



**AGENDA  
REGULAR MEETING  
COUNCIL OF SAN BENITO COUNTY GOVERNMENTS**

**DATE:** Thursday, May 18, 2023  
4:00 p.m.

**LOCATION:** County Board of Supervisors Chambers  
481 Fourth Street  
Hollister, CA 95023  
*(The meeting is open to the public)*

**DIRECTORS:** Bea Gonzales, Chair (County of San Benito)  
Scott Freels, Vice-Chair (City of San Juan Bautista)  
Mia Casey (City of Hollister)  
Dolores Morales (City of Hollister)  
Mindy Sotelo (County of San Benito)  
Ex Officio: Caltrans District 5

**ALTERNATES:** San Benito County: Kollin Kosmicki  
City of San Juan Bautista: Jackie Morris-Lopez  
City of Hollister: Rick Perez

**NOTICE OF PROCEDURES FOR COUNCIL OF GOVERNMENTS BOARD MEETINGS**

The meeting will be available through Zoom, for those who wish to join or require accommodations.

**Members of the public may participate remotely via Zoom at the following link:**  
<https://zoom.us/join> with the following:

**Webinar ID: 840-7243-4317 and Webinar Passcode: 657823**

*Those participating by phone who would like to make a comment can use the “raise hand” feature by dialing “\*9” (star-nine) . In order to receive full Zoom experience, please make sure your application is up to date.*

*Remote Zoom participation for members of the public is provided for convenience only. In the event that the Zoom connection malfunctions for any reason, the COG Board of Directors reserves the right to conduct the meeting without remote access.*

***Persons who wish to address the Board of Directors must complete a Speaker Card and give it to the Clerk prior to addressing the Board. Those who wish to address the Board on an agenda item will be heard when the Chairperson calls for comments from the audience. Following recognition, persons desiring to speak are requested to advance to the podium and state their name and address. After hearing audience comments, the Public Comment portion of the agenda item will be closed. **The Opportunity to address the Board of Directors on items of interest not appearing on the agenda will be provided during Section 5. Public Comment.*****

1. CALL TO ORDER 4:00 P.M.
2. Pledge of Allegiance
3. Roll Call
4. Verification of Certificate of Posting
5. **Public Comment:** *(Opportunity to address the Board on items of interest on a subject matter within the jurisdiction of the Council of Governments and not appearing on the agenda. No action may be taken unless provided by Govt. Code Sec. 54954.2 Speakers are limited to 3 minutes.)*

#### CONSENT AGENDA:

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

6. APPROVE Council of Governments Draft Action Regular Meeting Minutes Dated April 20, 2023 – Gomez
7. ACCEPT Measure G Citizens Oversight Committee Application – Lezama
8. ADOPT Resolution No. 2023-05, Adopting the Fiscal Year 2023/2024 Overall Work Program and Authorizing the Executive Director to Sign, for and on Behalf Of The Council of San Benito County Governments, the Overall Work Program Agreement and Annual List of Certifications and Assurances that All Funding Program Requirements Have Been Met – Lezama

#### ACTION ITEMS:

9. 2023/2024 Unmet Transit Needs Report – Lezama
  - a. ACCEPT 2023/2024 Unmet Transit Needs Report.
  - b. ADOPT Resolution 2023-04 Making Findings and Recommendations Regarding Unmet Transit Needs as Required by the Transportation Development Act (TDA) for Implementation in Fiscal Year 2023/2024.

#### INFORMATION ITEMS:

10. RECEIVE Presentation on the Fiscal Year 2023-2024 Draft Budgets for the Council of Governments (COG), Local Transportation Authority (LTA), and Services Authority for Freeways and Expressways (SAFE) – Rivera
11. RECEIVE Monthly Caltrans District 5 Construction Projects Report – Caltrans Ex-Officio
12. Caltrans Report/Correspondence (Verbal Report) – Caltrans Ex-Officio
13. Executive Director's Report (Verbal Report) – Abraham
14. Board of Directors' Reports (Verbal Report)

**Adjourn to COG Meeting on June 15, 2023. Agenda Deadline is Tuesday, June 6, 2023, at 12:00 p.m.**

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

**Written Comments & Email Public Comment**

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

**Public Comment Guidelines**

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

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

CERTIFICATE OF POSTING

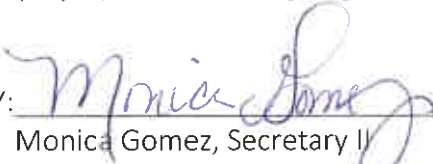
Pursuant to Government Code Section #54954.2(a) the Meeting Agenda for the Council of San Benito County Governments on **May 18, 2023**, at **4:00 P.M.** was posted at the following locations freely accessible to the public:

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

On the 11<sup>th</sup> day of May 2023, on or before 5:00 P.M.

The meeting agenda was also posted on the Council of San Benito County Governments website, [www.sanbenitocog.org](http://www.sanbenitocog.org), under Meetings, COG Board, Meeting Schedule

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

BY:   
\_\_\_\_\_  
Monica Gomez, Secretary II  
Council of San Benito County Governments

SAN BENITO COUNTY COUNCIL OF GOVERNMENTS  
REGULAR MEETING  
Board of Supervisors Chambers  
481 Fourth Street, Hollister, CA 95023 & Zoom Platform  
April 20, 2023, at 4:00 P.M.

ACTION MINUTES

**MEMBERS PRESENT:**

Chair Bea Gonzales, Vice-Chair Scott Freels, Director Mia Casey, Director Mindy Sotelo, Director Dolores Morales, and Ex Officio, Orchid Monroy-Ochoa, Caltrans District 5

**STAFF PRESENT:**

Executive Director; Binu Abraham, Administrative Services Specialist; Norma Rivera, Transportation Planning Manager; Veronica Lezama, Transportation Planner; Regina Valentine, Office Assistant; Griselda Arevalo, Secretary II; Monica Gomez, Deputy County Counsel; Shirley Murphy

**OTHERS PRESENT:**

Jill Leal; Caltrans District 5, Heather Adamson; Association of Monterey Bay Area Governments, Vicky Rivera; Jovenes de Antaño, Connie Padron; Jovenes de Antaño, Leona Medearis-Peacher, County Express

**1. CALL TO ORDER:**

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

**2. PLEDGE OF ALLEGIANCE**

Director Sotelo led the pledge of allegiance.

**3. ROLL CALL**

Secretary Gomez called the roll call and confirmed a quorum of Directors were present.

**4. CERTIFICATE OF POSTING**

**Motion made to acknowledge Certificate of Posting:**

Motion: Director Mindy Sotelo      Second: Director Dolores Morales

Motion carried: 5/0

Yes: Casey, Freels, Morales, Sotelo, Gonzales

No: None

Recused: None

Abstention: None

Absent: None

**5. PUBLIC COMMENT:**

Chair Gonzales stated for the record that COG received Mr. Joe Thompson’s public comment correspondence. The correspondence was entered into public record.

**CONSENT AGENDA:**

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

- 6. APPROVE Council of Governments Draft Action Special Meeting Minutes Dated March 10, 2023 – Gomez
- 7. APPROVE Council of Governments Draft Action Regular Meeting Minutes Dated March 16, 2023 – Gomez
- 8. RECEIVE Fiscal Year 2021-2022 Single Audit Report – Rivera
- 9. REAPPOINT Joshua Mercier to the Social Services Transportation Advisory Council – Valentine
- 10. Third Quarter Budget Report – Rivera
  - a. RECEIVE Council of Governments FY 2022-2023 Third Quarter Budget Report.
  - b. APPROVE Budget Adjustment 22-23-01.

There was no public comment on Consent.

**Motion made to Approve Consent Agenda:**

Motion: Director Mindy Sotelo      Second: Director Dolores Morales

Motion carried: 5/0

Yes: Casey, Freels, Morales, Sotelo, Gonzales

No: None

Recused: None

Abstention: None

Absent: None

**ACTION ITEMS:**

- 11. COMMENT on the Measure G Citizens Oversight Committee Member Selection Criteria – Lezama

Transportation Planning Manager Veronica Lezama provided a report on the Measure G Citizens Oversight Committee member selection criteria.

There was no public comment.

There was consensus from the COG Board to amend the membership application to include the selection criteria as presented and ensure all Measure G applications are presented to the COG Board for consideration of appointment to the Committee.

- 12.** ADOPT Resolution 2023-04 Distributing \$680,760.00 of Federal Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) to the City of San Juan Bautista, City of Hollister, and County of San Benito – Lezama

Executive Director Binu Abraham noted a correction to Item 12. Resolution number 2023-04. The correct Resolution number is 2023-03.

Transportation Planning Manager Veronica Lezama provided a report on the adoption of Resolution 2023-03 distributing \$680,760.00 of Federal Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) to the City of San Juan Bautista, City of Hollister, and County of San Benito.

There was no public comment.

**Motion made to Adopt Item 12 with the correction to the Resolution as noted above:**

Motion: Director Mindy Sotelo      Second: Director Mia Casey

Motion carried: 5/0

Yes: Casey, Freels, Morales, Sotelo, Gonzales

No: None

Recused: None

Abstention: None

Absent: None

- 13.** Local Partnership Program – Formulaic (LPP-F) Funds – Abraham

- a. APPROVE Agreement with the City of Hollister to Receive Local Partnership Program Formulaic (LPP-F) Funds Totaling \$600,000; and
- b. APPROVE Agreement with the City of Hollister to Exchange Surface Transportation Block Grant (STBG) Funds for LPP-F Funds, and sub-allocate STBG Funds to Local Jurisdictions.
- c. AUTHORIZE COG Executive Director to Execute the LPP-F and STBG Agreements with the City of Hollister.

Executive Director Binu Abraham presented a report on the Local Partnership Program – Formulaic (LPP-F) Funds. She noted that a revised, red-lined funding agreement was handed out to the Board.

There was no public comment on Item 13 a.,b.,c.

**Motion made to Approve Item 13a. as noted above:**

Motion: Director Mindy Sotelo      Second: Director Dolores Morales

Motion carried: 5/0

Yes: Casey, Freels, Morales, Sotelo, Gonzales

No: None

Recused: None

Abstention: None

Absent: None

**Motion made to Approve Item 13b. as noted above:**

Motion: Director Dolores Morales Second: Director Mia Casey

Motion carried: 5/0

Yes: Casey, Freels, Morales, Sotelo, Gonzales

No: None

Recused: None

Abstention: None

Absent: None

**Motion made to Authorize Item 13c. as noted above:**

Motion: Director Mia Casey Second: Director Dolores Morales

Motion carried: 5/0

Yes: Casey, Freels, Morales, Sotelo, Gonzales

No: None

Recused: None

Abstention: None

Absent: None

**INFORMATION ITEMS:**

**14. RECEIVE Presentation on Public Transportation Services in San Benito County – Valentine**

Transportation Planner Regina Valentine provided a presentation on the Public Transportation Services in San Benito County. Ms. Valentine introduced Leona Medearis-Peacher with County Express and Connie Padron and Vicky Rivera with Jovenes de Antaño.

The COG Board directed staff to come back with ridership data, that includes pre-pandemic and current ridership. Additionally, direction was provided to explore other options to increase ridership and possibly provide transportation from downtown Hollister to Pinnacles National Park.

There was no public comment.

**15. RECEIVE the Draft 2023 Unmet Transit Needs Report – Lezama**

Transportation Planning Manager Veronica Lezama presented the Draft 2023 Unmet Transit Needs Report.

There was no public comment.

**16. RECEIVE Monthly Caltrans District 5 Construction Projects Report – Orchid Monroy-Ochoa, Caltrans**

Caltrans District 5 Branch Chief for Regional Planning, Orchid Monroy-Ochoa provided an update on all major construction projects on the Caltrans State Highway system in San Benito County.

The COG Board expressed concerns with the timing and left turn movement signals at the Highway 25/156 Roundabout construction site, resulting in observed driver confusion.



Caltrans staff will report the COG Board's concerns to the project manager and report back.

Chair Gonzales requested an update on the research of the Highway 25 Expressway Conversion Project and emphasized the importance of the project to the COG Board and community.

Executive Director Abraham stated that a mini value analysis is scheduled with Caltrans to discuss project options and she will be reporting back to the COG Board for direction before the 6 months that was initially requested for research.

There was no public comment.

**17. Caltrans Report/Correspondence (Verbal Report) – Orchid Monroy-Ochoa, Caltrans**

Caltrans District 5 Branch Chief for Regional Planning, Orchid Monroy-Ochoa announced that April is National Distracted Driving Awareness Month. The California Office of Traffic Safety (OTS), the California Department of Transportation (Caltrans), and the California Highway Patrol (CHP), are making a statewide push to encourage drivers to get off their apps and focus on getting home safely.

Ms. Monroy-Ochoa provided an update on the Union Pacific Railroad (UPR) crossing repairs on Highway 25 in Santa Clara County. Caltrans District 5 is coordinating with District 4, who has scheduled one-way traffic control for Thursday, April 27, 2023, between 9a.m. and 3p.m. to assist UPR with grinding and paving repairs. Changeable messages and directional signs will be in place to assist motorists traveling in the area and CHP will also be on site during the work. Motorists are advised to expect delays and allow extra time when traveling.

Chair Gonzales thanked Caltrans for the advance notice and asked that the information be posted on social media as soon as possible.

There was no public comment.

**18. Executive Director's Report (Verbal Report) – Abraham**

Executive Director Abraham announced that the Council of San Benito County Governments will be hosting a two-day California Transportation Commission (CTC) Town Hall meeting on Wednesday, September 20, 2023, and Thursday, September 21, 2023. Staff will be sending the COG Board a calendar placeholder in the near future.

There was no public comment.

**19. Board of Directors' Reports (Verbal Report)**

Vice Chair Freels and Chair Gonzales thanked COG staff for the additional Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funds that were identified and will help with the completion of a project for the City of San Juan Bautista.

There was no public comment.

**ADJOURNMENT:**

There being no further business to discuss, Director Morales motioned to adjourn at 5:11 p.m.

Motion seconded by Director Casey.

Motion carried: 5/0

Yes: Casey, Freels, Morales, Sotelo, Gonzales

No: None

Recused: None

Abstention: None

Absent: None

**ADJOURN TO COG MEETING MAY 18, 2023, AT 4:00 P.M.**



## STAFF REPORT

### Consent

**Prepared By:** Veronica Lezama,  
Transportation Planning Manager  
**Subject:** Measure G Citizens Oversight  
Committee Application

### Agenda Item No. 7

**Approved By:** Binu Abraham, Executive Director  
**Meeting Date:** May 18, 2023

### Recommendation:

ACCEPT Measure G Citizens Oversight Committee Application.

### Summary:

The Measure G Citizens Oversight Committee members are appointed by the COG Board of Directors. The Board of Directors is being asked to approve the updated Measure G membership application to reflect the recommended application selection criteria presented at the April meeting, which is further discussed below.

### Background/ Discussion:

The Measure G Oversight Committee includes, at a minimum, representatives who are residents of the City of Hollister, the City of San Juan Bautista, and the unincorporated areas of San Benito County. The Oversight Committee represents the geographical, social, cultural, and economic diversity of the County to ensure maximum benefit for road and transportation users.

At the April 2023 meeting, the COG Board of Directors were presented with the following application selection criteria:

1. Knowledge of basic local government structure;
2. Ability to review the financial information (i.e., annual audits), as outlined in the Measure G Ordinance;
3. Demonstrated ability to work collaboratively;
4. Must be able to sign the Statements of Economic Interests - Form 700, which provides necessary information to the public about a person's financial interests to ensure that the Committee member is making decisions in the best interest of the public and not enhancing their personal finances.

At the same meeting, COG staff received Board direction to incorporate the above-mentioned application selection criteria as part of the Measure G Citizens Oversight Committee application (Attachment 1). Staff recommends that the COG Board of Directors consider approval of the updated committee membership application.

### Financial Impact:

There is no financial impact.



## MEASURE G CITIZENS OVERSIGHT COMMITTEE

### ABOUT MEASURE G

Measure G is the Transportation Safety and Investment Plan (Transportation Ordinance and Expenditure Plan) approved by San Benito County voters on November 6, 2018. The measure is a one cent local transactions and use tax to be collected for 30 years to improve our local streets and roads, improve connectivity, and reduce congestion. This money is administered by the Council of San Benito County Governments (COG) and pays for specific voter-approved transportation projects, including: Highway 25, local road maintenance and regional projects, bicycle and pedestrian improvements, and transit projects specified in the Plan.

Measure G calls for an independent Citizens Oversight Committee to oversee compliance with the Ordinance, as specified in the Transportation Safety and Investment Plan.

The responsibilities of the 11-member Measure G Citizens Oversight Committee are to:

- Ensure all transportation revenue collected from Measure G is spent in accordance with the Measure G Transportation Safety and Investment Plan (Ordinance and Expenditure Plan);
- Have full access to the COG's independent auditor and review the annual audits, have the authority to request and review the specific financial information;
- Provide input on the audit to assure the funds are being expended in accordance with the Transportation Safety and Investment Plan;
- Review and make recommendations on any proposed changes to the Transportation Safety and Investment Plan;
- Review and comment on the project delivery schedules and make recommendations to COG on any proposals for changing project delivery priorities; and
- Prepare annual reports regarding the administration of the program, to be presented to the COG Board of Directors and posted to the COG's website (SanBenitoCOG.org).

