



OVERALL WORK PROGRAM

Planning Activities for the San Benito Region
Fiscal Year 2022/2023

Council of San Benito County Governments
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Mission Statement

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

The COG Board also serves as the:

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

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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 2022/2023 Fiscal Year and how those resources are allocated.

Chapter 6: Planning Program for Fiscal Year 2022/2023 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.

Improving mobility can be challenging for rural communities, such as San Benito County, with often times limited funding sources. Many rural areas rely on agencies such as state department of transportation for funding of its transportation system. In San Benito County, the quality of life and economy depends on an efficient, effective, comprehensive, and coordinated multimodal transportation system that provides choices for the movement of people and goods and allows quick transfers between modes when and where they are needed. The need to maintain transportation linkages between rural and urban areas is very important to the local economy, public health and safety, and the social structure of rural communities. Effective rural transportation planning improves the multimodal and intermodal transportation system and helps to ensure that the quality of life and economy in rural areas is maintained and enhanced. It does so by providing a strategic perspective on system investment over an extended period of time. Good rural transportation planning consider a wide range of investment, operational, and technology options that can meet the multimodal transportation needs of transportation system users. Most importantly, effective rural transportation planning provides the users and stakeholders of the transportation system with ample opportunity to participate in the planning process, thus ensuring maximum input into the desires, visions, and directions for transportation system investment.

¹ 2010 U.S. Census

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. In addition to the roadway system, the San Benito region provides an extensive public transit service.

² California Public Road Data 2015

³ California Public Road Data 2015

ii. Public Transit System

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

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

County Express Transit System

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



The County Express system currently provides the following services:

- **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. and on weekends from 9:00 a.m. to 3:00 p.m. Same-day service is available but is subject to availability and a convenience fee.
- **Paratransit** - Complementary Americans with Disabilities Act Paratransit service is available for residents and visitors who are eligible because of a physical or cognitive disability as determined by LTA. Reservations for the Paratransit service may be made up to 14 days in advance. Same-day service is available but is subject to availability and a convenience fee.
- **Intercounty** - Routes provide connections from the Cities of Hollister and San Juan Bautista to the City of Gilroy. There is daily weekday service to Gavilan College and the Caltrain station and weekend service to the Greyhound station in Gilroy. The weekday shuttle service to Gavilan College is from 6:40 a.m. to 8:20 p.m. with a limited schedule when school is not in session. There are three early morning and 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 7:30 a.m. to 6:35 p.m.

- **On-Demand Service**- This is an on-demand, shared-ride, public transit service within the City of Hollister. Riders can book a trip through our app or call dispatch and ride in our ADA-accessible vehicles with our trained drivers at a fraction of the cost of traditional rideshare apps.
- **Tripper Service**- County Express' Green and Blue Tripper routes provide safe and clean service to San Benito High School, Rancho San Justo, Marguerite Maze, and other Hollister schools. The general public may ride as well.

– **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. Events outside the County may affect these current conditions. Nearby urban airports are experiencing development pressures that may lead to closure, and nearby airports may see an increased demand on their facilities. Also, the advent of Unmanned Aerial Systems and Advanced Air Mobility may be an opportunity for planning to be competitive in the future of aviation.

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. In June 2020 COG was awarded a Caltrans grant and completed an Analysis of Public Transit Network Expansion Projects for Congestion Relief of the Highway 25 Corridor, which included an analysis of passenger rail, bus beside rail, and bus on shoulder options.

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, 2022, through June 30, 2023, 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 2021/2022.

Previous Year 2021/2022 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:

1. 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. VTA is in Phase I of the US 101/SR 25 Interchange Improvement Project (Phase 1 Project). The Mobility Partnership considered several design alternatives for the US 101/SR 25 Interchange Improvements Project, and a preferred alternative has been selected. VTA has completed 95% of the Plans Specifications and Engineering (PS&E) phase of the project. With a three-year construction phase, the project is anticipated to open to the public in early 2027.
- a. COG received support from Congressman Jimmy Panetta who recommended an award of \$10 million in federally designated funding for improvements to Highway 25. COG is awaiting funding award notification from Congressman Jimmy Panetta's office.
- b. Participated in planning and public outreach meetings with Caltrans on the SR 156/SR 25 Turbo Safety Roundabout Project.
- c. Continue to monitor the No Left Turn Pilot Project at SR 25/Bolsa Road.
- d. Continued coordination and participation 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, as well as state and federal legislators.
- b. COG continued to assist local jurisdictions with the implementation of the Traffic Impact Mitigation Fee Program.
- c. Continued 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 <http://sanbenitocog.org/san-benito-regional-transportation-plan/>.
- d. Completed the new 2020-2045 San Benito Regional Transportation Plan (RTP) and initiated implementation <http://sanbenitocog.org/2022-regional-transportation-plan/>.

