Clothing and Safety			-		
619.132	Communications			-		
619.138	Computer Maintenance			-		
619.140	Computer Supplies			-		
619.152	Maintenance of Equipment			-		
619.154	Maintenance of Equipment - Oil and Gas			-		
619.158	Maintenance of Structures and Grounds			-		
619.166	Membership Dues	7,500	4,800	2,700	75%	64.00%
619.172	Postage and Delivery					
619.174	Supplies	100	-	100	75%	0.00%
619.176	Special Project Supplies			-		
619.180	Public and Legal Notices			-		
619.184	Rent Equipment			-		
619.186	Rent Structures			-		
619.190	Small Tools			-		
619.194	Training	1,198	1,140	58	75%	95.16%
619.196	Travel Lodging	1,500	(720)	2,220	75%	-48.02%
619.198	Travel Meals	300	-	300	75%	0.00%
619.200	Travel Transportation	600	-	600	75%	0.00%
619.268	Special Dept Expense - Other	1,000	-	1,000		0.00%
619.280	Marketing			-		
619.306	Utilities			-		
645.701	General Insurance	7,682	7,658	24		99.69%
Total		19,880	12,878	7,002	75%	64.78%

Contracts						
619.250	Contracts	24,602	24,602	0	75%	100.00%
619.250	Contracts SB1	192,000	-	192,000	75%	0.00%
619.250	Special Dept Expense -			-	75%	
Total		216,602	24,602	192,000	75%	11.36%

Capital						
650.303	Furniture and Fixtures	-	-	-	-	
650.301	Automobiles, Trucks, Vans	-	-	-	-	
Total		-	-	-	-	

Other						
640.320	Operating Trf (To COG Admin OPEB)	-	-	-	75%	
640.513	Operating Transfers (RSTP)	586,226	-	586,226	75%	0.00%
Total		586,226	-	586,226	75%	0.00%
TOTAL		1,156,570	277,699	878,871	75%	24.01%

JE#	BUDGET ADJUSTMENTS
20-20-03	619.250 Contracts \$20,000
	640.513 Operating Transfers (20,000)
20-20-06	619.250 Contracts \$1,102
	619.194 Training (1102)

Measure G Authority (634.7391)
Third Quarter Budget Report
FY 2020/21

SUMMARY	Budgeted FY 20/21	Actual as of 3/31/2021	Balance FY 20/21	Projected % 75%	Actual %
<u>EXPENDITURES</u>					
Salaries & Benefits	-	-	-		
Services & Supplies	-	-	-	75%	
Contracts	56,990	-	56,990	75%	0.00%
Capital	-	-	-		
Other	5,699,000	4,412,014	1,286,986	75%	77.42%
TOTAL EXPENDITURES	\$5,755,990	\$4,412,014	\$1,343,976	75%	76.65%
<u>REVENUES</u>					
Revenues	20,558,188	17,619,056	2,294,714	75%	
Operating Transfers	-	-	-		
TOTAL REVENUE	\$20,558,188	\$17,619,056	\$2,294,714	75%	85.70%
TOTAL FUND BALANCE	\$14,802,198	\$13,207,042			

\$13,207,042

Measure G Authority (634.7391)
Third Quarter Budget Report
FY 2020/21

REVENUE & EXPENDITURES

REVENUES		Budgeted	Revenues	Balance	Projected %	Actual %
Category		FY 20/21	3/31/2021	FY 20/21	75%	
512.001	1% Sales Tax	8,350,000	6,065,868	2,284,132	75%	72.65%
541.001	Interest Income	50,000	39,418	10,582	75%	78.84%
570.011	Measure G Balance			-	75%	
570.014	Other Revenue Contributions			-	75%	
	Prior Year Balance	12,158,188	11,513,770			
TOTAL		20,558,188	17,619,056	2,294,714	0%	85.70%

EXPENDITURES		Budgeted	Expenses	Balance	Projected %	Actual %
Category		FY 20/21	3/31/2021	FY 20/21	75%	
Personnel						
601.101	Salaries	-	-	-		
Total		-	-	-		
Services and Supplies						
619.126	Magazines and Subscriptions	-	-	-		
619.132	Communications	-	-	-		
619.138	Computer Maintenance	-	-	-		
619.140	Computer Supplies	-	-	-		
619.152	Maintenance of Equipment	-	-	-		
619.158	Maintenance of Structures and Grounds	-	-	-		
619.166	Membership Dues	-	-	-		
619.172	Postage and Delivery	-	-	-		
619.174	Supplies	-	-	-		
619.176	Special Project Supplies - Printing	-	-	-		
619.180	Public and Legal Notices	-	-	-		
619.184	Rent Equipment	-	-	-		
619.186	Rent Structures	-	-	-		
619.194	Training	-	-	-		
619.196	Travel Lodging	-	-	-		
619.198	Travel Meals	-	-	-		
619.200	Travel Transportation	-	-	-		
619.210	Legal	-	-	-		
619.222	Other Consultants	-	-	-		
619.268	Special Dept Expense - Other	-	-	-		
619.280	Marketing	-	-	-		
619.306	Utilities	-	-	-		
645.701	General Insurance	-	-	-		
Total		-	-	-		
Contracts						
619.250	Special Dept Expense - Contracts	56,990	-	56,990		
Total		56,990	-	56,990		
Capital						
650.302	Equipment other than Computer	-	-	-		
Total		-	-	-		
Other						
640.513	Operating Transfers	5,699,000	4,412,014	1,286,986	75%	77.42%
Total		5,699,000	4,412,014	1,286,986	75%	77.42%
TOTAL		5,755,990	4,412,014	1,343,976	75%	76.65%

Local Transportation Authority (627.7320)
Third Quarter Budget Report
FY 2020/21

FISCAL SUMMARY	Budgeted FY 20/21	Actual as of 3/31/2021	Balance FY 20/21	Projected % 75%	Actual %
<u>EXPENDITURES</u>					
Salaries & Benefits	323,691	201,993	121,698	75%	62.40%
Services & Supplies	612,868	255,298	357,570	75%	41.66%
Contracts	1,607,204	710,402	896,802	75%	44.20%
Capital	-	-	-	75%	
Other	-	-	-	75%	
TOTAL EXPENDITURES	\$2,543,763	1,167,693	\$1,376,070	75%	45.90%
<u>REVENUES</u>					
Revenues	2,543,763	257,343	2,285,363	75%	10.12%
Operating Transfers	-	-	-	-	-
TOTAL REVENUE	\$2,543,763	\$257,343	\$2,285,363	75%	10.12%
TOTAL FUND BALANCE	\$0	(\$910,351)			
	Equip. Trf	(\$910,351)			

Local Transportation Authority (627.7320)
Third Quarter Budget Report
FY 2020/21

REVENUE & EXPENDITURES

REVENUES	Budgeted	Revenues	Balance	Projected %	Actual %
Category	FY 20/21	3/31/2021	FY 20/21	75%	
541.001 Interest	-	(1,057)	-	75%	
551.113 Mis (FTA 5311 Operating Assistance)	316,616	-	316,616	75%	0.00%
551.113 FTA 5310 (Out of county med.)	37,000	26,870	10,130	75%	72.62%
551.113 Low Carbon Transit Operations Program \	142,811	70,756	72,055	75%	49.54%
551.113 STA SB1	45,000	-	45,000	75%	0.00%
551.113 CARES	350,680	141,007	209,673	75%	40.21%
551.401 State Misc Rev	-	-	-	75%	
551.401 LCTOP-Inter County Service exp	-	-	-	75%	
562.803 County Express Fares	100,000	2,450	97,550	75%	2.45%
570.001 Other Rev Other Sales Ad Space	-	5,854	(5,854)	75%	
570.003 Other Rev Sales Revenue Sales of FA	3,000	3,179	(179)	75%	105.97%
570.006 Other Rev Reim	-	-	-	75%	
570.015 Other Revenue Private Grants	-	8,285	(8,285)	75%	
576.012 Transfer from Trust STA<F	1,548,656	-	1,548,656	75%	0.00%
590.001 Unclaimed check	-	-	-	75%	
TOTAL	2,543,763	257,343	2,285,363	75%	10.12%

EXPENDITURES	Budgeted	Expenses	Balance	Projected %	Actual %
Category	FY 20/21	3/31/2021	FY 20/21	75%	
Personnel					
610.101 Salaries	323,691	201,993	121,698	75%	62.40%
610.101 BS IT	-	-	-		
610.101 Bus Stop Imp.	-	-	-		
Total	323,691	201,993	121,698	75%	62.40%
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-	75%	
619.130 Clothing and Safety	1,500	1,079	421	75%	71.91%
619.132 Communications	1,200	682	518	75%	56.79%
619.138 Computer Maintenance	10,919	10,919	0	75%	100.00%
619.140 Computer Supplies	325	316	9	75%	97.14%
619.142 Computer Hardware	200	-	200	75%	0.00%
619.152 Maintenance of Equipment	50,000	16,455	33,545	75%	32.91%
619.154 Maintenance of Equip - Oil and Gas	165,899	60,179	105,720	75%	36.27%
619.158 Maint of Structures and Grounds	500	344	156	75%	68.88%
621.503 Maint of Equipment - Auto	-	-	-		
619.166 Membership Duesx	620	620	-	75%	100.00% Cal Act
619.172 Postage and Delivery x	25	-	25	75%	0.00%
621.901 Medical/Dental/Lab Supplies and Services	-	-	-		
619.174 Supplies x	250	29	221	75%	11.44%
622.501 Office Furniture under \$700	-	-	-		
622.502 Office Equipment under \$300	-	-	-		
619.176 Special Project Supplies x	600	-	600	75%	0.00%
619.180 Public and Legal Notices	100	50	50	75%	50.00%
619.184 Rent Equipment	-	-	-	75%	
619.190 Small Tools x	400	14	386	75%	3.44%
619.222 Professional Services - Other Consultants	-	-	-		
619.194 Training	2,000	-	2,000	75%	0.00%
619.196 Travel Lodging x	800	-	800	75%	0.00%
619.186 Rent Structures	-	-	-		
619.188 Rent Space	-	-	-		
619.198 Travel Meals x	250	-	250	75%	0.00%
619.200 Travel Transportation	150	-	150	75%	0.00%
619.210 Professional Service - Legalex	4,000	2,150	1,850	75%	53.75%
619.268 Special Dept Expense - Other (CARES)	351,680	147,104	204,576	75%	41.83%
619.280 Marketing x	9,400	7,980	1,420	75%	84.89%
619.306 Utilities	4,670	-	4,670	75%	0.00%
645.701 General Insurance	7,380	7,379	1	75%	99.99%
Total	612,868	255,298	357,570	75%	41.66%
Contracts					
619.250 Special Dept Exp (S RTP & LRTP)	-	-	-	75%	
619.250 Special Dept Expense - Contracts	1,607,204	710,402	896,802	75%	44.20%
Total	1,607,204	710,402	896,802	75%	44.20%
Capital					
650304 Furniture and Fixtures	-	-	-	75%	
650.302 Equipment other than Computer	-	-	-	75%	
650.301 Automobiles, Trucks, Vans	-	-	-	75%	
650.312 Depreciation Exp	-	-	-	0%	
Total	-	-	-	75%	
Other					
640.320 OPEB	-	-	-		
640.513 Operating Transfers	-	-	-		
Total	-	-	-	75%	
TOTAL	2,543,763	1,167,693	1,376,070	75%	45.90%

Local Transportation Authority (627.7320)
Third Quarter Budget Report
FY 2020/21

Budget Adjustment

20-21-01	619.250 Contracts	\$12,000	Depreciation
	619.101 Salaries (12,000)		
20-21-02	619.280 Marketing	\$6,000	
	645.701 General Insurance	\$57	
	619.140 Computer Supplies	\$325	
	619.154 Oil and Gas (6382)		
20-21-03	619.142 Computer Software	\$7,719	
	619.154 Oil and Gas (7,719)		



Staff Report

To: Council of San Benito County Governments
From: Norma Rivera, Administrative Services Specialist
Date: May 20, 2021
Subject: **Regional Surface Transportation Block Grant Program Funding Agreement**

Recommendation:

ADOPT Resolution No. 2021-06, Delegating Authority to the Executive Director to Execute Funding Agreements and Amendments with the California Department of Transportation.

Summary

Resolution 21-06 authorizes the Council of San Benito County Governments Executive Director to sign Funding Agreements and Amendments with the California Department of Transportation (Caltrans).

Financial Considerations:

None.

Background:

The Caltrans Division of Local Assistance prepares the 2020/2021 Regional Transportation Planning Agency Exchange Agreement which allows COG to receive **Regional Surface Transportation Program/Regional Surface Transportation Block Grant Program Funding**. These funds are then allocated to the City of Hollister, City of San Juan Bautista, and San Benito County for eligible roadway improvement projects.

Staff Analysis:

Caltrans is requesting a Resolution that identifies the representative who is authorized to sign the funding agreement on the Agency's behalf.

Resolution No. 2021-06 authorizes the Council of Governments Executive Director to sign Funding Agreements and amendments with the California Department of Transportation.

Executive Director Review: mg Counsel Review: Yes

Supporting Attachment: 1. Resolution 21-06



BEFORE THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

A RESOLUTION OF THE COUNCIL OF SAN) RESOLUTION No. 21-06
BENITO COUNTY GOVERNMENTS)
DELEGATING AUTHORITY TO EXECUTE)
AGREEMENTS WITH THE CALIFORNIA)
DEPARTMENT OF TRANSPORTATION)

WHEREAS, Federal and State funds administered by and through the California Department of Transportation are regularly made available to the Council of San Benito County Governments; and

WHEREAS, Master Agreements, Program Supplement Agreements, Fund Exchange Agreements and/or Fund Transfer Agreements need to be executed with the California Department of Transportation before such funds can be claimed; and

WHEREAS, the Council of San Benito County Governments wishes to delegate authority to execute these agreements and any amendments thereto to the Executive Director of the Council of San Benito County Governments

NOW, THEREFORE, BE IT RESOLVED that the Council of San Benito County Governments hereby authorizes the Executive Director of the Council of San Benito County Governments to execute all Master Agreements, Program Supplement Agreements, Fund Exchange Agreements, Fund Transfer Agreements, and any amendments thereto with the California Department of Transportation.

PASSED AND ADOPTED BY THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS ON THIS 20th DAY OF MAY, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAINING:
ABSENT:

Ignacio Velazquez, Chairperson

APPROVED AS TO LEGAL FORM:
County Counsel's Office

Dated: May 12, 2021

By: Shirley L. Murphy
Shirley L. Murphy, Deputy County Counsel

ATTEST:

Dated: _____

By: _____
Mary Gilbert, Executive Director



Staff Report

To: Council of Governments
From: Veronica Lezama, Transportation Planner **Telephone:** (831) 637-7665 Ext. 204
Date: May 20, 2021
Subject: **Fiscal Year 2021/2022 Final Overall Work Program**

Recommendation:

ADOPT Resolution No. 2021-04, Adopting the Fiscal Year 2021/2022 Overall Work Program and Authorizing the Executive Director to Sign, for and on Behalf of the Council of San Benito County Governments, the Overall Work Program Agreement and Annual List of Certifications and Assurances that all funding program requirements have been met.

Summary:

As the Regional Transportation Planning Agency for San Benito County, the Council of Governments (COG) must prepare an annual Overall Work Program. The Overall Work Program is a one-year statement of proposed work and budget for transportation planning activities. This Work Program guides the agency's activities for the fiscal year and enables the Council of Governments to receive certain types of state and federal funds. The Overall Work Program includes goals and objectives, specific tasks, a detailed budget, and timelines for the planning activities.

Financial Considerations:

The total budget for the Overall Work Program is \$1,074,941. The Overall Work Program identifies Federal, State, regional, and local revenues.

Background:

Each year, in accordance with federal and state regulations, COG adopts an Overall Work Program (OWP) describing the comprehensive planning activities proposed to be undertaken during the next fiscal year by the Council of Governments, the Local Transportation Authority, the Airport Land Use Commission, the Measure A Authority and the Service Authority for Freeways and Expressways, which help COG fulfill its mission.

The document provides detailed information on each major activity, including a description of the work to be performed, the major products of the effort, key milestones, and funding information. The OWP serves important agency objectives:

- Reference: the OWP may be used by members of the public, planners, and elected officials to understand how COG will meet its objectives through the regional comprehensive planning process.
- Management Tool: , the OWP is used as a management tool to ensure that the planned activities are accomplished both on time and within budget.
- Grant Support and Securing Resources: the OWP serves as documentation to support the various federal and state grants that finance COG's planning program.

Staff Analysis:

At the February 18, 2021 COG meeting, the Board received the Draft OWP and authorized staff to submit the document to Caltrans for review and comment. COG received comments from Caltrans and staff has incorporated those comments into the final OWP. The comment letter is included with this report (Attachment 4).

The COG Board of Directors is being asked to consider adopting the enclosed Resolution (Attachment 1) – adopting the Overall Work Program (Exhibit A) and Authorizing the Executive Director to sign the FY 2021/2022 Overall Work Program Agreement (Attachment 2) and Annual Certification of Assurances (Attachment 3).

Executive Director Review: MG

Counsel Review: Yes

Supporting Attachments

1. Resolution No. 2021-04, Including Exhibit A - 2021/2022 Overall Work Program
2. Overall Work Program Agreement for Fiscal Year 2021/2022
3. Annual List of Certifications and Assurances
4. Caltrans Comment Letter

BEFORE THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

A RESOLUTION OF THE COUNCIL OF SAN BENITO COUNTY)
GOVERNMENTS ADOPTING THE FISCAL YEAR 2021/2022)
OVERALL WORK PROGRAM)

Resolution No. 2021-05

WHEREAS, the Council of San Benito County Governments (COG) is the designated Regional Transportation Planning Agency (RTPA) for the San Benito County region; and

WHEREAS, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), as a condition to the allocation of transportation planning funds, require each RTPA to annually develop a comprehensive Overall Work Program (OWP); and

WHEREAS, the OWP is a one-year scope of work and budget for transportation planning activities and funding sources to be accomplished between July 1 and June 30 of the state fiscal year, provides an overview of the region, with a focus on its transportation goals and objectives, and the actions to achieve those goals and objectives, and is a scope of work for transportation planning activities, including estimated costs, funding sources, and completion schedules; and

WHEREAS, the Department’s interaction with COGs is focused on OWPs, with emphasis on monitoring activities funded with Office of Research and Planning (ORP)-administered transportation planning funds, state Rural Planning Assistance (RPA), federal Consolidated Planning Grant (CPG), and Transportation Planning Grants; and

WHEREAS, San Benito COG’s fiscal year 2021-2022 OWP, attached hereto and incorporated herein by reference as Exhibit A, provides the scope of work and budget for transportation planning activities and funding sources to be accomplished in the San Benito County region between July 1, 2021 and June 30, 2022.

NOW, THEREFORE, BE IT RESOLVED that the Council of San Benito County Governments hereby approves and adopts the fiscal year 2021/2022 COG comprehensive Overall Work Program (Exhibit A) and budget of \$1,074,941; and

BE IT FURTHER RESOLVED that the Council of San Benito County Governments hereby authorizes the COG Executive Director to sign, for and on behalf of the Council of San Benito County Governments, the Overall Work Program Agreement and annual certifications and assurances that all funding program requirements have been met.

PASSED AND ADOPTED BY THE COUNCIL OF SAN BENITO GOVERNMENTS THIS 20th DAY OF MAY, 2021 BY THE FOLLOWING VOTE:

- AYES:
- NOES:
- ABSTAINING:
- ABSENT:

Ignacio Velazquez, Chair

ATTEST:

APPROVED AS TO LEGAL FORM:
SAN BENITO COUNTY COUNSEL’S OFFICE

Shirley L. Murphy

Shirley L. Murphy, Deputy County Counsel

Mary Gilbert, Executive Director
Dated:

Dated: *May 12, 2021*



OVERALL WORK PROGRAM

Planning Activities for the San Benito Region
Fiscal Year 2021/2022

Council of San Benito County Governments
330 Tres Pinos Road, C7, Hollister, CA 95023
Phone: 831.637.7665
Web: SanBenitoCOG.org
Final: May 20, 2021

BOARD OF DIRECTORS

Ignacio Velazquez, Chair
Hollister City Council

Mary Vasquez Edge, Vice Chair
San Juan Bautista City Council

Rolan Resendiz
Hollister City Council

Bob Tiffany
San Benito County Board of Supervisors

Mark Medina
San Benito County Board of Supervisors

AGENCY STAFF

Mary Gilbert
Executive Director

Veronica Lezama
OWP Project Manager/Transportation
Planner

Regina Valentine
Transportation Planner

Norma Rivera
Administrative Services Specialist

Monica Gomez
Secretary

Griselda Arevalo
Office Assistant

Chris McDonald
Mechanic

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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Geographic Setting

San Benito County is a rural and agricultural community in the Central Coast Region, south of Silicon Valley. The County is surrounded by the Counties of Santa Clara, Santa Cruz, Monterey, Fresno, and Merced. Land area is 1,389 square miles. Terrain varies from flat valley floor to hilly rangeland in the east, to 5,450-foot peaks far south.

The City of Hollister where the County seat is located is at an elevation of 229 feet. The north and northwest segments of the County are comprised of urban areas, leaving the southern portion of the County primarily rural. The population in the County was 55,269 according to the 2010 U.S. Census.

The County has two incorporated cities – Hollister, population 35,000, and San Juan Bautista, population 1,700 – and various unincorporated communities (Aromas, Tres Pinos, Panoche, Ridgemark, and Paicines). Major transportation routes bisecting the County include State Routes 129, 156, 25 and U.S. 101.



Map of San Benito County

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 2021/22 Fiscal Year and how those resources are allocated.