### MEMBERSHIP DETAILS

The Measure G Citizens Oversight Committee members are appointed by the COG Board of Directors. Committee members will serve staggered two-year terms and can be reappointed. The Committee will meet up to four times a year. This is a volunteer position and no compensation will be paid to members.

The Committee consists of San Benito County residents that represent the geographical, social, cultural, and economic diversity of the County to ensure maximum benefit for transportation users. Elected officials and employees from any government agency that either oversees or benefits from the Transportation Safety and Investment Plan are not eligible to serve on the Committee.

### APPLICATION SUBMITTAL:

For more information, please contact Monica Gomez, COG Secretary, at [monica@sanbenitocog.org](mailto:monica@sanbenitocog.org).

Please email application to:

Measure G Citizens Oversight Committee  
330 Tres Pinos Road, C7  
Hollister, CA 95023

Email: [monica@sanbenitocog.org](mailto:monica@sanbenitocog.org)

[www.sanbenitocog.org/MeasureG](http://www.sanbenitocog.org/MeasureG)



# Application for Appointment Measure G Citizens Oversight Committee

*In order to be considered, all questions must be completed thoroughly. Please attach additional pages, if necessary.*

Name of Applicant:				
Residence Street Address:				
City:	Zip:	Telephone:	Email:	
Supervisorial District:	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/> 5 <input type="checkbox"/>
Are you a full-time paid officer or employee of local, state, or federal government? No ___ Yes ___ If yes, name employer _____ Position _____				
Nominating Agency/ Community Group, if applicable (leave blank if not applicable):				
Occupation & Education:				
Do you identify with any of the following groups: (check all that apply)				
<input type="checkbox"/> Agriculture	Describe: _____			
<input type="checkbox"/> Senior/Disabled Community	Describe: _____			
<input type="checkbox"/> Industry	Describe: _____			
<input type="checkbox"/> Trade/Labor	Describe: _____			
<input type="checkbox"/> Latino Community	Describe: _____			
<input type="checkbox"/> Education	Describe: _____			
All members will be required to file a Form 700, Statement of Economic Interests, with the Fair Political Practices Commission upon membership start and annually thereafter. Are you willing to sign Form 700, Statement of Economic Interests? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Please provide knowledge of basic local government structure, if any: _____				
One of the responsibilities for serving on the Measure G Committee is the ability to provide input on audit reports to assure the funds are being expended in accordance with the Transportation Safety and Investment Plan. Please explain your experience with reviewing financial reports, if any. _____				
If any, list community organizations or activities that you have been involved in. Demonstrated your ability to work collaboratively. Please include the approximate dates you were involved: _____				
Describe why you are interested in serving on this committee: _____				
Signature:		Date:		

Appointments will be considered at a Council of San Benito County Governments Board of Directors meeting. Any information you submit on your application will become a matter of public record, with the exception of contact information which will be kept confidential.



## STAFF REPORT

### Consent

**Prepared By:** Veronica Lezama,  
Transportation Planning Manager  
**Subject:** Overall Work Program

### Agenda Item No. 8

**Approved By:** Binu Abraham, Executive Director  
**Meeting Date:** May 18, 2023

### Recommendation:

**ADOPT** Resolution No. 2023-05, Adopting The Fiscal Year 2023/2024 Overall Work Program and Authorizing the Executive Director to Sign, for and on Behalf Of The Council of San Benito County Governments, the Overall Work Program Agreement and Annual List of Certifications and Assurances that All Funding Program Requirements Have Been Met.

### Summary:

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

### Background/ Discussion:

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

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

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

**Staff Analysis:**

The COG Board of Directors received the draft Overall Work Program (OWP) at their February 2023 meeting for feedback. The COG Board of Directors is being asked to consider adopting the final OWP package, which includes the enclosed Resolution (Attachment 1) – adopting the Overall Work Program and authorizing the COG Executive Director to sign the FY 2023/2024 Overall Work Program Agreement (Attachment 2) and Annual Certification of Assurances (Attachment 3).

COG submitted the draft Overall Work Program (OWP) to Caltrans for feedback. COG received a comment letter from Caltrans and staff has incorporated those comments into the final OWP (Attachment 4).

**Financial Impact:**

There is no financial impact.

Supporting Attachments

1. Resolution No. 2023-05, Including Exhibit A – Overall Work Program
2. Overall Work Program Agreement
3. Annual List of Certifications and Assurances
4. Caltrans Comment Letter

## BEFORE THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

A RESOLUTION OF THE COUNCIL OF SAN BENITO COUNTY )  
 GOVERNMENTS ADOPTING THE FISCAL YEAR 2023/2024 ) Resolution No. 2023-05  
OVERALL WORK PROGRAM )

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

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

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

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

**WHEREAS**, San Benito COG's fiscal year 2023/2024 OWP, attached hereto and incorporated herein by reference as Exhibit A, provides the scope of work and budget for transportation planning activities and funding sources to be accomplished between July 1, 2023 and June 30, 2024.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Council of San Benito County Governments that it hereby approves and adopts the fiscal year 2023/2024 COG Overall Work Program (Exhibit A) and budget of \$596,512; and

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

PASSED AND ADOPTED BY THE COUNCIL OF SAN BENITO GOVERNMENTS THIS 18<sup>th</sup> DAY OF MAY, 2023 BY THE FOLLOWING VOTE:

AYES:  
 NOES:  
 ABSTAINING:  
 ABSENT:

\_\_\_\_\_  
 Bea Gonzales, Chair

ATTEST:

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

*Shirley L. Murphy*

\_\_\_\_\_  
 Shirley L. Murphy, Deputy County Counsel

Dated: *May 10, 2023*

\_\_\_\_\_  
 Binu Abraham, Executive Director

Dated:

**Council of San Benito County Governments (COG)**

Local Transportation Authority • Airport Land Use Commission • Service Authority for Freeways & Expressways  
 330 Tres Pinos Road, Suite C7 • Hollister, CA 95023 • Phone: 831-637-7665  
 sanbenitocog.org





**FINAL**  
**OVERALL WORK PROGRAM**

*Planning Activities for the San Benito Region*  
Fiscal Year 2023/2024

*Rene Rodriguez Photography*

Council of San Benito County Governments  
330 Tres Pinos Road, C7, Hollister, CA 95023  
Phone: 831.637.7665  
SanBenitoCOG.org  
May 18, 2023



## *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.*

## Council of San Benito County Governments (COG) Board of Directors

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



Mia Casey, COG Director  
Hollister City Council



Bea Gonzales, COG Director  
San Benito County Board of Supervisors



Dolores Morales, COG Director  
Hollister City Council



Mindy Sotelo, COG Director  
San Benito County Board of Supervisors



Scott Freels, COG Director  
San Juan Bautista City Council

**COUNCIL OF SAN BENITO COUNTY GOVERNMENTS AGENCY STAFF**

Binu Abraham  
**Executive Director**

Richard Alves  
**Maintenance Mechanic**

Griselda Arevalo  
**Office Assistant**

Monica Gomez  
**Secretary**

Veronica Lezama  
**Transportation Planning Manager**

Norma Rivera  
**Administrative Services Specialist**

Regina Valentine  
**Transportation Planner**

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## Geographic Setting

San Benito County is a rural and agricultural community in the Central Coast Region, south of Silicon Valley (Figure 1: Map of San Benito County). 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 population in the County was 64,209 according to the 2020 U.S. Census. The County has two incorporated cities – Hollister, population 41,678, and San Juan Bautista, population 2,089 – 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.

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.



Figure 1: 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 City of San Juan Bautista, City of Hollister, and County of San Benito. The process also involves coordination with 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 2023/2024 Fiscal Year and how those resources are allocated.

**Chapter 6: Planning Program for Fiscal Year 2023/2024** 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 64,209<sup>1</sup> people and its regional highways and freeways include: 152, 156, 25, 101, and 129.

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.

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<sup>1</sup> 2020 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. The State of California’s highway system extends over 89.43 maintained miles within San Benito County.<sup>2</sup>

The California Department of Transportation (Caltrans) maintains one federal and four state highways, which include routes U.S. 101, SR 25, SR 129, and SR 156. Caltrans implements highway maintenance and safety projects along those routes.

- U.S. 101 passes through the northwestern portion of San Benito County for 7.5 miles and serves primarily interregional traffic.
- State Route 25 traverses the entire length of San Benito County from the south at the junction of SR 198 in Monterey County, north through Paicines, Tres Pinos, and Hollister to the northern county boundary near Gilroy, where it connects to U.S. 101. This primarily rural route functions as a two-lane conventional highway, with the exception of a short section in Hollister where there are three miles consisting of four and six lanes with access control (Figure 2: SR 25 in San Benito County).
- State Route 129 operates as a two-lane conventional highway; SR 129 extends from Santa Cruz County into the northwestern portion of San Benito County connecting to U.S 101 approximately 2.6 miles from the Santa Cruz/San Benito County line.
- State Route 156 traverses northern San Benito County, from U.S. 101 through San Juan Bautista and Hollister to the San Benito/Santa Clara County line where it connects with SR 152. SR 156 is a four-lane expressway from U.S. 101 to San Juan



Figure 2: SR 25 in San Benito County

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<sup>2</sup> California Public Road Data 2015

Bautista, where it narrows into a conventional two-lane rural highway. In the Hollister area, SR 156 becomes a two-lane expressway, as it bypasses Hollister and maintains that configuration to the San Benito/Santa Clara County line (Figure 3: SR 156 between Hollister and San Juan Bautista).

With the exception of U.S. 101, the highways in San Benito County are primarily two-lane conventional highways.

The San Benito region also provides an extensive public transit service for residents.



Figure 3: SR 156 between Hollister and San Juan Bautista

## 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 (Figure 4: County Express Riders).



Figure 4: County Express Riders

### - County Express Transit System

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

The County Express system currently provides the following services:

- o **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 Saturdays from 9:00 a.m. to 3:00 p.m. Same-day service is available but is subject to availability and a convenience fee.
- o **Paratransit** - Complementary Americans with Disabilities Act Paratransit service is available for residents and visitors who are eligible 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.
- o **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 is from 4:55 a.m. to 8:20 p.m. with a limited schedule when Gavilan College 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 6:45 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. This service is currently suspended due to a driver shortage.
- **Tripper Service**- County Express' Tripper provides 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 2020 U.S. Census, 12 percent of the total County population is aged 65 or older.<sup>3</sup> Many of these elderly individuals and persons with disabilities require specialized transportation services to travel to medical appointments, shop, and visit recreational centers.

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<sup>3</sup> 2020 U.S. Census, San Benito County

### 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. Local jurisdictions continue to make great progress to implement *complete street* concepts into their planning methodologies. *Complete streets* is a transportation policy and design approach that requires streets to be planned, designed, and maintained to enable safe, convenient, and comfortable travel and access for users of all ages and abilities.

Education is 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:

- COG staff serves on the State of California Walk and Bike Technical Advisory Committee made up of external partners to provide regular strategic input and technical guidance on Caltrans’ complete streets and active transportation efforts.
- 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 (Figure 5: Figure 5: Walk to School Day Calaveras Elementary School).
- 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 (Figure 6: Bike to School Day R.O. Hardin Elementary School).



Figure 5: Walk to School Day  
Calaveras Elementary School



Figure 6: Bike to School Day  
R.O. Hardin Elementary School

On a planning level, COG prepared the SR 156 Multimodal Enhancement Study. The purpose of the study was to address traffic circulation issues at the only two access points into the City of San Juan Bautista from SR 156. Moreover, COG partnered with Caltrans on its development of the District 5 Active Transportation Plan. The Caltrans Active Transportation Plan identifies 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:

##### a. **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.

##### b. **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 high truck traffic in and around San Juan Bautista and Hollister as SR 156 is a state designated Interregional Route. 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.

The High-Speed Rail project alignment crosses Santa Clara, San Benito, and Merced Counties. There are no proposed High-Speed Rail stops proposed that will service San Benito County residents at this time. Nonetheless, any proposed connections to the High-Speed Rail to Caltrain will be serviced by San Benito County Express Intercountry services. County Express currently provides connections to the Gilroy Caltrain Station.



## 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, 2023, through June 30, 2024, 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 planning 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 and Community 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 2022/2023.

### Previous Year 2022/2023 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:

#### COG Transportation Planning

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

- a. At 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,<sup>4</sup> which met every other month. The Partnership receives updates on the following VTA lead projects:

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<sup>4</sup> Meeting information <http://santaclaravta.igmp2.com/Citizens/Board/1107-Mobility-Partnership>

- US 101/SR 25 Interchange Improvement Project (Phase 1 Project) is in the final design phase and is anticipated to open to the public in early 2027. Phase 1 project sets the stage for future implementation of the overall interchange reconfiguration slightly north of the current interchange. Phase 1 will accommodate future improvements to US 101, SR 25, SR 152, and provide a connection point at the interchange for a future Santa Teresa Boulevard extension to Castro Valley Road. The proposed Phase 1 project is funded by 2016 Measure B and SB1.
  - SR 152 Trade Corridor from US 101 to I-5 proposes to construct a new 4-lane highway between U.S. 101 and SR 156 and provide eastbound truck climbing lanes over Pacheco Pass. The improvements would accommodate the long-term travel needs of commercial, commuter, and recreational traffic and result in an economically viable, safe, and efficient highway system that would enhance the quality of life for the local communities and the economic vitality of the region.
- b. Participated in public outreach activities with Caltrans during construction of the SR 25 Turbo Roundabout Project and SR 156 Improvement Project. Work included participation in meetings with Caltrans on the SR 156/SR 25 Turbo Roundabout Project and roundabout simulation video development meetings.
- c. Continued to monitor and coordinated additional CHP safety enforcement at the No Left Turn Project at SR 25/Bolsa Road.
- d. Continued participation in 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. 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.
- e. Continued implementation of the 2020-2045 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/2022-regional-transportation-plan/>.
- f. COG completed work on the 6<sup>th</sup> Cycle San Benito Regional Housing Needs Allocation (RHNA), which is mandated by State Housing Law as part of the process of updating local housing elements of the General Plan. RHNA quantifies the need for housing within each jurisdiction during a specified eight-year planning period. The COG Board of Directors adopted the RHNA Plan at their October 2022 meeting, which was subsequently approved by the State of California Department of Housing and Community Development in November of 2022.

- g. Continued to provide transportation updates to COG’s advisory committees, which include the Technical Advisory Committee, Social Services Transportation Advisory Council, and Measure G Citizens Oversight Committee.
- h. Measure G: San Benito County Roads and Transportation Safety Investment Plan:
- Held 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, but no more than four times per year.
  - Completed the Fiscal Year Measure G Annual Report in accordance with the Measure G Transportation Safety and investment Plan. The Report is available on the Measure G website <http://sanbenitocog.org/measureg/>.
  - 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. Continued to serve on the local jurisdictional Development Review Committees for transportation circulation input on proposed development.
- j. Continued implementation of the San Benito County Bikeway and Pedestrian Master Plan, Complete Streets Guidebook, and the ATP District 5 Plan.
- k. Completed the SR 156 Multimodal Enhancement Plan, which addresses traffic circulation issues into the City of San Juan Bautista from SR 156: The Alameda and Monterey Street.
- l. Continued coordination as a member of the Safe Kids Coalition of San Benito County to promote bicycle and pedestrian safety on a regional basis.
- m. Continued efforts to reduce congestion by assisting commuters with Rideshare commute alternatives programs such as the Vanpool Program and the 511 carpool matchlist.
- n. Continued maintenance of the COG website (SanBenitoCOG.org) and social media pages.

## COG Transportation Funding

- a. Prepared funding allocation requests for approval by the California Transportation Commission (CTC). COG submitted a request to the CTC to program federal Coronavirus Response and Relief Supplemental Appropriations Act of 2021 funds, of one-time supplemental State Transportation Improvement Program (STIP) and State Transportation STBG funding. Funding was allocated to the City of San Juan Bautista, City of Hollister, and County of San Benito.
- b. Provided local jurisdictions with grant support and information on various federal, state, regional, and local funding sources.
- c. Assisted local jurisdictions with amendments to the Metropolitan and Federal Transportation Improvement Program (FTIP/MTIP) listing of federal and/or regionally significant projects.
- d. Submitted application to the Caltrans Clean California Local Grant Program Cycle 2 for a Gateway Monument at the SR 156 and Bixby Road Roundabout.
- e. Assisted local jurisdictions with the project reporting and delivery requirements of Senate Bill 1 funding, the Road Repair and Accountability Act of 2017.
- f. Continued distribution of Surface 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:

- 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.
- Reviewed and approved claims for distribution of TDA bicycle and pedestrian funds to the local jurisdictions.
- Initiated update of the annual Financial Audit, with the assistance of an independent contractor. The audit was prepared in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

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

- a. The Local Transportation Authority (LTA) continued to oversee the local public transportation contractors, MV Transportation and Jovenes de Antaño.
- b. The LTA completed 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.
- c. Submitted a grant application for a Zero Emission Analysis and Transit Plan to transition the bus fleet to zero emission vehicles.