⁵ Meeting information <http://santaclaravta.igm2.com/Citizens/Board/1107-Mobility-Partnership>

- e. COG worked on the Regional Housing Needs Assessment (RHNA), which 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 the specified eight-year planning period. COG is developing the 6th cycle RHNA allocation plan which will cover the planning period of October 2021 through October 2029. Work on the RHNA will continue into the 2022/2023 Fiscal Year.
- f. 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.
- g. Measure G: San Benito County Roads and Transportation Safety Investment Plan:
 - Held ongoing Measure G Transportation Safety and investment Plan Oversight Committee meetings with the established Measure G Citizens' Oversight Committee, which meets at least once per year.
 - Completed the Fiscal year 2020/2021 Measure G Annual Report <http://sanbenitocog.org/wp-content/uploads/2022/02/VL-2020-2021-Annual-Report-A1.pdf>.
 - Monitored Measure G funds through the California Department of Tax and Fee Administration (CDTFA) and prepared quarterly reports.
 - 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.
 - Updated the Measure G website which provides an interactive map of completed measure funded projects and other relevant information to inform the public on the expenditure of the voter approved measure <http://sanbenitocog.org/measureg/>.

i. Transportation Funding

- Prepared funding allocation requests for approval by the California Transportation Commission, including initiating a request of federal Coronavirus Response and Relief Supplemental Appropriations Act of 2021 monies, which will provide a one-time supplemental STIP and STBG funding to the San Benito region.
- Provided local jurisdictions with grant support and information on various federal, state, regional, and local funding sources.

- Assisted local jurisdictions with amendments to the Metropolitan and Federal Transportation Improvement Program (FTIP/MTIP) 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 (TDA) Funds:
 - o Completed the Triennial Performance Audit for 2018/19, 2019/20, and 2020/21. 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 2021/2022, 2022/2023, and 2023/2024 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. 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 TDA 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.
- h. Continued to serve on the local jurisdictional Development Review Committees for transportation circulation input on proposed development.
- i. Continued implementation of the San Benito County Bikeway and Pedestrian Master Plan, Complete Streets Guidebook, and the ATP District 5 Plan.

- j. Continued coordination as a member of the Safe Kids Coalition of San Benito County to promote bicycle and pedestrian safety on a regional basis.
- k. Continued efforts to reduce congestion by assisting commuters with Rideshare commute alternatives programs such as the Vanpool Program and the 511 carpool matchlist.
- l. Submitted a letter of intent to Caltrans for the implementation of an Electronic Vehicle (EV) charging facility at State Route 156 and U.S. 101.
- m. Continued work on the Central Coast Zero Emission Vehicle Strategy for implementation of EV infrastructure throughout the San Benito region.
- n. Completed contracted work for community outreach updates on local highway projects, Measure G project, and public transit services. Continued maintenance of the COG website (SanBenitoCOG.org) and social media pages.

i. Local Transportation Authority (LTA)

COG allocated funding for public transit to the Local Transportation Authority (LTA), who oversees the local public transportation contractors, MV Transportation and Jovenes de Antaño.

During the 2021/2022 Fiscal Year, the LTA continued the update to the Short-Range Transit Plan which provides recommendations for transit service operations, a financial plan, marketing, and planning for future regional services. In August 2021, the LTA launched two new service models that included Mobility on Demand and the Tripper service for County Express.

The LTA also continued working with its operations contractors responding to the evolving COVID-19 pandemic, work included:

- a. Continued frequency of vehicle interior cleaning
- b. Directing staff to adhere to hand-washing and other guidance for personal hygiene.
- c. Providing additional front line Personal Protective Equipment (PPE) and cleaning supplies
- d. Discussing contract amendments to support operations and expend a portion of Coronavirus Aid, Relief, and Economic Security (CARES) funding
- e. Utilizing vehicle modifications such as driver barriers and technologies to reduce spread.

iii. Measure A Authority (MEA)

- a. There was no work conducted under the Measure A Authority during the 2021/2022 Fiscal Year as the measure has expired.

iv. Service Authority for Freeways and Expressways (SAFE)

- a. Maintained the existing call box program, with 40 call boxes in total along Highways, 25, 101, 146, 156, and along Panoche Road in San Benito County.

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. Provide project proponents with preliminary project comments to ensure consistency with the Airport Land Use Compatibility Plan.
- b. Reviewed general plan land amendments that could have land use implications on the land within the Airport Influence Area.