Chapter 6: Planning Program for Fiscal Year 2021/22 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

The San Benito region includes several highways that connect people between several counties, including Monterey, Santa Cruz, Santa Clara Merced and beyond. The Federal U.S. Bureau of Land Management and the National Park Service maintain a combined 34.47 centerline miles within the County.² The State of California’s highway system extends over 89.43 maintained miles within San Benito County.³

The California Department of Transportation (Caltrans) maintains one federal and four state highways, which include routes U.S. 101, SR 25, SR 129, SR 146, and SR 156. With the exception of U.S. 101, the highways in San Benito County are primarily two-lane conventional highways. Caltrans also implements highway maintenance and safety projects.

ii. Public Transit System

¹ 2010 U.S. Census

² California Public Road Data 2015

³ California Public Road Data 2015

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:

- o **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. This service was suspended in March 2020 in response to the COVID-19 pandemic.
- o **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. Weekend service was suspended in March 2020 in response to the COVID-19 pandemic. 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.
- o **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. This service was suspended in March 2020 in response to the COVID-19 pandemic.

- **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 8:25 p.m. with a limited schedule when school is not in session. The service to Gavilan College was suspended in March 2020 in response to the COVID-19 pandemic. 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 6:15 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 (i.e., Dialysis Treatment), Medical Shopping Assistance Transportation, and Senior Lunch Transportation Program. The Senior Lunch Transportation Program service was suspended in March 2020 in response to the COVID-19 pandemic. 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.⁴ 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*

⁴ 2010 U.S. Census, San Benito County

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.

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.

The Council of Governments is in coordination with Caltrans on the development of District 5 Active Transportation Plan. The Caltrans Active Transportation Plan will identify active transportation improvements on, across or parallel to the State Highway System. District level plans will emphasize social equity – strengthening and reconnecting local networks and improving safety and access for people who walk, bicycle, and use transit.

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 and completed the Analysis of Public Transit Network Expansion Projects for Congestion Relief of the Highway 25 Corridor, which included an analysis of passenger rail, in June 2020.

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, 2021 through June 30, 2022 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 2020/2021.

Previous Year 2020/2021 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)

COG managed a number of transportation planning activities of significance, some of which include the following:

- a. 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,⁵ which met every other month. In 2019, VTA approved a contract for Final Design and right-of-way engineering services for the US 101/SR 25 Interchange Improvement Project

⁵ Meeting information <http://santaclaravta.ig2.com/Citizens/Board/1107-Mobility-Partnership>

(Phase 1 Project) in an amount not to exceed \$5,094,100. Work on the contract was initiated in 2019/2020. The Mobility Partnership considered several design alternatives for the US 101/SR 25 Interchange Improvements Project, and a preferred alternative has been selected.

- a. COG received support from Congressman Jimmy Panetta who recommended an award of \$10 Million in federally designated funding for improvements to Highway 25.
- b. COG renewed a contract with the California Highway Patrol (CHP) Hollister/Gilroy Office for additional traffic safety enforcement on State Route 25.
- c. Implementation of the No Left Turn Pilot Project at SR 25/Bolsa Road was completed and ongoing monitoring continued. Continued coordination with Central Coast Coalition, which is comprised of the six regional transportation planning agencies and metropolitan planning organizations for the counties of Monterey, San Benito, San Luis Obispo, Santa Barbara, and Santa Cruz who are committed to making multi-modal investments and improving infrastructure along the Central Coast. Work included holding the annual Legislative Session in Sacramento, which consisted of meetings with CalSTA, Caltrans Director, California Transportation Commission, Governor's Office of Planning & Research, and the Office of the Governor.
- b. COG continued to assist local jurisdictions with the implementation of the Traffic Impact Mitigation Fee Program.
- c. Ongoing implementation of the 2018-2040 San Benito Regional Transportation Plan (RTP). 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.
- d. The following tasks were completed for the 2020-2045 San Benito Regional Transportation Plan
 - Draft RTP Goals
 - Draft 25- Year Financial Forecast
 - Draft Transportation Project List
 - Draft Revenue Constrained List of Project
- e. Continued meeting as the Central Coast Housing Working Group - The Building and Homes and Jobs Act (SB2) established the Planning Grants Program under the authority of Housing and Community Development. These grants are meant to provide financial assistance to local governments to fund planning or zoning documenting in order to streamline housing production to help address the statewide housing crisis. In the Central Coast, approximately \$8.5 million in funding will be allocated to a Central Coast Housing Working Group, which is composed of representative from jurisdictions within the

counties of San Benito, Monterey, Santa Cruz, Santa Barbara, and San Luis Obispo. Funding was allocated to the local jurisdictions for housing planning purposes.

- f. Regional Housing Needs Allocation (RHNA) –The Council of San Benito County Governments (COG) will be preparing an update to the Regional Housing Needs Assessment (RHNA). RHNA is mandated by State Housing Law as part of the periodic process of updating local housing elements of the General Plan. RHNA quantifies the need for housing within each jurisdiction during specified planning periods. COG is in the process of developing the 6th cycle RHNA allocation plan which will cover the planning period October 2021 through October 2029. It is planned for adoption by COG in June 2022.
- g. Continued to provide transportation updates to COG’s advisory committees, which include the Technical Advisory Committee, Social Services Transportation Advisory Council, Measure G Citizens Oversight Committee, and the Bicycle and Pedestrian Advisory Committee.

San Benito County Roads and Transportation Safety Investment Plan:

- Held ongoing Measure G Transportation Safety and investment Plan Oversight Committee meetings with the established citizens’ oversight committee, which met on a quarterly basis.
- Monitored and tracked Measure G funds through the California Department of Tax and Fee Administration (CDTFA) and prepared quarterly reports.
- Prepared Fiscal year 2019/2020 Independent Auditor’s Report.
- Processed Measure G payments to local agencies for local street and road projects.
- Continued 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.

h. Highway 25 Widening Project:

- Completed the Value Analysis 2-day Project Development Team meetings where feasible alternatives for the project were identified, including:
 - 1.0 Construct Route Adoption but use split alignment for the north segment (PP-1).
 - 2.0 Construct Route Adoption but maintain SR-25 as two-lane conventional highway south of SR-25/SR-156 interchange (IM-5).

- 3.0 Construct South Segment only but widen the existing SR-25 facility to accommodate expressway standards (IM-2).
 - 4.0 Construct South Segment only on new alignment per route adoption (CT-5).
 - 5.0 Construct grade separated interchange at SR-25/SR-156 interchange only (CT-4).
 - 6.0 Relinquish existing SR-25 facility to County and widen facility to 4 lanes (IM-3).
- Re-established coordination with Caltrans to proceed with the Highway 25 Widening Project, including scheduling Project Development Team meetings.
 - Participated in meetings with Assembly member Robert Rivas and Senator Anna Caballero to maximize State financing opportunities and coordination.
 - Developed the Highway 25 website (www.hwy25.org) to provide the public with project and schedule updates.
 - Entered into Cooperative agreement with Caltrans for public outreach of SR 156, SR 25/ SR 156 Roundabout, and SR 25 Project.
 - Entered into Cooperative Agreement with Caltrans for the preparation of the environmental document.

i. Transportation Funding

- Continued to prepare funding allocation requests for approval by the California Transportation Commission.
- Tracked the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) of 2021 for to ensure that the San Benito region maximizes its use of CRRSAA pandemic relief funds.
- 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 Continued implementation of the recommendations from 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. The next Triennial Performance Audit will cover the 2019/2020, 2020/2021, and 2021/2022 period.
 - o Conducted the annual Unmet Transit Needs process and addressed unmet 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. COG will reevaluate the 2020/2021 Unmet Needs that were postponed because of COVID-19 for possible implementation in 2021/2022. Continued administration and apportionment of TDA monies from the Local Transportation Fund and State Transit Assistance fund.
 - o Reviewed and approved claims for distribution of bicycle and pedestrian funds to the local jurisdictions.
 - o Initiated update of 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.
- i. Continued to serve on the local jurisdictional Development Review Committees for transportation circulation input on proposed development.
- j. Continued implementation of the San Benito County Bikeway and Pedestrian Master Plan and Complete Streets Guidebook.
- k. Continued coordination as a member of the Safe Kids Coalition of San Benito County to promote bicycle and pedestrian safety on a regional basis.
- l. Continued efforts to reduce congestion by assisting commuters with Rideshare commute alternatives programs such as the Vanpool Program and the 511 carpool matchlist.
- m. Continued maintenance of the Council of Governments website (SanBenitoCOG.org) and social media.

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. Since March 2020, the Local Transportation Authority spent the majority of the time working with its operations contractors responding to the evolving COVID-19 pandemic, including:

- a. Increasing the frequency of vehicle interior cleaning
- b. Directing staff to adhere to hand-washing and other guidance for personal hygiene.
- c. Public notice of the public health threat and essential travel only
- d. Suspension of routes: Specialized Transportation Senior Lunch Transportation and County Express Fixed Route, Intercounty Gavilan, and weekend Dial-a-Ride
- e. Limiting the number of passengers per vehicle to allow for physical distancing.
- f. Suspending fare collection as a source of viral spread
- g. Providing additional front line Personal Protective Equipment (PPE) and cleaning supplies
- h. Encouraging telecommute and staggered shifts for administrative staff.
- i. Assisting with meal delivery for the San Benito County “Great Plates Delivered” Program
- j. Discussing contract amendments to support operations and expend a portion of Coronavirus Aid, Relief, and Economic Security (CARES) funding
- k. Researching vehicle modifications such as driver barriers and technologies to reduce spread.

Beyond this emergency response, LTA released a Short-Range Transit Plan Update Request for Proposals in January 2021 to study long-term COVID-19 service impacts, as well as, kicked off in February 2021 a new service model, Mobility on Demand, in the County Express Hollister Fixed Route service area to offer additional service to the community, while still monitoring passenger count onboard to adhere to social distancing requirements.

iii. Measure A Authority (MEA)

- a. There was no work conducted under the Measure A Authority during the 2019/2020 Fiscal Year as the measure has expired.

iv. Service Authority for Freeways and Expressways (SAFE)

- a. SAFE funds were used to fund the additional California Highway Patrol (CHP) traffic safety enforcement on State Route 25.

- b. 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.
- c. Completed process for upgrading call boxes from Verizon's 3g network to 4g for operability.

v. 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. Assisted the County of San Benito with the implementation and adoption of the Airport Land Use Compatibility Plan for the Frazier Lake Airpark.

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 2021/2022 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 Promotion	Road System Planning and Programming	Transportation System Modeling	Regional Rideshare Program	Regional Transportation Improvement Program	Short Range Transit Plan	State Route 156 Multimodal Enhancement Study	Regional Housing Needs Assessment (RHNA)
		100	102	103	104	105	106	107	108	109	110	201	301	302	303	304	305	306	402	403
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 storm water and reduce or mitigate storm water 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, LTA 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 public transportation 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**

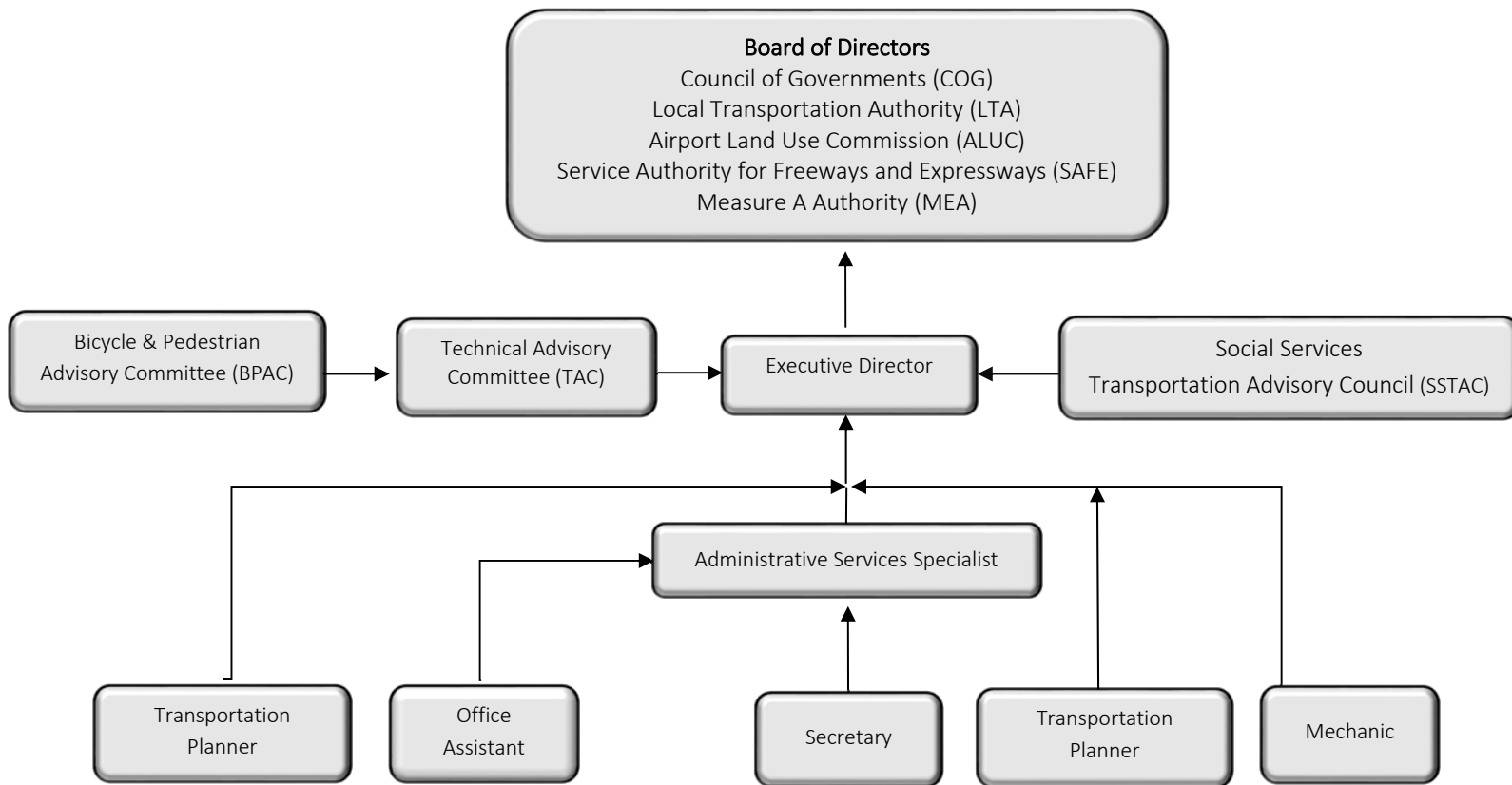
The Administrative Services Specialist position is a supervisory classification for coordinating and supervising the administrative support functions of COG. Under direction of the Executive Director, the Services Specialist organizes and participates in the support functions to prepare financial reports. 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, Executive Director, Council of San Benito County Governments
 - Don Reynolds, City Manager, City of San Juan Bautista
 - Brett Miller, Interim City Manager, City of Hollister
 - Vacant, City Engineer, City of Hollister
 - Benny Young, Director, San Benito County Resource Management Agency
 - Chris Armstrong, Captain, California Highway Patrol
 - Jill Morales, Regional Planner, Caltrans
 - Heather Adamson, Director of Planning, 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
- Pauline Valdivia, Executive Director, Jovenes de Antaño
- Esther Alva, Community Services and Workforce Development
- Clay Kempf, Executive Director, Area Agency on Aging
- Jim Parker, transit user
- Joshua Mercier, San Benito County Health and Human Services Agency
- Paulette Cobbs, San Benito High School
- Regina Valentine, Transportation Planner, LTA/CTSA

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
- Vacant, Hollister School District
- Cathy Buck, Sunnyslope County Water District
- San Benito County Resource Management Agency
- Vacant, City of Hollister
- Valerie Egland, R.E.A.C.H
- Vacant, 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)⁶ 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.

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 Air Resources District (MBARD)
- 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

⁶ 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.⁷ 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.

⁷ 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 the Council of San Benito County Governments (COG) is largely funded with State Rural Planning Assistance (RPA) funds. The RPA fund estimated for the Fiscal Year 2021/2022 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 \$1,034,941 for Fiscal Year 2021/2022.

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 &	Road System Planning	Transportation System Modeling	Regional Rideshare Program	Regional Transp. Improvement Program	Short Range Transit Plan	State Route 156 Multimodal Enhancement Study	Regional Housing Needs Assessment (RHNA)	San Benito County Regional Transportation	San Benito County Transp. Improvement	TOTAL	
Funding Source	101	102	103	104	105	106	107	108	109	110	201	301	302	303	304	305	306	402	403	624	642	TOTAL	
RPA [1]			\$19,462	\$33,060	\$43,358	\$32,000			\$6,000		\$67,120	\$15,000	\$54,000	\$6,000		\$18,000							\$294,000
PPM [2]					\$8,880				\$4,020		\$3,330		\$4,860	\$4,070		\$11,840							\$37,000
TDA [3]	\$35,618	\$55,618	\$5,855			\$58,545	\$11,709										\$12,956	\$56,204					\$236,505
DMV [4]								\$17,286															\$17,286
Local Funds [5]				\$40,000			\$2,000								\$5,000								\$ 47,000
FHWA PL [6]																				\$27,650	\$13,500		\$41,150
FHWA SP&R [7]																		\$192,000					\$192,000
FTA 5304 [8]																	\$100,000						\$100,000
Measure G [9]										\$60,000													\$60,000
REAP [10]																			\$50,000				\$50,000
TOTAL	\$35,618	\$55,618	\$25,317	\$73,060	\$52,238	\$90,545	\$13,709	\$17,286	\$10,020	\$60,000	\$70,450	\$15,000	\$58,860	\$10,070	\$5,000	\$29,840	\$112,956	\$248,204	\$50,000	\$27,650	\$13,500	\$1,074,941	

[1] Rural Planning Assistance, State funds.

[2] Planning, Programing, & Monitoring.

[3] Transportation Development Act, State funds.

[4] Department of Motor Vehicles, Local funds.

[5] Local Funds: ALUC project review fees, Vanpool Program collected lease fees, and local match funds (i.e., in-kind staff time).

[6] Federal Highway Administration Planning Funds, Federal funds allocated to AMBAG for San Benito planning.

[7] Federal Highway Administration State Planning and Research, Part 1, Strategic Partnerships

[8] Federal Transit Administration 5304 - Sustainable Communities

[9] Local tax measure funds.

[10] Regional Early Action Planning (REAP)

CHAPTER 6: PLANNING PROGRAM FOR FISCAL YEAR 2021/2022

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 2021/2022 Fiscal Year. The Work Elements identify specific tasks, products, budget, and staffing related to each project.

Work Element	Description	Page No.
Category 100: Coordination and Information		
101	Transportation Development Act Administration	29
102	Program Administration and Management	31
103	Overall Work Program	32
104	Public Participation	34
105	Regional Coordination	36
106	Transit System Planning and Administration	43
107	Airport Land Use Commission	46
108	Emergency Motorist Aid System – SAFE	48
109	Metropolitan Planning and Programming	49
110	Measure G Implementation	57
Category 200: Transportation Plan Updates		
201	Regional Transportation Plan	55
Category 300: Short Range Planning		
301	Bikeway and Pedestrian System Planning and Promotion	58
302	Road System Planning and Programming	60
303	Transportation System Modeling	63
304	Regional Rideshare Program	65
305	Regional Transportation Improvement Program	66
306	Short Range Transit Plan	68
Category 400: Special Studies		
402	State Route 156 Multimodal Enhancement Study	71
403	Regional Housing Needs Assessment (RHNA)	73
Association of Monterey Bay Area Governments (AMBAG) Work Elements Partially funded by COG:		75
624	San Benito County Regional Transportation Planning	
642	San Benito Transportation Improvement Program	

Work Element 101: Transportation Development Act Administration

Lead Agency: Council of Governments

Project Managers: Norma Rivera, 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 (2016/17 – 2018/19 Fiscal Year) was adopted in June of 2019. The next Triennial Performance Audit will cover the 2019/2020, 2020/2021, and 2021/2022 period.