**Measure A Authority (MEA)**

- a. There was no work conducted under the Measure A Authority 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, 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.
- c. Collaborated with the City of Hollister to identify funding in the California Airport Capital Improvement Plan to update the Hollister Airport Land Use Compatibility Plan.

## CHAPTER 3: TRANSPORTATION PLANNING PRIORITIES AND GOALS

The agency's strategic vision encompasses both short-term and long-term areas of goals that change on an annual basis. Supporting this strategic vision are OWP priorities which are updated annually to highlight particular areas of focus for the coming fiscal year. The adoption of the strategic vision and priorities will fulfill COG's commitment to our funding partners, Caltrans, the Federal Highway Administration, and the Federal Transit Administration, to develop the FY 2023-24 OWP and budget based on Board priorities.

### 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.







## 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, 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 project management, 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 a full-time Transportation Planning Manager and two full-time Transportation Planners.

- The Transportation Planning Manager is primarily responsible for transportation planning activities, including the development of the Regional Transportation Plan, Regional Housing Needs Allocation (RHNA), Overall Work Program, oversight of Measure G project implementation, etc.
- The Transportation Planner position 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.
- This Transportation Planner position is responsible for staffing the Airport Land Use Commission, the Service Authority for Freeways and Expressways, and the Rideshare Program. This Transportation Planner position is currently vacant.

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 and agency personnel organizational structure are shown below (Figure 7: COG Organizational Chart).

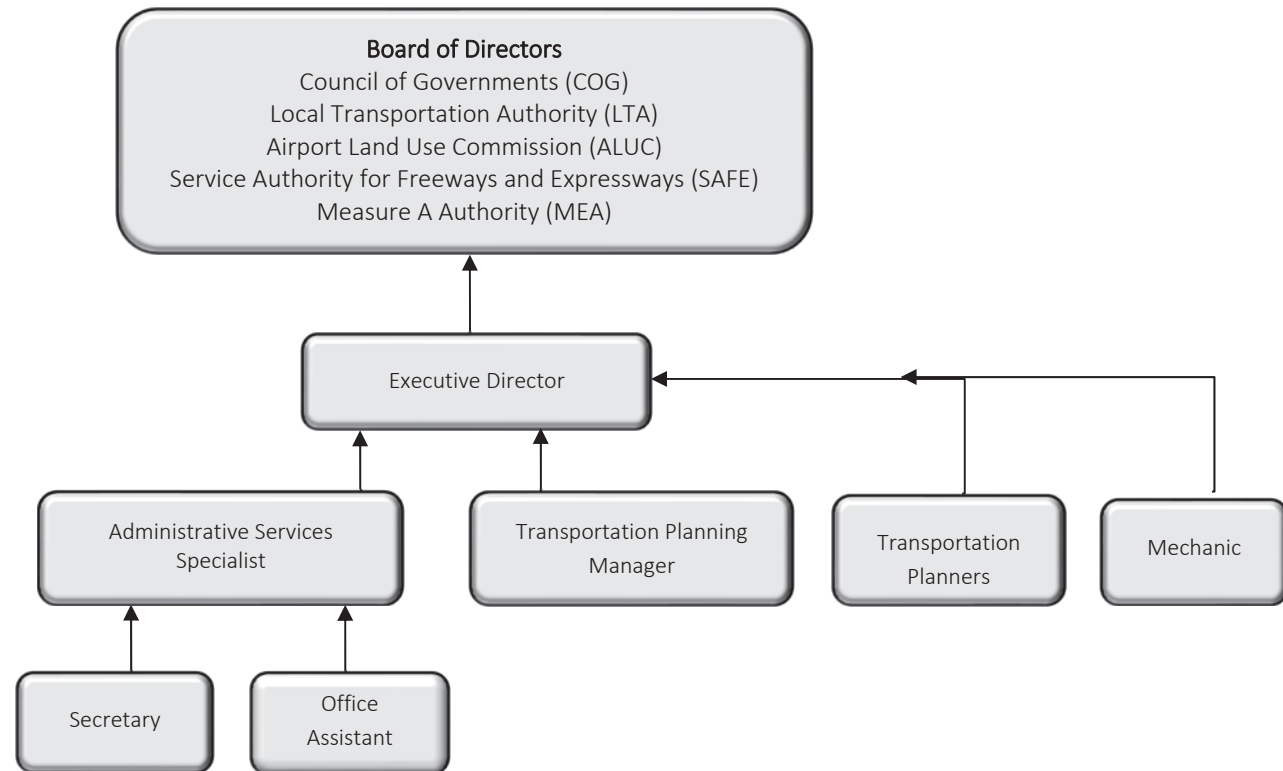


Figure 7: COG Organizational Chart

## 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:
  - Binu Abraham, Executive Director, Council of San Benito County Governments
  - Don Reynolds, City Manager, City of San Juan Bautista
  - David Mirrione, Assistant City Manager, City of Hollister
  - Glenn March, City Engineer, City of Hollister
  - Steve Loupe, Public Works Administrator
  - Abraham Prado, Assistant Director of Planning and Building Services
  - 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
- Vacant – 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
- Connie Padrón, Interim 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
- Maria Magaña, Special Projects Coordinator, Central Coast Center for Independent Living
- Stacy Romo, Program Coordinator, HOPE Services
- Regina Valentine, Transportation Planner, LTA/CTSA

## 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)<sup>5</sup> requirements related to Metropolitan Planning Organization boundaries, planning, and programming for air quality non-attainment areas. This memorandum was revised and readopted in 1997. COG will coordinate with the AMBAG to perform specific studies relating to such items as traffic modeling, 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 (CTC)
- California State Transportation Agency (CalSTA)
- California Department of Transportation (Caltrans)
- Association of Monterey Bay Area Governments (AMBAG)
- Monterey Bay Air Resources District (MBARD)
- City of Hollister
- City of San Juan Bautista
- San Benito County
- Council of San Benito County Governments (COG)
- Local Transportation Authority (LTA)
- Service Authority for Freeways and Expressways (SAFE)
- Airport Land Use Commission (ALUC)

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<sup>5</sup> The Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 provided funding authorizations for highways, highway safety, and mass transit for the next six years.

## 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.<sup>6</sup> The Title VI component of the Plan ensures that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” The Language Assistance Plan for Limited English Proficiency portion of the Plan is aimed at ensuring meaningful access to programs and activities by persons with limited English proficiency. For example, in order to accommodate Spanish-speaking individuals; interpreters and/or bilingual staff are available at several public 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.

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<sup>6</sup> Title VI Program and Language Assistance Plan (LAP) for Limited English Proficiency (LEP): <http://sanbenitocog.org/resources/>



## 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 2023/2024 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 \$596,512 for Fiscal Year 2023/2024.

Identifies the planning funding sources identified for each of the Work Elements.

Program Administration and Management	Overall Work Program	Public Participation	Regional Coordination	Transit System Administration & Planning	Airport Land Use Commission	Emergency Motorist Aid System - SAFE	Metropolitan Planning & Programming	Measure G Implementation	Regional Transportation Plan	Bikeway and Pedestrian System Planning & Promotion	Road System Planning	Transportation System Modeling	Regional Rideshare Program	Regional Transp. Improvement Program
102	103	104	105	106	107	108	109	110	201	301	302	303	304	305
	\$19,462	\$33,060	\$43,358	\$32,000			\$6,000		\$67,120	\$15,000	\$54,000	\$6,000		\$18,000
			\$8,880				\$4,020		\$3,330		\$4,860	\$4,070		\$11,840
61,318	\$6,454			\$64,546	\$12,908		\$23,831							
					\$2,700								\$4,000	
								\$12,425						
61,318	\$25,916	\$33,060	\$52,238	\$96,546	\$15,608	\$23,831	\$10,020	\$12,425	\$70,450	\$15,000	\$58,860	\$10,070	\$4,000	\$29,840

funds.

ring.

t, State funds.

Local funds.

w fees, Vanpool Program collected lease fees, and local match funds (i.e. in-kind staff time).

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

## CHAPTER 6: PLANNING PROGRAM FOR FISCAL YEAR 2023/2024

### 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 2023/2024 Fiscal Year. The Work Elements identify specific tasks, products, budget, and staffing related to each project.

Work Element	Description	Page No.
<b>Category 100: Coordination and Information</b>		
101	Transportation Development Act Administration	29
102	Program Administration and Management	31
103	Overall Work Program	32
104	Public Participation	34
105	Regional Coordination	36
106	Transit System Planning and Administration	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
<b>Category 200: Transportation Plan Updates</b>		
201	Regional Transportation Plan	53
<b>Category 300: Short Range Planning</b>		
301	Bikeway and Pedestrian System Planning and Promotion	56
302	Road System Planning and Programming	58
303	Transportation System Modeling	61
304	Regional Rideshare Program	62
305	Regional Transportation Improvement Program	63
<b>Category 400: Special Studies</b>		
404	Zero-Emission Bus and Infrastructure Analysis Plan (Placeholder)	65
<b>Association of Monterey Bay Area Governments (AMBAG) Work Elements Partially funded by COG:</b>		
624	San Benito County Regional Transportation Planning	
642	San Benito Transportation Improvement Program	

## Category 100: Coordination and Information

## Work Element 101: Transportation Development Act Administration

Lead Agency: Council of Governments

Project Managers: Norma Rivera, Administrative Specialist

Veronica Lezama, Transportation Planning Manager



### 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)				\$36,180
<b>Total</b>				<b>\$36,180</b>
	Task	Deliverable	Deadline	Responsible Party
1.	Allocate TDA funds consistent with state and COG policies.	<ul style="list-style-type: none"><li>Resolutions allocating funds.</li><li>Assist local agencies with funding requests.</li><li>Track funding expenditures and balances</li></ul>	June 30, 2024	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"><li>Quarterly Staff reports</li><li>Quarterly Memos</li></ul>	June 30, 2024	COG

3.	Conduct the annual TDA Financial Audit.	<ul style="list-style-type: none"> <li>• Hire independent auditor. <ul style="list-style-type: none"> <li>– Request for Proposals</li> <li>– Contract</li> </ul> </li> <li>• Annual Financial Audit Report</li> <li>• Prepare for Implementation of audit recommendations</li> </ul>	June 30, 2024	COG
4.	Conduct the annual Unmet Transit Needs process.	<ul style="list-style-type: none"> <li>• Bilingual newspaper notice</li> <li>• Meeting/Hearing flyers</li> <li>• One bilingual public hearing/meetings</li> <li>• Onboard bus interviews with bus riders</li> <li>• Draft Report to Caltrans</li> <li>• Unmet Transit Needs draft report presented to the Social Services Transportation Advisory Council and COG Board</li> <li>• Final Report to COG Board</li> <li>• Report deadline to Caltrans</li> <li>• LTA starts planning the implementation of transit recommendation</li> </ul>	January 2024 February 2024 February 2024 February 2024 February 2024 March 2024 March 2024 May 2024 August 2024 June 2024	COG/LTA

## Work Element 102: Program Administration and Management

Lead Agency: Council of Governments

Project Manager: Binu Abraham; Executive Director 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)				\$61,318
<b>Total</b>				<b>\$61,318</b>
	Task	Deliverable	Deadline	Responsible Party
1.	Conduct monthly COG Board meetings in hybrid format, in-person and on the Zoom platform.	<ul style="list-style-type: none"> <li>• Agenda, Staff reports</li> <li>• Meeting minutes</li> <li>• Presentations</li> <li>• Board payments</li> <li>• Website updates</li> <li>• Legal coordination</li> </ul>	Monthly	COG
2.	Conduct monthly Technical Advisory Committee and Bicycle and Pedestrian Advisory Committee meetings.	<ul style="list-style-type: none"> <li>• Agendas, minutes</li> <li>• Staff reports, presentations</li> <li>• Meeting minutes</li> <li>• Website updates</li> </ul>	Monthly	COG
3.	Prepare budget reports for Board review and approval.	<ul style="list-style-type: none"> <li>• Budget hearings</li> <li>• Technical reports</li> <li>• Quarterly budget reports</li> <li>• Final budget</li> </ul>	March-June 2024	COG
4.	Update COG Bylaws, Rules, and Regulations.	<ul style="list-style-type: none"> <li>• Bylaws/rules and regulations</li> </ul>	June 30, 2024	COG

### Work Element 103: Overall Work Program

Lead Agency: Council of Governments  
 Project Manager: Veronica Lezama; Transportation Planning Manager and Norma Rivera; Administrative Services Specialist



#### 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)				\$6,454
<b>Total</b>				<b>\$25,916</b>

	Task	Deliverable	Deadline	Responsible Party
1.	Closing out of the previous Overall Work Program. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> <li>• Completes and signs the Grant Program Close-Out Report form (RPA)</li> <li>• Reviews the final Request for Reimbursement (RPA)</li> <li>• Sends copies to Caltrans Office of Regional Planning (RPA)</li> </ul>	July 2023  July 2023  July 2023	COG
2.	Prepare OWP staff assignments and project schedule. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> <li>• OWP staff assignments (RPA)</li> <li>• OWP Schedule (RPA)</li> </ul>	December 2023	COG
3.	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"> <li>• Staff reports (RPA)</li> <li>• Draft OWP (RPA)</li> </ul>	February 2 024	COG



4.	Provide Draft OWP to Caltrans for comment. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> <li>• Draft OWP (RPA)</li> </ul>	March 1, 2024	COG/Caltrans
5.	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"> <li>• Annual Meeting (RPA)</li> </ul>	April 2024	AMBAG
6.	Prepare Draft OWP for public review. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> <li>• Draft OWP (RPA)</li> </ul>	April 2024	COG
7.	Update the Draft OWP per Caltrans and public comments. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> <li>• Draft OWP update (RPA)</li> </ul>	May 2024	COG
8.	Final OWP to Board for adoption. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> <li>• Final OWP (RPA)</li> </ul>	June 2024	COG
9.	Submit final OWP to Caltrans. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> <li>• Final OWP &amp; agreement (RPA)</li> <li>• Certificates &amp; Assurances (RPA)</li> <li>• FHWA RTPA Certification (RPA)</li> <li>• State Certification (RPA)</li> </ul>	June 2024	COG
10.	Quarterly Progress Reports. Funded with Rural Planning Assistance (RPA)	<ul style="list-style-type: none"> <li>• Track expenses (RPA)</li> <li>• Track employee time studies (RPA)</li> <li>• Prepare and submit Progress Reports to Caltrans (RPA)</li> </ul>	June 2024 Monthly  Quarterly	COG
11.	Process OWP invoices to Caltrans. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> <li>• Submittal of funding and grant invoices to Caltrans (RPA)</li> <li>• Time studies (RPA)</li> </ul>	Quarterly	COG
12.	Prepare OWP amendments. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> <li>• Amendments (RPA)</li> <li>• OWP Agreements (RPA)</li> </ul>	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.

### 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
<b>Total</b>				<b>\$33,060</b>
	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"> <li>• Online meetings (RPA)</li> <li>• Public meetings (RPA)</li> <li>• Public hearings (RPA)</li> <li>• Flyers, newsletters (RPA)</li> <li>• Social media updates (RPA)</li> </ul>	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"> <li>• Consultant Contract (RPA)</li> <li>• Outreach Materials (RPA)</li> <li>• Website Update (RPA)</li> </ul>	Monthly	COG
3.	Provide technical data to interested members of the public and organizations on regional issues, as it relates to federal and state programs, traffic volumes, and financial data. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> <li>• Technical data (RPA)</li> <li>• Reports (RPA)</li> </ul>	Upon request	COG/Caltrans

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"> <li>• COG website</li> </ul>	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"> <li>• Press releases</li> <li>• Public service announcements</li> </ul>	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"> <li>• Agendas (RPA)</li> </ul>	Monthly	COG
7.	Serve on various community organizational committees. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> <li>• Meetings (RPA)</li> </ul>	Monthly	COG
8.	Meet with community groups regarding key transportation issues. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> <li>• Meetings (RPA)</li> </ul>	Quarterly	COG/Caltrans
9.	Engage in collaborative communication with Caltrans on various gram and projects within the San Benito County region. Facilitate effective collaboration between the local jurisdictions (i.e., City of San Juan Bautista, City of Hollister, and County of San Benito) and Caltrans.%	<ul style="list-style-type: none"> <li>• Meeting updates</li> <li>• STIP Quarterly meetings</li> <li>• Phone calls</li> <li>• Emails</li> <li>• Reports</li> <li>• SR 156 Improvement Project Interagency Stakeholder Meeting</li> <li>• Technical data</li> </ul>	Monthly Quarterly Weekly Weekly Monthly Monthly Quarterly	COG/Caltrans Caltrans COG/Caltrans COG/Caltrans COG/Caltrans COG/Caltrans Caltrans

## Work Element 105: Regional Coordination

Lead Agency: Council of Governments

Project Manager: Binu Abraham; Executive Director and 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-attainment<sup>7</sup> 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 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.