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:

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

The following chart shows how COGs Fiscal Year 2022/2023 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	Regional Housing Needs Assessment (RHNA)
		100	102	103	104	105	106	107	108	109	110	201	301	302	303	304	305	306	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**

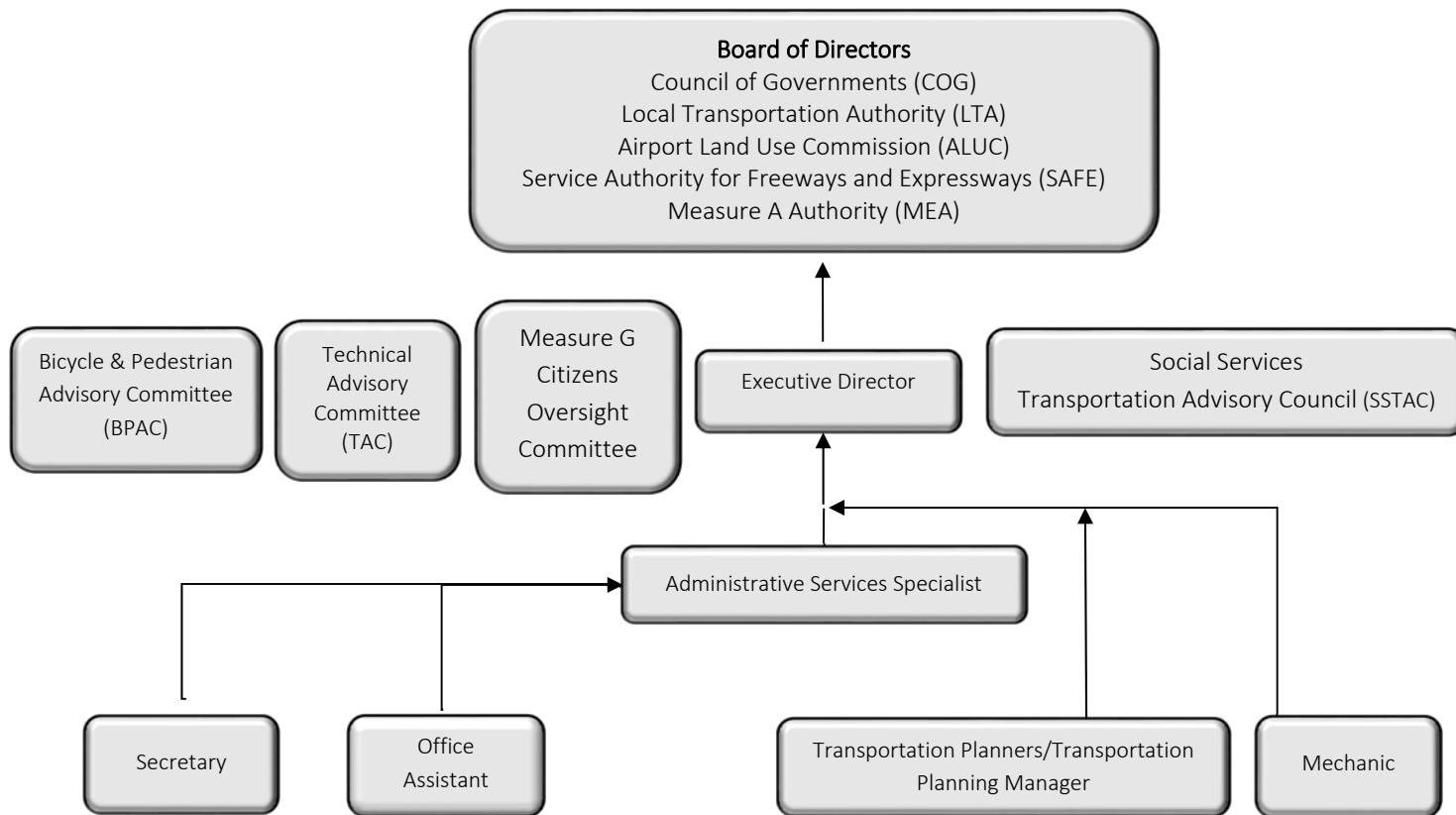
The Administrative Services Specialist position is a supervisory classification for coordinating and supervising the administrative support functions of COG. Under direction of the Executive Director, the Services Specialist organizes and participates in the support functions to prepare financial reports. 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
 - Henry Gonzales, City Engineer, City of Hollister
 - Mike Chambless, Director, San Benito County Resource Management Agency
 - Phil Cooper, Captain, California Highway Patrol
 - Jill Morales, Regional Planner, Caltrans
 - Heather Adamson, Director of Planning, Association of Monterey Bay Area Governments

ii. **Measure G Citizens Oversight Committee** - Measure G calls for a Transportation Safety and Investment Plan Oversight Committee to be composed of San Benito County citizens to oversee compliance with the Ordinance. This committee consists of the following members:

- Victor Gomez – Latinx Community (Committee Chair)
- Darlene Boyd – Education (Vice-Chair)
- Paul Scherer Senior/Disabled Community
- John Espinosa – Industry
- Al Gonzales – Trade/Labor
- Vacant, Agriculture
- Jim Parker – SBC District 1
- Jason Hopkins – SBC District 2
- Sandy Hughes – SBC District 3
- Kevin Stopper – SBC District 4
- Andrew Rollins – SBC District 5

iii. **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
- Vacant, Community Services and Workforce Development
- Clay Kempf, Executive Director, Area Agency on Aging
- Vacant, transit user
- Joshua Mercier, San Benito County Health and Human Services Agency
- Paulette Cobbs, San Benito High School
- Regina Valentine, Transportation Planner, LTA/CTSA

iv. **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:

- Phil Cooper, California Highway Patrol
- Vacant, Hollister School District
- Cathy Buck, Sunnyslope County Water District
- San Benito County Resource Management Agency
- Henry Gonzales Eglan, R.E.A.C.H
- Brian Foucht, 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 2022/2023 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 \$683,416.00 for Fiscal Year 2022/2023.

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	Regional Housing Needs Assessment (RHINA)	San Benito County Regional Transportation	San Benito County Transp. Improvement	TOTAL	
	101	102	103	104	105	106	107	108	109	110	201	301	302	303	304	305	306	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]	\$34,457	\$58,398	\$6,147			\$61,472	\$12,294										\$390					\$173,158
DMV [4]								\$19,600														\$19,600
Local Funds [5]				\$42,000			\$2,000								\$5,000							\$ 49,000
FHWA PL [6]																			\$27,650	\$13,500		\$41,150
FTA 5304 [8]																	\$3,008					\$3,008
Measure G [9]									\$60,000													\$60,000
REAP [10]																		\$6,500				\$6,500
TOTAL	\$34,457	\$58,398	\$25,609	\$75,060	\$52,238	\$93,472	\$14,294	\$19,600	\$10,020	\$60,000	\$70,450	\$15,000	\$58,860	\$10,070	\$5,000	\$29,840	\$3,398	\$6,500	\$27,650	\$13,500		\$683,416

[1] Rural Planning Assistance, State funds.

[2] Planning, Programming, & 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 2022/2023

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 2022/2023 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	27
102	Program Administration and Management	29
103	Overall Work Program	30
104	Public Participation	32
105	Regional Coordination	34
106	Transit System Planning and Administration	41
107	Airport Land Use Commission	44
108	Emergency Motorist Aid System – SAFE	46
109	Metropolitan Planning and Programming	47
110	Measure G Implementation	49
Category 200: Transportation Plan Updates		
201	Regional Transportation Plan	53
Category 300: Short Range Planning		
301	Bikeway and Pedestrian System Planning and Promotion	54
302	Road System Planning and Programming	56
303	Transportation System Modeling	59
304	Regional Rideshare Program	60
305	Regional Transportation Improvement Program	61
306	Short Range Transit Plan	63
Category 400: Special Studies		
403	Regional Housing Needs Assessment (RHNA)	65
Association of Monterey Bay Area Governments (AMBAG) Work Elements Partially funded by COG:		
624	San Benito County Regional Transportation Planning	66
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 (2018/19, 2019/20, and 2020/21 Fiscal Years) was adopted in June of 2022. The next Triennial Performance Audit will cover the 2021/2022, 2022/2023, and 2023/2024 period.

Work Element 101 Funding Source				Amount
Transportation Development Act (TDA)				\$34,457
Total				\$34,457
	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, 2023	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 2023	COG
4.	Conduct the annual Unmet Transit Needs process.	<ul style="list-style-type: none"> • Bilingual newspaper notice • Meeting/Hearing flyers • One 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. • LTA starts planning the implementation of transit recommendation 	January 2023 February 2023 February 2023 February 2023 March 2022 March 2023 May 2023 August 2023 June 2023	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 	Quarterly	COG

Work Element 102: Program Administration and Management

Lead Agency: Council of Governments

Project Manager: Mary Gilbert; Executive Director, Norma Rivera; Administrative Services Specialist, and Monica Gomez; Secretary



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)				\$58,398
Total				\$58,398
	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 2023	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)				\$6,147
Total				\$25,609
	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 2023 Monthly Quarterly	COG
2.	Closing out of the FY 2021/2022 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 2022 July 2022 July 2022	COG
3.	Prepare 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) 	December 2022	COG