Work Element 101 Funding Source				Amount
Transportation Development Act (TDA)				\$55,618
Total				\$55,618
	Task	Deliverable	Deadline	Responsible Party
1.	Allocate TDA funds consistent with state and COG policies.	<ul style="list-style-type: none">Resolutions allocating funds.Assist local agencies with funding requests.Track funding expenditures and balances	June 30, 2022	COG
2.	Monitor changes in TDA statutes. Advise local jurisdictions, transit operators, and COG Board of changes to the TDA.	<ul style="list-style-type: none">Staff reportsMemos	Quarterly	COG

3.	Conduct the annual TDA Financial Audit.	<ul style="list-style-type: none"> • Hire independent auditor. <ul style="list-style-type: none"> – Request for Proposals – Contract • Annual Financial Audit Report • Prepare for Implementation of audit recommendations 	June 2022	COG
4.	Conduct the annual Unmet Transit Needs process.	<ul style="list-style-type: none"> • Bilingual newspaper notice • Meeting/Hearing flyers • Three bilingual public hearing/meetings • Onboard bus interviews with bus riders • Draft Report to Caltrans • Unmet Transit Needs draft report presented to the Social Services Transportation Advisory Council and COG Board • Final Report to COG Board • Report submitted to Caltrans. • Prepare implementation transit recommendation by the LTA 	January 2022 February 2022 February 2022 March 2022 April 2022 May 2022 June 2022 June 2022 June 2022 June 2022	COG/LTA
5.	Facilitate and monitor activities of the Social Services Transportation Advisory Council (SSTAC).	<ul style="list-style-type: none"> • Meeting agendas, minutes • Staff reports, presentations • Member recruitments 	Bi-monthly	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)				\$55,618
Total				\$55,618
	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 2022	COG
4.	Update COG Bylaws, Rules and Regulations.	<ul style="list-style-type: none"> • Bylaws/rules and regulations 	Annually	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)				\$19,462
Transportation Development Act (TDA)				\$5,855
Total				\$25,317
	Task	Deliverable	Deadline	Responsible Party
1.	Quarterly Progress Reports. Funded with Rural Planning Assistance (RPA)	<ul style="list-style-type: none"> Track expenses (RPA) Track employee time studies (RPA) Prepare and submit Progress Reports to Caltrans (RPA) 	June 2022 Monthly Quarterly	COG
2.	Closing out of the FY 2020/2021 Overall Work Program. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> Completes and signs the Grant Program Close-Out Report form (RPA) Reviews the final Request for Reimbursement (RPA) Sends copies to Caltrans Office of Regional Planning (RPA) 	July 2021	COG
3.	Prepare FY 2022/2023 OWP staff assignments and project schedule. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> OWP staff assignments (RPA) OWP Schedule (RPA) 	November 2021	COG

4.	FY 2022/2023 OWP coordination and consultation with AMBAG, Federal Highway Administration (FHA), Federal Transit Administration, and Caltrans. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> Annual Meeting (RPA) 	January 2022	AMBAG
5.	Provide Draft FY 2022/2023 OWP to COG Board for comment and submittal to Caltrans for comment. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> Staff reports (RPA) Draft OWP (RPA) 	February 2022	COG
6.	Provide Draft OWP to Caltrans for comment. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> Draft OWP (RPA) 	March 2022	COG/Caltrans
7.	Prepare Draft OWP for public review. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> Draft OWP (RPA) 	April 2022	COG
8.	Update the Draft OWP per Caltrans and public comments. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> Draft OWP update (RPA) 	May 2022	COG
9.	Final FY 2022/2023 OWP to Board for adoption. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> Final OWP (RPA) 	June 2022	COG
10.	Submit final FY 2022/2023 OWP to Caltrans. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> Final OWP, OWP Agreement (RPA) Certificates and Assurances (RPA) FHWA RTPA Certification (RPA) State Certification (RPA) 	June 2022	COG
11.	Process OWP invoices to Caltrans. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> Submittal of funding and grant invoices to Caltrans (RPA) Time studies (RPA) 	Quarterly	COG
12.	Prepare OWP amendments. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> Amendments (RPA) OWP Agreements (RPA) 	Quarterly	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. Meetings will be held in accordance with COD-19 social distancing policies such as implementation of virtual meetings (i.e., Zoom, WebEx, etc.).

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)				\$33,060
Local Funds				\$40,000
Total				\$80,060
	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. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> • Online meetings (RPA) • Public meetings (RPA) • Public hearings (RPA) • Flyers, newsletters (RPA) • Social media updates (RPA) 	Monthly	COG
2.	Provide information, reports, and presentations to stakeholder groups to increase public awareness of regional issues and activities. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> • Consultant Contract (RPA) • Outreach Materials (RPA) • Website Update (RPA) 	Monthly	COG
3.	Provide technical data to interested members of the public and organizations on regional issues, as it relates to federal	<ul style="list-style-type: none"> • Technical data (RPA) • Reports (RPA) 	Upon request	COG/Caltrans

	and state programs, traffic volumes, and financial data. Funded with Rural Planning Assistance (RPA).			
4.	Maintain up-to-date COG's website to inform the public about current and upcoming projects and activities.	<ul style="list-style-type: none"> • COG website 	Monthly	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 	Quarterly	COG/Caltrans
6.	Publicize COG Board meetings, including agendas, and staff reports. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> • Agendas (RPA) • Meeting highlights (RPA) 	Monthly	COG
7.	Serve on various community organizational committees. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> • Meetings (RPA) 	Monthly	COG
8.	Meet with community groups regarding key transportation issues. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> • Meetings (RPA) 	Quarterly	COG/Caltrans
9.	Develop a comprehensive annual communications plan.	<ul style="list-style-type: none"> • Communications Plan 	December 2021	COG
10.	Develop and mail strategic communications information via direct-mail postcard to the public.	<ul style="list-style-type: none"> • Postcard 	December 2021	COG

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-attainment⁸ 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 Central Coast Coalition, which is comprised of the six regional transportation planning agencies and metropolitan planning organizations for the counties of Monterey, San Benito, San Luis Obispo, Santa Barbara, and Santa Cruz who are committed to making multi-modal investments and improving infrastructure along the Central Coast.

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.

⁸ 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)				\$43,358
Planning, Programming, and Monitoring (PPM)				\$8,880
Total				\$52,238
	Task	Deliverables	Deadline	Responsible Party
1.	Attend Rural County Task Force and California Regional Transportation Agency meetings. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> Meeting notes (RPA) 	Bi-monthly	COG
2.	California Regional Transportation Planning Agencies (CalRTPA). Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> Attend meetings (RPA) Distribute information (RPA) 	Monthly	COG
3.	Participate in meetings of the San Benito/Santa Clara Mobility Partnership. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> Agendas (RPA) Meetings (RPA) Correspondence (RPA) 	Monthly	COG/VTA/ Caltrans
4.	Central Coast Coalition. Participate in activities to improve regional travel, such as attending Central Coast Coalition meetings. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none"> Legislative Day (RPA & PPM) Letters (RPA & PPM) Meeting notes. (RPA & PPM) Correspondence. (RPA & PPM) 	Annual	COG
5.	COG Technical Advisory Committee (TAC) meeting agenda items coordination with AMBAG and Caltrans. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none"> Meetings (PPM) Staff reports (PPM) Presentations (PPM) Technical documents (PPM) 	Monthly	COG
6.	Regional Growth Forecast monitoring and information dissemination. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> Review technical documents and provide comments to AMBAG for consistency with 	Biennial	AMBAG COG

		<p>local planning efforts. (RPA)</p> <ul style="list-style-type: none"> • Participate in meetings with AMBAG and local planning directors to ensure maximum collaboration. (RPA) • Provide updates to local jurisdiction staff as needed in conjunction with AMBAG. (RPA) 		
7.	<p>Review and participate in the development of technical studies and programs of regional significance. Funded with Planning, Programming, and Monitoring (PPM).</p>	<ul style="list-style-type: none"> • Collaborate with AMBAG on various planning grant opportunities. (PPM) • Attend meetings associated with awarded planning studies that benefit the region as a whole. (PPM) • 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. (PPM) 	Monthly	<p>AMBAG COG Caltrans</p>

8.	Complete Streets Needs Assessment Guidebook Local Implementation. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none"> • Monitor amendments to the Guidebook for consistency with the latest Complete Street design standards. (RPA & PPM) • Assist local jurisdictions with development review and project planning to accommodate Complete Streets (RPA & PPM) • Participate in the County and the City of Hollister’s Development Review Committees to ensure local transportation projects consider Complete Street Elements. (RPA & PPM) • Provide comment letters for proposed development (RPA & PPM) 	June 2022	COG
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. Funded with Planning, Programming, and Monitoring (PPM).	<ul style="list-style-type: none"> • Development Review Committee, Planning Commission meetings Comment letters. (PPM) • Technical data. (PPM) 	Monthly	COG

10.	Review governmental planning, policy, legislation, ordinances, etc. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> • Comment on local General Plan Circulation Elements. (RPA) • Ensure local plans are consistent with the adopted San Benito Regional Transportation Plan (RPA) • Review and comment on local transportation plan. (RPA) 	Annually	COG
11.	Coordinate with local jurisdictions on grant opportunities and project to plan for and develop policies to enhance the transportation network. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> • Grant applications (RPA) • Technical data (RPA) 	Monthly	COG/Caltrans
12.	Collaborate with partners on issues surrounding goods movement. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none"> • Meetings (RPA & PPM) 	Monthly	COG/Caltrans
13.	Coordinate with local jurisdictions, CHP, and Caltrans to improve truck routes-enhancing the movement of agricultural goods. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none"> • Meetings (RPA & PPM) • Correspondence (RPA & PPM) 	Annually	COG/Caltrans
14.	Research methods to reduce vehicle miles traveled and promote alternative modes of transportation. Promote San Benito Rideshare Program. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> • Carpool Matchlist. (RPA) • Ridesharing campaigns. (RPA) • Ridesharing materials and website updates. (RPA) • Technical documentation (RPA) 	Monthly	COG

15.	Participate with AMBAG to identify and seek out non-traditional funding for priority projects. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none"> • Meeting notes (RPA & PPM) • Grant applications (RPA & PPM) 	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). Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none"> • Plans (RPA & PPM) • Program activities (RPA) 	Monthly	COG
17.	SB 743 Implementation (SB 743 changes to transportation impact analysis, by replacing Level of Service (LOS) with Vehicles Miles Travel (VMT) and providing streamlined review of land use and transportation projects that will help reduce future VMT growth). Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> • Coordinate meetings with local jurisdictions to identify mitigation strategies that are most feasible for reducing Vehicle Miles Travelled (VMT). (RPA) • Assist local jurisdictions with identifying strategies to reduce per capita VMT, such as land use mix and density together with pedestrian, bicycle, Transportation Demand Management (TDM), and transit infrastructure. (RPA) 	June 20, 2022	COG & Local jurisdictions
18.	Staff support to procure and manage contract with a qualified professional services firm to develop a Vehicle Miles Traveled (VMT)-based Transportation Impact Mitigation Fee (TIMF) program	<ul style="list-style-type: none"> • Professional Services Contract 	June 30, 2022	COG

	consistent with the CEQA threshold for SB 743. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> Regional Traffic Impact Mitigation Fee Nexus Study 		
19.	Participation in a Regional Working Group to discuss freight-related priorities, issues, projects, and funding needs on the Central Coast. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	Meeting notes, correspondence. (RPA & PPM)	Biannually	COG & Caltrans

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)				\$32,000
Transportation Development Act (TDA)				\$58,545
Total				\$90,545
	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. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> Meetings (RPA) Comments (RPA) Plans (RPA) 	Quarterly	LTA
2.	Coordinate with COG during the Unmet Transit Needs process. ⁹	<ul style="list-style-type: none"> Attend all public meetings. Comment on draft reports Assist in the distribution of flyers on social media, buses, 	November 2021 - June 2022	LTA

⁹ See Work Element 101

		<p>and throughout the community.</p> <ul style="list-style-type: none"> • Assist with response to comments received. • Work on the implementation of Board approved recommendations 		
3.	Ensure project consistency with Regional Transportation Plan (RTP) policies for improved access to elderly and disabled individuals. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> • Project comments. (RPA) • Input on Transit RTP narrative and projects. (RPA) 	Monthly	LTA
4.	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 	Quarterly	LTA
5.	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. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> • Grant Applications (RPA) • Capital, Operational & Planning Grants. (RPA) 	As Necessary	LTA
6.	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
7.	Identify funding sources for and implementing the Accessible Connections Promoting Active Transportation: A Bus Stop Improvement Plan. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> • Grant Applications (RPA) • Implementation of bus stop amenities (i.e., benches, signs, etc. (RPA) 	Quarterly	LTA
8.	Implement Short- and Long-Range Transit Plan recommendations, including improvements to the Hollister Fixed Route, Dial-a-Ride, Intercounty, Gavilan College, and Specialized Transportation service improvements. Funded with Rural Planning assistance (RPA).	<ul style="list-style-type: none"> • Project List (RPA) • Project Schedule (RPA) • Project and service implementation, per funding availability (RPA) 	Quarterly	LTA

9.	Identify funding sources for and implementing the Intelligent Transportation Systems (ITS) Technology for the 21 st Century: Using Technology to Improve Safety and Efficiency of San Benito County's Transit System Plan.	<ul style="list-style-type: none"> • Grant Applications • ITS improvements, per funding availability • Monitor Electronic fare media (i.e., Token Transit) • Monitor RouteMatch dispatch software 	Quarterly	LTA
10.	Implement and update as required the Federal Transit Administration (FTA) mandated Transit Asset Management Plan.	<ul style="list-style-type: none"> • Transit Project List of existing and projected needs (i.e., vehicles, equipment, etc.) • Project Schedule • Transit project needs shall be evaluated, and project will be implementation, per funding availability. • Monitor and process Plan Updates 	Quarterly	LTA
11.	Manage LTA's County Express and Specialized Transportation public transportation operations contracts.	<ul style="list-style-type: none"> • Monthly Operator Meetings to address system improvements and complaints. • System Performance Review & Reports for Board and Committee review. • Contractor Coordination • Attend driver safety meetings. 	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 2019, ALUC adopted the Airport Land Use Compatibility Plan for Frazier Lake Airpark.

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

Work Element 107 Funding Source				Amount
Transportation Development Act (TDA)				\$11,709
Airport Land Use Commission Application Fees				\$2,000
Total				\$13,709
	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 	Annually	ALUC/Caltrans
10.	Initiate discussion on updating the 2012 Hollister Municipal Airport Land Use Compatibility Plan.	<ul style="list-style-type: none"> Contract, meetings, presentations. Compatibility Plan 	June 2022	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)				\$17,286
Total				\$17,286
	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
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

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 an 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
Planning, Programming, and Monitoring				\$4,020
Total				\$10,020
	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. (RPA & PPM) Assist local jurisdictions with project applications (i.e., 	Monthly	COG/AMBAG

	Monterey Bay Metropolitan Transportation Improvement Program (MTIP). Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	meetings and coordination) (RPA & PPM) • Amendments (RPA & PPM)		
2.	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 Plans ¹⁰ for San Benito, Santa Cruz, and Monterey Counties. 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. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	• Draft Regional Transportation Plan for inclusion in the Metropolitan Transportation Plan. (RPA & PPM) • Respond to San Benito portion of public comment. (RPA & PPM)	December 2021 February 2022	
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. Funded with Rural Planning Assistance (RPA).	• List federally funded projects obligated within the requested time frame (RPA)	Annually	COG/AMBAG

¹⁰ 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.

- 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.

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.	Monitor COG policies and guidelines and update them as necessary to ensure sound implementation of Measure G.	<ul style="list-style-type: none"> Guidelines updates Policies updates Produce, maintain, and update agreements with local agencies for funding allocations. Amendments 	<p>Continuous Continuous Continuous</p> <p>Continuous</p>	COG
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>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 City of Hollister, City of San Juan Bautista, and County of San Benito according to Measure G Ordinance and the Expenditure Plan. Review reports submitted by all agencies</p>	<ul style="list-style-type: none"> • Project Performance Management • Process and monitor local agency funding allocations and balances 	<p>Continuous</p> <p>Continuous</p>	<p>COG</p>

	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 	Continuous	COG
5.	Hold meetings with the 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 	Annually 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 the Regional Transportation Plan (RTP) every four years. The previous Regional Transportation Plan was adopted by the COG Board on June 21, 2018.

In January 2020, COG staff initiated the efforts to prepare the 2020 -2045 San Benito RTP. The development of the RTP is anticipated for completion by the end of the 2021/2022 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 the COG Board, 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 (RPA)			\$67,120
Planning, Programming, and Monitoring (PPM)			\$3,330
			Total \$70,450
Task	Deliverable	Deadline	Responsible Party
1.	2018 San Benito RTP		
a.	Implementation of the existing 2018-2040 San Benito Regional Transportation Plan (RTP). Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none">• Monitor delivery of projects. (RPA & PPM)• Amendments. (RPA & PPM)	June 30, 2022 COG

2.	2020-2045 San Benito RTP Update			
	a. Monitor updates and amendments to the RTP Guidelines. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none"> • Comments (RPA & PPM) 	Annually	AMBAG/COG
	<p>b. 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. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).</p> <p>c. Release 2020-2045 Regional Transportation Plan and environmental document for public comment. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).</p> <p>d. Public outreach. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).</p> <p>e. Adopt 2020-2045 Regional Transportation Plan. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).</p>	<ul style="list-style-type: none"> • Monthly meetings. (RPA & PPM) • Plan schedule (RPA & PPM) • Action items (RPA & PPM) 	June 2022	AMBAG/COG
3.	Professional Development. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<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. (RPA & PPM) 	Monthly	COG

Category 300: Short Range Planning

Work Element 301: Bikeway and Pedestrian System Planning and Promotion

Agency: 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 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 accommodate all users regardless safely and comfortably of age or ability.

Work Element 301 Funding Source				Amount
Rural Planning Assistance (RPA)				\$15,000
Total				\$15,000
	Task	Deliverable	Deadline	Responsible Party
1.	Bicycle and Pedestrian Advisory Committee. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> Meetings. (RPA) Agendas. (RPA) Minutes. (RPA) 	Quarterly	COG
2.	San Benito County Bikeway and Pedestrian Master Plan Implementation. Conduct planning activities to improve bikeway and pedestrian facilities. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> Amendments. (RPA) Local agency coordination (RPA) Technical reports. (RPA) Funding applications (RPA) 	Monthly	COG
3.	Assist in planning of Safe Routes to School concepts. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> Public outreach with schools and community partners. (RPA) 	Quarterly	COG
4.	Provide planning assistance to local jurisdictions for implementation of Complete Streets concepts. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> Planning and stakeholder meetings. (RPA) Attend County and City of Hollister Development Review 	Monthly	COG

		Committees and provide development reviews comments. (RPA)		
5.	Provide grant application assistance to local jurisdictions. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> • Grant applications. (RPA) • Traffic Data, technical reports. (RPA) • Grant application review assistance. (RPA) • Letters of support. (RPA) • Public outreach. (RPA) 	Quarterly	COG
6.	Participate and attend local Safe Kids California San Benito Partners. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> • Outreach activities. (RPA) • Attend meetings. (RPA) • Lead event planning. (RPA) • Kids at the Park event planning and helmet fittings. (RPA) • Walk to School Day. (RPA) • Bicycle and pedestrian safety campaigns. (RPA) 	Monthly	COG
7.	Coordination with Caltrans on the project development process of the Caltrans District 5 Active Transportation Plan. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> • Participate in discussions. (RPA) • Regional committee meetings. (RPA) • Review draft documents. (RPA) • Public meetings. (RPA) • Identify partnership opportunities with Caltrans SHOPP projects. (RPA) • Participate in discussions to identify gaps, barriers, needs, and opportunities. (RPA) 	January 2022	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.

Work Element 302 Funding Source				Amount
Rural Planning Assistance (RPA)				\$54,000
Planning, Programming, and Monitoring (PPM)				\$4,860
Total				\$58,860
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. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none"> • Technical data. (RPA & PPM) • Comment letters. (RPA & PPM) • Meetings. (RPA & PPM) 	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. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none"> • Track STBG funding allocations and expenditures. (RPA & PPM) • Special projects assessments. (RPA & PPM) • Local agency funding request. (RPA & PPM) application assistance. (RPA & PPM) • Track invoicing. (RPA & PPM) 	Monthly	COG
3.	Continue planning and monitoring of projects on the State Highway System. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none"> • Project development team meetings. (RPA & PPM) 	Monthly	COG
4.	Initiate discussion on the Regional Transportation Impact Mitigation Fee Nexus Study update. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none"> • Meetings with local jurisdictions. (RPA & PPM) 	June 2022	COG

5.	Coordinate with Caltrans on Statewide planning efforts. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none"> • Coordinate and meet with California Transportation Commission staff and Board. (RPA & PPM) • California Transportation Plan. (RPA & PPM) • Transportation concept reports. (RPA & PPM) • Statewide bicycle plans. (RPA & PPM) • Statewide freight plans. (RPA & PPM) • California State Rail Plan. (RPA & PPM) 	Monthly June 2022	COG
6.	Coordinate with San Benito County on development to enhance GIS capabilities for Road System Planning. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none"> • GIS coordination (RPA & PPM) • Meetings (RPA & PPM) • Data review (RPA & PPM) 	Quarterly	COG
7.	SB 743 Implementation (SB 743 changes to transportation impact analysis, by replacing Level of Service (LOS) with Vehicles Miles Travel (VMT) and providing streamlined review of land use and transportation projects that will help reduce future VMT growth). Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none"> • Coordinate meetings with local jurisdictions to identify mitigation strategies that are most feasible for reducing Vehicle Miles Travelled (VMT). (RPA & PPM) • Assist local jurisdictions with identifying strategies to reduce per capita VMT, such as land use mix and density together with pedestrian, bicycle, Transportation Demand Management (TDM), and transit infrastructure. (RPA & PPM) 	June 30, 2022	COG & Local jurisdictions

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 aided AMBAG in the development of its Regional Travel Demand Model. COG will continue to aid with 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.

Work Element 303 Funding Source				Amount
Rural Planning Assistance (RPA)				\$6,000
Planning, Programming, and Monitoring (PPM)				\$4,070
Total				\$10,070
	Task	Deliverable	Deadline	Responsible Party
1.	Participate in Model Technical Advisory Committee meetings. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	• Meeting notes. (RPA & PPM)	Quarterly	COG
2.	Review Model Framework. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	• Comments to AMBAG. (RPA & PPM)	Annually	COG
3.	Model Impacts of Development while conducting update to the Regional Traffic Impact Fee Program. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	• Model analysis reports. (RPA & PPM)	Ongoing	COG

4.	Work with local jurisdictions to facilitate model Development. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	• Model development reports. (RPA & PPM)	Annually	COG
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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 applications. Track maintenance records Process payments 	Daily	COG
3.	Serve as a member of the Safe Kids Coalition of San Benito County.	<ul style="list-style-type: none"> Coordination with partner agencies Bicycle & Ped. event planning 	Monthly	COG
4.	Promote annual Bike Week and Walk to School/Work Day events.	<ul style="list-style-type: none"> Promotional materials Helmets fittings 	May 2022	COG
5.	Promote public transit.	<ul style="list-style-type: none"> Marketing & promo campaigns Rider surveys 	Monthly	COG/LTA

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 (even 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 (i.e., SR 156 Improvement Project).