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<sup>7</sup> 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
<b>Total</b>				<b>\$52,238</b>
	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"> <li>Meeting notes (RPA)</li> <li>Staff updates</li> </ul>	Bi-monthly	COG
2.	California Regional Transportation Planning Agencies (CalRTPA). Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> <li>Attend meetings (RPA)</li> <li>Distribute information to COG staff</li> </ul>	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"> <li>Agendas (RPA)</li> <li>Meetings (RPA)</li> <li>Correspondence (RPA)</li> </ul>	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"> <li>Legislative Day (RPA &amp; PPM)</li> <li>Letters (RPA &amp; PPM)</li> <li>Meeting notes. (RPA &amp; PPM)</li> <li>Correspondence. (RPA &amp; PPM)</li> </ul>	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"> <li>Meetings (RPA &amp; PPM)</li> <li>Staff reports (RPA &amp; PPM)</li> <li>Presentations (RPA &amp; PPM)</li> <li>Technical documents (RPA &amp; PPM)</li> </ul>	Monthly	COG
6.	Regional Growth Forecast monitoring and information dissemination. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> <li>Review technical documents and provide comments to AMBAG</li> </ul>	Biennial	AMBAG COG

		<p>for consistency with local planning efforts. (RPA)</p> <ul style="list-style-type: none"> <li>• Participate in meetings with AMBAG and local planning directors to ensure maximum collaboration. (RPA)</li> <li>• Provide updates to local jurisdiction staff as needed in conjunction with AMBAG. (RPA)</li> </ul>		
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"> <li>• Collaborate with AMBAG on various planning grant opportunities. (PPM)</li> <li>• Attend meetings associated with awarded planning studies that benefit the region as a whole. (PPM)</li> <li>• 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)</li> </ul>	Monthly	<p>AMBAG COG Caltrans</p>

8.	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"> <li>• Development Review Committee, Planning Commission meetings Comment letters. (PPM)</li> <li>• Technical data. (PPM)</li> </ul>	Monthly	COG
9.	Review transportation related governmental planning, policy, legislation, ordinances, etc. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> <li>• Comment on local General Plan Circulation Elements. (RPA)</li> <li>• Ensure local plans are consistent with the adopted San Benito Regional Transportation Plan (RPA)</li> <li>• Review and comment on local transportation plan. (RPA)</li> </ul>	June 30, 2024	COG
10.	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"> <li>• Grant applications (RPA)</li> <li>• Technical data (RPA)</li> </ul>	Monthly	COG/Caltrans
11.	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"> <li>• Meetings (RPA &amp; PPM)</li> </ul>	Monthly	COG/Caltrans
12.	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"> <li>• Meetings (RPA &amp; PPM)</li> <li>• Correspondence (RPA &amp; PPM)</li> </ul>	June 30, 2024	COG/Caltrans
13.	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"> <li>• Rideshare Matchlist (RPA)</li> </ul>	Monthly	COG

		<ul style="list-style-type: none"> <li>• Ridesharing campaigns (RPA)</li> <li>• Ridesharing materials and website updates. (RPA)</li> <li>• Technical documentation (RPA)</li> </ul>		
14.	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"> <li>• Meeting notes (RPA &amp; PPM)</li> <li>• Grant applications (RPA &amp; PPM)</li> </ul>	Monthly	COG
15.	Staff support to procure and manage contract with a qualified professional service to update the Transportation Impact Mitigation Fee (TIMF) program consistent with the CEQA threshold for SB 743. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> <li>• Professional Services Contract</li> <li>• Regional Traffic Impact Mitigation Fee Nexus Study</li> </ul>	June 30, 2024	COG
16.	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)				\$64,546
<b>Total</b>				<b>\$96,546</b>
	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"> <li>Meetings (RPA)</li> <li>Comments (RPA)</li> <li>Plans (RPA)</li> </ul>	Quarterly	LTA/COG
2.	Coordinate with COG during the Unmet Transit Needs process. <sup>8</sup>	<ul style="list-style-type: none"> <li>Attend all public meetings.</li> <li>Comment on draft reports</li> <li>Assist in the distribution of flyers on social media, buses,</li> </ul>	December 2023 - June 2024	Lead COG in coordination with the LTA

<sup>8</sup> See Work Element 101

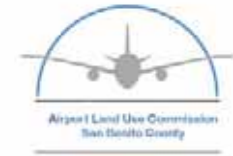
		<p>and throughout the community.</p> <ul style="list-style-type: none"> <li>• Assist with response to comments received.</li> <li>• Work on the implementation of Board approved recommendations</li> </ul>		
3.	Ensure project consistency with Regional Transportation Plan (RTP) policies for improved access to elderly and disabled individuals. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> <li>• Project comments. (RPA)</li> <li>• Input on Transit RTP narrative and projects. (RPA)</li> </ul>	Monthly	Lead COG in coordination with the 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. Funded with TDA funds.	<ul style="list-style-type: none"> <li>• Staff reports</li> <li>• Planning &amp; Programming documents</li> <li>• Presentations</li> <li>• Grant Applications &amp; Budgets</li> </ul>	Quarterly	COG in coordination with the 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 TDA funds.	<ul style="list-style-type: none"> <li>• Grant Applications (RPA)</li> <li>• Capital, Operational &amp; Planning Grants. (RPA)</li> </ul>	As Necessary	LTA
6.	Conduct Transit Needs Assessments and prepare Transit Development Plans and Marketing Plans as appropriate.	<ul style="list-style-type: none"> <li>• Needs Assessments</li> <li>• Development &amp; Marketing Plans</li> </ul>	Monthly	LTA
7.	Identify funding sources for and implementing the Accessible Connections Promoting Active Transportation: A Bus Stop Improvement Plan. Funded with TDA funds.	<ul style="list-style-type: none"> <li>• Grant Applications (RPA)</li> <li>• Implementation of bus stop amenities (i.e., benches, signs, etc. (RPA)</li> </ul>	Quarterly	LTA
8.	Implement 2022 Short-Range Transit Plan recommendations. Funded with Rural Planning assistance (RPA).	<ul style="list-style-type: none"> <li>• Project and service implementation, per funding availability (RPA)</li> </ul>	Quarterly	LTA
9.	Identify funding sources for and implementing the Intelligent Transportation Systems (ITS) Technology for the 21 <sup>st</sup> Century: Using Technology to Improve Safety and Efficiency of San	<ul style="list-style-type: none"> <li>• Grant Applications</li> <li>• ITS improvements, per funding availability</li> </ul>	Quarterly	LTA

	Benito County’s Transit System Plan. Coordination with the California Integrated Travel Project (Cal-ITP), which aims to make it easier to use public transportation by offering seamless trip planning.	<ul style="list-style-type: none"> <li>• Monitor Electronic fare media (i.e., Token Transit)</li> <li>• Monitor RouteMatch dispatch software</li> </ul>		
10.	Implement and update as required the Federal Transit Administration (FTA) mandated Transit Asset Management Plan.	<ul style="list-style-type: none"> <li>• Transit Project List of existing and projected needs (i.e., vehicles, equipment, etc.)</li> <li>• Project Schedule</li> <li>• Transit project needs shall be evaluated, and project will be implementation, per funding availability.</li> <li>• Monitor and process Plan Updates</li> </ul>	Quarterly	LTA
11.	Manage LTA’s County Express and Specialized Transportation public transportation operations contracts.	<ul style="list-style-type: none"> <li>• Monthly Operator Meetings to address system improvements and complaints.</li> <li>• System Performance Review &amp; Reports for Board and Committee review.</li> <li>• Contractor Coordination</li> <li>• Attend driver safety meetings.</li> <li>• COG oversees LTA contracts</li> </ul>	Monthly	LTA

## Work Element 107: Airport Land Use Commission

Lead Agency: San Benito County Airport Land Use Commission

Project Manager: Veronica Lezama, Transportation Planning Manager



### 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)				\$12,908
Local Fees: Airport Land Use Commission Application Fees				\$2,700
<b>Total</b>				<b>\$15,608</b>
	Task	Deliverable	Deadline	Responsible Party
1.	Conduct Site and Architectural Reviews in accordance with the 2012 Hollister Municipal Airport Land Use Compatibility Plan.	<ul style="list-style-type: none"> <li>Staff report, maps, comment letters, presentations</li> </ul>	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"> <li>Staff report, maps, letters, and presentations</li> </ul>	Monthly	ALUC
3.	Coordinate with the GIS analyst for precise project reviews and mapping.	<ul style="list-style-type: none"> <li>GIS mapping</li> </ul>	Monthly	ALUC
4.	Review environmental documents (i.e., Initial Studies, Environmental Impact Reports, etc.).	<ul style="list-style-type: none"> <li>Comment letter</li> </ul>	Monthly	ALUC
5.	Refer projects to the FAA for review.	<ul style="list-style-type: none"> <li>Correspondence</li> </ul>	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"> <li>Attend Caltrans sponsored training.</li> <li>Submit draft and final Compatibility plan amendments or updates to Caltrans Department of Aeronautics for review</li> </ul>	Monthly	ALUC/Caltrans
7.	Administer ALUC Fee Structure.	<ul style="list-style-type: none"> <li>Invoices</li> </ul>	Monthly	ALUC
8.	Attend the California Airport Land Use Consortium (Cal-ALUC).	<ul style="list-style-type: none"> <li>Attend workshops</li> </ul>	June 30, 2024	ALUC
9.	Process amendments and updates to the Airport Land Use Compatibility Plans for the Hollister Municipal Airport and Frazier Lake Airpark.	<ul style="list-style-type: none"> <li>Amendments</li> <li>Resolutions</li> <li>Staff reports</li> </ul>	June 30, 2024	ALUC/Caltrans

## Work Element 108: Emergency Motorist Aid System - SAFE

Lead Agency: Service Authority for Freeways and Expressways

Project Manager: Veronica Lezama, Transportation Planning Manager



### Objective

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

### Previous and Ongoing Work

In 1998, the Council of San Benito County Governments established the San Benito County Service Authority for Freeways and Expressways (SAFE) to administer the \$1 vehicle registration fee collected by the Department of Motor Vehicles for operating a Motorist Aid Program in San Benito County. Specifically consisting of an Emergency Call Box that include 40 call boxes, which help motorists in distress by providing a direct connection to the Monterey County California Highway Patrol communications center. The motorist aid system operates along major roadways throughout the State.

Work Element 108 Funding Source				Amount
Department of Motor Vehicles (DMV)				\$23,831
<b>Total</b>				<b>\$23,831</b>
	Task	Deliverable	Deadline	Responsible Party
1.	Work with Caltrans and the CHP on call box operations.	<ul style="list-style-type: none"> <li>Encroachment permits.</li> <li>CHP, Verizon Wireless and AT&amp;T administration</li> </ul>	Monthly	SAFE
2.	Work with call box maintenance service provider to maintain the call boxes.	<ul style="list-style-type: none"> <li>Maintenance</li> <li>Reports</li> <li>Contracts &amp; amendments</li> </ul>	Quarterly	SAFE/ Contractor
3.	CHP Agreement for emergency call box answering services.	<ul style="list-style-type: none"> <li>Agreement &amp; Resolution</li> </ul>	Triennially	SAFE
4.	Participate in statewide CalSAFE meetings.	<ul style="list-style-type: none"> <li>Meetings &amp; presentations</li> </ul>	June 30, 2024	SAFE
5.	Track DMV collection of funds for budget.	<ul style="list-style-type: none"> <li>Budget reports</li> </ul>	Quarterly	SAFE

## Work Element 109: Metropolitan Planning and Programming

Lead Agency: Council of Governments

Project Manager: Binu Abraham; Executive Director and

Veronica Lezama; Transportation Planning Manager



### Objective

To work with the Metropolitan Planning Organization, Association of 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
<b>Total</b>				<b>\$10,020</b>
	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	<ul style="list-style-type: none"> <li>Identify <i>regionally significant</i> projects and those funded with federal funds. (RPA &amp; PPM)</li> </ul>	Monthly	COG/AMBAG

	<p>transportation funds are included in the Federal Transportation Improvement Program (FTIP). The FTIP for the Monterey Bay Area is prepared by AMBAG and is called the Monterey Bay Metropolitan Transportation Improvement Program (MTIP). Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).</p>	<ul style="list-style-type: none"> <li>• Assist local jurisdictions with project applications (i.e., meetings and coordination) (RPA &amp; PPM)</li> <li>• Amendments (RPA &amp; PPM)</li> </ul>		
2.	<p>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).</p>	<ul style="list-style-type: none"> <li>• List federally funded projects obligated within the requested time frame (RPA)</li> </ul>	June 30, 2024	COG/AMBAG



## Work Element 110: Measure G Implementation

Lead Agency: Council of Governments

Project Manager: Binu Abraham; Executive Director



### Objective

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

### Previous and Ongoing Work

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

Work Element 110 Funding Source				Amount
Measure G funds				\$12,425
<b>Total</b>				<b>\$12,425</b>
	Task	Deliverable	Deadline	Responsible Party
<b>1.</b>	<b>Program Administration</b>			
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"> <li>Board agendas, minutes, special meetings, presentations, staff reports</li> </ul>	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"> <li>Guidelines updates</li> <li>Policies updates</li> <li>Produce, maintain, and update agreements with local agencies for funding allocations.</li> <li>Amendments</li> </ul>	<p>Monthly review</p> <p>Monthly review</p> <p>Monthly review</p> <p>Monthly review</p>	COG
<b>2. Financial Management</b>				
a.	Receive funds from State Board of Equalization.	<ul style="list-style-type: none"> <li>Payments received</li> </ul>	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"> <li>Revenue reports</li> <li>Presentations</li> <li>Local agency meetings</li> </ul>	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"> <li>Funding requests</li> <li>Process payments</li> </ul>	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"> <li>Secure Independent Audit Contractor <ul style="list-style-type: none"> <li>Request for Proposals</li> <li>Contract</li> </ul> </li> <li>Project funding and data collection</li> <li>Board meeting updates</li> <li>Website updates</li> </ul>	<p>June 30, 2024</p> <p>Monthly review</p> <p>Monthly review</p> <p>Monthly review</p>	COG

3. Measure G Project Management				
a.	<p><b>Tier I: Highway 25 expressway Conversion Project Administration</b></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"> <li>• Funding agreements with Caltrans</li> <li>• Project Management <ul style="list-style-type: none"> <li>– Project Development</li> <li>– Team meetings</li> <li>– Agendas</li> <li>– Reports</li> </ul> </li> <li>• Process project expenditures</li> <li>• Board reports <ul style="list-style-type: none"> <li>– Presentations</li> <li>– Staff reports</li> <li>– Agendas</li> <li>– Minutes</li> <li>– Website updates</li> </ul> </li> <li>• Financial allocations and invoices</li> <li>• Consultant contracts</li> </ul>	<p>As necessary</p> <p>Monthly/Bi-monthly</p> <p>Monthly review</p> <p>Monthly</p> <p>Monthly review</p> <p>Monthly</p>	COG/Caltrans
b.	<p><b>Tier II: Local Project Administration</b></p> <ul style="list-style-type: none"> <li>• Local Street and Road Maintenance</li> <li>• New roadways</li> </ul> <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 to tracking projects, costs, timelines, and completion dates.</p>	<ul style="list-style-type: none"> <li>• Project Performance Management</li> <li>• Process and monitor local agency funding allocations and balances</li> </ul>	<p>Monthly review</p> <p>Monthly review</p>	COG
c.	<p><b>Tier III: Other Categories</b></p> <ul style="list-style-type: none"> <li>• Public Transit</li> <li>• Bicycle and Pedestrian Projects</li> </ul>	<ul style="list-style-type: none"> <li>• Project Performance Management</li> <li>• Board Meetings</li> <li>• LTA project oversight</li> </ul>	<p>Monthly review</p> <p>Monthly</p> <p>Monthly oversight</p>	COG/LTA

		<ul style="list-style-type: none"> <li>• Process and monitor local agency funding allocations and balances</li> </ul>	Continuous	
4.	<p>Implement bilingual outreach plan to inform voters on the use Measure G funds.</p> <p>Update the public with news regarding projects, programs, and actions taken as part of the implementation of Measure G.</p>	<ul style="list-style-type: none"> <li>• Press releases</li> <li>• Fact sheets</li> <li>• Website and social media updates</li> <li>• Public meetings, hearings, presentations</li> </ul>	Continuous	COG
5.	Hold meetings with the Citizens Oversight Committee (COC) in accordance with Measure G ordinance.	<ul style="list-style-type: none"> <li>• Member recruitment (i.e., applications, bylaws, appointments)</li> <li>• Meeting agendas, reports, presentations, minutes</li> <li>• Project updates</li> <li>• Annual financial audit report</li> </ul>	<p>June 30, 2024</p> <p>Quarterly</p> <p>Quarterly</p> <p>Annually by fiscal year</p>	COG

### Work Element 201: Regional Transportation Plan

Lead Agency: Council of Governments

Project Manager: Binu Abraham; Executive Director and  
Veronica Lezama, Transportation Planning Manager



### 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 2045 Regional Transportation Plan was adopted by the COG Board on June 16, 2022. Planning work for the next RTP update is schedule to initiate in 2023.