Work Element 103 Funding Source				Amount
Rural Planning Assistance (RPA)				\$19,462
Transportation Development Act (TDA)				\$6,147
Total				\$25,609
	Task	Deliverable	Deadline	Responsible Party
4.	Provide Draft 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 2023	COG
5.	Provide Draft OWP to Caltrans for comment. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> Draft OWP (RPA) 	March 1, 2023	COG/Caltrans
6.	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) 	April 2023	AMBAG
7.	Prepare Draft OWP for public review. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> Draft OWP (RPA) 	April 2023	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 2023	COG
9.	Final OWP to Board for adoption. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> Final OWP (RPA) 	June 2023	COG
10.	Submit final 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 2023	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 COVID-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				\$42,000
Total				\$75,060
	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, social media posts, 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

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) Staff updates 	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) to TAC, COG staff 	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) 	Every other 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 2023	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"> • Rideshare 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, 2023	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, 2023	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)				\$61,472
Total				\$93,472
	Task	Deliverables	Deadline	Responsible Party
1.	Communicate with Association of Monterey Bay Area Governments (AMBAG), Caltrans, 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, 	December 2022 - June 2023	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 2022 Short-Range Transit Plan recommendations. Funded with Rural Planning assistance (RPA).	<ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none"> • Grant Applications • ITS improvements, per funding availability 	Quarterly	LTA

	Using Technology to Improve Safety and Efficiency of San Benito County's Transit System Plan.	<ul style="list-style-type: none"> • Monitor Electronic fare media (i.e., Token Transit) • Monitor RouteMatch dispatch software 		
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 referred by the City of Hollister and County of San Benito, for compatibility determinations and ensure that the local General Plans are made consistent with the Compatibility Plan.

Work Element 107 Funding Source				Amount
Transportation Development Act (TDA)				\$12,294
Airport Land Use Commission Application Fees				\$2,000
Total				\$14,294
	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

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.

In 2022, SAFE continued a contract with Case Systems for the maintenance of the Emergency Call Box Program. A new Request for Proposals for call box maintenance services will be initiated in 2023.

Work Element 108 Funding Source				Amount
Department of Motor Vehicles (DMV)				\$19,600
Total				\$19,600
	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.	Issue Request for Proposals for call box maintenance services	<ul style="list-style-type: none"> • RFP • Contract 	June 2023	SAFE
4.	CHP Agreement for emergency call box answering services.	<ul style="list-style-type: none"> • Agreement & Resolution 	Triennially	SAFE
5.	Prepare report on call box usage to the Board.	<ul style="list-style-type: none"> • Call box usage reports 	Quarterly	SAFE

6.	Participate in statewide CalSAFE meetings.	<ul style="list-style-type: none">• Meetings & presentations	Annually	SAFE
7.	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

The Association of Monterey Bay Area Governments (AMBAG) updates the MTIP every two years and is currently preparing the MTIP for FFY 2023 to FFY 2026. AMBAG works closely with the San Benito COG in the development of the MTIP. COG, on behalf of the San Benito region, submits project updates for inclusion into the MTIP.

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	<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 Area is prepared by AMBAG and is called the 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.	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

Work Element 110: Measure G Implementation

Lead Agency: Council of Governments

Project Manager: Mary Gilbert; Executive Director and Veronica Lezama; Transportation Planner



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 	Quarterly	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 • 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</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.	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 and social media updates Public meetings, hearings, presentations 	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 by fiscal year	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 2020-2045 Regional Transportation Plan was adopted by the COG Board on June 16, 2022.

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. Implementation of the 2020-2045 San Benito Regional Transportation Plan. Funded with Rural Planning Assistance (RPA) & Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none"> Monitor delivery of projects. (RPA & PPM) Amendments. (RPA & PPM) 	June 30, 2023 and beyond	COG
2. 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
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. 	Monthly	COG

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

The Council of San Benito County Governments (COG) provided technical assistance to the Cities and County’s Active Transportation Program grant application for the San Felipe Road Complete Streets project. COG also successfully nominated the Hollister SR 25 /Pinnacles National Park Highway Beautification Project to the California Department of Transportation (Caltrans) for inclusion in the Clean California Program. The Hollister SR 25 /Pinnacles National Park Highway Beautification Project and the Washington Street Bridge Pedestrian Enhancements Project were awarded Clean California Program funding in 2022. Implementation and construction of the two projects will take place through the year 2024.

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) 	Monthly	COG

		<ul style="list-style-type: none"> Attend County and City of Hollister Development Review Committees and provide development reviews comments. (RPA) 		
5.	Provide grant application assistance to local jurisdictions. Funded with Rural Planning Assistance (RPA). Ensure that all transportation projects funded or overseen by Caltrans will provide comfortable, convenient, and connected complete streets facilities for people walking, biking, and taking transit or passenger rail unless an exception is documented and approved.	<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

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 (AMBAG).