Work Element 305 Funding Source			Amount
Rural Planning Assistance (RPA)			\$18,000
Planning, Programming, and Monitoring (PPM)			\$11,840
Total			\$29,840
Task	Deliverable	Deadline	Responsible Party
1. Coordinate with statewide, regional, and local planning agencies for future projects. Funded with Rural Planning	• Staff reports to committees/board. (RPA & PPM)	June 2022	COG

	Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none"> • Coordination with Caltrans. (RPA & PPM) 		
2.	Amend existing RTIPs if projects have a change in scope, cost and/or delivery. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none"> • Amendments, staff reports, resolutions, draft RTIP. (RPA & PPM) 	June 2022	COG
3.	Quarterly STIP meetings with Caltrans. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> • Provide project updates. (RPA) 	Quarterly	COG/Caltrans
4.	Manage and monitor RTIP Projects SR 156 Improvement Project. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none"> • Track allocation & delivery (RPA & PPM) 	Annually	COG
5.	Attend planning meetings for STIP Guidelines updates. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> • Meeting notes & staff reports (RPA) 	Monthly	COG
6.	Begin Preparation of 2022 Regional Transportation Improvement Program (RTIP) for submission to the California Transportation Commission. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none"> • 2022 RTIP (RPA & PPM) 	June 2022	COG

Work Element 306: Short Range Transit Plan

Lead Agency: Local Transportation Authority

Project Manager: Regina Valentine, Transportation Planner

Objectives

The Short-Range Transit Plan will include recommendations that are operationally and financially sustainable regarding: program goals and objectives, service enhancement or reduction possibilities, capital improvement planning, management structure and partnership opportunities, marketing, and related policy issues. The plan will address internal and external factors influencing the use of public transit, including fares, schedules, route design, passenger amenities, etc. The plan will include a short-range element (within 5-year window) and a longer 10-year element setting a vision for improved transit services for the future.

Previous and Ongoing Work

This project will build upon planning efforts in the region such as LTA’s 2016 Short Range/Long Range Transit Plan and Association of Monterey Bay Area Governments’ (AMBAG) Rural Transit Improvement Initiative studying the unique needs of rural transit. It is consistent with the adopted 2040 San Benito Regional Transportation Plan and 2040 AMBAG Metropolitan Transportation Plan/Sustainable Communities Strategy and associated Implementation Project Place Types Matrix, as it supports enhancements for high quality transit encouraging transit-oriented development. It is also consistent with the goals of the City of Hollister’s (the County Seat) 2005 General Plan Circulation Element, a portion of the General Plan which supports the Land Use Element. This coordination between land use and transportation (including complete streets components) allows for more sustainable communities both today and into the future.

Work Element 306 Funding Source				Amount
Federal Transit Administration, 5304 - Sustainable Communities				\$100,000
Transportation Development Act (TDA)				\$12,956
Total				\$112,956
Task		Deliverable	Deadline	Responsible Party
2.2	Identification of issues to be addressed in the SRTP Update after reviewing previous documents and conducting a decision makers’ survey	<ul style="list-style-type: none">Decision Makers’ SurveyProject Public Participation Plan	July 2021	COG/LTA and Consultant

		<ul style="list-style-type: none"> • Identified Issues Report 		
2.3	Evaluation of existing service and ridership analyzing travel demands and demographics, completing passenger counts, doing peer comparisons, and conducting a bilingual (English and Spanish) onboard rider survey	<ul style="list-style-type: none"> • Bilingual (English and Spanish) Onboard Rider Survey • Existing Services and Recommended Implementation Plans Report 	November 2021	COG/LTA and Consultant
2.4	Prepare peer comparisons and an evaluation of existing service costs, efficiency and effectiveness, and comparison with adopted performance standards providing future recommendations	<ul style="list-style-type: none"> • Performance Indicators Report and Template 	January 2022	COG/LTA and Consultant
2.5	Development of a 10-year Capital Improvement Plan that includes schedules, cost estimates, and funding sources for replacement, rehabilitation, expansion, and introduction of new technologies	<ul style="list-style-type: none"> • Capital Asset Plan Report 	March 2022	COG/LTA and Consultant
2.6	Recommendations as to types of media and messages to market services and improvements to rider information services, including recommendations regarding specific branding of Specialized Transportation	<ul style="list-style-type: none"> • Marketing and Communications Report 	April 2022	COG/LTA and Consultant

Category 400: Special Studies

Work Element 402: State Route 156 Multimodal Enhancement Study

Lead Agency: Council of Governments

Project Manager: Mary Gilbert, Executive Director



Project Objective:

The SR 156 Multi-modal Enhancement Study area will focus on the SR 156 corridor near San Juan Bautista and west Hollister. The goal is to identify conceptual designs that will integrate and connect the transportation system on this interregional focus route to best serve all modes and reduce travel time. The study will focus on connecting the non-auto system by providing safe connections for bicyclists and pedestrians traveling across SR 156 at The Alameda, including Safe Routes to a Juan School and the National Historic De Anza Trail from The Alameda, which encourages active, healthy, and environmentally sound transportation choices.

Previous and Ongoing Work

Construction of a new four lane expressway is planned in 2021 to the south of the existing SR 156 between the Alameda in San Juan Bautista and Union/Mitchell Road in San Benito County. Once the expressway is constructed, the existing SR156 will serve as the northern frontage road, which would entail less disruption of traffic, and would provide a safer route for any pedestrians, bicyclists, and school bus routes.

Work Element 401 Funding Source				Amount
Senate Bill 1: Road Maintenance Rehabilitation Account Sustainable Communities Grant (Consultant Budget)				\$192,000
In-Kind Local Match: Transportation Development Act (COG staff budget)				\$56,204
Total				\$248,204
Task	Deliverable	Deadline	Responsible Party	
2.0	Project Management and Fiscal Administration			
2.A	Kickoff meeting with Caltrans.	• Meeting agenda and meeting notes	July 2021	COG/Consultant
2.1	Project Management.	• Kick-off meeting, agenda, meeting notes, update project schedule, identify data needs, communication protocol, sign-in sheet, and action items list.	June 2022	COG
2.2	Fiscal Administration of project and consultant contract.	• Quarterly reports, invoices, process payments, and	June 2022	COG

		consultant project summary reports.		
3.0	State Route 156 Multimodal Enhancement Study Components			
3.3	Public Participation Summary.	<ul style="list-style-type: none"> Summarize of public received comments and response to comments. 	August 2021	COG/Consultant
3.4	Conceptual Design Recommendations.	<ul style="list-style-type: none"> Identify conceptual design project recommendations. 	November 2021	COG/Consultant
3.5	Adoption of the Plan.	<ul style="list-style-type: none"> Identify implementation plan steps. 	June 2022	COG/Consultant
4.0	Collaboration and Public Outreach			
4.1	Conduct public workshop #1.	<ul style="list-style-type: none"> Bilingual flyer, sign-in sheet, meeting location, printed maps, press release, PowerPoint presentation materials, Spanish language translator, and public comment summary. 	August 2021	COG/Consultant
4.2	Conduct public workshop #2.	<ul style="list-style-type: none"> Bilingual flyer, sign-in sheet, draft conceptual designs, public comment summary, press release, Spanish language translator, printed maps, and PowerPoint presentation materials. Invitation list to include stakeholders. 	October 2021	COG/Consultant
5.0				
5.1	Administrative Draft State Route 156 Multimodal Enhancement Study.	<ul style="list-style-type: none"> Administrative draft for COG staff review. COG Staff provides administrative draft comments to the consultant. 	January 2022	Consultant COG

Work Element 403: Regional Housing Needs Assessment (RHNA)

Lead Agency: Council of Governments

Project Manager: Mary Gilbert, Executive Director & Veronica Lezama, Planner



Project Objective:

The Council of San Benito County Governments (COG) prepares an update to the Regional Housing Needs Assessment (RHNA) every eight years. RHNA is mandated by State Housing Law as part of the periodic process of updating local housing elements of the General Plan. RHNA quantifies the need for housing within each jurisdiction during specified planning periods.

Previous and Ongoing Work

COG is in the process of developing the 6th cycle RHNA allocation plan which will cover the planning period October 2021 through October 2029. It is planned for adoption by COG in June 2022. Communities use RHNA in land use planning, prioritizing local resource allocation, and in deciding how to address identified existing and future housing needs resulting from population, employment, and household growth. RHNA allows communities to anticipate growth, so that collectively the region and subregion can grow in ways that enhance quality of life, improve access to jobs, promotes transportation mobility, and addresses social equity, fair share housing needs.

Work Element 401 Funding Source				Amount
Regional Early Action Program (REAP)				\$50,000
Total				\$50,000
Task	Deliverable	Deadline	Responsible Party	
1	RHNA Process and update	<ul style="list-style-type: none"> • Coordination meetings with AMBAG and consultant (Consultant cost for San Benito COG up to \$7,500) • Housing and Community Development (HCD) meetings • Department of Finance (DOF) • Coordination meeting with local agencies, City of Hollister, City of San Juan Bautista, County of San Benito • Presentations and materials • Staff memos & resolutions • Public outreach and community meetings • Final RHNA document 	June 30, 2022	COG/AMBAG/Consultant

2	Administration, Reporting, and Invoicing	<ul style="list-style-type: none">• Administration costs not to exceed 2% of total grant.	June 30, 2022	COG
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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 2020-2021

EXPENDITURES		REVENUE	
	Amount (\$)		Amount (\$)
Salaries	9,724	FHWA PL	27,650
Fringe Benefits	4,570	In-Kind - Toll Credits	3,171
Indirect	12,605	FTA 5303	-
Professional Services*	-	In-Kind - Toll Credits	-
Supplies	-	FHWA PL c/o	-
Printing	-	In-Kind - Toll Credits	-
Travel	750	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	88.53

*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 for 9-12 meetings		Monthly
1.2	Development of the Metropolitan Transportation Planning Work Element for FY 2021-22 OWP in consultation with SBtCOG and provide draft/final WE to SBtCOG for inclusion in their OWP.	Draft and Final Work Element for FY 2021-22		2/28/2021 Draft 4/16/2021 Final
2	Planning		\$ 9,000	
2.1	Develop the transportation and land use assumptions for the SCS scenarios.	Initial SCS scenarios		6/30/2021
2.2	Finalize the transportation project list and revenue projections. Develop initial work on the EIR.	Project lists and revenue projections EIR alternatives project list, land use assumptions and draft EIR sections.		6/30/2021 6/30/2021
2.3	Develop a framework to update the AMBAG regional ITS plan, including identifying recent innovations, policies and regulations, to improve the efficiency and safety of the transportation system to	Draft ITS strategies, policies and regulations		12/31/2020
2.4	Work with local jurisdictions to develop and incorporate new policies in their general/specific plans/ordinances that help achieve the goals of the MTP.	Policies ready for incorporation into general plans and zoning ordinances		6/30/2021
2.5	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.		6/30/2021

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	6/30/2021
3.2	Collect and update GIS and transportation scenario data sets for the model.	Updated transportation, land use, TAZ and network files	6/30/2021
3.3	Various data analysis for MTP/SCS performance measures.	Performance measure report	6/30/2021
3.4	Update the transportation project database.	Telus database	1/31/2021
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 for 9 - 12 meetings	Monthly
4.2	Conduct Planning Directors Forum meetings.	Meeting agendas, presentations, handouts, meeting notes and action items for 3 - 6 meetings	Quarterly
4.3	Coordination meetings with partner agencies.	Meeting agendas, presentations, handouts, meeting notes and action items for 9 - 12 meetings	Monthly

5	Public Participation		\$ 2,500
5.1	Hold 2045 MTP/SCS public workshops	Meeting agendas, presentations, handouts, meeting notes and action items	6/30/2021
5.2	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	6/30/2021

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 2020-2021

EXPENDITURES		REVENUE	
	Amount (\$)		Amount (\$)
Salaries	4,880	FHWA PL	13,500
Fringe Benefits	2,294	In-Kind - Toll Credits	1,548
Indirect	6,326	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	88.53

*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 and the MTIP for FFY 2020-21 to FFY 2023-24. 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 develop, adopt and maintain the MTIP for FFY 2020-21 to 2023-24, which include projects from San Benito County as part of the metropolitan transportation planning requirements.

Project Products

- Two formal amendments and three Administrative modifications to the MTIP for FFY 2018-19 to FFY 2021-22.
- Four formal amendments to the MTIP for FFY 2020-21 to FFY 2023-24.
- Ten administrative modifications to the MTIP for FFY 2020-21 to FFY 2023-24.
- Annual List of Federally Obligated Projects by December 31, 2020.
- 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.

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 twelve (12) 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.
- Published Annual List of Federally Obligated Projects for FFY 2018-19.
- 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		6/30/2021
1.2	Make at least two presentations at the San Benito TAC meeting for MTIP update and provide necessary guidance.	Staff reports, presentation materials and handouts		3/30/2021
1.3	Review and provide transit agencies the project consistency certification for FTA funds.	Certificate/letter for grant applications		6/30/2021
1.4	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
1.5	Develop the MTIP work elements for the FY 2021-22 OWP in consultation with SBtCOG and provide draft/final WE to SBtCOG for inclusion in their OWP.	MTIP project related work element for the FY 2021-22 OWP.		2/28/2021 Draft 4/16/2021 Final
1.6	Present the MTIP for FFY 2020-21 to FFY 2023-24 at the AMBAG Board meeting for approval	Board Presentation and staff report		9/9/2020
1.7	Prepare final MTIP for FFY 2020-21 to FFY 2023-24 and submit for state and federal approval	Final Board approved MTIP for FFY 2020-21 to FFY 2023-24		10/1/2020

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 projects 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	6/30/2021
3 Data Gathering and Analysis		\$ 3,544	
3.1	Coordinate Formal Amendment/Administrative Modification requests with local jurisdictions.	Four formal amendments and ten administrative modifications	Monthly
3.2	Prepare financial tables for each Formal Amendment of the MTIP.	Updated financial tables to go with formal amendments	Quarterly
3.3	Publish FY 2019-20 annual list of obligated projects for the AMBAG Region.	Annual list of obligated projects report	12/31/2020
3.4	Update projects for MTIP FFY 2020-21 to FFY 2023-24 in CTIPS.	Draft projects for the MTIP FFY 2020-21 to FFY 2023-24	6/30/2021

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 SBTCOG and project implementing agencies (Cities/County).	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 public notice for the Draft MTIP for FFY 2020-21 to FFY 2023-24	Public notices in local newspapers, agency websites and libraries	7/31/2020
5.4.	Hold a public hearing for the Draft MTIP for FFY 2020-21 to FFY 2023-24 at the AMBAG Board meeting	Board presentation	7/8/2020
5.5	Publish annual list of obligated projects for public review/record.	Web posting of annual list of obligated projects	12/31/2020

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.

Appendices



Appendix A

Certifications and Assurances

Appendix B

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

Appendix C

Department of Transportation
Debarment and Suspension Certification

Appendix D

Overall Work Program Agreement

Appendix E

Resolution

Attachment 2

MFTA #: 74A0801
 AGENCY DUNS #: 831182550
 CFDA for Federal Funds 20.505*

OVERALL WORK PROGRAM AGREEMENT (OWPA) for Council of San Benito County Governments (SBtCOG)

FY: 2021/2022 OWP Board Approval Date: 5/20/2021 Amendment #: _____

1. The undersigned signatory hereby commits to complete this Fiscal Year (FY) the Annual Overall Work Program (OWP), which has been approved by the Department of Transportation (Caltrans), Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) and is attached as part of this OWPA.
2. All of the obligations, duties, terms and conditions set forth in the Master Fund Transfer Agreements (MFTA) that was executed January 1, 2015 through December 31, 2024 with Caltrans are incorporated by reference as part of this OWPA for this FY.
3. Match amounts, sources, and eligibility for Regional Transportation Planning Funds listed below, must be in compliance with Federal, State, or contractually agreed upon requirements.
4. Subject to the availability of funds this FY OWPA funds encumbered by Caltrans include, but may not exceed, the following:

Funding Source	MIN Required Match %	CURRENT FY Allocated Programmed Amount	CARRYOVER Programmed Amount	Toll Credit Match	Local/In-Kind Match	TOTAL Estimated Expenditures
FHWA PL (Toll Credit)	11.47%					\$0.00
FHWA PL (Local/In-kind Match)	11.47%					\$0.00
FTA 5303 (Toll Credit Match)	11.47%					\$0.00
FTA 5303 (Local/In-kind Match)	11.47%					\$0.00
FTA 5304	11.47%					\$0.00
FHWA SPR	20.00%					\$0.00
RPA	0.00%	\$294,000.00				\$294,000.00
RPA Grants	0.00%					\$0.00
SHA Grants	11.47%					\$0.00
SB1 Formula & Competitive	11.47%					\$0.00
PTA Adaptation	11.47%					\$0.00
Total Programmed Amount		\$294,000.00	\$0.00	\$0.00	\$0.00	\$294,000.00

APPROVED AS TO LEGAL FORM
 SAN BENITO COUNTY COUNSEL
Shirley J. Murphy 5/11/21
 DEPUTY COUNTY COUNSEL DATE

Agency Certification of Programmed Funds	
The Agency certifies that programmed amounts are representative of eligible and approved activities. Any expenses in excess of available and programmed funds will be borne solely by the agency.	
Authorized Signature _____	Date _____
Mary Gilbert, Executive Director	
Printed Name and Title	

District Approval of Programmed Funds	
The District has reviewed and approves the OWPA as submitted. Programmed amounts are representative of eligible and approved activities and is consistent with all obligations as approved in the OWP.	
Authorized Signature _____	Date _____
Printed Name and Title	

(HQ Department of Transportation Use Only)			
The total amount of all funds encumbered by this document are: \$ _____			
Fund Title: _____	Item: _____	Chapter Statute: _____	Fiscal Year: _____
<i>Encumbrance Details:</i>			
Acct Line #	Project ID#	Amount \$	Encumbrance Doc (Contract) Number

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

Signature of Department of Transportation Resources/Accounting Officer _____

Date _____

FEDERAL FISCAL YEAR 2021 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: Council of San Benito County Governments (COG)

The Applicant certifies to the applicable provisions of categories 01–21. X

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

Category	Certification
01 Certifications and Assurances Required of Every Applicant	_____
02 Public Transportation Agency Safety Plans	_____
03 Tax Liability and Felony Convictions	_____
04 Lobbying	_____
05 Private Sector Protections	_____
06 Transit Asset Management Plan	_____
07 Rolling Stock Buy America Reviews and Bus Testing	_____
08 Urbanized Area Formula Grants Program	_____
09 Formula Grants for Rural Areas	_____
10 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
11 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____

Certifications and Assurances

Fiscal Year 2021

- 12 Enhanced Mobility of Seniors and Individuals with Disabilities Programs _____
- 13 State of Good Repair Grants _____
- 14 Infrastructure Finance Programs _____
- 15 Alcohol and Controlled Substances Testing _____
- 16 Rail Safety Training and Oversight _____
- 17 Demand Responsive Service _____
- 18 Interest and Financing Costs _____
- 19 Construction Hiring Preferences _____
- 20 Cybersecurity Certification for Rail Rolling Stock and Operations _____
- 21 Tribal Transit Programs _____

FEDERAL FISCAL YEAR 2021 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE

PAGE

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2021)

AFFIRMATION OF APPLICANT

Name of the Applicant: Council of San Benito County Governments (COG)

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2021, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2021.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to

FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature _____ Date: _____

Name Mary Gilbert, Executive Director Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): Council of San Benito County Governments (COG)

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature Shirley L. Murphy Date: May 11, 2021

Name Shirley L. Murphy, San Benito County Counsel's Office Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

DEPARTMENT OF TRANSPORTATION

CALTRANS DISTRICT 5
50 HIGUERA STREET
SAN LUIS OBISPO, CA 93401-5415
PHONE (805) 549-3101
FAX (805) 549-3329
TTY 711
www.dot.ca.gov/dist05/



*Making Conservation
a California Way of Life.*

April 5, 2021

Ms. Mary Gilbert, Executive Director
Council of San Benito County Governments (SBCOG)
330 Tres Pinos Road, Suite C7
Hollister, CA 95023

Dear Ms. Gilbert:

Thank you for the opportunity to review your agency's draft 2021/2022 *Overall Work Program*. We support and appreciate your agency's comprehensive overview of past and future planning efforts consistent with federal and state planning guidance, including the emphases on system performance, safety, project delivery, climate change, social equity, livability, sustainability and maintenance. We offer considerations for the draft OWP along with detailed comments (attached).

We commend SBCOG for producing an excellent work program for providing an efficient, multimodal transportation system with accessibility for all users. We will achieve our long-term vision together with sustained partnerships and commitment to local, state and federal planning efforts and priorities. If you have any questions, please contact Jill Leal at 805-835-6495 or Jill.Leal@dot.ca.gov.

Sincerely,

A handwritten signature in blue ink that reads "Scott Eades".

SCOTT EADES
Deputy District Director
Planning and Local Assistance

Attachment

Attachment

Council of San Benito County Governments (SBCOG) FY 2021/2022 Draft Overall Work Program (OWP) Comments by California Department of Transportation (Caltrans)

We offer the following considerations for the draft OWP:

- California Transportation Plan 2050

Currently, California is facing unprecedented challenges from climate changes, the COVID-19 pandemic and severe economic impacts. Some of the state's diverse communities have sustained greater hardships than others. As such, we need to support and protect the most vulnerable communities at risk to natural hazards, the pandemic and higher social, economic and environmental disparities.