Work Element 201 Funding Source			Amount
Rural Planning Assistance (RPA)			\$67,120
Planning, Programming, and Monitoring (PPM)			\$3,330
<b>Total</b>			<b>\$70,450</b>
Task	Deliverable	Deadline	Responsible Party
1. Implementation of the 2045 San Benito Regional Transportation Plan (RTP). Funded with Rural Planning Assistance (RPA) & Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none"> <li>Monitor delivery of projects. (RPA &amp; PPM)</li> <li>Amendments. (RPA &amp; PPM)</li> </ul>	June 30, 2024	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"> <li>Comments (RPA &amp; PPM)</li> </ul>	January 2024	COG
3. Professional Development. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none"> <li>Attend trainings and conferences, as appropriate, to enhance knowledge and skills to</li> </ul>	Monthly	COG

		benefit the RTP development carrying out the agency's mission.		
4.	Initiate update to the 2050 San Benito Regional Transportation Plan.	<ul style="list-style-type: none"> <li>• AMBAG coordination meetings</li> <li>• COG staff level meetings</li> <li>• Initiate discussions with local agencies on their RTP project list</li> </ul>	<p>July 2023</p> <p>July 2023</p> <p>March 2024</p>	COG

## Category 300: Short Range Planning

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

Agency: Council of Governments

Project Manager: Veronica Lezama, Transportation Planning Manager



### 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 applications. 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
<b>Total</b>				<b>\$15,000</b>
	Task	Deliverable	Deadline	Responsible Party
1.	COG serves on the State of California Walk and Bike Technical Advisory Committee made up of external partners to provide regular strategic input and technical guidance on Caltrans’ complete streets and active transportation efforts.	<ul style="list-style-type: none"> <li>Participate in meetings and discussions</li> <li>Review and comment on Caltrans developed technical reports</li> </ul>	June 2024	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"> <li>Amendments (RPA)</li> <li>Local agency coordination (RPA)</li> <li>Funding applications support to local agencies (RPA)</li> </ul>	June 2024	COG
3.	Assist in planning of Safe Routes to School concepts. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> <li>Public outreach with schools and community partners (RPA)</li> </ul>	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"> <li>• Planning and stakeholder meetings (RPA)</li> <li>• Attend County and City of Hollister Development Review Committees and provide development reviews comments. (RPA)</li> </ul>	Monthly	COG
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"> <li>• Grant applications. (RPA)</li> <li>• Traffic Data, technical reports. (RPA)</li> <li>• Grant application review assistance. (RPA)</li> <li>• Letters of support. (RPA)</li> <li>• Public outreach. (RPA)</li> </ul>	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"> <li>• Outreach activities. (RPA)</li> <li>• Attend meetings. (RPA)</li> <li>• Lead event planning. (RPA)</li> <li>• Kids at the Park event planning and helmet fittings. (RPA)</li> <li>• Walk to School Day. (RPA)</li> <li>• Bicycle and pedestrian safety campaigns. (RPA)</li> </ul>	Monthly	COG

## Work Element 302: Road System Planning and Programming

Lead Agency: Council of Governments

Project Manager: Binu Abraham, 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) 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		
<b>Total</b>		<b>\$58,860</b>		
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"><li>• Technical data (RPA &amp; PPM)</li><li>• Comment letters (RPA &amp; PPM)</li><li>• Meetings (RPA &amp; PPM)</li></ul>	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"> <li>• Track STBG funding allocations and expenditures (RPA &amp; PPM)</li> <li>• Special projects assessments (RPA &amp; PPM)</li> <li>• Local agency funding request (RPA &amp; PPM) application assistance (RPA &amp; PPM)</li> <li>• Track invoicing (RPA &amp; PPM)</li> </ul>	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"> <li>• Project development team meetings (RPA &amp; PPM)</li> </ul>	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"> <li>• Meetings with local jurisdictions. (RPA &amp; PPM)</li> </ul>	July 2023	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"> <li>• Coordinate and meet with California Transportation Commission staff and Board (RPA &amp; PPM)</li> <li>• Review and Comment on California Transportation Plan (RPA &amp; PPM)</li> <li>• Review and Comment on Transportation concept reports (RPA &amp; PPM)</li> <li>• Review and Comment on Statewide bicycle plans (RPA &amp; PPM)</li> <li>• Review and Comment on Statewide freight plans (RPA &amp; PPM)</li> </ul>	<p>Monthly</p> <p>June 2023</p>	COG

		<ul style="list-style-type: none"> <li>• Review and Comment on California State Rail Plan (RPA &amp; PPM)</li> </ul>		
6.	Coordinate with San Benito County on development to enhance GIS capabilities for Road System Planning. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none"> <li>• GIS coordination (RPA &amp; PPM)</li> <li>• Meetings (RPA &amp; PPM)</li> <li>• Data review (RPA &amp; PPM)</li> </ul>	Quarterly	COG

### Work Element 303: Transportation System Modeling

Lead Agency: Council of Governments

Contact: Binu Abraham, 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
<b>Total</b>				<b>\$10,070</b>
	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"><li>Comments to AMBAG (RPA &amp; PPM)</li></ul>	June 30, 2024	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"><li>Model analysis reports (RPA &amp; PPM)</li></ul>	Monthly review	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"><li>Model development reports (RPA &amp; PPM)</li></ul>	June 30, 2024	COG

### Work Element 304: Regional Rideshare Program

Lead Agency: Council of Governments

Project Manager: Veronica Lezama, Transportation Planning Manager



#### 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				\$4,000
<b>Total</b>				<b>\$4,000</b>
	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"> <li>Grant applications</li> </ul>	June 30, 2024	COG
2.	Data entry for carpool and vanpool.	<ul style="list-style-type: none"> <li>Match list</li> </ul>	Daily	COG
3.	Administer Vanpool Program.	<ul style="list-style-type: none"> <li>Process lease fees</li> <li>Administer driver applications</li> <li>Track maintenance records</li> <li>Process payments</li> </ul>	Daily	COG
4.	Serve as a member of the Safe Kids Coalition of San Benito County.	<ul style="list-style-type: none"> <li>Partner agency coordination</li> <li>Bicycle &amp; Ped. event planning</li> </ul>	Monthly	COG
5.	Promote annual Bike Week and Walk to School/Work Day events.	<ul style="list-style-type: none"> <li>Promotional materials</li> <li>Helmets fittings</li> </ul>	May 2023	COG
6.	Promote public transit.	<ul style="list-style-type: none"> <li>Marketing &amp; promo campaigns</li> <li>On-bus rider surveys &amp; online surveys and English and Spanish</li> </ul>	Monthly	COG/LTA

## Work Element 305: Regional Transportation Improvement Program

Lead Agency: Council of Governments

Project Manager: Binu Abraham, 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.

### 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
<b>Total</b>			<b>\$29,840</b>
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"><li>• Staff reports to committees/board. (RPA &amp; PPM)</li><li>• Coordination with Caltrans. (RPA &amp; PPM)</li></ul>	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"> <li>Amendments, staff reports, resolutions, draft RTIP. (RPA &amp; PPM)</li> </ul>	June 2023	COG
3.	Quarterly STIP meetings with Caltrans. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> <li>Provide project updates. (RPA)</li> </ul>	Quarterly	COG
4.	Attend planning meetings for STIP Guidelines updates. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> <li>Meeting notes &amp; staff reports (RPA)</li> </ul>	Monthly	COG
5.	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"> <li>2024 RTIP (RPA &amp; PPM)</li> </ul>	June 2023	COG



### Work Element 404: Zero-Emission Bus and Infrastructure Analysis Plan (Placeholder)

Lead Agency: Local Transportation Authority

Project Manager: Regina Valentine, Transportation Planner

**Project Objective:** The purpose of this project is to assist LTA in implementing the California Air Resources Board (CARB) Innovative Clean Transit (ICT) regulation by performing fleet, facilities, and operational analysis and creating a detailed plan to assist LTA in reaching a zero-emission bus fleet. The ICT regulation was adopted in December 2018 and requires all public transit agencies to gradually transition to a 100 percent zero-emission bus (ZEB) fleet. Beginning in 2029, 100% of new purchases by transit agencies must be ZEBs, with a goal for full transition by 2040.

**Previous and Ongoing Work:** This Plan is consistent with the adopted Short Range Transit Plan, San Benito Regional Transportation Plan and AMBAG Metropolitan Transportation Plan/Sustainable Communities Strategy.

Work Element 404 Funding Source				Amount
Caltrans Planning Grant Request				\$225,000
Transportation Development Act (TDA)				Unknown
				<b>Total</b>
				<b>\$225,000</b>
Task	Deliverable	Deadline	Responsible Party	
1		This is a placeholder and will be completed if awarded.		
2				

## AMBAG Work Elements Partially Funded by COG

The Association of Monterey Bay Area Governments (AMBAG) provides support to San Benito COG for the preparation of the Regional Transportation Plan by developing the Financial Projections, administration of the RTP project database, conducting Planning Directors meeting as outlined in detail in AMBAG Work Elements 624 and 642.

Work Program FY 2023 to 2024

MENT NUMBER 624

County Regional Transportation Planning

anager: Heather Adamson

D EXPENDITURE AND ANTICIPATED REVENUE: FY 2023 to 2024

Total Budget:

\$27,650.00

EXPENSES	Amount (\$)	Changes
	8,239.38	0
Benefits	4,284.48	0
	14,376.14	0
Professional Services*	0.00	0
	0.00	0
	0.00	0
	750.00	0
	3,171.46	0
Non-Federal Local Match	0.00	0
	<b>27,650.00</b>	<b>0</b>

REVENUE	Amount (\$)	Changes
	27,650.00	0
FHWA PL	27,650.00	0
In-Kind - Toll Credits	3,171.46	0
FTA 5303	0.00	0
In-Kind - Toll Credits	0.00	0
FHWA PL c/o	0.00	0
In-Kind - Toll Credits	0.00	0
FTA 5303 c/o	0.00	0
In-Kind - Toll Credits	0.00	0
AMBAG General Fund/Cash Contributions	0.00	0
<b>TOTAL</b>	<b>27,650.00</b>	<b>0</b>
<b>% Federal</b>	<b>88.53</b>	

are as follows:

ude out of state travel.

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

AMBAG conducts and coordinates metropolitan transportation planning activities for San Benito County in accordance with FAST Act/BIL/IIJA. requirements using performance based planning. This work element is developed in conjunction with WE 622.

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	<p>AMBAG has an executed MOU with Council of San Benito Governments (SBtCOG) to encourage and promote the development of transportation systems embracing various modes of transportation in a manner which will efficiently maximize mobility of the people and goods within and through urbanized areas and minimize transportation-related fuel consumption and air pollution. The MOU outlines the cooperative agreement of duties for federal/regional transportation plan development, and transportation improvement program development. AMBAG uses FHWA PL fund for services and products performed and developed in carrying out the metropolitan planning requirements as detailed out in the MOU and same activities are listed in the SBtCOG's OWP as well.</p>
	<p>Vision, goals, objectives, performance measures, draft revenue projections, draft project cost estimates, education materials, data collection for forecast, charts, graphs, etc.</p>
<b>Tasks</b>	<p>All tasks listed below and deliverables are federally eligible.</p>
<b>Deliverables</b>	<p>Adoption of the 2045 MTP.</p>
<b>Objectives (PF)</b>	<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.</p> <p>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>

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.)  
 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.

Description	Deliverables	Budget & Completion Date
<b>Administration</b>		
MTP Working Group and Executive Steering Committee meetings. Develop project tasks, deliverables and budget for FY 2024-25	<b>Administrative Deliverables</b> Meeting agendas, presentations, handouts, meeting notes and action items for 9-12 meetings Tasks, deliverables and budget for FY 2024-25	\$ 2,500 Monthly 4/14/2025
<b>Planning</b>		
Develop the vision, goals and objectives for the next MTP update. Finalize procurement for consultant services for the environmental document and issue the Notice to Proceed Begin developing MTP/SCS project list and scenarios  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.	<b>Planning Deliverables</b> MTP vision, goals and objectives Procurement documents, contracts, Notice to Proceed Draft project list and draft MTP/SCS scenarios  Policies ready for incorporation into general plans and zoning ordinances	\$ 9,000 11/30/2024 3/31/2025 5/31/2025 6/30/2025
<b>Data Gathering and Analysis</b>		
Develop maps, graphs and charts in support of the next MTP update, in addition to maps for 2045 MTP/SCS education and outreach.	<b>Data Gathering and Analysis Deliverables</b> Maps, graphs and charts	\$ 6,000 Quarterly

Develop and update new transportation project database.	Project database		10/31/20
<b>Coordination</b>	<b>Coordination Deliverables</b>	<b>\$</b>	<b>7,65</b>
Coordinate with regional and local agencies to implement the 2045 MTP/SCS and develop the 2050 MTP/SCS.	Meeting agendas, presentations, handouts, meeting notes and action items for 12-15 meetings		Month
Conduct Planning Directors Forum meetings.	Meeting agendas, presentations, handouts, meeting notes and action items for 3-6 meetings		Quarter
Coordination meetings with partner agencies.	Meeting agendas, presentations, handouts, meeting notes and action items for 9 - 12 meetings		Month
<b>Public Participation</b>	<b>Public Participation Deliverables</b>	<b>\$</b>	<b>2,50</b>
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		5/31/20

Work Program FY 2023 to 2024

MENT NUMBER 642

Transportation Improvement Program

anager: Will Condon

D EXPENDITURE AND ANTICIPATED REVENUE: FY 2023 to 2024

Total Budget:

\$13,500.00

EXPENSES	Amount (\$)	Changes
	4,135.01	0
Benefits	2,150.20	0
	7,214.79	0
Professional Services*	0.00	0
	0.00	0
	0.00	0
	0.00	0
	1,548.45	0
Non-Federal Local Match	0.00	0
	<b>13,500.00</b>	<b>0</b>

REVENUE	Amount (\$)	Changes
	13,500.00	0
FHWA PL	13,500.00	0
In-Kind - Toll Credits	1,548.45	0
FTA 5303	0.00	0
In-Kind - Toll Credits	0.00	0
FHWA PL c/o	0.00	0
In-Kind - Toll Credits	0.00	0
FTA 5303 c/o	0.00	0
In-Kind - Toll Credits	0.00	0
AMBAG General Fund/Cash Contributions	0.00	0
<b>TOTAL</b>	<b>13,500.00</b>	<b>0</b>
<b>% Federal</b>	<b>88.53</b>	

are as follows:



This work element programs the San Benito County portion of work related to the Monterey Bay Metropolitan Transportation Improvement Program (MTIP) for FFY 2022-23 to FFY 2025-26 and the MTIP for FFY 2024-25 to FFY 2027-28. The MTIP implements the Monterey Bay Metropolitan Transportation Plan (MTP), as required by the Infrastructure Investment and Jobs Act (IIJA), 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). The MTIP includes an analysis of performance based planning and programming, demonstrating the anticipated effect of the MTIP toward achieving and linking investment priorities to the performance targets. 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 2022-23 to FFY 2025-26 and develop, adopt and maintain the MTIP for FFY 2024-25 to 2027-28, which include projects from San Benito County as part of the metropolitan transportation planning requirements.

AMBAG has an executed MOU with Council of San Benito Governments (SBtCOG) to encourage and promote the development of transportation systems embracing various modes of transportation in a manner which will efficiently maximize mobility of the people and goods within and through urbanized areas and minimize transportation-related fuel consumption and air pollution. The MOU outlines the cooperative agreement of duties for federal/regional transportation plan development, and transportation improvement program development. AMBAG uses FHWA PL fund for services and products performed and developed in carrying out the metropolitan planning requirements as detailed out in the MOU and same activities are listed in the SBtCOG's OWP as well.

- Five formal amendments and ten administrative modifications to the MTIP for FFY 2022-23 to FFY 2025-26.
- Annual List of Federally Obligated Projects by December 31, 2023.
- 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.

- 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.

- 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 2022-23 to FFY 2025-26.
- Issued fourteen (14) formal amendments and administrative modifications to the Monterey Bay MTIP for FFY 2020-21 through FFY 2023-24.
- 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 2021-22
- Attended two (2) SBtCOG TAC meetings.

Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency.

Increase the safety and 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.