Previous and Ongoing Work

Continue to conduct traffic monitoring activities and technical studies on specific projects and coordination with Caltrans on regionally significant projects. COG allocated Measure G funding to the local Cities and County for maintenance of the local streets and roads in accordance with the voter approved Benito County Roads and Transportation Safety Investment Plan. COG submitted an allocation request to the California Transportation Commission (CTC) for a one-time allocation of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSA Act) to the Cities and County.

COG distributes 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) 	July 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 2023	COG
6.	Coordinate with San Benito County on development to enhance GIS capabilities for Road System Planning. Funded	<ul style="list-style-type: none"> • GIS coordination (RPA & PPM) 	Quarterly	COG

	with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none"> • Meetings (RPA & PPM) • Data review (RPA & PPM) 		
7.	<p>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).</p> <p>Work includes coordinating with Caltrans to establish a VMT-based regional impact fee program for both development and transportation projects.</p>	<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, 2023	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 request periodic project review requests to AMBAG for processing in the Regional Travel Demand Model. Through the Regional Travel Demand Model, is designed to support long range transportation planning and programming decisions.

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.	Review Model Framework. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none">• Comments to AMBAG (RPA & PPM)	Annually	COG
2.	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).	<ul style="list-style-type: none">• Model analysis reports (RPA & PPM)	Ongoing	COG
3.	Work with local jurisdictions to facilitate model Development. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none">• Model development reports (RPA & PPM)	Annually	COG

Work Element 304: Regional Rideshare Program

Lead Agency: Council of Governments

Project Manager: Veronica Lezama, Transportation Planner



Objective

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

Previous and Ongoing Work

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

Work Element 304 Funding Source				Amount
Local Funds				\$5,000
Total				\$5,000
	Task	Deliverable	Deadline	Responsible Party
1.	Use District 5's Active Transportation Plan to identify future projects for implementation.	<ul style="list-style-type: none"> Grant applications 	Annually	COG
2.	Data entry for carpool and vanpool.	<ul style="list-style-type: none"> Match list 	Daily	COG
3.	Administer Vanpool Program.	<ul style="list-style-type: none"> Process lease fees Administer driver applications Track maintenance records Process payments 	Daily	COG
4.	Serve as a member of the Safe Kids Coalition of San Benito County.	<ul style="list-style-type: none"> Coordination with partner agencies Bicycle & Ped. event planning 	Monthly	COG
5.	Promote annual Bike Week and Walk to School/Work Day events.	<ul style="list-style-type: none"> Promotional materials Helmets fittings 	May 2023	COG
6.	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 (RTP) and the State Transportation Improvement Program (STIP) guidelines.
- Coordinate with statewide, regional, and local planning agencies for future projects.
- Amend existing RTIPs if projects have a change in scope, cost and/or delivery.
- Participate in quarterly STIP related meetings with Caltrans.
- Preparation of final RTIP and Manage and monitor RTIP Projects.

Work Element 305 Funding Source			Amount
Rural Planning Assistance (RPA)			\$18,000
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 Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none">• Staff reports to committees/board. (RPA & PPM)• Coordination with Caltrans. (RPA & PPM)	June 2023	COG

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 2023	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 2024 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"> • 2024 RTIP (RPA & PPM) 	June 2023	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 vision for improved transit services for the future.

Previous and Ongoing Work

The Short-Range Transit Plan development is consistent with the adopted San Benito Regional Transportation Plan and AMBAG Metropolitan Transportation Plan/Sustainable Communities Strategy. The Plan is also consistent with the goals of the local Cities and County General Plans/Circulation 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				\$390
Transportation Development Act (TDA)				\$3,008
Total				\$3,398
Task		Deliverable	Deadline	Responsible Party
2.9	Meetings and Public Participation – The draft Plan will be presented to the COG/LTA Board.	<ul style="list-style-type: none"> Draft Plan 	July 2022	COG/LTA and Consultant
2.12	Final Plan Document – An executive summary and final Plan will be provided for COG/LTA review. Staff will request that the COG/LTA Board to adopt the final Plan.	<ul style="list-style-type: none"> Executive Summary Final Plan 	August 2022	COG/LTA and Consultant
2.13	Printing and Publishing Draft and Final Plans - Copies of the Plan will be printed. Digital and hard copies of the final Plan will be submitted to Caltrans. The final Plan will be posted on the COG and LTA websites.	<ul style="list-style-type: none"> Digital Copies of the Plan Hard Copies of the Plan Website Postings 	September 2022	COG/LTA

Category 400: Special Studies

Work Element 403: Regional Housing Needs Assessment (RHNA)

Lead Agency: Council of Governments

Project Manager: Mary Gilbert; Executive Director



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. 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.