Caltrans recently released the 2021 California Transportation Plan 2050. The transportation blueprint of the future features a safe, resilient, and universally accessible transportation system supporting vibrant communities, advancing racial and economic justice, and improving public and environmental health. The plan reinforces transportation and land use strategies improving mobility and accessibility for people, goods and services while reducing both greenhouse gas emissions and vehicle miles traveled and facilitating a robust economy. Achieving the statewide plan's vision and goals will require strong partnerships and coordination with regional, local, and tribal governments along with investments improving the lives of all Californians. More information: <https://dot.ca.gov/-/media/dot-media/programs/transportation-planning/documents/ctp-2050-v3-a11y.pdf>

- Caltrans 2020-2024 Strategic Plan

Caltrans recently released the Caltrans 2020-2024 Strategic Plan with the following six main goals:

- Safety first
- Cultivate excellence
- Enhance and connect the multimodal transportation network
- Strengthen stewardship and drive efficiency
- Lead climate action
- Advance equity and livability in all communities

The plan also incorporates sustainability principles across all the goals and comprehensively addresses people, the planet and prosperity. We recognize our leadership role and unique responsibility in state government to eliminate barriers leading to more equitable transportation for all Californians. This understanding serves as the foundation for intentional decision-making recognizing past, stopping current, and preventing future harm from our actions. More information:

<https://dot.ca.gov/-/media/dot-media/programs/risk-strategic-management/documents/sp-2020-2p-web-a11y.pdf>

- Climate Change

Increasing temperatures, larger wildfires, heavier rainstorms, rising sea levels and storm surges related to climate change are posing a significant risk to our natural and human resources and to the state's transportation infrastructure.

Caltrans is addressing climate change by doing the following:

- Creating and maintaining sustainable practices to reduce greenhouse gas emissions from transportation operations and projects.
 - Implementing adaptation measures to increase the state highway system's resilience to climate impacts and address vulnerabilities.
- Benefits of climate change mitigation and adaptation include:
- Lower greenhouse gas and pollutant emissions
 - Longer service life of transportation assets
 - Reduced costs and need for weather-related maintenance
 - Improved safety for all users
 - Improved ecosystem resiliency and health

Caltrans fully supports working in partnership with all local agencies to address climate change and planning studies furthering these efforts are greatly needed and appreciated.

- Caltrans 2020 Multimodal Corridor Planning Guide

The Caltrans 2020 Corridor Planning Process Guide features a multimodal transportation planning approach analyzing needs based on the complex geographic, demographic, economic and social characteristics of communities. Essentially, it considers a network system of streets, roads, highways, trails, paths, rail lines, bus corridors and other elements affecting the convenience, safety and accessibility of transportation choices.

The guide incorporates technologies such as real-time, web-and mobile-enabled trip planning and ride-sourcing services, which are changing how people travel. Soon, automated and connected vehicles, and unmanned aerial systems (such as drones) are expected to become part of our transportation landscape and, ultimately, change the way people and freight are transported.

The document considers all available funding and corresponds with the California Transportation Commission's 2018 Comprehensive Multimodal Corridor Plan Guidelines. It clearly articulates expectations and steps for corridor planning and replaces the previous Caltrans' Transportation Concept Report Guidelines.

Statewide outcomes for the guidebook include recommended multimodal projects and strategies agreed in partnership with local and regional partners for future funding and programming opportunities. More information:

<https://dot.ca.gov/programs/transportation-planning/multi-modal-system-planning/guidelines-procedures/corridor-planning-process-guide>

- US 101

Currently, US 101 is operating at or near capacity throughout District 5's county jurisdictions. Maintaining the route's safety, traffic flow, accessibility and reliability remains our responsibility and top priority. As such, the Overall Work Program should address sustainable strategies for preserving the integrity of the transportation backbone of the Central Coast. It's critical that future demand on the state highway system, caused by local development, is appropriately mitigated.

- Active Transportation Plan

Thank you for participating in Caltrans' District 5 2021 *Active Transportation Plan* and helping us gather public input on bicycle and pedestrian needs at specific locations, especially in disadvantaged communities. The plan emphasizes social equity and providing safe walking, bicycling and riding transit. It is a useful tool for local jurisdictional multimodal planning efforts. Statewide, Caltrans is creating plans for context-appropriate solutions on, near and adjacent to the state highways.

- VMT Mitigation Plan

Caltrans supports implementing a countywide Vehicle Miles Traveled (VMT) mitigation program providing funding for active transportation, transit and highway improvements reducing greenhouse gas emissions and vehicle miles traveled, especially in disadvantaged communities. Please consider developing such a plan in your agency's Overall Work Program.

- Telecommuting

We suggest adding a work element or task(s) to conduct a study on the benefits and challenges of telecommuting, especially regarding current events and our changing world.

- Native American Communities

Caltrans greatly values and encourages tribal engagement and participation early and throughout the planning, environmental review and project delivery processes. As our transportation partners, we respectfully request that your agency actively engage with Native American Tribes.

General Comments:

- We commend SBCOG on providing a detailed overview of the region along with the roles and responsibilities of the agency. To further enhance the Introduction, please also provide a map for referencing boundaries, routes and geographic features in and around the planning area in order to give greater clarity to readers of the document.

- Caltrans recommends that SBCOG identify any changes in policies and procedures due to the pandemic and if the planning process and public outreach has been and will be different in the ensuing FY.
- There are several Work Elements that are funded with RPA and PPM funds. Each Task and Deliverable should identify activities funded with PPM and SBCOG must have the accounting software required to segregate RPA and PPM funds in the same Work Element.

Specific Comments:

- **Page 4, item iii – Active Transportation**

Please add SBCOG coordination with the development of Caltrans District 5 Active Transportation Plan.

- **Page 9, item g. – Highway 25 Widening Project**

Please include a reference to the 2-day Project Development Team outcomes where the feasible alternatives were established.

- **Work Element 104 – Public Participation**

Will any of the public meetings be virtual? Do any of the Tasks, Deliverables, or Previous and Ongoing Work narratives need to be modified to accommodate this technology?

- **Work Element 105 – Regional Coordination**

Task 8 seems to align with Task 4 and it would be more appropriate to have the details from Task 8 included in Task 4. Please provide an estimate for how often Task 9 will be performed throughout the FY. For Task 13, please provide more specifics or consider combining this with another related task.

Thank you for including a reference to VMT under Task 18. Please add VMT mitigation details in another section of the OWP to expand the discussion of the need for converting the existing Regional Development Impact Fee Program (LOS Based) to a VMT based one. This will be really important for the development in the County as well as transportation projects.

Add the following Task: Participation in a Regional Working Group to discuss freight-related priorities, issues, projects, and funding needs on the Central Coast

Deliverable: Meeting notes, correspondence

Timeline: Biannually

- **WE 109 – Metropolitan Planning and Programming**

Page 46: Task 1 cuts off the last sentence and continues on the next page. Recommend fitting the whole task on one page if possible.

- **WE 201 – Regional Transportation Plan**

Task 1, Deadline date year has too many numbers. Suggest changing to June 30, 2022.

- **WE 301 – Bikeway and Pedestrian System Planning and Promotion**

The Caltrans District 5 Active Transportation Plan will conclude in May. This does not need to be included as an item in the OWP. Instead it can be included as an item for “Coordination with Caltrans Project Development Process” with tasks referencing:

- Identify partnership opportunities with Caltrans SHOPP projects.
- Participate in discussions to identify gaps, barriers, needs, and opportunities.

- **Work Element 305** – Task 4 is identified as ongoing. Please estimate how often this activity will happen during this FY. Ongoing activities associated with this task should be included in the “Previous and Ongoing Work” section.

- **Work Element 306** – Several tasks fall outside the purview of FY 21-22. These tasks should be included in the “Previous and Ongoing Work” section. Please also add detail/clarifications to Task 2.6. It is unclear as to the recommendations regarding specific branding of Specialized Transportation.

Staff Report

To: Council of San Benito County Governments (COG)
From: Veronica Lezama, Transportation Planner **Telephone:** (831) 637-7665
Date: May 20, 2021
Subject: 2020 and 2021 Unmet Transit Needs Report

Recommendation:

RECEIVE and **COMMENT** on the 2020 and 2021 Draft Unmet Transit Needs Report.

Summary:

In order for Council of Governments (COG) to be eligible for Transportation Development Act (TDA) funds, it is required to identify the unmet transit needs of the county by soliciting the comments from the community. This process also provides a forum for community members and transit users to comment on the bus needs not currently being met by local transit services.

Financial Considerations:

The primary funding source for transit services operated by the Local Transportation Authority (LTA) comes from Transportation Development Act (TDA) funds that are administered by the California Department of Transportation (Caltrans).

Background:

The Council of Governments (COG) is responsible for allocating Transportation Development Act (TDA) funds for public transportation services within the region. Each year the Unmet Transit Needs process is carried out to identify and evaluate any potential needs that are not being met through existing public transportation services.

An “unmet transit need” is defined as a deficiency in the existing public transit services. Specifically, Unmet Transit Needs are defined as “expressed or identified needs of a significant segment of the community for public transportation services to meet basic mobility needs which are not currently being met through existing transit services or other means of transportation” (Attachment 1, Page 1).

Each year, COG reviews public input to identify any "Unmet Transit Needs" and reviews several criteria (Attachment 1, page 2-3) to determine if the need is "Reasonable to Meet." If an Unmet Transit Need is found “Reasonable to Meet,” COG must allocate funding and make operational changes to meet those needs. If staff determines that the identified need is “Not Reasonable to Meet,” COG must specify the reason for not being able to meet that need. All findings are documented in an annual Unmet Needs Report that COG submits to Caltrans.

Staff Analysis:

The Unmet Transit Need process consists of the following three key steps:

1. Solicit testimony from the public on the Unmet Transit Needs of the community.
2. Analyze the Unmet Transit Needs expressed by the public, in accordance with COG adopted definition of an Unmet Transit Need and Reasonable to Meet criterion. The enclosed public comment has been reviewed by the Social Services Transportation Advisory Council,¹ as required by TDA.
3. Adopt findings regarding 2021 Unmet Transit Needs, found Reasonable to Meet, which may exist for implementation by the Local Transportation Authority (LTA) in the upcoming 2021/2022 Fiscal Year. In addition to reviewing this year's unmet transit needs, COG is considering the comments received in 2020, which were postponed last year because of the COVID-19 pandemic.

The Council of Governments (COG) staff completed step one and two of the above-mentioned process. For the above Step 2, staff analyzed the Unmet Transit Needs expressed by the public, in accordance with COG adopted definition of an Unmet Transit Need (Attachment 1, Page 1) and Reasonable to Meet criterion (Attachment 1, Page 2). For the majority of comments, staff determined that they would be further evaluated during the current update to the Short-Range Transit Plan. The Plan guides the next five years of programming of transit service development and investments that support the policy goals of the community and Local Transportation Authority.

Once comment was identified and an Unmet Need Found reasonable to Meet for implementation in the upcoming fiscal year, please see comment 13 of Attachment 3. The COG Board is being asked to review the public testimony and comment on staff's response (Attachment 3).

The Unmet Transit Need process timeline is included on the next page.

¹ The Social Services Transportation Advisory Council advises the Council of Governments on matters related to its public transportation services and is responsible for representing the concerns of all segments of the community, including the elderly, persons with disabilities, and persons of limited means.

UNMET TRANSIT NEEDS PROCESS TIMELINE	2021	STATUS
Zoom Public Meeting	February 9	√
Public hearing, COG meeting in Hollister	February 18	√
Public comment period concludes	February 26	√
Social Services Transportation Advisory Council reviews comments	April 23	√
COG Board receives draft Unmet Transit Needs Report	May 20	√
COG Considers Adoption of the Unmet Transit Needs Report	June 17	
COG submits adopted Unmet Transit Needs Report to Caltrans	June 24	
Report due to Caltrans	August 15	

Executive Director Review: MG

Counsel Review: N/A

Supporting Attachment(s):

1. "Unmet Transit Needs" and "Reasonable to Meet" criteria
2. 2021 Public Comments and COG Responses
3. 2020 Public Comments and COG Responses

ADOPTED DEFINITIONS AND PROCEDURES FOR NOTICING AND CONDUCTING THE ANNUAL UNMET TRANSIT NEEDS HEARING



As required by PUC section 9940 1.5, the Council of San Benito County Governments must adopt formal definitions of "unmet transit need" and "reasonable to meet." The first definition is the primary tool used to evaluate the public testimony received during the initial hearing.

The second definition is used to evaluate the reasonableness of meeting those requests. State law (PUC Section 994015(c)) has been modified to clarify that..."the fact that an identified transit need cannot fully be met based on available resources shall not be the sole reason for finding that a transit need is not reasonable to meet."

Additionally, the Act specifies that..." An agency's determination of needs that are reasonable to meet shall not be made by comparing unmet transit needs with the need of streets and roads. "

I. The "unmet needs" definition adopted by Council of San Benito County Governments:

"Unmet needs are defined as expressed or identified needs of a significant segment of the community for public transportation services to meet basic mobility needs which are not currently being met through existing transit services or other means of transportation.

Included, at a minimum, are those public transportation or specialized services that are identified in the Regional Transportation Plan, Short Range Transit Plan and/or Transit Development Plan, which have not been implemented or funded."

II. The "unmet needs" threshold criteria adopted by the Council of San Benito County Governments:

The following criteria must be true for the COG to consider a request an "unmet need". If a request **fails** to satisfy any of the criteria below, the request is **not** an unmet need.

1. The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan.
2. Sufficient *broad-based* community support exists.
3. Request is a *current* rather than *future* need.
4. Request is not operational in nature (i.e. minor route change, bus stop change, etc.)

III. Adopted Definition of "Transit Needs That Are Reasonable To Meet Determination."

In making the reasonableness determination, an analysis will be conducted on existing transit services, available options, likely demand and general costs based on similar services in the area and available studies. Once completed, the following criteria shall be considered.

REASONABLE TO MEET CRITERIA

In making a reasonableness determination, an analysis will be conducted on existing transit services, available options, likely demand and general costs based on similar services in the area and available studies. An Unmet Transit Need would be considered reasonable to meet if the proposed service is in general compliance with the following criteria:

A. EQUITY

The proposed service would:

1. Benefit the general public.
2. Not unreasonably discriminate against nor favor any particular area or segment of the community at the exclusion of any other.
3. Not result in adversely affect existing services in other parts of the transit system that have an equal or higher priority immediately or within the foreseeable future.
4. Require a subsidy per passenger generally equivalent to other parts of the transit system, unless overriding reasons so justify.

B. TIMING

The proposed service would:

1. Be in response to an existing rather than a future need.
2. Be implemented consistent with federal, state, or regional funding approval schedules, if such funds are the most appropriate primary method of funding.

C. COST EFFECTIVENESS

The proposed service would:

1. Not cause the responsible operator or service claimant to incur expenses in excess of the maximum allocated funds.
2. Not set a precedent for other service expansions without a reasonable expectation of available funding.
3. Have available funding on a long-term basis to maintain the service.

D. SYSTEM PERFORMANCE

1. The efficiency of the new, expanded or revised transit service, excluding specialized transportation services, shall be measured on efficiency, such as:
 - Cost per passenger trip,
 - Cost per vehicle service hour,
 - Passenger trips per vehicle service hour,
 - Passenger trips per service mile,
 - On-time performance.
2. The proposed service would have a reasonable expectation of future increase in ridership.

E. OPERATIONAL FEASIBILITY

1. The new, expanded or revised transit service must be safe to operate and there must be adequate roadways and turnouts for transit vehicles.
2. The new service would be provided with the existing vehicle fleet or with vehicles that can be acquired with available funds.
3. The new service would have the available maintenance staff to cover the additional vehicle maintenance hours incurred as a result of the proposed service.

F. COMMUNITY ACCEPTANCE

A significant level of community support exists for the public subsidy of transit services designed to address the unmet transit need. Including but not limited to, community groups, community leaders, and community meetings reflecting support for the unmet transit need.

G. ADA CONFORMITY

The new, expanded or modified service, excluding specialized transportation services, would conform to the requirements of the Americans with Disabilities Act. The COG shall consider the financial impact on the TDA claimant if complementary paratransit services are required as a result of the new, expanded, or modified service.

H. OTHER FACTORS

Other specific, formulated components that COG determines to affect the reasonableness of meeting an unmet transit need.



UNMET TRANSIT NEEDS 2021

Public Comment and COG Response



COUNTY EXPRESS COMMENTS

Customer Service Comments		
No.	Comment	Unmet Transit Needs Determination and Criteria
1.	thank you and keep providing us with this service, I use the bus to travel to and from San Francisco and San Juan Bautista.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an "unmet need." If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> • The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan. • Sufficient <i>broad-based</i> community support exists. • Request is a <i>current</i> rather than <i>future</i> need. • Request is not operational in nature (i.e. minor route change, bus stop change, etc.)
		COG Response
		Thank you for your comment.



COUNTY EXPRESS COMMENTS

Customer Service Comments			
No.	Comment	Unmet Transit Needs Determination and Criteria	COG Response
1.	I am happy with the transit services, thank you and keep providing us with this service. I use the bus to go to the doctor.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> • The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan. • Sufficient <i>broad-based</i> community support exists. • Request is a <i>current</i> rather than <i>future</i> need. • Request is not operational in nature (i.e. minor route change, bus stop change, etc.) 	Thank you for your comment.
Gap in Service Comments			
No.	Comment	Unmet Transit Needs Determination and Criteria	COG Response
2.	The Fixed Route’s Red line frequency needs to increase, especially to 1111 San Felipe Road. It is a very busy bus stop.	<p>Unmet Transit Need, Not Reasonable to Meet.</p> <p>H. OTHER FACTORS</p> <p>Other specific, formulated components that COG determines to affect the reasonableness of meeting an unmet transit need.</p>	This request will be studied in greater detail during the update to the Short-Range Transit Plan. The Local Transportation Authority (LTA) was awarded a transportation planning grant to update the Short-Range Transit Plan and work will commence in the spring 2021. The LTA will be implementing the Mobility on Demand to replace the Fixed Route service, which is a flexible public transit service designed to improve connections to transit hubs and popular destinations like shopping centers, doctor appointments and grocery stores.
3.	Restore midday Fixed Route service. There is a gap in service between 10 AM and 2 PM.	<p>Unmet Transit Need, Not Reasonable to Meet.</p> <p>H. OTHER FACTORS</p> <p>Other specific, formulated components that COG determines to affect the reasonableness of meeting an unmet transit need.</p>	This request will be studied in greater detail during the update to the Short-Range Transit Plan. The Local Transportation Authority (LTA) was awarded a transportation planning grant to update the Short-Range Transit Plan and work will commence in the spring 2021. The LTA will be implementing the Mobility on Demand to replace the Fixed Route service, which is a flexible public transit service designed to improve connections to transit hubs and popular destinations like shopping centers, doctor appointments and grocery stores.
4.	Restore midday Fixed Route service, especially the Red line.	<p>Unmet Transit Need, Not Reasonable to Meet.</p> <p>H. OTHER FACTORS</p> <p>Other specific, formulated components that COG determines to affect the reasonableness of meeting an unmet transit need.</p>	This request will be studied in greater detail during the update to the Short-Range Transit Plan. The Local Transportation Authority (LTA) was awarded a transportation planning grant to update the Short-Range Transit Plan and work will commence in the spring 2021. The LTA will be implementing the Mobility on Demand to replace the Fixed Route service, which is a flexible public transit service designed to improve connections to transit hubs and popular destinations like shopping centers, doctor appointments and grocery stores.
5.	Need Saturday and Sunday buses.	<p>Unmet Transit Need, Not Reasonable to Meet.</p> <p>H. OTHER FACTORS</p>	<p>Prior to COVID-19, the Local Transportation Authority (LTA) provided the following weekend transit services.</p> <ul style="list-style-type: none"> • County Express service Saturdays and Sundays to the Greyhound Bus Terminal in Gilroy. • General Public Dial-A-Ride on weekends from 10:00 a.m. - 2:00 p.m.