Description	Deliverables	Budget & Completion Date
<b>Administration</b>	<b>Administrative Deliverables</b>	<b>\$ 3,355</b>
Engage in coordination, cooperation and consultation efforts with staff from San Benito COG for the development and maintenance of the MTIP for FFY 2022-23 to FFY 2025-26 MTIP.	Meeting agendas, presentations materials and email exchange	6/30/2024
Make a presentation at the San Benito TAC meeting for MTIP update and provide necessary guidance.	Staff reports, presentation materials and handouts	5/2/2024
Review and provide transit agencies the project consistency certification for FTA funds.	Certificate/letter for grant applications	6/30/2024
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
Develop the project scope of work, tasks, deliverables and budget for FY 2024-25 in consultation with SBtCOG.	Scope of work, tasks, deliverables and budget	03/1/2024 Draft 4/15/2024 Final
Enter the San Benito County projects for the Monterey Bay Region MTIP in CTIPS and develop draft MTIP document for FFY 2024-25 to FFY 2027-28.	CTIPS entries and draft MTIP document	6/30/2024
<b>Planning</b>	<b>Planning Deliverables</b>	<b>\$ 4,247</b>
Solicit MTIP Formal Amendment and Administrative Modification requests.	Amendment requests	Quarterly

Program San Benito County projects for MTIP amendment into CTIPS. Prepare group backup listings. Participate in various webinars/meetings pertaining to performance planning and programming and performance measures in relation to next MTIP development and reporting requirements.	CTIPS programming pages and amendment packages Group backup listings Meetings/Webinars/Handouts	Quarterly Quarterly 6/30/2024
<b>Data Gathering and Analysis</b>	<b>Data Gathering and Analysis Deliverables</b>	<b>\$ 3,544</b>
Coordinate Formal Amendment/Administrative Modification requests with San Benito COG, Federal Land Management Agency, Bureau of Land Management (BLM), and local jurisdictions. Prepare financial tables for each Formal Amendment of the MTIP. Publish FY 2022-23 annual list of obligated projects for the AMBAG Region. Update San Benito County projects for MTIP for FFY 2024-25 to FFY 2027-28 in CTIPS.	Four formal amendments and ten administrative modifications  Updated financial tables to go with formal amendments Annual list of obligated projects report  Draft projects for the MTIP for FFY 2024-25 to FFY 2027-28	Monthly  Quarterly 12/31/2023  6/28/2024
<b>Coordination</b>	<b>Coordination Deliverables</b>	<b>\$ 1,177</b>
Attend monthly TAC meetings of San Benito COG. Coordinate MTIP amendment process with San Benito COG, Federal Land Management Agency, Bureau of Land Management (BLM), and project implementing agencies.	At least 3 meetings, attendance, and presentations Agenda, email, handouts etc.	Monthly Quarterly
<b>Public Participation</b>	<b>Public Participation Deliverables</b>	<b>\$ 1,177</b>
Publish public notice for Formal Amendments to the MTIP for public comments/review periods. Post Formal Amendments to web for public comments/review.	Newspaper notices  Multiple web postings	Quarterly  Monthly

## Appendices



# Appendix A

## Certifications and Assurances

## **Appendix B**

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

# FY 2023/2024 FHWA RTPA Metropolitan Transportation Planning Process Self-Certification

In accordance with 23 CFR part 450, the California Department of Transportation and  
Council of San Benito County Governments \_\_\_\_\_, Regional Transportation Planning Agency, hereby  
certify that the transportation planning process is being carried out in accordance with all applicable  
requirements including:

- 1) 23 U.S.C. 134, 49 U.S.C. 5303, and subpart C of 23 CFR part 450;
- 2) In nonattainment and maintenance areas, sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93;
- 3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- 4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- 5) Section 1101(b) of the FAST Act (Pub. L. 114-94) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- 6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- 7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- 8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- 9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- 10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

\_\_\_\_\_  
RTPA Authorizing Signature

Binu Abraham, Executive Director

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Caltrans District Approval Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



To be inserted after adoption

## Appendix C

Department of Transportation  
Debarment and Suspension Certification

To be inserted after adoption

## Appendix D

Overall Work Program Agreement

To be inserted after adoption

## Appendix E

Resolution

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

FY: 2023/2024 OWP Board Approval Date: 5/18/2023 Amendment #: \_\_\_\_\_

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

CFDA #	Funding Source	MIN Required Match %	CURRENT FY Allocated Programmed Amount	CARRYOVER Programmed Amount	Toll Credit Match	Local/In-Kind Match	TOTAL Estimated Expenditures
20.205	FHWA PL (Toll Credit)	11.47%					\$0.00
20.205	FHWA PL (Local/In-kind Match)	11.47%					\$0.00
20.205	FHWA PL-Complete Streets	0.00%					\$0.00
20.505	FTA 5303 (Toll Credit Match)	11.47%					\$0.00
20.505	FTA 5303 (Local/In-kind Match)	11.47%					\$0.00
20.505	FTA 5304	11.47%					\$0.00
20.205	FHWA SPR	20.00%					\$0.00
	RPA	0.00%	\$294,000.00				\$294,000.00
	RPA Grants	0.00%					\$0.00
	SHA Grants	11.47%					\$0.00
	SBI Formula & Competitive	11.47%					\$0.00
	Climate Adaptation	11.47%					\$0.00
<b>Total Programmed Amount</b>			<b>\$294,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$294,000.00</b>

APPROVED AS TO LEGAL FORM  
 SAN BENITO COUNTY COUNSEL  
*Shirley J. Murphy* 5/10/23  
 DEPUTY COUNTY COUNSEL DATE

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

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

(HQ Department of Transportation Use Only)					
The total amount of <b>FEDERAL</b> funds encumbered by this document are: \$ _____					
Fund Title: _____	Item: _____	Chapter Statute: _____	Fiscal Year: _____		
The total amount of <b>STATE</b> funds encumbered by this document are: \$ _____					
Fund Title: _____	Item: _____	Chapter Statute: _____	Fiscal Year: _____		
<b>Encumbrance Details:</b>					
Fed/State	CT	Acct Line #	Project ID	Phase/Fund	Amount \$

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

Signature of Department of Transportation Resources/Accounting Officer \_\_\_\_\_ Date \_\_\_\_\_

*Not every provision of every certification will apply to every applicant or award. If a provision of a certification does not apply to the applicant or its award, FTA will not enforce that provision.*

*Text in italic is guidance to the public. It does not have the force and effect of law, and is not meant to bind the public in any way. It is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.*

## **CATEGORY 1. CERTIFICATIONS AND ASSURANCES REQUIRED OF EVERY APPLICANT.**

*All applicants must make the certifications in this category.*

### **1.1. Standard Assurances.**

*The certifications in this subcategory appear as part of the applicant's registration or annual registration renewal in the System for Award Management (SAM.gov) and on the Office of Management and Budget's standard form 424B "Assurances—Non-Construction Programs". This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.*

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- (b) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- (c) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- (d) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- (e) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728–4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).

- (f) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
- (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin, as effectuated by U.S. DOT regulation 49 CFR Part 21;
  - (2) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, and 1685–1686), which prohibits discrimination on the basis of sex, as effectuated by U.S. DOT regulation 49 CFR Part 25;
  - (3) Section 5332 of the Federal Transit Law (49 U.S.C. § 5332), which prohibits any person being excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance from FTA because of race, color, religion, national origin, sex, disability, or age.
  - (4) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps, as effectuated by U.S. DOT regulation 49 CFR Part 27;
  - (5) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107), which prohibits discrimination on the basis of age;
  - (6) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
  - (7) The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91–616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
  - (8) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
  - (9) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing;
  - (10) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
  - (11) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- (g) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“Uniform Act”) (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. The requirements of the Uniform Act are effectuated by U.S. DOT regulation 49 CFR Part 24.

- (h) Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501–1508 and 7324–7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- (i) Will comply, as applicable, with the provisions of the Davis–Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327–333), regarding labor standards for federally assisted construction subagreements.
- (j) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- (k) Will comply with environmental standards which may be prescribed pursuant to the following:
  - (1) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
  - (2) Notification of violating facilities pursuant to EO 11738;
  - (3) Protection of wetlands pursuant to EO 11990;
  - (4) Evaluation of flood hazards in floodplains in accordance with EO 11988;
  - (5) Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
  - (6) Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
  - (7) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and
  - (8) Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93–205).
- (l) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- (m) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
- (n) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- (o) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded

animals held for research, teaching, or other activities supported by this award of assistance.

- (p) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- (q) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR Part 200, Subpart F, “Audit Requirements”, as adopted and implemented by U.S. DOT at 2 CFR Part 1201.
- (r) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program under which it is applying for assistance.
- (s) Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a subrecipient from:
  - (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect;
  - (2) Procuring a commercial sex act during the period of time that the award is in effect; or
  - (3) Using forced labor in the performance of the award or subawards under the award.

## **1.2. Standard Assurances: Additional Assurances for Construction Projects.**

*This certification appears on the Office of Management and Budget’s standard form 424D “Assurances—Construction Programs” and applies specifically to federally assisted projects for construction. This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.*

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency; will record the Federal awarding agency directives; and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
- (b) Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications.
- (c) Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work confirms with the approved plans and specifications, and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.



**1.3. Procurement.**

*The Uniform Administrative Requirements, 2 CFR § 200.325, allow a recipient to self-certify that its procurement system complies with Federal requirements, in lieu of submitting to certain pre-procurement reviews.*

The applicant certifies that its procurement system complies with:

- (a) U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, particularly 2 CFR §§ 200.317–200.327 “Procurement Standards;
- (b) Federal laws, regulations, and requirements applicable to FTA procurements; and
- (c) The latest edition of FTA Circular 4220.1 and other applicable Federal guidance.

**1.4. Suspension and Debarment.**

*Pursuant to Executive Order 12549, as implemented at 2 CFR Parts 180 and 1200, prior to entering into a covered transaction with an applicant, FTA must determine whether the applicant is excluded from participating in covered non-procurement transactions. For this purpose, FTA is authorized to collect a certification from each applicant regarding the applicant’s exclusion status. 2 CFR § 180.300. Additionally, each applicant must disclose any information required by 2 CFR § 180.335 about the applicant and the applicant’s principals prior to entering into an award agreement with FTA. This certification serves both purposes.*

The applicant certifies, to the best of its knowledge and belief, that the applicant and each of its principals:

- (a) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily or involuntarily excluded from covered transactions by any Federal department or agency;
- (b) Has not, within the preceding three years, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty;

- (c) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any offense described in paragraph (b) of this certification;
- (d) Has not, within the preceding three years, had one or more public transactions (Federal, State, or local) terminated for cause or default.

**1.5. Coronavirus Response and Relief Supplemental Appropriations Act, 2021, and CARES Act Funding.**

The applicant certifies:

- (a) To the maximum extent possible, funds made available under title IV of division M of the Consolidated Appropriations Act, 2021 (Public Law 116–260), and in title XII of division B of the CARES Act (Public Law 116–136; 134 Stat. 599) shall be directed to payroll and operations of public transit (including payroll and expenses of private providers of public transportation); or
- (b) The applicant certifies that the applicant has not furloughed any employees.

**1.6. American Rescue Plan Act Funding.**

The applicant certifies:

- (a) Funds made available by Section 3401(a)(2)(A) of the American Rescue Plan Act of 2021 (Public Law 117-2) shall be directed to payroll and operations of public transportation (including payroll and expenses of private providers of public transportation); or
- (b) The applicant certifies that the applicant has not furloughed any employees.

**CATEGORY 2. PUBLIC TRANSPORTATION AGENCY SAFETY PLANS**

*This certification is required of each applicant under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), each rail operator that is subject to FTA’s state safety oversight programs, and each State that is required to draft and certify a Public Transportation Agency Safety Plan on behalf of a Small Public Transportation Provider (as that term is defined at 49 CFR § 673.5) pursuant to 49 CFR § 673.11(d).*

*This certification is required by 49 U.S.C. § 5307(c)(1)(L), 49 U.S.C. § 5329(d)(1), and 49 CFR § 673.13. This certification is a condition of receipt of Urbanized Area Formula Grants Program (49 U.S.C. § 5307) funding.*

*This certification does not apply to any applicant that only receives financial assistance from FTA under the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C.*

*§ 5310), the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or combination of these two programs, unless it operates a rail fixed guideway public transportation system.*

If the applicant is an operator, the applicant certifies that it has established a Public Transportation Agency Safety Plan meeting the requirements of 49 U.S.C. § 5329(d)(1) and 49 CFR Part 673; including, specifically, that the board of directors (or equivalent entity) of the applicant has approved, or, in the case of an applicant that will apply for assistance under 49 U.S.C. § 5307 that is serving an urbanized area with a population of 200,000 or more, the safety committee of the entity established under 49 U.S.C. § 5329(d)(5), followed by the board of directors (or equivalent entity) of the applicant has approved, the Public Transportation Agency Safety Plan or any updates thereto; and, for each recipient serving an urbanized area with a population of fewer than 200,000, that the Public Transportation Agency Safety Plan has been developed in cooperation with frontline employee representatives.

If the applicant is a State that drafts and certifies a Public Transportation Agency Safety Plan on behalf of a public transportation operator, the applicant certifies that:

- (a) It has drafted and certified a Public Transportation Agency Safety Plan meeting the requirements of 49 U.S.C. § 5329(d)(1) and 49 CFR Part 673 for each Small Public Transportation Provider (as that term is defined at 49 CFR § 673.5) in the State, unless the Small Public Transportation Provider provided notification to the State that it was opting out of the State-drafted plan and drafting its own Public Transportation Agency Safety Plan; and
- (b) Each Small Public Transportation Provider within the State that opts to use a State-drafted Public Transportation Agency Safety Plan has a plan that has been approved by the provider's Accountable Executive (as that term is defined at 49 CFR § 673.5), Board of Directors or Equivalent Authority (as that term is defined at 49 CFR § 673.5), and, if the Small Public Transportation Provider serves an urbanized area with a population of 200,000 or more, the safety committee of the Small Public Transportation Provider established under 49 U.S.C. § 5329(d)(5).

### **CATEGORY 3. TAX LIABILITY AND FELONY CONVICTIONS.**

*If the applicant is a business association (regardless of for-profit, not for-profit, or tax exempt status), it must make this certification. Federal appropriations acts since at least 2014 have prohibited FTA from using funds to enter into an agreement with any corporation that has unpaid Federal tax liabilities or recent felony convictions without first considering the corporation for debarment. E.g., Consolidated Appropriations Act, 2023, Pub. L. 117-328, div. E, tit. VII, §§ 744–745. U.S. DOT Order 4200.6 defines a “corporation” as “any private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association”, and applies the restriction to all tiers of subawards. As prescribed by U.S. DOT*

*Order 4200.6, FTA requires each business association applicant to certify as to its tax and felony status.*

If the applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, the applicant certifies that:

- (a) It has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
- (b) It has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

#### **CATEGORY 4. LOBBYING.**

*If the applicant will apply for a grant or cooperative agreement exceeding \$100,000, or a loan, line of credit, loan guarantee, or loan insurance exceeding \$150,000, it must make the following certification and, if applicable, make a disclosure regarding the applicant's lobbying activities. This certification is required by 49 CFR § 20.110 and app. A to that part.*

*This certification does not apply to an applicant that is an Indian Tribe, Indian organization, or an Indian tribal organization exempt from the requirements of 49 CFR Part 20.*

##### **4.1. Certification for Contracts, Grants, Loans, and Cooperative Agreements.**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and

contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### **4.2. Statement for Loan Guarantees and Loan Insurance.**

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **CATEGORY 5. PRIVATE SECTOR PROTECTIONS.**

*If the applicant will apply for funds that it will use to acquire or operate public transportation facilities or equipment, the applicant must make the following certification regarding protections for the private sector.*

#### **5.1. Charter Service Agreement.**

*To enforce the provisions of 49 U.S.C. § 5323(d), FTA's charter service regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following Charter Service Agreement. 49 CFR § 604.4.*

The applicant agrees that it, and each of its subrecipients, and third party contractors at any level who use FTA-funded vehicles, may provide charter service using equipment or facilities acquired with Federal assistance authorized under the Federal Transit Laws only in compliance with the regulations set out in 49 CFR Part 604, the terms and conditions of which are incorporated herein by reference.

**5.2. School Bus Agreement.**

*To enforce the provisions of 49 U.S.C. § 5323(f), FTA's school bus regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following agreement regarding the provision of school bus services. 49 CFR § 605.15.*

- (a) If the applicant is not authorized by the FTA Administrator under 49 CFR § 605.11 to engage in school bus operations, the applicant agrees and certifies as follows:
  - (1) The applicant and any operator of project equipment agrees that it will not engage in school bus operations in competition with private school bus operators.
  - (2) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Mass Transit Regulations, or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
- (b) If the applicant is authorized or obtains authorization from the FTA Administrator to engage in school bus operations under 49 CFR § 605.11, the applicant agrees as follows:
  - (1) The applicant agrees that neither it nor any operator of project equipment will engage in school bus operations in competition with private school bus operators except as provided herein.
  - (2) The applicant, or any operator of project equipment, agrees to promptly notify the FTA Administrator of any changes in its operations which might jeopardize the continuation of an exemption under § 605.11.
  - (3) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Transit Administration regulations or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
  - (4) The applicant agrees that the project facilities and equipment shall be used for the provision of mass transportation services within its urban area and that any other use of project facilities and equipment will be incidental to and shall not interfere with the use of such facilities and equipment in mass transportation service to the public.

**CATEGORY 6. TRANSIT ASSET MANAGEMENT PLAN.**

*If the applicant owns, operates, or manages capital assets used to provide public transportation, the following certification is required by 49 U.S.C. § 5326(a).*

The applicant certifies that it is in compliance with 49 CFR Part 625.

## **CATEGORY 7. ROLLING STOCK BUY AMERICA REVIEWS AND BUS TESTING.**

### **7.1. Rolling Stock Buy America Reviews.**

*If the applicant will apply for an award to acquire rolling stock for use in revenue service, it must make this certification. This certification is required by 49 CFR § 663.7.*

The applicant certifies that it will conduct or cause to be conducted the pre-award and post-delivery audits prescribed by 49 CFR Part 663 and will maintain on file the certifications required by Subparts B, C, and D of 49 CFR Part 663.

### **7.2. Bus Testing.**

*If the applicant will apply for funds for the purchase or lease of any new bus model, or any bus model with a major change in configuration or components, the applicant must make this certification. This certification is required by 49 CFR § 665.7.*

The applicant certifies that the bus was tested at the Bus Testing Facility and that the bus received a passing test score as required by 49 CFR Part 665. The applicant has received or will receive the appropriate full Bus Testing Report and any applicable partial testing reports before final acceptance of the first vehicle.