Work Element 401 Funding Source				Amount
Regional Early Action Program (REAP)				\$6,500
Total				\$6,500
Task	Deliverable	Deadline	Responsible Party	
1	RHNA Process and update	<ul style="list-style-type: none"> • Coordination meeting with local agencies, City of Hollister, City of San Juan Bautista, County of San Benito • Presentations and materials • Staff memos & resolutions • Adopt the final RHNA plan, which distributes a portion of the housing need among the City of San Juan Bautista, City of Hollister, and County. The Cities and County must then update the Housing Element of its general plan and its zoning to demonstrate how it can accommodate its RHNA allocation. 	July- November, 2022	COG/AMBAG/ Consultant
2	Administration, Reporting, and Invoicing	<ul style="list-style-type: none"> • Administration costs not to exceed 2% of total grant. 	December 2022	COG

AMBAG Work Elements Partially Funded by COG

Overall Work Program FY 2022 to 2023

WORK ELEMENT NUMBER 624

San Benito County Regional Transportation Planning

Project Manager: Heather Adamson

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2022 to 2023

Total Budget:

\$27,650.00

EXPENDITURES	Amount (\$)	Changes	REVENUE	Amount (\$)	Changes
Salaries	8,922.15	0	FHWA PL	27,650.00	0
Fringe Benefits	4,193.41	0	In-Kind - Toll Credits	3,171.46	0
Indirect	13,784.45	0	FTA 5303	0.00	0
Professional Services*	0.00	0	In-Kind - Toll Credits	0.00	0
Supplies	0.00	0	FHWA PL c/o	0.00	0
Printing	0.00	0	In-Kind - Toll Credits	0.00	0
Travel**	750.00	0	FTA 5303 c/o	0.00	0
Toll Credits	3,171.46	0	In-Kind - Toll Credits	0.00	0
In-Kind/Non-Federal Local Match	0.00	0	AMBAG General Fund/Cash Contributions	0.00	0
TOTAL	27,650.00		TOTAL	27,650.00	0
			% Federal	88.53	

*Contracts are as follows:

None

** May include out of state travel.

WORK ELEMENT NUMBER 624

Project Description	<p>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.</p> <p>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. <i>This work element is developed in conjunction with WE 622</i></p>
Project Products	Draft vision, goals, objectives, education materials, data collection for forecast, charts, graphs, etc.
Federally Eligible Tasks	All tasks listed below and deliverables are federally eligible.
Previous Accomplishments	Adoption of the 2045 MTP.
Federal Planning Factors (PF)	<p>Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency.</p> <p>Increase the safety of the transportation system for motorized and non-motorized users.</p> <p>Increase the security of the transportation system for motorized and non-motorized users.</p> <p>Increase the accessibility and mobility of people and for freight. Enhance the integration and connectivity of the transportation system, across and between modes, people and freight.</p> <p>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.</p> <p>Enhance the integration and connectivity of the transportation system, across and between modes, people and freight. (Support the ability for freight shippers and providers of freight transportation services to participate in metropolitan planning processes.)</p> <p>Promote efficient system management and operation.</p> <p>Emphasize the preservation of the existing transportation system.</p> <p>Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation.</p> <p>Enhance travel and tourism.</p>

Tasks & Deliverables			
Task	Description	Deliverables	Budget & Completion Date
1	Administration	Administrative Deliverables	\$ 2,500
1.1	MTP 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 scope of work, tasks and deliverables in consultation with SBtCOG	Tasks, deliverables and budget for FY 2023-24	4/14/2023
2	Planning	Planning Deliverables	\$ 9,000
2.1	Develop the draft work plan and schedule for the next MTP update.	Work program and schedule	4/30/2023

2.2	Develop the vision, goals and objectives for the next MTP update.	MTP vision, goals and objectives	9/30/2023
2.3	Work with local jurisdictions to develop and incorporate new policies in their general/specific plans/ordinances that help achieve the goals of the MTP/SCS.	Policies ready for incorporation into general plans and zoning ordinances	5/31/2023
3	Data Gathering and Analysis	Data Gathering and Analysis Deliverables	\$ 6,000
3.1	Develop maps, graphs and charts in support of the next MTP update, in addition to maps for 2045 MTP/SCS education and outreach.	Maps, graphs and charts	Quarterly
3.2	Develop a new transportation project database.	Project database	6/30/2023
4	Coordination	Coordination Deliverables	\$ 7,650
4.1	Coordinate with regional and local agencies to implement the 2045 MTP/SCS.	Meeting agendas, presentations, handouts, meeting notes and action items for 12-15 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	Public Participation Deliverables	\$ 2,500
5.1	Continue to provide updates on the progress of planning projects included the adopted 2045 MTP/SCS and the new MTP/SCS currently under development in public forums.	Meeting agendas, presentations, handouts, meeting notes and action items	5/31/2023