		Other specific, formulated components that COG determines to affect the reasonableness of meeting an unmet transit need.	However, due to COVID-19 impacts the LTA reduced transit services, and is only operating Intercounty Greyhound service on the weekends. The LTA will continue to monitor the impacts of COVID-19 on transit services to determine upcoming service levels.
6.	Provide Dial-a-Ride vehicle in San Juan Bautista for in-town bus services.	Unmet Transit Need, Not Reasonable to Meet. H. OTHER FACTORS Other specific, formulated components that COG determines to affect the reasonableness of meeting an unmet transit need.	This request qualifies as a system change that will be studied in greater detail in the Short-Range Transit Plan. The LTA was awarded a transportation planning grant to update the Short-Range Transit Plan and work will commence in the spring 2021.
7.	Provide additional service to new housing developments in San Juan Bautista.	Not an Unmet Transit Need II. The “unmet needs” threshold criteria adopted by the Council of San Benito County Governments: The following criteria must be true for the COG to consider a request an “unmet need”. If a request fails to satisfy any of the criteria below, the request is not an unmet need. <ol style="list-style-type: none"> 1. The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan. 2. Sufficient <i>broad-based</i> community support exists. 3. Request is a current rather than future need. 4. Request is not operational in nature (i.e. minor route change, bus stop change, etc.) 	The Local Transportation Authority coordinates new transit infrastructure improvements for high density developments with the City of San Juan Bautista. Additionally, because this is a future rather than a current need, this request will be studied in greater detail during the update to the Short-Range Transit Plan.
8.	Would like later service for movies or other activities.	Unmet Transit Need, Not Reasonable to Meet. H. OTHER FACTORS Other specific, formulated components that COG determines to affect the reasonableness of meeting an unmet transit need.	This request will be studied in greater detail during the update to the Short-Range Transit Plan. The Local Transportation Authority (LTA) was awarded a transportation planning grant to update the Short-Range Transit Plan and work will commence in the spring 2021. The LTA will be implementing the Mobility on Demand to replace the Fixed Route service, which is a flexible public transit service designed to improve connections to transit hubs and popular destinations like shopping centers, doctor appointments and grocery stores.
Operational Comments			
No.	Comment	Unmet Transit Needs Determination and Criteria	COG Response
9.	Fixed routes schedule does not provide enough time for drivers to board the bus that have mobility needs, instead of using the lift, people using walkers have to board like other riders. Drivers seem rushed. Redo time schedule.	Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need. <ol style="list-style-type: none"> 1. The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan. 2. Sufficient <i>broad-based</i> community support exists. 3. Request is a <i>current</i> rather than <i>future</i> need. 4. Request is not operational in nature (i.e. minor route change, bus stop change, etc.) 	As an option, bus riders may use the following services offered for persons with limited mobility: <ul style="list-style-type: none"> • County Express’ ADA Paratransit services are meant to provide a transportation option for those individuals who are unable to use the fixed-route bus service. Paratransit services are flexible in their scheduling and routing, allowing them to accommodate the specific needs of their riders. • Specialized Transportation Services’ Medical and Shopping Assistance Program provides personalized assistance to San Benito county residents, 60 years old or disabled, for medical appointments, shopping, and other essential trips. <p>This request will be studied in greater detail during the update to the Short-Range Transit Plan. The Local Transportation Authority (LTA) was awarded a transportation planning grant to update the Short-Range Transit Plan and work will commence in the spring 2021. The LTA will be implementing the Mobility on Demand to replace the Fixed Route service, which is a flexible</p>

			public transit service designed to improve connections to transit hubs and popular destinations like shopping centers, doctor appointments and grocery stores.
10.	If you request same day Dial-a-Ride service by 1 PM, the buses are already booked.	Unmet Transit Need, Not Reasonable to Meet. H. OTHER FACTORS Other specific, formulated components that COG determines to affect the reasonableness of meeting an unmet transit need.	This request will be studied in greater detail during the update to the Short-Range Transit Plan. The Local Transportation Authority (LTA) was awarded a transportation planning grant to update the Short-Range Transit Plan and work will commence in the spring 2021.
11.	Dial-a-Ride buses pick up “regular” riders first, then “non-regular riders” do not get picked-up until 9 AM. For example, during the school year, they do a lot of the school drop off and pick-ups and there are no buses for everyone else. Consider having a dedicated for Dial-a-Ride for everyone else.	Unmet Transit Need, Not Reasonable to Meet. H. OTHER FACTORS 1. Other specific, formulated components that COG determines to affect the reasonableness of meeting an unmet transit need.	County Express does not differentiate between “regular” and “non-regular” riders. Dial-a-Ride services are provided on a first come basis. In addition, school trips cannot be separated from other trips. The Local Transportation Authority cannot operate as a <i>School Bus Operation</i> pursuant to 49 USC Section 5323(f) and 49 CFR Part 605. School transportation services have their own specific regulatory laws to abide by. This request will be studied in greater detail during the update to the Short-Range Transit Plan. The Local Transportation Authority (LTA) was awarded a transportation planning grant to update the Short-Range Transit Plan and work will commence in the spring 2021. The LTA will be implementing the Mobility on Demand to replace the Fixed Route service, which is a flexible public transit service designed to improve connections to transit hubs and popular destinations like shopping centers, doctor appointments and grocery stores.
12.	Combine the Fixed Route Blue and Green service lines and have one that extend out more coverage area.	Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need. <ul style="list-style-type: none"> • The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan. • Sufficient <i>broad-based</i> community support exists. • Request is a <i>current</i> rather than <i>future</i> need. • Request is not operational in nature (i.e. minor route change, bus stop change, etc.) 	The LTA will be implementing an On-Demand service to replace the Fixed Route service. On-Demand is a flexible public transit service designed to improve connections to transit hubs and popular destinations like shopping centers, doctor appointments and grocery stores. This request will be studied in greater detail during the update to the Short-Range Transit Plan. The LTA was awarded a transportation planning grant to update the Short-Range Transit Plan and work will commence in the spring 2021.
13.	For the Intercounty Service to Gilroy, please add a stop at the San Juan Bautista Library.	Unmet Transit Need, Reasonable to Meet.	The LTA accommodated this request as a flag stop, which is a request stop at which buses stop only on request; that is, only if there are passengers to be picked up or dropped off. This request can be accommodated as the modification would not have significant impacts on the transit system.

Infrastructure Comments

No.	Comment	Unmet Transit Needs Determination and Criteria	COG Response
14.	Add bus bench at 1111 San Felipe Road.	Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need. <ul style="list-style-type: none"> • The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan. • Sufficient <i>broad-based</i> community support exists. • Request is a <i>current</i> rather than <i>future</i> need. • Request is not operational in nature (i.e. minor route change, bus stop change, etc.) 	Infrastructure is not considered an Unmet Transit Need; nonetheless, the LTA has contacted the Department of Behavioral Health for the installation of a bus stop at their new facility to be located near 1111 San Felipe Road.

15.	Add clipper card fare and/or advertise Token Transit more.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> • The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan. • Sufficient <i>broad-based</i> community support exists. • Request is a <i>current</i> rather than <i>future</i> need. • Request is not operational in nature (i.e. minor route change, bus stop change, etc.) 	<p>The Local Transportation Authority is part of a statewide effort in the California Integrated Travel (CAL-ITP) partnership, which is a group of agencies and partners interested in making public transit easier to use, easier to access, and more cost-effective statewide. One of their focuses is streamlining the fare across transit systems.</p> <p>This request will be studied in greater detail during the update to the Short-Range Transit Plan. The Local Transportation Authority (LTA) was awarded a transportation planning grant to update the Short-Range Transit Plan and work will commence in the spring 2021. The LTA will be implementing the Mobility on Demand to replace the Fixed Route service, which is a flexible public transit service designed to improve connections to transit hubs and popular destinations like shopping centers, doctor appointments and grocery stores.</p>
16.	Dial-A-Ride. She also stated that more benches are needed at bus stops near grocery stores.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> • The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan. • Sufficient <i>broad-based</i> community support exists. • Request is a <i>current</i> rather than <i>future</i> need. • Request is not operational in nature (i.e. minor route change, bus stop change, etc.) 	<p>Infrastructure is not considered an Unmet Need, but we will be implementing Mobility on Demand provides riders with the opportunity to select their designated pick location.</p> <p>This request will be studied in greater detail during the update to the Short-Range Transit Plan. The Local Transportation Authority (LTA) was awarded a transportation planning grant to update the Short-Range Transit Plan and work will commence in the spring 2021.</p>

General Comments

No.	Comment	Unmet Transit Needs Determination and Criteria	COG Response
17.	Lower music volume for people with sensory issues (i.e. migraines).	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> • The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan. • Sufficient <i>broad-based</i> community support exists. • Request is a <i>current</i> rather than <i>future</i> need. • Request is not operational in nature (i.e. minor route change, bus stop change, etc.) 	The Local Transportation Authority staff has communicated this concern to the General Manager at MV Transportation and the music has been discontinued.
18.	Lower music volume.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> • The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan. • Sufficient <i>broad-based</i> community support exists. • Request is a <i>current</i> rather than <i>future</i> need. • Request is not operational in nature (i.e. minor route change, bus stop change, etc.) 	The Local Transportation Authority staff has communicated this concern to the General Manager at MV Transportation and the music has been discontinued.
19.	Coordinate future bus services for the new Hollister dialysis center.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> • The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan. 	The Local Transportation Authority staff will coordinate future ADA Paratransit* and/or Specialized Transportation** services to the dialysis center prior to opening. Currently, Specialized Transportation Services provides bus services to the Gilroy and Morgan Hill dialysis centers.

		<ul style="list-style-type: none"> • Sufficient <i>broad-based</i> community support exists. • Request is a <i>current</i> rather than <i>future</i> need. • Request is not operational in nature (i.e. minor route change, bus stop change, etc.) 	<p>*For persons unable to ride the Fixed-Route service due to a physical or cognitive disability, the ADA Paratransit service is available for trips within 3/4 mile of the fixed-route service.</p> <p>** Jovenes de Antaño provides Specialized Transportation to the elderly and disabled.</p>
20.	<p>Drivers work 12 hours days and have to be at the yard by 6 PM. Two drivers in the evening or split days so drivers do not have to work 12-hours a day. Consider split days 6 AM to 2 PM, 1-7 PM.</p>	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> • The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan. • Sufficient <i>broad-based</i> community support exists. • Request is a <i>current</i> rather than <i>future</i> need. • Request is not operational in nature (i.e. minor route change, bus stop change, etc.) 	<p>The Local Transportation Authority (LTA) contracts with MV Transportation for operations of the County Express transit service. MV Transportation abides by all labor laws relating to driver work schedules.</p>
21.	<p>Do more outreach at the Windmill Market in San Juan Bautista.</p>	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> • The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan. • Sufficient <i>broad-based</i> community support exists. • Request is a <i>current</i> rather than <i>future</i> need. • Request is not operational in nature (i.e. minor route change, bus stop change, etc.) 	<p>Once Covid-19 restrictions have been lifted, Local Transportation Authority (LTA) staff will plan transit outreach at the Windmill Market in San Juan Bautista.</p>



Specialized Transportation Services Comments

Customer Service Comments			
No.	Comment	Unmet Transit Needs Determination and Criteria	COG Response
22.	Bus rides to the Gilroy dialysis center are very helpful, thank you.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> • The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan. • Sufficient <i>broad-based</i> community support exists. • Request is a <i>current</i> rather than <i>future</i> need. • Request is not operational in nature (i.e. minor route change, bus stop change, etc.) 	Thank you for your comment.
23.	Specialized Transportation is doing a great job, Lourdes is a very helpful driver.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> • The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan. • Sufficient <i>broad-based</i> community support exists. • Request is a <i>current</i> rather than <i>future</i> need. • Request is not operational in nature (i.e. minor route change, bus stop change, etc.) 	Thank you for your comment.
24.	I need Specialized Transportation; I don’t know what I would do without it.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> • The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan. • Sufficient <i>broad-based</i> community support exists. • Request is a <i>current</i> rather than <i>future</i> need. • Request is not operational in nature (i.e. minor route change, bus stop change, etc.) 	Thank you for your comment.
25.	Very good bus service for grocery and appointments. However, the service is restricted for hair or nail appointments. We need transportation for other recreational services.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an “unmet need.” If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> • The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan. • Sufficient <i>broad-based</i> community support exists. • Request is a <i>current</i> rather than <i>future</i> need. • Request is not operational in nature (i.e. minor route change, bus stop change, etc.) 	<p>The commenter currently uses Specialized Transportation Services’ Medical and Shopping Assistance Program, which provides personalized assistance to San Benito county residents, 60 years old or disabled, for medical appointments, shopping, and other essential trips.</p> <p>They were informed that the County Express’ ADA Paratransit services is available to them as it provides a transportation option for those individuals who are wanting to use the bus service for non-essential trips, such as hair appointments, etc. ADA Paratransit services are flexible in their scheduling and routing, allowing them to accommodate the specific needs of their riders.</p>

Gap in Service Comments			
26.	There is only one bus for in-town Medical Shopping Assistance. Maybe make bus services available later in the day.	<p>Unmet Transit Need, Not Reasonable to Meet.</p> <p>H. Other Factors</p> <p>Other specific, formulated components that COG determines to affect the reasonableness of meeting an unmet transit need.</p>	<p>They were informed that the County Express' ADA Paratransit services is available to them. ADA Paratransit services are flexible in their scheduling and routing, allowing them to accommodate the specific needs of their riders.</p> <p>This request will be studied in greater detail during the update to the Short-Range Transit Plan. The Local Transportation Authority (LTA) was awarded a transportation planning grant to update the Short-Range Transit Plan and work will commence in the spring 2021. The LTA will be implementing the Mobility on Demand to replace the Fixed Route service, which is a flexible public transit service designed to improve connections to transit hubs and popular destinations like shopping centers, doctor appointments and grocery stores.</p>
27.	Need transportation to San Francisco doctor.	<p>Unmet Transit Need, Not Reasonable to Meet.</p> <p>D. SYSTEM PERFORMANCE</p> <p>1. The efficiency of the new, expanded or revised transit service, excluding specialized transportation services, shall be measured on efficiency, such as:</p> <ul style="list-style-type: none"> • Cost per passenger trip, • Cost per vehicle service hour, • Passenger trips per vehicle service hour, • Passenger trips per service mile, • On-time performance. <p>2. The proposed service would have a reasonable expectation of future increase in ridership.</p>	<p>This request will be studied in greater detail during the update to the Short-Range Transit Plan. The Local Transportation Authority (LTA) was awarded a transportation planning grant to update the Short-Range Transit Plan and work will commence in the spring 2021. The LTA will be implementing the Mobility on Demand to replace the Fixed Route service, which is a flexible public transit service designed to improve connections to transit hubs and popular destinations like shopping centers, doctor appointments and grocery stores.</p>
28.	More bus services.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an "unmet need." If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> • The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan. • Sufficient <i>broad-based</i> community support exists. • Request is a <i>current</i> rather than <i>future</i> need. • Request is not operational in nature (i.e. minor route change, bus stop change, etc.) 	<p>This request will be studied in greater detail during the update to the Short-Range Transit Plan. The Local Transportation Authority (LTA) was awarded a transportation planning grant to update the Short-Range Transit Plan and work will commence in the spring 2021. The LTA will be implementing the Mobility on Demand to replace the Fixed Route service, which is a flexible public transit service designed to improve connections to transit hubs and popular destinations like shopping centers, doctor appointments and grocery stores.</p>
29.	Service is needed to go to the casino.	<p>Not an Unmet Transit Need. The following criteria must be true for the COG to consider a request an "unmet need." If a request fails to satisfy any of the criteria below, the request is not an unmet need.</p> <ul style="list-style-type: none"> • The request fills a gap in transit service, or is identified as a deficiency in the Regional Transportation Plan. • Sufficient <i>broad-based</i> community support exists. • Request is a <i>current</i> rather than <i>future</i> need. • Request is not operational in nature (i.e. minor route change, bus stop change, etc.) 	<p>Transportation Development Act funds cannot be used for charter purposes. Please contact Jovenes de Antaño as they periodically schedule trips to the casinos, independent of the Specialized Transportation program.</p>



Staff Report

To: Council of San Benito County Governments
From: Norma Rivera, Administrative Services Specialist Telephone: (831) 637-7665
Date: May 20, 2021
Subject: Council of Governments Draft Budget

Recommendation:

RECEIVE presentation on FY 2021/22 Council of Governments Draft Budget.

Summary:

The Council of Governments Draft Budget – FY 2021/22 has been prepared using funding assumptions that match information received from the State with respect to revenue estimates. This first Draft Budget is balanced. A second fiscal year is included in the draft Budget for financial planning purposes.

Financial Considerations:

The Council of Governments Draft Budget – FY 2021/22 totals \$3.9 million. This Draft Budget includes fund transfers in the amount of \$2.59 million, personnel costs of \$487,522, operating cost of \$358,342 and \$503,455 for planning activities.

The Draft Budget includes funding of direct expenditures for the various upcoming projects and programs as reflected in the FY 2021/22 Draft Overall Work Program. Funding for staff Administration and Services and Supplies are also included to support those projects and programs.

The Draft Budget includes conservative revenue assumptions that are based on apportionments and distributions identified through State and Federal resources. Revenue funding from the various sources is outlined in the Revenue Summaries section of the budget.

The Draft Budget has decreased by \$112,884. This decrease is in the Personnel line item and is due to changes in staff. The Services and Supplies line item has an increase of \$35,039 which is attributed to the Cost Allocation Plan and the upcoming Regional Housing Needs Allocation project. The Contracts line item has increased to support new projects in FY 21/22. The “Other” line item has decreased due to onetime funding that was paid out FY 21.

Background:

The Draft Budget was prepared using the line-item format. This style is easy to use and identifies where funds are spent.

The Draft Budget includes eight accounts:

1. Council of Governments Administration
2. Local Transportation Fund
3. State Transit Assistance Fund
4. Highway 25 Safety Project
5. Vanpool Program
6. Low Carbon Transit Operations Program
7. Rideshare Program
8. Transportation Planning State Subvention

The Measure G fund is included with COG but is maintained as a separate budget pursuant to the requirements of the Measure G Ordinance.

The most important component of the Draft Budget focuses on balancing expenditures with revenues.

Staff Analysis:

The Council of Governments directs agency funds to the priority transportation planning and construction activities identified in the Council's Overall Work Program for 2021/22. Approximately 65.8% of the budget includes revenue transfers to the Local Transportation Authority, the Council of Governments Administration, and the County and Cities of Hollister and San Juan Bautista for transportation projects. Transportation planning activities account for 13% of the budget, 12.3% for personnel, and 8.9% for operations costs.

Measure G's Draft Budget is included along with COG's Draft Budget but has a separate fund.

In summary, the Council of Governments Draft Budget meets the goals and objectives of the agency and balances expenses and revenues.

Unless already awarded, pending grant applications and the funding associated with these are not assumed as a part of the Draft Budget.

Executive Director Review: mg

Counsel Review: N/A

Supporting Attachment: Council of Governments Draft Budget – FY 2021/22

**Council of Governments
Draft Budget FY 2020/21**

Attachment

Expenditure Summary and Revenue Summary

EXPENDITURE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
EXPENDITURE DESCRIPTION					
Personnel	600,406	580,299	487,522	160,027	(112,884)
Services & Supplies	319,603	249,524	354,642	298,625	35,039
Contracts	446,070	39,792	503,455	24,800	57,385
Capital	4,400	1,132	3,700	3,700	(700)
Other	2,967,259	2,993,139	2,532,322	2,616,431	(434,937)
TOTAL EXPENDITURES	4,337,738	3,863,886	3,881,641	3,103,583	(456,097)
REVENUES					
See Revenue Sheet for detail	14,566,188	-	14,698,523	13,353,912	(718,984)
Operating Transfers Received	438,371	404,977	351,910	359,097	(86,461)
TOTAL REVENUES	15,004,559	15,103,500	14,195,987	13,713,009	(805,445)
TOTAL PROPOSED BUDGET	4,337,738	3,863,886	3,881,641	3,103,583	(456,097)

The Council of Governments budget accounts include:

- | | |
|---|--|
| 1. Local Transportation Fund (629.7310) | 5. Council of Governments Administration (|
| 2. State Transit Assistance (629.7300) | 6. Vanpool Program (628.7370) |
| 3. Low Carbon Transit Operations Program (628.7325) | 7. Highway 25 Safety Program (628.7360) |
| 4. Rideshare Program (628.7330) | 8. Transportation Planning State Subvention (628.7390) |

BUDGET NOTES

Personnel

COG salaries have increased due to annual step increases and COLAS of COG staff.

Total 487,522

Services and Supplies

Services and Supplies includes those necessary purchases to support planning and project delivery. It also includes the San Benito Cost Plan and Zoom meeting subscription.

Total 354,642

Contracts

Contracts include the County Regional GIS system, outside financial audit, Planning Grant for on Hwy 156, Hollister Airport update and contracts regarding Highway 25 widening.

Total 503,455

Capital

Three computers with monitors and a video conference calling system for COG.

3,700

Other

Other includes operating transfers to LTA, COG Administration, City of Hollister, San Juan Bautista and San Benito County in pass-through funds. This category includes COG's share of the cost for current employee retirement benefits (OPEB).