## **CATEGORY 8. URBANIZED AREA FORMULA GRANTS PROGRAM.**

*If the applicant will apply for an award under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), or any other program or award that is subject to the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310); “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)); projects that will receive an award authorized by the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) (23 U.S.C. §§ 601–609) or State Infrastructure Bank Program (23 U.S.C. § 610) (see 49 U.S.C. § 5323(o)); formula awards or competitive awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(a) and (b)); or low or no emission awards to any area under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(c)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5307(c)(1).*

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out the program of projects (developed pursuant 49 U.S.C. § 5307(b)), including safety and security aspects of the program;
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities;

- (c) Will maintain equipment and facilities in accordance with the applicant's transit asset management plan;
- (d) Will ensure that, during non-peak hours for transportation using or involving a facility or equipment of a project financed under this section, a fare that is not more than 50 percent of the peak hour fare will be charged for any—
  - (1) Senior;
  - (2) Individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use a public transportation service or a public transportation facility effectively without special facilities, planning, or design; and
  - (3) Individual presenting a Medicare card issued to that individual under title II or XVIII of the Social Security Act (42 U.S.C. §§ 401 et seq., and 1395 et seq.);
- (e) In carrying out a procurement under 49 U.S.C. § 5307, will comply with 49 U.S.C. §§ 5323 (general provisions) and 5325 (contract requirements);
- (f) Has complied with 49 U.S.C. § 5307(b) (program of projects requirements);
- (g) Has available and will provide the required amounts as provided by 49 U.S.C. § 5307(d) (cost sharing);
- (h) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning);
- (i) Has a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation;
- (j) Either—
  - (1) Will expend for each fiscal year for public transportation security projects, including increased lighting in or adjacent to a public transportation system (including bus stops, subway stations, parking lots, and garages), increased camera surveillance of an area in or adjacent to that system, providing an emergency telephone line to contact law enforcement or security personnel in an area in or adjacent to that system, and any other project intended to increase the security and safety of an existing or planned public transportation system, at least 1 percent of the amount the recipient receives for each fiscal year under 49 U.S.C. § 5336; or
  - (2) Has decided that the expenditure for security projects is not necessary;
- (k) In the case of an applicant for an urbanized area with a population of not fewer than 200,000 individuals, as determined by the Bureau of the Census, will submit an annual report listing projects carried out in the preceding fiscal year under 49 U.S.C. § 5307 for associated transit improvements as defined in 49 U.S.C. § 5302; and
- (l) Will comply with 49 U.S.C. § 5329(d) (public transportation agency safety plan).



**CATEGORY 9. FORMULA GRANTS FOR RURAL AREAS.**

*If the applicant will apply for funds made available to it under the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), it must make this certification. Paragraph (a) of this certification helps FTA make the determinations required by 49 U.S.C. § 5310(b)(2)(C). Paragraph (b) of this certification is required by 49 U.S.C. § 5311(f)(2). Paragraph (c) of this certification, which applies to funds apportioned for the Appalachian Development Public Transportation Assistance Program, is necessary to enforce the conditions of 49 U.S.C. § 5311(c)(2)(D).*

- (a) The applicant certifies that its State program for public transportation service projects, including agreements with private providers for public transportation service—
  - (1) Provides a fair distribution of amounts in the State, including Indian reservations; and
  - (2) Provides the maximum feasible coordination of public transportation service assisted under 49 U.S.C. § 5311 with transportation service assisted by other Federal sources; and
- (b) If the applicant will in any fiscal year expend less than 15% of the total amount made available to it under 49 U.S.C. § 5311 to carry out a program to develop and support intercity bus transportation, the applicant certifies that it has consulted with affected intercity bus service providers, and the intercity bus service needs of the State are being met adequately.
- (c) If the applicant will use for a highway project amounts that cannot be used for operating expenses authorized under 49 U.S.C. § 5311(c)(2) (Appalachian Development Public Transportation Assistance Program), the applicant certifies that—
  - (1) It has approved the use in writing only after providing appropriate notice and an opportunity for comment and appeal to affected public transportation providers; and
  - (2) It has determined that otherwise eligible local transit needs are being addressed.

**CATEGORY 10. FIXED GUIDEWAY CAPITAL INVESTMENT GRANTS AND THE EXPEDITED PROJECT DELIVERY FOR CAPITAL INVESTMENT GRANTS PILOT PROGRAM.**

*If the applicant will apply for an award under any subsection of the Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), including an award made pursuant to the FAST Act's Expedited Project Delivery for Capital Investment Grants Pilot Program (Pub. L. 114-94, div. A, title III, § 3005(b)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5309(c)(2) and Pub. L. 114-94, div. A, title III, § 3005(b)(3)(B).*

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award,
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.
- (c) Will maintain equipment and facilities acquired or improved under its Award in accordance with its transit asset management plan; and
- (d) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning).

**CATEGORY 11. GRANTS FOR BUSES AND BUS FACILITIES AND LOW OR NO EMISSION VEHICLE DEPLOYMENT GRANT PROGRAMS.**

*If the applicant is in an urbanized area and will apply for an award under subsection (a) (formula grants), subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.*

*If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants), subsection (b) (bus and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 9 for Formula Grants for Rural Areas (49 U.S.C. § 5311). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.*

*Making this certification will incorporate by reference the applicable certifications in Category 8 or Category 9.*

*If the applicant will receive a competitive award under subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) related to zero emissions vehicles or related infrastructure, it must make the following certification. This certification is required by 49 U.S.C. § 5339(d).*

The applicant will use 5 percent of grants related to zero emissions vehicles (as defined in subsection (c)(1)) or related infrastructure under subsection (b) or (c) to fund workforce development training as described in section 49 U.S.C. § 5314(b)(2) (including registered apprenticeships and other labor-management training programs) under the recipient's plan to address the impact of the transition to zero emission vehicles on the applicant's current workforce; or the applicant certifies a smaller percentage is necessary to carry out that plan.

**CATEGORY 12. ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAMS.**

*If the applicant will apply for an award under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. § 5310), it must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5310(e)(1). Making this certification will incorporate by reference the certification in Category 8, except that FTA has determined that (d), (f), (i), (j), and (k) of Category 8 do not apply to awards made under 49 U.S.C. § 5310 and will not be enforced.*

*In addition to the certification in Category 8, the applicant must make the following certification that is specific to the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program. This certification is required by 49 U.S.C. § 5310(e)(2).*

The applicant certifies that:

- (a) The projects selected by the applicant are included in a locally developed, coordinated public transit-human services transportation plan;
- (b) The plan described in clause (a) was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, and other members of the public;
- (c) To the maximum extent feasible, the services funded under 49 U.S.C. § 5310 will be coordinated with transportation services assisted by other Federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services; and
- (d) If the applicant will allocate funds received under 49 U.S.C. § 5310 to subrecipients, it will do so on a fair and equitable basis.

**CATEGORY 13. STATE OF GOOD REPAIR GRANTS.**

*If the applicant will apply for an award under FTA's State of Good Repair Grants Program (49 U.S.C. § 5337), it must make the following certification. Because FTA generally does not review the transit asset management plans of public transportation providers, the asset management certification is necessary to enforce the provisions of 49 U.S.C. § 5337(a)(4). The certification with regard to acquiring restricted rail rolling stock is required by 49 U.S.C. § 5323(u)(4). Note that this certification is not limited to the use of Federal funds.*

The applicant certifies that the projects it will carry out using assistance authorized by the State of Good Repair Grants Program, 49 U.S.C. § 5337, are aligned with the applicant's most recent transit asset management plan and are identified in the investment and prioritization section of such plan, consistent with the requirements of 49 CFR Part 625.

If the applicant operates a rail fixed guideway service, the applicant certifies that, in the fiscal year for which an award is available to the applicant under the State of Good Repair Grants Program, 49 U.S.C. § 5337, the applicant will not award any contract or subcontract for the procurement of rail rolling stock for use in public transportation with a rail rolling stock manufacturer described in 49 U.S.C. § 5323(u)(1).

#### **CATEGORY 14. INFRASTRUCTURE FINANCE PROGRAMS.**

*If the applicant will apply for an award for a project that will include assistance under the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) Program (23 U.S.C. §§ 601–609) or the State Infrastructure Banks (“SIB”) Program (23 U.S.C. § 610), it must make the certifications in Category 8 for the Urbanized Area Formula Grants Program, Category 10 for the Fixed Guideway Capital Investment Grants program, and Category 13 for the State of Good Repair Grants program. These certifications are required by 49 U.S.C. § 5323(o).*

*Making this certification will incorporate the certifications in Categories 8, 10, and 13 by reference.*

#### **CATEGORY 15. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.**

*If the applicant will apply for an award under FTA’s Urbanized Area Formula Grants Program (49 U.S.C. § 5307), Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) programs, the applicant must make the following certification. The applicant must make this certification on its own behalf and on behalf of its subrecipients and contractors. This certification is required by 49 CFR § 655.83.*

The applicant certifies that it, its subrecipients, and its contractors are compliant with FTA’s regulation for the Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations, 49 CFR Part 655.

#### **CATEGORY 16. RAIL SAFETY TRAINING AND OVERSIGHT.**

*If the applicant is a State with at least one rail fixed guideway system, or is a State Safety Oversight Agency, or operates a rail fixed guideway system, it must make the following certification. The elements of this certification are required by 49 CFR §§ 672.31 and 674.39.*

The applicant certifies that the rail fixed guideway public transportation system and the State Safety Oversight Agency for the State are:

- (a) Compliant with the requirements of 49 CFR Part 672, “Public Transportation Safety Certification Training Program”; and
- (b) Compliant with the requirements of 49 CFR Part 674, “State Safety Oversight”.

**CATEGORY 17. DEMAND RESPONSIVE SERVICE.**

*If the applicant operates demand responsive service and will apply for an award to purchase a non-rail vehicle that is not accessible within the meaning of 49 CFR Part 37, it must make the following certification. This certification is required by 49 CFR § 37.77.*

The applicant certifies that the service it provides to individuals with disabilities is equivalent to that provided to other persons. A demand responsive system, when viewed in its entirety, is deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

- (a) Response time;
- (b) Fares;
- (c) Geographic area of service;
- (d) Hours and days of service;
- (e) Restrictions or priorities based on trip purpose;
- (f) Availability of information and reservation capability; and
- (g) Any constraints on capacity or service availability.

**CATEGORY 18. INTEREST AND FINANCING COSTS.**

*If the applicant will pay for interest or other financing costs of a project using assistance awarded under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), the Fixed Guideway Capital Investment Grants Program (49 U.S.C. § 5309), or any program that must comply with the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)), or awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the following certification. This certification is required by 49 U.S.C. §§ 5307(e)(3) and 5309(k)(2)(D).*

The applicant certifies that:

- (a) Its application includes the cost of interest earned and payable on bonds issued by the applicant only to the extent proceeds of the bonds were or will be expended in carrying out the project identified in its application; and
- (b) The applicant has shown or will show reasonable diligence in seeking the most favorable financing terms available to the project at the time of borrowing.

**CATEGORY 19. CYBERSECURITY CERTIFICATION FOR RAIL ROLLING STOCK AND OPERATIONS.**

*If the applicant operates a rail fixed guideway public transportation system, it must make this certification. This certification is required by 49 U.S.C. § 5323(v). For information about standards or practices that may apply to a rail fixed guideway public transportation system, visit <https://www.nist.gov/cyberframework> and <https://www.cisa.gov/>.*

The applicant certifies that it has established a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks that complies with the requirements of 49 U.S.C. § 5323(v)(2).

**CATEGORY 20. PUBLIC TRANSPORTATION ON INDIAN RESERVATIONS FORMULA AND DISCRETIONARY PROGRAM (TRIBAL TRANSIT PROGRAMS).**

*Before FTA may provide Federal assistance for an Award financed under either the Public Transportation on Indian Reservations Formula or Discretionary Program authorized under 49 U.S.C. § 5311(c)(1), as amended by the FAST Act, (Tribal Transit Programs), the applicant must select the Certifications in Category 21, except as FTA determines otherwise in writing. Tribal Transit Program applicants may certify to this Category and Category 1 (Certifications and Assurances Required of Every Applicant) and need not make any other certification, to meet Tribal Transit Program certification requirements. If an applicant will apply for any program in addition to the Tribal Transit Program, additional certifications may be required.*

FTA has established terms and conditions for Tribal Transit Program grants financed with Federal assistance appropriated or made available under 49 U.S.C. § 5311(c)(1). The applicant certifies that:

- (a) It has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award.
- (b) It has or will have satisfactory continuing control over the use of its equipment and facilities acquired or improved under its Award.
- (c) It will maintain its equipment and facilities acquired or improved under its Award, in accordance with its transit asset management plan and consistent with FTA regulations, “Transit Asset Management,” 49 CFR Part 625. Its Award will achieve maximum feasible coordination with transportation service financed by other federal sources.
- (d) With respect to its procurement system:
  - (1) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost

- Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, for Awards made on or after December 26, 2014,
- (2) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments,” 49 CFR Part 18, specifically former 49 CFR § 18.36, for Awards made before December 26, 2014, or
  - (3) It will inform FTA promptly if its procurement system does not comply with either of those U.S. DOT regulations.
- (e) It will comply with the Certifications, Assurances, and Agreements in:
- (1) Category 05.1 and 05.2 (Charter Service Agreement and School Bus Agreement),
  - (2) Category 06 (Transit Asset Management Plan),
  - (3) Category 07.1 and 07.2 (Rolling Stock Buy America Reviews and Bus Testing),
  - (4) Category 09 (Formula Grants for Rural Areas),
  - (5) Category 15 (Alcohol and Controlled Substances Testing), and
  - (6) Category 17 (Demand Responsive Service).

#### **CATEGORY 21. EMERGENCY RELIEF PROGRAM.**

*An applicant to the Public Transportation Emergency Relief Program, 49 U.S.C. § 5324, must make the following certification. The certification is required by 49 U.S.C. § 5324(f) and must be made before the applicant can receive a grant under the Emergency Relief program.*

The applicant certifies that the applicant has insurance required under State law for all structures related to the emergency relief program grant application.

**FEDERAL FISCAL YEAR 2023 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS**

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

Name of Applicant: San Benito County Local Transportation Authority

The Applicant certifies to the applicable provisions of all categories: (*check here*)  X .

*Or,*

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

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



12 Enhanced Mobility of Seniors and Individuals with Disabilities Programs

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13 State of Good Repair Grants

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14 Infrastructure Finance Programs

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15 Alcohol and Controlled Substances Testing

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16 Rail Safety Training and Oversight

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17 Demand Responsive Service

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18 Interest and Financing Costs

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19 Cybersecurity Certification for Rail Rolling Stock and Operations

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20 Tribal Transit Programs

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21 Emergency Relief Program

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**CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE**

**AFFIRMATION OF APPLICANT**

Name of the Applicant: San Benito County Local Transportation Authority

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

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during the federal fiscal year.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, “Program Fraud Civil Remedies,” 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

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

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Name Binu Abraham, Executive Director Authorized Representative of Applicant

**AFFIRMATION OF APPLICANT'S ATTORNEY**

For (Name of Applicant): San Benito County Local Transportation Authority

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

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

Signature Shirley L. Murphy Date: Feb. 14, 2023

Name Shirley L. Murphy, Deputy County Counsel Attorney for Applicant

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

**California Department of Transportation**

DISTRICT 5 OFFICE  
50 Higuera Street | San Luis Obispo, Ca, 93401-5415  
(805) 549-3101 | (805) 549-3329 | TTY 711  
[www.dot.ca.gov](http://www.dot.ca.gov)



April 3, 2023

Binu Abraham  
Executive Director  
Council of San Benito County Governments  
330 Tres Pinos Road, C7  
Hollister, CA 95023

Dear Ms. Abraham:

Thank you for the opportunity to review the Council of San Benito County Governments (SBCOG) Draft Overall Work Program (OWP) for Fiscal Year (FY) 2023-24.

Caltrans endeavors to address critical climate issues and advance a safe, equitable, sustainable, and multimodal transportation system that builds on strong partnerships and robust stakeholder engagement. Under the leadership of Caltrans Director Tony Tavares, our agency embodies a people-first culture built on the principles of Safety, Equity Climate Action, and Economic Prosperity furthering a California for all. We recognize and appreciate that the SBCOG OWP supports similar objectives and principles.

Caltrans values the continuing, cooperative partnership with SBCOG in integrating regional and state processes for strategically planning and financing the transportation system to achieve the region's long-term goals. We thank SBCOG for providing this overview of its role and participation in various transportation activities, including but not limited to multimodal transportation planning activities and complete streets efforts in the San Benito County region.

If you have questions, please contact Jill Leal at (805) 835-6495 or email [Jill.Leal@dot.ca.gov](mailto:Jill.Leal@dot.ca.gov).

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kelly McClendon'.