Overall Work Program FY 2022 to 2023

WORK ELEMENT NUMBER 642

San Benito Transportation Improvement Program

Project Manager: Will Condon

ESTIMATED EXPENDITURE AND ANTICIPATED REVENUE: FY 2022 to 2023

Total Budget:

\$13,500.00

EXPENDITURES	Amount (\$)	Changes	REVENUE	Amount (\$)	Changes
Salaries	4,477.66	0	FHWA PL	13,500.00	0
Fringe Benefits	2,104.50	0	In-Kind - Toll Credits	1,548.00	0
Indirect	6,917.84	0	FTA 5303	0.00	0
Professional Services*	0.00	0	In-Kind - Toll Credits	0.00	0
Supplies	0.00	0	FHWA PL c/o	0.00	0
Printing	0.00	0	In-Kind - Toll Credits	0.00	0
Travel	0.00	0	FTA 5303 c/o	0.00	0
Toll Credits	1,548.00	0	In-Kind - Toll Credits	0.00	0
In-Kind/Non-Federal Local Match	0.00	0	AMBAG General Fund/Cash Contributions	0.00	0
TOTAL	13,500.00		TOTAL	13,500.00	0
			% Federal	88.53	

*Contracts are as follows:

None

WORK ELEMENT NUMBER 642

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 2020-21 to FFY 2023-24 and the MTIP for FFY 2022-23 to FFY 2025-26. 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 2045 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 2020-21 to FFY 2023-24 and develop, adopt and maintain the MTIP for FFY 2022-23 to 2025-26, which include projects from San Benito County as part of the metropolitan transportation planning requirements.

Project Products

- Five formal amendments and ten administrative modifications to the MTIP for FFY 2020-21 to FFY 2023-24.
- Annual List of Federally Obligated Projects by December 31, 2022
- Notices for public participation for MTIP adoption/amendments.
- Board meetings staff memoranda and other supporting materials.
- Presentations to SBtCOG Technical Advisory Committees and participation in the California Federal Programming Group (CFPG).
- State/federal reports, as mandated or requested for the MPO region.
- Information to local agencies/transit agencies/SBtCOG about MTIP.

Federally Eligible Tasks

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

- Previous Accomplishments**
- In coordination, consultation, and cooperation with the RTPAs, transit agencies, local jurisdictions, Caltrans, FHWA, FTA, and other interested stakeholders, developed the Monterey Bay MTIP for FFY 2020-21 to FFY 2023-24.
 - Issued seven (7) formal amendments and administrative modifications to the Monterey Bay MTIP for 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 2020-21
 - Attended two (2) SBtCOG TAC meetings.

- Federal Planning Factors (PF)**
- 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.

Tasks & Deliverables

Task	Description	Deliverables	Budget & Completion Date
1	Administration	Administrative Deliverables	\$ 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 2022-23 to FFY 2025-26 MTIP.	Meeting agendas, presentations materials and email exchange	6/30/2023
1.2	Make a presentation at the San Benito TAC meeting for MTIP update and provide necessary guidance.	Staff reports, presentation materials and handouts	5/4/2023

1.3	Review and provide transit agencies the project consistency certification for FTA funds.	Certificate/letter for grant applications	6/30/2023
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 project scope of work, tasks, deliverables and budget for FY 2022-23 in consultation with SBTCOG.	Scope of work, tasks, deliverables and budget	4/15/2023
1.6	Enter the San Benito County projects for the Monterey Bay Region MTIP in CTIPS and develop draft MTIP document for FFY 2022-23 to FFY 2025-26.	CTIPS entries and draft MTIP document	6/30/2023
2	Planning	Planning Deliverables	\$ 4,247
2.1	Solicit MTIP Formal Amendment and Administrative Modification requests.	Amendment requests	Quarterly
2.2	Program San Benito County projects for MTIP amendment into CTIPS.	CTIPS programming pages and amendment packages	Quarterly
2.3	Prepare group backup listings.	Group backup listings	Quarterly
2.4	Participate in various webinars/meetings pertaining to Performance Measures in relation to next MTIP development and reporting requirements.	Meetings/Webinars/Handouts	6/30/2023
3	Data Gathering and Analysis	Data Gathering and Analysis Deliverables	\$ 3,544
3.1	Coordinate Formal Amendment/Administrative Modification requests with San Benito COG and 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 2021-22 annual list of obligated projects for the AMBAG Region.	Annual list of obligated projects report	12/31/2022
3.4	Update San Benito County projects for MTIP FFY 2022-23 to FFY 2025-26 in CTIPS.	Draft projects for the MTIP FFY 2022-23 to FFY 2025-26	6/30/2023
4	Coordination	Coordination Deliverables	\$ 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 San Benito COG and project implementing agencies.	Agenda, email, handouts etc.	Quarterly
5	Public Participation	Public Participation Deliverables	\$ 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

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