Total 2,532,322

TOTAL PROPOSED BUDGET 3,881,641

**Council of Governments
Draft Budget FY 2020/21**

Expenditure Summary and Revenue Summary

EXPENDITURE DESCRIPTION	Adopted Budget FY 19/20	Estimated Actual to June 30, 2020	Proposed Budget FY 20/21	Budget Estimate for FY 21/22	Variance FY 19/20 FY 20/21
EXPENDITURE DESCRIPTION					
Personnel	-	-	-	-	-
Services & Supplies	-	-	-	-	-
Contracts	56,990	-	102,200	102,200	45,210
Capital	-	-	-	-	-
Other	5,699,000	2,780,900	6,483,568	6,611,318	784,568
TOTAL EXPENDITURES	5,755,990	2,780,900	6,585,768	6,713,518	829,778
REVENUES					
See Revenue Sheet for detail	20,558,188	21,839,930	29,359,030	36,139,030	8,800,842
Operating Transfers Received	-	-	-	-	-
TOTAL REVENUES	20,558,188	21,839,930	29,359,030	36,139,030	8,800,842
FUND BALANCE			22,773,262	6,713,518	

**COUNCIL OF GOVERNMENTS
DRAFT BUDGET - FY 2021/22
REVENUE SUMMARY**

REVENUE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
Local Transportation Fund (629.95.7310)					
LTF Balance	3,675,624	3,577,436	4,074,244	4,824,906	398,620
340.101 TDA 2% Reserved for Bike/Ped.	657,001	658,769	703,769	748,769	46,768
541.001 LTF Interest Revenue	95,750	67,044	70,000	80,000	(25,750)
550.102 General Sales Tax (1/4%) LTF	1,910,000	2,125,004	2,250,000	2,250,000	340,000
Set aside Local Streets & Roads(carry over)	1,839,886	1,839,886	1,241,578	1,241,578	(598,308)
Total	8,178,261	8,268,139	8,339,590	9,145,252	161,329
Transportation Planning State Subvention (628.95.7390)					
551.405 STIP Planning, Programming, & Monitoring	37,000	37,000	37,000	37,000	-
551.407 Rural Planning Assistance	294,000	294,000	294,000	294,000	-
570.017 SB1 RMRA	192,000	-	192,000	-	-
551.401 SB1 Sustainable Community Grant (SRTP)	-	2,695	97,305	-	97,305
551.401 Regional Early Action Planning (REAP)	17,000	-	50,000	-	33,000
RSTP From Previous years	2,577,705	2,605,162	1,243,703	1,302,581	(1,334,002)
551.412 RSTP Exchange	606,226	606,226	628,159	628,159	21,933
Fund Balance (carry over previous years)	1,570,354	1,668,421	1,668,421	1,116,150	98,067
541.001 Interest Revenue	70,000	49,040	50,000	40,000	(20,000)
Total	5,364,285	5,262,544	4,260,588	3,417,890	(1,103,697)
State Transit Assistance (629.95.7300)					
551.406 STA Revenue	329,696	465,196	482,791	440,000	153,095
State of Good Repair (And carryover of SGR)	184,339	209,797	303,430	208,206	119,091
541.001 STA Interest Revenue	2,700	16	16	10	(2,684)
Total	516,735	675,009	786,237	648,216	269,502
COG Administration (628.95.7340)					
576.012 OPEB revenue	-	-	-	-	-
Misc. (carry over)	-	-	-	-	-
561.904 ALUC Fees	1,500	3,000	2,000	3,000	500
570.001 Contributions (LTF)	436,871	404,977	351,910	356,097	(84,961)
Total	438,371	407,977	353,910	359,097	(84,461)
Rideshare Fund (628.95.7330)					
556.310 CMAQ Rideshare	-	-	-	-	-
570.012 Donations/Balance	3,127	403	1,500	1,500	(1,627)
Total	3,127	403	1,500	1,500	(1,627)
LCTOP (628.95.7325)					
541.001 Interest	1,700	1,120	1,200	1,500	(500)
570.101 Carry Over Previous Years	142,811	29,207	50,193	8,627	(92,618)
551.401 State Grant Misc	-	116,122	65,234	80,000	65,234
Total	144,511	146,449	116,627	90,127	(27,884)
Hwy 25 Safety (628.95.7360)					
541.001 Interest Revenue	4,700	3,368	1,500	-	(3,200)
564.501 Copies	-	-	-	-	-
570.014 Reimbursement from Caltrans	-	-	-	-	-
570.014 Contributions (RDA)Balance	296,010	291,503	290,155	-	(5,855)
Total	300,710	294,871	291,655	-	(9,055)
Vanpool Administration Account (628.95.7370)					
542.010 Passenger Lease Fees	12,600	3,000	6,000	12,000	(6,600)
541.001 Interest	750	520	500	750	(250)
350.101 Carryover from previous years & sale of van	43,709	44,588	40,880	36,676	(2,829)
Total	57,059	48,108	47,380	49,426	(9,679)
Measure G (634.95.7391)					
541.001 Interest Revenue	50,000	46,417	80,000	60,000	30,000
512.101 1%Sales Tax	8,350,000	10,226,160	10,220,000	10,220,000	1,870,000
570.014 Prior Year Balance	12,158,188	11,513,770	19,005,447	25,805,447	6,847,259
TOTAL MEASURE G REVENUES	20,558,188	21,786,347	29,305,447	36,085,447	8,747,259

*Total does not include the transfer of LTF funds or Planning Subvention to COG Administration.

Note: Revenue to the various accounts are reimbursed at the end of the fiscal year or when the project has been completed.

Acronyms Summary:

RSTP - Regional Surface Transportation Program
CMAQ - Congestion Mitigation and Air Quality
5311 - Federal Transit Administration Section 5311 Program

STA - State Transit Assistance
STIP - State Transportation Improvement Program
LTF - Local Transportation Fund

**MEASURE A AUTHORITY
DRAFT BUDGET - FY 2021/22
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
Personnel					
610101 Salaries	-	-	-	-	-
623510 Administrative Support	-	-	-	-	-
623508 Outside Labor	-	-	-	-	-
Total	-	-	-	-	-
Services and Supplies					
620202 Magazines and Subscriptions	-	-	-	-	-
620301 Clothing and Safety	-	-	-	-	-
620501 Communications	-	-	-	-	-
620701 Computer Maintenance	-	-	-	-	-
620702 Computer Supplies	-	-	-	-	-
640701 General Insurance	-	-	-	-	-
621501 Maintenance of Equipment	-	-	-	-	-
621502 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
621503 Maintenance of Equipment - Auto	-	-	-	-	-
621701 Maintenance of Structures and Grounds	-	-	-	-	-
623619 Marketing	-	-	-	-	-
621901 Medical/Dental/Lab Supplies and Services	-	-	-	-	-
622101 Membership Dues	-	-	-	-	-
622501 Office Furniture under \$700	-	-	-	-	-
622502 Office Equipment under \$300	-	-	-	-	-
622505 Special Project Supplies - Printing	-	-	-	-	-
622504 Supplies	-	-	-	-	-
622503 Postage and Delivery	-	-	-	-	-
623501 Legal	-	-	-	-	-
623502 Accounting	-	-	-	-	-
623507 Other Consultants	-	-	-	-	-
622701 Public and Legal Notices	304	25	279	279	(25)
622901 Rent Equipment	-	-	-	-	-
622902 Rent Structures	-	-	-	-	-
622903 Rent Space	-	-	-	-	-
623101 Small Tools	-	-	-	-	-
623613 Special Dept. Expense - Other	-	-	-	-	-
623302 Travel Lodging	-	-	-	-	-
623303 Travel Meals	-	-	-	-	-
623301 Training	-	-	-	-	-
623304 Travel Transportation	-	-	-	-	-
623701 Utilities	-	-	-	-	-
Total	304	25	279	279	(25)
Contracts					
623601 Special Dept. Expense - Contracts	-	-	-	-	-
Total	-	-	-	-	-
Capital					
650304 Furniture and Fixtures	-	-	-	-	-
650302 Equipment other than Computer	-	-	-	-	-
650303 Computer Hardware	-	-	-	-	-
650301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	-	-	-	-	-
Other					
640513 Operating Transfers	-	-	-	-	-
Total	-	-	-	-	-
TOTAL PROPOSED BUDGET	304	25	279	279	(25)

**MEASURE A AUTHORITY
FINAL BUDGET - FY 2016/17
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION		Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
541001	Interest Income	-	-	-	-	-
564501	Copies	-	-	-	-	-
570011	Condemnation Deposit Refund	-	-	-	-	-
570017	Contributions	-	-	-	-	-
	Balance	304	279	279	-	(25)
TOTAL REVENUE		304	279	279	-	(25)

EXPENDITURES VS REVENUES		Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 13/14 FY 21/22
EXPENDITURES						
	Personnel	-	-	-	-	-
	Services & Supplies	304	25	279	279	(25)
	Contracts	-	-	-	-	-
	Capital	-	-	-	-	-
	Other	-	-	-	-	-
	TOTAL EXPENDITURES	304	25	279		(25)
REVENUES						
	Revenues	304	279	279	-	(25)
	TOTAL REVENUES	304	279	279	-	(25)
	TOTAL PROPOSED BUDGET	304	25	279	-	(25)

FUND BALANCE	-
DESIGNATED FUND BALANCE	-
UNDESIGNATED FUND BALANCE	-

BUDGET NOTES		Proposed Budget FY 21/22
Personnel No staff time.	Total	-
Services and Supplies County Counsel's time related to closing out MEA.	Total	279
Contracts No Contracts expenditures are proposed in this Budget.	Total	-
Capital No Capital expenditures are proposed in this Budget.	Total	-
Other No Other expenditures are proposed in this Budget.	Total	-
TOTAL PROPOSED BUDGET		279

**COUNCIL OF GOVERNMENTS - STATE TRANSIT ASSISTANCE
DRAFT BUDGET - FY 2021/22
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
Personnel					
610.101 Salaries	-	-	-	-	-
619.226 Administrative Support	-	-	-	-	-
Total	-	-	-	-	-
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.130 Clothing and Safety	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	-	-	-	-	-
619.152 Maintenance of Equipment	-	-	-	-	-
619.154 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	-	-	-
619.164 Medical/Dental/Lab Supplies and Services	-	-	-	-	-
619.166 Membership Dues	-	-	-	-	-
619.168 Office Furniture under \$700	-	-	-	-	-
619.170 Office Equipment under \$300	-	-	-	-	-
619.176 Special Project Supplies -Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Legal	-	-	-	-	-
619.212 Accounting	-	-	-	-	-
619.222 Other Consultants	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	-	-	-	-	-
619.268 Special Dept Expense - Other	-	-	-	-	-
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
Total	-	-	-	-	-
Contracts					
619.250 Special Dept Expense - Contracts	-	-	-	-	-
Total	-	-	-	-	-
Capital					
650.304 Furniture and Fixtures	-	-	-	-	-
650.302 Equipment other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	-	-	-	-	-
Other					
640.513 Operating Transfers (to LTA)	332,396	332,396	482,791	482,791	150,395
640.513 Operating Transfers (to LTA for SGR)	184,339	-	185,224	185,224	885
Total	516,735	332,396	668,015	668,015	151,280
TOTAL PROPOSED BUDGET	516,735	332,396	668,015	668,015	151,280

**COUNCIL OF GOVERNMENTS - STATE TRANSIT ASSISTANCE
DRAFT BUDGET - FY 2021/22
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION		Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
541.001	STA Interest Revenue	2,700	16	16	10	(2,684)
	State of Good Repair (and carryover SGR)	184,339	209,797	303,430	208,206	119,091
551.406	STA Revenue	329,696	465,196	482,791	440,000	153,095
	TOTAL REVENUE	516,735	675,009	786,237	648,216	269,502
	TOTAL BUDGET	516,735	332,396	668,015	668,015	151,280

EXPENDITURES

Personnel	-	-	-	-	-
Services & Supplies	-	-	-	-	-
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other (LTA)	516,735	332,396	668,015	668,015	151,280
TOTAL EXPENDITURES	516,735	332,396	668,015	668,015	151,280

REVENUES

Revenues	516,735	675,009	786,237	648,216	269,502
TOTAL REVENUES	516,735	675,009	786,237	648,216	269,502
TOTAL PROPOSED BUDGET	516,735	332,396	668,015	668,015	151,280

FUND BALANCE	118,222
DESIGNATED FUND BALANCE	-
UNDESIGNATED FUND BALANCE	118,222

**COUNCIL OF GOVERNMENTS - STATE TRANSIT ASSISTANCE
DRAFT BUDGET - FY 2021/22
BUDGET NOTES**

BUDGET NOTES

BUDGET NOTES		Proposed Budget FY 21/22
Personnel	No Personnel expenditures are proposed in this Budget.	
	Total	-
Services and Supplies	No Services and Supplies are proposed in this Budget.	
	Total	-
Contracts	No Contracts are proposed in this Budget.	
	Total	-
Capital	No Capital expenditures are proposed in this Budget.	
	Total	-
Other	Other includes operating transfers to LTA for transit capital and operations as well as State of Good Repair Projects.	
	Total	668,015
TOTAL PROPOSED BUDGET		668,015

**COUNCIL OF GOVERNMENTS - LOCAL TRANSPORTATION FUND
DRAFT BUDGET - FY 2021/22**

EXPENDITURES

EXPENDITURE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
Personnel					
610.101 Salaries	-	-	-	-	-
619.226 Administrative Support	-	-	-	-	-
Total	-	-	-	-	-
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.130 Clothing and Safety	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	-	-	-	-	-
619.152 Maintenance of Equipment	-	-	-	-	-
619.154 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	-	-	-
619.164 Medical/Dental/Lab Supplies and Services	-	-	-	-	-
619.166 Membership Dues	-	-	-	-	-
619.176 Special Project Supplies - Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Legal	-	-	-	-	-
619.222 Other Consultants	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	-	-	-	-	-
619.268 Special Dept Expense - Other	-	-	-	-	-
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
Total	-	-	-	-	-
Contracts					
619.250 Special Dept Expense - Contracts	-	-	-	-	-
Total	-	-	-	-	-
Capital					
650.304 Furniture and Fixtures	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	-	-	-	-	-
Other					
650.513 Operating Transfers (LTA)	1,216,260	649,456	1,172,428	1,256,537	(43,832)
650.513 Operating Transfer (COG Admin)	436,871	404,977	351,910	356,097	(84,961)
650.513 Operating Transfer (2% reserve Bike & Ped)	38,200	42,500	45,000	45,000	6,800
650.513 Operating Transfer (Hollister)	-	-	-	-	-
650.513 Operating Transfers (San Benito Co. PW)	598,308	598,308	-	-	(598,308)
Total	2,289,639	1,695,241	1,569,338	1,657,634	(720,301)
TOTAL PROPOSED BUDGET	2,289,639	1,695,241	1,569,338	1,657,634	(720,301)

**COUNCIL OF GOVERNMENTS - LOCAL TRANSPORTATION FUND
DRAFT BUDGET - FY 2021/22
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
LTF Balance from previous years)	3,675,624	3,577,436	4,074,244	4,824,906	398,620
Set Aside for Local Streets & Roads(carryover)	1,839,886	1,839,886	1,241,578	1,241,578	(598,308)
340.101 TDA 2% Reserve for Bike/Ped	657,001	658,769	703,769	748,769	46,768
541.001 LTF Interest Revenue	95,750	67,044	70,000	80,000	(25,750)
550.102 General Sales Tax 1/4% (LTF)	1,910,000	2,125,004	2,250,000	2,250,000	340,000
TOTAL REVENUE	8,178,261	8,268,139	8,339,590	9,145,252	161,329

EXPENDITURES VS REVENUES	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
EXPENDITURES					
Personnel	-	-	-	-	-
Services & Supplies	-	-	-	-	-
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other (Operating Transfers out)	2,289,639	1,695,241	1,569,338	1,657,634	(720,301)
TOTAL EXPENDITURES	2,289,639	1,695,241	1,569,338	1,657,634	(720,301)
REVENUES					
Revenues	\$8,178,261	\$8,268,139	8,339,590	9,145,252	161,329
TOTAL REVENUES	8,178,261	8,268,139	8,339,590	9,145,252	161,329
TOTAL PROPOSED BUDGET	2,289,639	1,695,241	1,569,338	1,657,634	(720,301)

FUND BALANCE	6,770,252
DESIGNATED FUND BALANCE	<u>1,945,347</u>
UNDESIGNATED FUND BALANCE	4,824,906

**COUNCIL OF GOVERNMENTS - LOCAL TRANSPORTATION FUND
DRAFT BUDGET - FY 2021/22
BUDGET NOTES**

BUDGET NOTES	Proposed Budget FY 21/22
Personnel No Personnel expenditures are proposed in this Budget.	
Total	-
Services and Supplies No Services and Supplies are proposed in this Budget.	
Total	-
Contracts No Contract expenditures are proposed in this Budget.	
Total	-
Capital No Capital expenditures are proposed in this Budget.	
Total	-
Other Other includes operating transfers to the LTA and COG Administration budgets. There is a required set-aside of 2% for bicycle and pedestrian projects as mandated in the Transportation Development Act.	
Total	1,569,338
TOTAL PROPOSED BUDGET	1,569,338

**COUNCIL OF GOVERNMENTS - LOW CARBON TRANSIT OPERATIONS PROGRAM
DRAFT BUDGET - FY 2021/22**

EXPENDITURES

EXPENDITURE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
Personnel					
610.101 Salaries	-	-	-	-	-
Total	-	-	-	-	-
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.130 Clothing and Safety	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	-	-	-	-	-
619.152 Maintenance of Equipment	-	-	-	-	-
619.154 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	-	-	-
619.166 Membership Dues	-	-	-	-	-
619.176 Special Project Supplies - Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Legal	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	-	-	-	-	-
619.268 Special Dept Expense - Other	144,511	95,136	108,000	108,000	(36,511)
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
Total	144,511	95,136	108,000	108,000	(36,511)
Contracts					
619.250 Special Dept Expense - Contracts	-	-	-	-	-
Total	-	-	-	-	-
Capital					
650.302 Equipment other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	-	-	-	-	-
Other					
649.32 Operating Transfers	-	-	-	-	-
Total	-	-	-	-	-
TOTAL PROPOSED BUDGET	144,511	95,136	108,000	108,000	(36,511)

**COUNCIL OF GOVERNMENTS - LOW CARBON TRANSIT OPERATIONS PROGRAM
DRAFT BUDGET - FY 2021/22
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
541.001 Interest	1,700	1,120	1,200	1,500	(500)
570.101 Carry Over Previous Years	142,811	29,207	50,193	8,627	(92,618)
551.401 State Grant Misc	-	116,122	65,234	80,000	65,234
TOTAL REVENUE	144,511	146,449	116,627	90,127	-27,884

EXPENDITURES VS REVENUES	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
EXPENDITURES					
Personnel	-	-	-	-	-
Services & Supplies	144,511	95,136	108,000	108,000	(36,511)
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other	-	-	-	-	-
TOTAL EXPENDITURES	144,511	95,136	108,000	108,000	(36,511)
REVENUES					
Revenues	144,511	146,449	116,627	90,127	-\$27,884
TOTAL REVENUES	144,511	146,449	116,627	90,127	(27,884)
TOTAL PROPOSED BUDGET	144,511	95,136	108,000	108,000	(36,511)

FUND BALANCE	8,627
DESIGNATED FUND BALANCE	-
UNDESIGNATED FUND BALANCE	<u>8,627</u>

**COUNCIL OF GOVERNMENTS - LOW CARBON TRANSIT OPERATIONS PROGRAM
DRAFT BUDGET - FY 2021/22
BUDGET NOTES**

BUDGET NOTES	Proposed Budget FY 21/22
Personnel	
Total	-
Services and Supplies	
Services and Supplies are the cost of expansion of intercounty services, token transit agency fees and free fixed route and intercounty service.	
Total	108,000
Contracts	
Total	-
Capital	
Total	-
Other	
Total	-
TOTAL PROPOSED BUDGET	108,000

COUNCIL OF GOVERNMENTS - RIDESHARE PROGRAM
DRAFT BUDGET - FY 2021/22
EXPENDITURES

EXPENDITURE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
Personnel					
610.101 Salaries	-	-	-	-	-
Total	-	-	-	-	-
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.130 Clothing and Safety	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	-	-	-	-	-
619.152 Maintenance of Equipment	-	-	-	-	-
619.154 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	-	-	-
619.166 Membership Dues	-	-	-	-	-
619.176 Special Project Supplies - Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Legal	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	-	-	-	-	-
619.268 Special Dept Expense - Other	3,127	-	1,500	1,500	(1,627)
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
Total	3,127	-	1,500	1,500	(1,627)
Contracts					
619.250 Special Dept Expense - Contracts	-	-	-	-	-
Total	-	-	-	-	-
Capital					
650.302 Equipment other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	-	-	-	-	-
Other					
649.32 Operating Transfers	-	-	-	-	-
Total	-	-	-	-	-
TOTAL PROPOSED BUDGET	3,127	-	1,500	1,500	(1,627)

**COUNCIL OF GOVERNMENTS - RIDESHARE PROGRAM
DRAFT BUDGET - FY 2021/22
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
556310 CMAQ Rideshare	-	-	-	-	-
Donations/Carry over	3,127	403	1,500	1,500	(1,627)
TOTAL REVENUE	3,127	403	1,500	1,500	-1,627

EXPENDITURES VS REVENUES	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
EXPENDITURES					
Personnel	-	-	-	-	-
Services & Supplies	3,127	-	1,500	1,500	(1,627)
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other	-	-	-	-	-
TOTAL EXPENDITURES	3,127	-	1,500	1,500	(1,627)
REVENUES					
Revenues	3,127	403	1,500	1,500	-\$1,627
TOTAL REVENUES	3,127	403	1,500	1,500	(1,627)
TOTAL PROPOSED BUDGET	3,127	-	1,500	1,500	(1,627)

FUND BALANCE	-
DESIGNATED FUND BALANCE	-
UNDESIGNATED FUND BALANCE	-

**COUNCIL OF GOVERNMENTS - RIDESHARE PROGRAM
DRAFT BUDGET - FY 2021/22
BUDGET NOTES**

BUDGET NOTES	Proposed Budget FY 21/22
Personnel	
Total	-
Services and Supplies	
Services and Supplies for the Bike to School event at local elementary schools and other program activities as needed.	
Total	1,500
Contracts	
Total	-
Capital	
Total	-
Other	
Total	-
TOTAL PROPOSED BUDGET	1,500

**COUNCIL OF GOVERNMENTS - ADMINISTRATION
DRAFT BUDGET - FY 2021/22
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
Personnel					
610.101 Salaries	258,719	245,251	147,769	152,202	(110,950)
610.101 Directors Stipend	-	-	-	-	-
Total	258,719	245,251	147,769	152,202	(110,950)
Services and Supplies					
619.126 Magazines and Subscriptions	100	-	100	100	-
619.132 Communications	2,000	2,000	2,000	2,000	-
619.138 Computer Maintenance	2,000	2,000	2,000	2,000	-
619.140 Computer Supplies	800	800	800	800	-
645.701 General Insurance	3,498	3,490	4,300	4,400	802
619.152 Maintenance of Equipment	2,200	2,000	2,200	2,200	-
619.158 Maintenance of Structure	500	500	500	500	-
619.280 Marketing	1,500	1,500	1,500	1,500	-
619.166 Membership Dues	2,905	215	500	500	(2,405)
619.176 Special Project Supplies	250	-	250	250	-
619.174 Supplies	1,200	1,139	1,200	1,200	-
619.172 Postage and Delivery	1,000	974	1,000	1,000	-
619.210 Legal	9,000	11,300	10,500	10,000	1,500
619.222 Other Consultants	-	-	-	-	-
619.180 Public and Legal Notices	525	500	525	525	-
619.184 Rent Equipment	2,300	2,300	2,300	2,300	-
619.186 Rent Structures	38,919	38,918	40,046	41,200	1,127
619.268 Special Dept. Expense - Other	3,000	3,000	1,000	1,000	(2,000)
619.196 Travel Lodging	800	-	800	800	-
619.198 Travel Meals	200	-	200	200	-
619.194 Training	490	-	490	490	-
619.200 Travel Transportation	1,675	86	1,675	1,675	-
649.101 Cost Allocation Plan	62,240	62,240	86,635	86,635	24,395
619.306 Utilities	3,100	3,412	3,500	3,500	400
Total	140,202	136,374	164,021	164,775	23,819
Contracts					
619.250 Special Dept. Expense - Contracts	26,000	16,200	21,200	21,200	(4,800)
Total	26,000	16,200	21,200	21,200	(4,800)
Capital					
650.302 Equipment other than Computer	2,700	-	2,700	2,700	-
650.303 Computer Hardware	1,700	1,132	1,000	1,000	(700)
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	4,400	1,132	3,700	3,700	(700)
Other					
640.320 OPEB Charges	-	-	-	-	-
645.704 Retiree medical	9,030	9,020	17,220	17,220	8,190
Total	9,030	9,020	17,220	17,220	-
TOTAL PROPOSED BUDGET	438,351	407,977	353,910	359,097	(92,631)

5/13/2021

**COUNCIL OF GOVERNMENTS - ADMINISTRATION
DRAFT BUDGET - FY 2021/22
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
576.012 OPEB revenue	-	-	-	-	-
570.006 Miscellaneous (carry over)	-	-	-	-	-
576.012 ALUC Fees	1,500	3,000	2,000	3,000	-
576.012 Contributions(LTF)	436,871	404,977	351,910	356,097	(84,961)
TOTAL REVENUE	438,371	407,977	353,910	359,097	(84,961)

EXPENDITURES VS REVENUES	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
EXPENDITURES					
Personnel	258,719	245,251	147,769	152,202	(110,950)
Services & Supplies	140,202	136,374	164,021	164,775	23,819
Contracts	26,000	16,200	21,200	21,200	(4,800)
Capital	4,400	1,132	3,700	3,700	(700)
Other	9,030	9,020	17,220	17,220	8,190
TOTAL EXPENDITURES	438,351	407,977	353,910	359,097	(84,441)
REVENUES					
Revenues	438,371	407,977	353,910	359,097	(84,461)
TOTAL REVENUES	438,371	407,977	353,910	359,097	(84,461)
TOTAL PROPOSED BUDGET	438,351	407,977	353,910	359,097	(84,441)
			FUND BALANCE	0	
			DESIGNATED FUND BALANCE	-	
			UNDESIGNATED FUND BALANCE	0	

**COUNCIL OF GOVERNMENTS - ADMINISTRATION
DRAFT BUDGET - FY 2021/22
BUDGET NOTES**

BUDGET NOTES	Proposed Budget FY 21/22
Personnel Personnel includes salaries, administrative support, and professional services. These include regular staff salaries, and temporary help. Administrative support is the Board of Directors compensation.	
Total	147,769
Services and Supplies Services and Supplies include normal budget items to support COG operations. The budget for Services and Supplies includes an increase in legal services and a increase in the County Cost Allocation Plan, and Zoom meeting subscription.	
Total	164,021
Contracts Contracts include the cost of the outside financial audit and Hollister Airport update \$10,000.	
Total	21,200
Capital Five new computers with monitors and video calling conference system for the conference room.	
Total	3,700
Other Other includes COG's share of cost for current employees retirement benefits (OPEB - Other Post Employee Benefits).	
Total	17,220
	-
TOTAL PROPOSED BUDGET	353,910

**COUNCIL OF GOVERNMENTS - HIGHWAY 25 SAFETY PROJECT
DRAFT BUDGET - FY 2020/21
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
Personnel					
610.101 Salaries	-	-	-	-	-
619.226 Administrative Support	-	-	-	-	-
Total	-	-	-	-	-
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	-	-	-	-	-
619.152 Maintenance of Equipment	-	-	-	-	-
619.154 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	-	-	-
619.166 Membership Dues	-	-	-	-	-
619.168 Office Furniture under \$3,000	-	-	-	-	-
619.170 Office Equipment under \$3,000	-	-	-	-	-
619.176 Special Project Supplies - Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Legal	-	-	-	-	-
619.222 Other Consultants	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	-	-	-	-	-
619.268 Special Dept. Expense - Other	7,000	6,216	5,000	-	(2,000)
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
Total	7,000	6,216	5,000	-	(2,000)
Contracts					
619.250 Special Dept. Expense - Contracts	204,570	-	286,655	-	82,085
Total	204,570	-	286,655	-	82,085
Capital					
650.304 Furniture and Fixtures	-	-	-	-	-
650.302 Equipment other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	-	-	-	-	-
Other					
640.513 Operating Transfers	-	-	-	-	-
Total	-	-	-	-	-
TOTAL PROPOSED BUDGET	211,570	6,216	291,655	-	80,085

**COUNCIL OF GOVERNMENTS - HIGHWAY 25 SAFETY PROJECT
DRAFT BUDGET - FY 2020/21
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION		Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
541.001	Interest Revenue	4,700	3,368	1,500	-	(3,200)
551.405	Caltrans Reim	-	-	-	-	-
570.014	Contributions Balance	296,010	291,503	290,155	-	(5,855)
TOTAL REVENUE		300,710	294,871	291,655	-	(9,055)

EXPENDITURES VS REVENUES		Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
EXPENDITURES						
	Personnel	-	-	-	-	-
	Services & Supplies	7,000	6,216	5,000	-	(2,000)
	Contracts	204,570	-	286,655	-	82,085
	Capital	-	-	-	-	-
	Other	-	-	-	-	-
	TOTAL EXPENDITURES	211,570	6,216	291,655		80,085
REVENUES						
	Revenues	300,710	294,871	291,655	-	(9,055)
	TOTAL REVENUES	300,710	294,871	291,655	-	(9,055)
	TOTAL PROPOSED BUDGET	211,570	6,216	291,655	-	80,085
	FUND BALANCE			-		
	DESIGNATED FUND BALANCE			-		
	UNDESIGNATED FUND BALANCE			-		

**COUNCIL OF GOVERNMENTS - HIGHWAY 25 SAFETY PROJECT
DRAFT BUDGET - FY 2020/21
BUDGET NOTES**

BUDGET NOTES	Proposed Budget FY 20/21
Personnel No Personnel expenditures are proposed in this Budget.	
Total	-
Services and Supplies Services and Supplies as needed.	
Total	5,000
Contracts Contracts regarding the Hwy 25 widening.	
Total	286,655
Capital No Capital expenditures are proposed in this Budget.	
Total	-
Other	
Total	-
TOTAL PROPOSED BUDGET	291,655

COUNCIL OF GOVERNMENTS - VANPOOL PROGRAM
DRAFT BUDGET - FY 2021/22
EXPENDITURES

EXPENDITURE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
Personnel					
610.101 Salaries	7,825	6,648	7,079	7,825	(746)
619.226 Administrative Support	-	-	-	-	-
Total	7,825	6,648	7,079	7,825	(746)
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	181	180	225	250	44
619.152 Maintenance of Equipment	3,000	300	1,500	-	(1,500)
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	300	-	300
619.166 Membership Dues	-	-	-	-	-
619.166 Office Furniture under \$3,000	-	-	-	-	-
619.168 Office Equipment under \$3,000	-	-	-	-	-
619.176 Special Project Supplies -Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Legal	100	100	100	-	-
619.222 Other Consultants	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.180 Small Tools	-	-	-	-	-
619.268 Special Dept. Expense - Other	500	-	-	-	(500)
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
Total	3,781	580	2,125	250	(1,656)
Contracts					
619.250 Special Dept. Expense - Contracts	-	-	-	-	-
Total	-	-	-	-	-
Capital					
650.304 Furniture and Fixtures	-	-	-	-	-
650.302 Equipment other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	-	-	-	-	-
Other					
640.320 OPEB	-	-	-	-	-
640.513 Operating Transfers	2,500	-	1,500	1,500	(1,000)
Total	2,500	-	1,500	1,500	(1,000)
TOTAL PROPOSED BUDGET	14,106	7,228	10,704	9,575	(3,402)

**COUNCIL OF GOVERNMENTS - VANPOOL PROGRAM
DRAFT BUDGET - FY 2021/22
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
542.010 Passenger Lease Fees	12,600	3,000	6,000	12,000	(6,600)
541.001 Interest	750	520	500	750	(250)
570.011 Carryover from Vanpool	43,709	44,588	40,880	36,676	(2,829)
TOTAL REVENUE	57,059	48,108	47,380	49,426	(9,679)

EXPENDITURES VS REVENUES	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
EXPENDITURES					
Personnel	7,825	6,648	7,079	7,825	(746)
Services & Supplies	3,781	580	2,125	250	(1,656)
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other	2,500	-	1,500	1,500	(1,000)
TOTAL EXPENDITURES	14,106	7,228	10,704	9,575	(3,402)
REVENUES					
Revenues	57,059	48,108	47,380	49,426	(9,679)
TOTAL REVENUES	57,059	48,108	47,380	49,426	(9,679)
TOTAL PROPOSED BUDGET	14,106	7,228	10,704	9,575	(3,402)
FUND BALANCE			36,676		
DESIGNATED FUND BALANCE			-		
UNDESIGNATED FUND BALANCE			<u>36,676</u>		

**COUNCIL OF GOVERNMENTS - VANPOOL PROGRAM
DRAFT BUDGET - FY 2021/22
BUDGET NOTES**

BUDGET NOTES	Proposed Budget FY 21/22
Personnel Personnel includes salaries, administrative support, and professional services. These include regular staff salaries, reimbursement, and temporary help.	
Total	7,079
Services and Supplies Services and Supplies include normal budget items to support vanpool operations. The budget for Services and Supplies shows continuing levels of funding needs.	
Total	2,125
Contracts No Contract expenditures are proposed in the Budget.	
Total	-
Capital No Capital expenditures are proposed in the Budget	
Total	-
Other Transferring \$1,500 to Rideshare for Bike to School event and other Rideshare activities.	
Total	1,500

**COUNCIL OF GOVERNMENTS - TRANSPORTATION PLANNING STATE SUBVENTION
DRAFT BUDGET - FY 2021/22
EXPENDITURES**

EXPENDITURE DESCRIPTION		Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
Personnel						
610.101	Salaries	333,862	328,400	332,674		(1,188)
619.226	Administrative Support	-	-	-		-
	Total	333,862	328,400	332,674	-	(1,188)
Services and Supplies						
619.126	Magazines and Subscriptions	-	-	-	-	-
619.132	Communications	-	-	-	-	-
619.138	Computer Maintenance	-	-	-	-	-
619.140	Computer Supplies	-	-	-	-	-
645.701	General Insurance	7,682	7,658	10,397	10,500	2,715
619.152	Maintenance of Equipment	-	-	-	-	-
619.154	Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158	Maintenance of Structures and Grounds	-	-	-	-	-
619.280	Marketing	-	-	-	-	-
619.166	Membership Dues	7,500	2,000	7,800	7,800	300
619.168	Office Furniture under \$3,000	-	-	-	-	-
619.170	Office Equipment under \$3,000	-	-	-	-	-
619.176	Special Project Supplies - Supplies	-	-	1,000	-	1,000
619.174	Supplies	100	-	100	100	-
619.172	Postage and Delivery	-	-	-	-	-
619.210	Legal	-	-	-	-	-
619.222	Other Consultants	-	-	-	-	-
619.180	Public and Legal Notices	-	-	-	-	-
619.184	Rent Equipment	-	-	-	-	-
619.186	Rent Structures	-	-	-	-	-
619.190	Small Tools	-	-	-	-	-
619.268	Special Dept. Expense - Other (REAP)	1,000	-	50,000	1,000	49,000
619.196	Travel Lodging	1,500	(720)	1,500	1,500	-
619.198	Travel Meals	300	-	300	300	-
619.194	Training	2,300	2,280	2,300	2,300	-
619.200	Travel Transportation	600	-	600	600	-
619.306	Utilities	-	-	-	-	-
	Total	20,982	11,218	73,997	24,100	53,015
Contracts						
619.250	Special Dept. Expense - Contracts	23,500	23,592	3,600	3,600	(19,900)
619.250	Special Dept. Expense - Contracts(SB1)	192,000	-	192,000	-	-
619.250	Special Dept. Expense -Contracts	-	-	-	-	-
	Total	215,500	23,592	195,600	3,600	(19,900)
Capital						
650.302	Equipment other than Computer	-	-	-	-	-
650.303	Computer Hardware	-	-	-	-	-
650.301	Automobiles, Trucks, Vans	-	-	-	-	-
	Total	-	-	-	-	-
Other						
640.320	Operating Transfers (To COG Admin.OPEB)	-	-	-	-	-
640.513	Operating Transfers (RSTP)	586,226	1,361,459	628,159	628,159	41,933
	Total	586,226	1,361,459	628,159	628,159	41,933
	TOTAL PROPOSED BUDGET	1,156,570	1,724,669	1,230,430	655,859	73,860

**COUNCIL OF GOVERNMENTS - TRANSPORTATION PLANNING STATE SUBVENTION
DRAFT BUDGET - FY 2021/22
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
551.405 STIP Planning, Programming & Monitoring	37,000	37,000	37,000	37,000	-
551.407 Rural Planning Assistance	294,000	294,000	294,000	294,000	-
551.407 SB1 RMRA	192,000	-	192,000	-	-
551.401 SB1 Sustainable Community Grant (SRTP)	-	2,695	97,305	-	97,305
551.401 Regional Early Action Planning (REAP)	17,000	-	50,000	-	33,000
RSTP From Previous years	2,577,705	2,605,162	1,243,703	1,302,581	(1,334,002)
551.412 RSTP Exchange	606,226	606,226	628,159	628,159	21,933
Fund Balance (Carry over previous years)	1,570,354	1,668,421	1,668,421	1,116,150	98,067
541.001 Interest Revenue	70,000	49,040	50,000	40,000	(20,000)
TOTAL REVENUE	5,364,285	5,262,544	4,260,588	3,417,890	(1,103,697)

EXPENDITURES VS REVENUES	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
EXPENDITURES					
Personnel	333,862	328,400	332,674	-	(1,188)
Services & Supplies	20,982	11,218	73,997	24,100	53,015
Contracts	215,500	23,592	195,600	3,600	(19,900)
Capital	-	-	-	-	-
Other	586,226	1,361,459	628,159	628,159	41,933
TOTAL EXPENDITURES	1,156,570	1,724,669	1,230,430	655,859	73,860
REVENUES					
Revenues	5,364,285	5,262,544	4,260,588	3,417,890	(1,103,697)
TOTAL REVENUE	5,364,285	5,262,544	4,260,588	3,417,890	(1,103,697)
TOTAL PROPOSED BUDGET	1,156,570	1,724,669	1,230,430	655,859	73,860
		FUND BALANCE	3,030,158		
		DESIGNATED FUND BALANCE	1,243,703		
		UNDESIGNATED FUND BALANCE	1,786,455		

**COUNCIL OF GOVERNMENTS - TRANSPORTATION PLANNING STATE SUBVENTION
DRAFT BUDGET - FY 2021/22
BUDGET NOTES**

BUDGET NOTES	Proposed Budget FY 21/22
Personnel Personnel includes salaries, administrative support, and professional services. These include regular staff salaries, executive director services and temporary help.	
Total	332,674
Services and Supplies Services and Supplies includes travel, lodging, meals, and training for planning activities. REAP planning grant \$50,000 of which \$7,500 is designated for AMBAG for RHNA assistance/PRB	
Total	73,997
Contracts Contracts includes costs for contribution to the County Regional GIS System Hwy 156 Planning Grant	
Total	195,600
Other Other includes operating transfers of RSTP funds to the Cities and County.	
Total	628,159
TOTAL PROPOSED BUDGET	1,230,430

**MEASURE G /SALES TAX
DRAFT BUDGET - FY 2021/21
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
Personnel					
610101 Salaries	-	-	-	-	-
623510 Administrative Support	-	-	-	-	-
623508 Outside Labor	-	-	-	-	-
Total	-	-	-	-	-
Services and Supplies					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	-	-	-	-	-
619.152 Maintenance of Equipment	-	-	-	-	-
619.154 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	-	-	-
619.166 Membership Dues	-	-	-	-	-
619.168 Office Furniture under \$3,000	-	-	-	-	-
619.170 Office Equipment under \$3,000	-	-	-	-	-
619.176 Special Project Supplies - Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Legal	-	-	-	-	-
619.222 Other Consultants	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	-	-	-	-	-
619.268 Special Dept. Expense - Other	-	-	-	-	-
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
Total	-	-	-	-	-
Contracts					
619.250 Special Dept. Expense - Contracts	56,990	-	102,200	102,200	45,210
Total	56,990	-	102,200	102,200	45,210
Capital					
650.304 Furniture and Fixtures	-	-	-	-	-
650.302 Equipment other than Computer	-	-	-	-	-
350.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
Total	-	-	-	-	-
Other					
640.513 Operating Transfers	5,699,000	9,934,827	5,825,854	6,117,145	126,854
Total	5,699,000	9,934,827	5,825,854	6,117,145	126,854
TOTAL PROPOSED BUDGET	5,755,990	9,934,827	5,928,054	6,219,345	172,064

**MEASURE G /SALES TAX
DRAFT BUDGET - FY 2021/21
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 20/21 FY 21/22
541.001 Interest Income	50,000	46,417	80,000	60,000	30,000
512.101 Sales Tax	8,350,000	10,226,160	10,220,000	10,220,000	1,870,000
570.014 Prior Year Balance	12,158,188	11,513,770	19,005,447	25,805,447	6,847,259
TOTAL REVENUE	20,558,188	21,786,347	29,305,447	36,085,447	8,747,259

EXPENDITURES VS REVENUES	Adopted Budget FY 20/21	Estimated Actual to June 30, 2021	Proposed Budget FY 21/22	Budget Estimate for FY 22/23	Variance FY 13/14 FY 21/22
EXPENDITURES					
Personnel	-	-	-	-	-
Services & Supplies	-	-	-	-	-
Contracts	56,990	-	102,200	102,200	45,210
Capital	-	-	-	-	-
Other	5,699,000	9,934,827	5,825,854	6,117,145	126,854
TOTAL EXPENDITURES	5,755,990	9,934,827	5,928,054	6,219,345	172,064
REVENUES					
Revenues	20,558,188	21,786,347	29,305,447	36,085,447	8,747,259
TOTAL REVENUES	20,558,188	21,786,347	29,305,447	36,085,447	8,747,259
TOTAL PROPOSED BUDGET	5,755,990	9,934,827	5,928,054	6,219,345	172,064

	FUND BALANCE	23,377,393
DESIGNATED FUND BALANCE	DESIGNATED FUND BALANCE	-
	UNDESIGNATED FUND BALANCE	23,377,393

BUDGET NOTES	Proposed Budget FY 21/22
Personnel No staff time.	
Total	-
Services and Supplies County Counsel's time related to Measure G	
Total	-
Contracts Contracts for consultants needed for services implementation and administration for the Measure G projects.	
Total	102,200
Capital No Capital expenditures are proposed in this Budget.	
Total	-
Other Payment to Measure G projects and programs to the County of San Benito, City of Hollister, and City of San Juan Bautista.	
Total	5,825,854
TOTAL PROPOSED BUDGET	5,928,054



Staff Report

To: Council of San Benito County Governments
From: Mary Gilbert, Executive Director Telephone: (831) 637-7665 x. 207
Date: May 20, 2021
Subject: **State Route 156 Improvement Project**

Recommendation:

RECEIVE Presentation on the State Route 156 Improvement Project.

Summary:

The State Route 156 Improvement project will construct a new 4-Lane Expressway facility between San Juan Bautista and Hollister. The project is fully funded and is scheduled to begin construction in Fall 2021.

Financial Impact:

The local funding identified for the project totals \$24,339,000. The funding is broken down as follows:

Traffic Impact Fees – Hollister and County	\$9,639,000
STIP/RIP	\$14,700,000

Background:

COG has partnered with Caltrans on the State Route 156 Improvement Project for over 20 years. The project was delayed most recently in 2016 due to State budget deficiencies. The project is now approved and fully funded for construction.

Staff Analysis:

COG is working with Caltrans on the public outreach for the project and preparing for a groundbreaking ceremony in the Fall. Staff will provide an update on the construction schedule and project funding at the Board meeting.

Executive Director Review: mg

Counsel Review: N/A



Staff Report

To: Council of San Benito County Governments
From: Mary Gilbert, Executive Director Phone Number: (831) 637-7665 x.207
Date: May 20, 2021
Subject: **Approve Cancellation of July 2021 Board Meeting**

Recommendation:

APPROVE Cancellation of July 2021 Council of San Benito County Governments Board Meeting and Receive Update on COVID-19 Protocol for Meetings

Background:

COG has had a practice of cancelling its July meeting if no action items are required of the Board. Since March 2021, all COG meetings have been held virtually with no in-person attendance, in accordance with the Governor's Executive Order N-29-20.

Financial Impact:

There is no financial impact to COG for cancelling the July meeting.

Staff Analysis:

Like many other governmental bodies, COG on occasion cancels its meeting in July to accommodate vacation schedules.

Staff has reviewed its work items and does not anticipate any action items for the Board in July; therefore, staff recommends that the Board cancel the meeting. In the event any pertinent items become necessary for COG action, staff will consult with the Chairperson and convene a special meeting.

The current protocol for COVID-19 continues to encourage telework and virtual meetings, consistent with the guidance from the State. Staff will update the Board on changes to the protocol as State guidance is updated and in anticipation of the Governor's plan for re-opening California.

Due to the changing regulations, the earliest date that staff anticipates a return to in-person meeting is August 2021.

Executive Director Review: mg

Counsel Review: N/A