Kelly McClendon  
Acting Deputy District Director  
Office of Planning and Local Assistance

## Attachment – Caltrans Comments on SBCOG’s FY 2023/2024 Draft Overall Work Program

### General Comments

- This upcoming year Caltrans HQ will coordinate with Caltrans District staff and RTPAs to make significant improvements to the format and content of the FY 2024-25 OWPs.
- A Work Element funded with RPA funds cannot indicate that ineligible activities are funded with non-RPA fund source.
- Ineligible activities should be moved to another WE. Please refer to the *2017 Regional Planning Handbook, Appendix A*.
  - Non-planning-related TDA administration such as conducting the Social Services Technical Advisory Committee, fulfilling TDA auditing requirements, processing TDA invoices and fund reports, TDA allocation and claims process, etc. are ineligible for RPA funds (planning related activities such as unmet transit needs assessment are eligible if they support the regional transportation planning process and RTP). Please revise WEs accordingly.
  - Non-planning-related transit administration should be funded with 5310, 5311, etc. including application development and assistance (review of 5310 applications and programming of funds as it relates to the TIP process are eligible planning activities). Please revise WEs accordingly.
- Provide a clear statement of SBCOG’s Planning Priorities and Goals for its region and the upcoming Fiscal Year. Please expand the section beyond just listing the Federal Planning Factors.
- Consider providing an additional table/matrix for the Planning Emphasis Areas (PEAs) and the California Transportation Plan 14 recommendations.
- Many WEs reference a deadline as “annually”; provide a more specific date or general month of completion. Additionally, verify all Deliverables are within FY 2023-24.
- Be consistent with US and SR within the OWP, it has been also shown as U.S. and SR-.
- Consider adding a Glossary of funding sources listed throughout the OWP.

### Specific Comments

#### Chapter 1: Introduction/Prospectus

- A: Description of the Region: Last sentence of the first paragraph, SR 146 is no longer a State Highway and has been relinquished to the National Parks System.
- B: Snapshot of the San Benito Transportation System, second paragraph mentions SR 146. SR 146 is no longer a State Highway and has been relinquished to the National Parks System.
- vi Railroad, page 10: Consider elaborating more on the railroad. Mention how or if High Speed Rail affects the county.

## **Chapter 2: Overall Work Program**

- Second paragraph refers to “Office of Regional Planning”. Is this in reference to Caltrans HQ Division of Transportation Planning? If yes, it is now the Office of Regional and Community Planning. Please update all references to this Caltrans Office.
- iv. Service Authority for Freeways and Expressway (SAFE) mentions SR 146. SR 146 is no longer a State Highway and has been relinquished to the National Parks System.

## **Chapter 3: Federal Planning Factors chart**

- Please remove WE 306 and WE 403 as they are not active work elements in FY 2023-24.

## **Chapter 4: Agency Organizational Structure**

- D. Advisory Committees (TAC). There have been recent staff changes to the TAC. Please update to correct names and agencies.

## **Table I: OWP Financial Table**

- Add an additional row for the anticipated RPA FY 2022-23 carryover funds.
- The Financial Table reflects PL as an SBCOG Funding Source revenue, however WE 624 and 642 reflect AMBAG conducting these activities for SBCOG using AMBAG’s PL funds. SBCOG needs to show a clear picture in the Financial Table, including identifying who is conducting the work and which agency’s funds are being used.

## **Work Element 101 – Transportation Development Act Administration**

- Task 2 - for deadline please list June 30, 2024. List quarterly staff reports and quarterly memos as the deliverable.

## **Work Element 103 – Overall Work Program**

- Task 5 – The RTPAs will no longer be included in the annual OWP coordination meeting with AMBAG. Please delete task 5.

## **Work Element 104 – Public Participation**

- Recommend some additional language that promotes ongoing, collaborative, and meaningful engagement with Caltrans and local agency partners on project endeavors.
- Task 3 - remove Caltrans as responsible party. SBCOG can state that they coordinate with agencies to obtain and provide technical data.

## **Work Element 105 – Regional Coordination**

- Task 5 - seems similar to WE 102 Task 2. Technical Advisory Committee. Is it duplicative?

- Task 5 – is listed as being funded through RPA but all deliverables are PPM. Please clarify.

#### **Work Element 106 – Transit System Planning and Administration**

- The Local Transportation Authority (LTA) is referenced as the “Responsible Party.” Does SBCOG contribute to this WE? Please clarify.
- Task 4 – Please identify the fund source for this activity and ensure this is an eligible activity based on the fund source.
- Task 5 Tasks and Deliverables – Grant applications for capital or operational are ineligible for RPA funds. Please revise accordingly.
- Task 7 - under deliverables, it states Implementation of bus stop amenities. If this is in reference to installation, this is not a planning activity and not considered eligible. If this is not related to installation, please provide clarifying language.
- Task 9: Include coordination with California Integrated Travel Project (Cal-ITP)

#### **Work Element 107 – Airport Land Use Commission**

- The Caltrans Division of Aeronautics appreciates the excellent overview of Aviation activities and Facilities within SBCOG jurisdiction. For the ALUC work plan, it seems that the ALUC has identified needed ongoing work to ensure the projects are deconflicted with the ALUCP and has identified a funding source to ensure that these ongoing activities are resourced appropriately.

#### **Work Element 109 – Metropolitan Planning and Programming**

- Objective: Suggest revising “Monterey Bay Area Governments” to “Association of Monterey Bay Area Governments” in first sentence.

#### **Work Element 110 – Measure G Implementation**

- Although this is not RPA funded, want to point out the tasks and deliverables are the same as FY 2022-23; however, the WE is almost \$50,000 less in FY 2023-24. What tasks were removed with the funding reduction?

#### **Work Element 201 – Regional Transportation Plan**

- Task 4: Task 1 Deliverable – Project delivery activities are not eligible for RPA funds. Remove RPA from this activity.
- Task 2 Deadline – The RTP Guidelines is being updated with an anticipated adoption by the CTC in January 2024. Update “annually” to January 2024.
- Task 2 Responsible Party – Does SBCOG pay AMBAG for this activity? If not, please remove AMBAG as a responsible party.
- Update Task 4 with the Responsible Party.
- Task 4: Deadline indicates July 2022. Is this meant to be July 2023?

### **Work Element 302 – Road System Planning and Programming**

- Task 4: Deadline indicates July 2022. Is this meant to be July 2023?
- Task 5 Deliverables – Clarify SBCOG’s deliverable for the referenced Statewide Plans.

### **Work Element 304 – Regional Rideshare Program**

- Previous and Ongoing Work: Suggest revising “(CRRSA Act)” to “CRRSAA”
- Task 6: Do rider surveys include on-bus surveying or email surveys? Consider making survey available in Spanish.

### **Work Element 305 – Regional Transportation Improvement Program**

- Objectives: Last sentence states that Rural Planning Assistance Funds will not be used for this Work Element, but they are listed as a funding source and mentioned as funding in all six tasks.
- Remove Caltrans as a Responsible Party as SBCOG is not giving RPA funds to Caltrans for this activity.
- Task 4 – “Managing and monitoring RTIP Projects SR 156 Improvement Project” is considered Project Delivery and is not eligible for RPA.

### **AMBAG Work Elements Partially Funded by SBCOG**

- Provide an introduction or explanation for this section. Is AMBAG funding and conducting all of SBCOG’s RTP and RIP activities? Is SBCOG providing AMBAG RPA funds for these activities? SBCOG needs to clearly identify what specific activities SBCOG is doing within the WE. Identify what RPA funds SBCOG is allocating to this WE.

### **Caltrans Repeat Comments from previous FY:**

- The “Previous and Ongoing” sections of most Work Elements seem to be the same from the previous FY. How is progress measured in each WE? Please clearly show the accomplishments made by each WE over the FYs.

### **Reminders**

RTPA Final OWP package is due to Caltrans by May 30, 2023. The following items must be included in the final OWP package:

- Response letter acknowledging Caltrans comments on the draft OWP. The response needs to demonstrate where (page numbers) Caltrans comments were addressed within the Final OWP.
- Electronically signed Overall Work Program Agreement (OWPA)
- Budget Revenue Summary (BRS)
- Board Resolution approving the OWP
- Electronically signed Certifications and Assurances
- Final OWP and Appendices

Ms. Abraham

April 3, 2023

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## STAFF REPORT

### Action

**Prepared By:** Veronica Lezama,  
Transportation Planning Manager

**Subject:** 2023/2024 Unmet Transit Needs  
Report

### Agenda Item No. 9

**Approved By:** Binu Abraham, Executive Director

**Meeting Date:** May 18, 2023

### Recommendation:

1. **ACCEPT** 2023/2024 Unmet Transit Needs Report.
2. **ADOPT** Resolution 2023-04 Making Findings and Recommendations Regarding Unmet Transit Needs as Required by the Transportation Development Act (TDA) for Implementation in Fiscal Year 2023/2024.

### Summary:

Each year, the Council of Governments (COG) is responsible for conducting the Unmet Transit Needs process to solicit input from the community on their transit needs that are not currently being met with existing services. The final Unmet Transit Needs report is being considered for approval by the COG Board of Directors at their May 18, 2023, meeting.

### Background/ Discussion:

In its role as the Transportation Development Act (TDA) fund administrator, COG is responsible for conducting the annual Unmet Transit Needs process.

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

1. **Solicit testimony from the public on the Unmet Transit Needs of the community.**  
During the month of January and February 2023 staff completed the above-mentioned Step 1, which resulted in a total of 22 public comments.
2. **Analyze the Unmet Transit Needs expressed by the public, in accordance with COG adopted definition of an Unmet Transit Need and Reasonable to Meet criterion.**  
For Step 2, staff analyzed the Unmet Transit Needs expressed by the public with COG's Social Services Transportation Advisory Council<sup>1</sup> at their March meeting.

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

3. **Adopt findings regarding Unmet Transit Needs, found Reasonable to Meet, which may exist for implementation by the Local Transportation Authority in the 2023/2024 Fiscal Year.** The COG Board of Directors adopts all Unmet Transit Needs, found Reasonable to Meet for implementation in the upcoming fiscal year.

At the April COG meeting, the Board of Directors received the draft Unmet Transit Needs for input. The Board will consider adopting the 2023/2024 Unmet Transit Needs Report at their May 18, 2023 meeting.

The 2023/2024 Unmet Transit Needs Report identifies nine Unmet Transit Needs Found Reasonable to Meet for implementation in the upcoming fiscal year, which must be considered by resolution by the Board of Directors (Attachment 1, Exhibit A). The nine Unmet Transit Needs, Found Reasonable include the following:

	Request	COG Response
1.	They need to have more flexible schedule going to Gilroy on the morning and evening. They need to provide better services to other people used. More schedule on winter time.	The Short-Range Transit Plan provides an analysis of transit services recommendations that factor capital and financial feasibility for all service improvements. Specifically, the Plan identifies additional and direct transit services between Hollister and Gilroy. The Local Transportation Authority is able to accommodate this request with existing revenue sources. However, as a national trend, transit agencies are experiencing post COVID transit driver shortages. All future services will be implemented dependent on available drivers. MV Transportation, County Express' contracted operator, currently employs 13 drivers, three are on Leave of Absence. In order to implement the Short-Range Transit Plan, seven additional drivers are needed. MV Transportation is actively recruiting drivers.
2.	There needs to be much higher frequency of the bus stopping at all stops for all services as much as possible. This will help get more people out of cars and alleviate the traffic issues we all deal with going in and out of	The Short-Range Transit Plan provides an analysis of transit services recommendations that factor capital and financial feasibility for all service improvements. Specifically, the Plan identifies additional and direct transit services between Hollister and Gilroy. The Local Transportation Authority is able to accommodate this request with existing revenue sources. However, as a national trend, transit agencies are experiencing post COVID transit driver shortages. All future services will be implemented dependent on available drivers. MV Transportation, County Express' contracted operator,

	<p>town on Hwy 25 and Hwy 156. From what I understand the long term goal of the VTA in Santa Clara county for all their mass transit services they are looking to increase frequency up to 15 min or less. Suburbs such as our county in other European countries have service at all their stops sometimes as frequent as five minutes which means the only people using their cars are the people that absolutely have to. This also saves people a lot more money versus having to rely strictly on car-based transportation. This also has a very positive environmental impact.</p>	<p>currently employs 13 drivers, three are on Leave of Absence. In order to implement the Short-Range Transit Plan, seven additional drivers are needed. MV Transportation is actively recruiting drivers.</p>
<p>3.</p>	<p>Expanded Fixed Route: Red Line + Blue Line merge. For those without cell phone access.</p>	<p>The Short-Range Transit Plan identifies the restoration of the Hollister Fixed Route service. The Hollister Fixed Route service operated two large loop routes in opposite directions around a single municipal loop. All future services will be implemented dependent on available drivers. MV Transportation, County Express' contracted operator, currently employs 13 drivers, three are on Leave of Absence. In order to implement the Short-Range Transit Plan, seven additional drivers are needed. MV Transportation is actively recruiting drivers.</p>

4.	<p>That offers more frequent schedules and stops in different areas. Thanks</p>	<p>An update to the Short-Range Transit Plan is underway. The document plans out County Express and Specialized Transportation (Jovenes de Antaño/Youth of Yesteryear) transit services and operations recommendation for improvement, including more frequent service. Short-Range Transit Plan service recommendations will begin being implemented in FY 2022/2023 given funding and driver availability.</p>
5.	<p>Also, better schedules to Gilroy in the mornings and in the afternoons during the wintertime, you have to favor other people who use the bus. Not only for school students when it is closed (no classes).</p>	<p>The Short-Range Transit Plan provides an analysis of transit services recommendations that factor capital and financial feasibility for all service improvements. Specifically, the Plan identifies additional and direct transit services between Hollister and Gilroy. The Local Transportation Authority is able to accommodate this request with existing revenue sources. However, as a national trend, transit agencies are experiencing post COVID transit driver shortages. All future services will be implemented dependent on available drivers. MV Transportation, County Express' contracted operator, currently employs 13 drivers, three are on Leave of Absence. In order to implement the Short-Range Transit Plan, seven additional drivers are needed. MV Transportation is actively recruiting drivers.</p>
6.	<p>More service on the weekend for people who do not drive but have to go buy supplies or just go out.</p>	<p>The Short-Range Transit Plan provides an analysis of transit services recommendations that factor capital and financial feasibility for all service improvements. Specifically, the Plan identifies additional and direct transit services between Hollister and Gilroy. The Local Transportation Authority is able to accommodate this request with existing revenue sources. However, as a national trend, transit agencies are experiencing post COVID transit driver shortages. All future services will be implemented dependent on available drivers. MV Transportation, County Express' contracted operator, currently employs 13 drivers, three are on Leave of Absence. In order to implement the Short-Range Transit Plan, seven additional drivers are needed. MV Transportation is actively recruiting drivers.</p>

7.	The service where there was the same day and then they sent the service that same day [reinstate On-Demand service].	The On-Demand service is a pilot program that was implemented during COVID similar to Dial-A-Ride services. On-demand is a shared-ride, public transit service within the City of Hollister. Riders can book a trip through our app or call dispatch and ride in ADA accessible vehicles with our trained drivers at a fraction of the cost of traditional rideshare apps. All future services will be implemented depending on available drivers. MV Transportation, County Express' contracted operator, currently employs 13 drivers, three are on Leave of Absence. In order to implement the Short-Range Transit Plan, seven additional drivers are needed. MV Transportation is actively recruiting drivers.
8.	Red Line	The Short-Range Transit Plan identifies the restoration of the Hollister Fixed Route service. The Hollister Fixed Route service operated two large loop routes in opposite directions around a single municipal loop. All future services will be implemented dependent on available drivers. MV Transportation, County Express' contracted operator, currently employs 13 drivers, three are on Leave of Absence. In order to implement the Short-Range Transit Plan, seven additional drivers are needed. MV Transportation is actively recruiting drivers.

For those Unmet Transit Needs found “Not Reasonable to Meet,” or not unmet transit needs, the Local Transportation Authority tries to accommodate the request or responds as to the reason the request cannot be accommodated.

The Unmet Transit Needs Report is submitted to Caltrans by August of each year.

**Financial Impact:**

There are no financial impact.

**Attachments:**

1. Resolution No. 2023-04 adopting the 2023/2024 Unmet Transit Needs Report

**BEFORE THE BOARD OF DIRECTORS OF THE  
COUNCIL OF SAN BENITO COUNTY GOVERNMENTS**

RESOLUTION OF THE COUNCIL OF SAN BENITO )  
COUNTY GOVERNMENTS CONCERNING UNMET )  
PUBLIC TRANSPORTATION NEEDS FUNDING )  
AND IMPLEMENTATION OF THE PROGRAM )  
WITHIN FISCAL YEAR 2023/2024 )

RESOLUTION NO: 2023-04

**WHEREAS**, the Council of San Benito County Governments (COG), has been designated as the Regional Transportation Planning Agency for the San Benito County region; and

**WHEREAS**, COG has adopted a Regional Transportation Plan directed at the achievement of a balanced coordinated transportation system; and

**WHEREAS**, COG shall, in implementation of its Plan, allocate monies in the Local Transportation Fund and State Transit Assistance Fund in accordance with the rules and regulations which implement the Transportation Development Act of 1972 as amended; and

**WHEREAS**, COG adopted the definition of “unmet needs” and “reasonable to meet” in Resolution 1992-01: Unmet Needs Findings Required; and

**WHEREAS**, COG adopted Resolution No. 11-04 Amending its Unmet Transit Needs “Reasonable to Meet” Criteria; and

**WHEREAS**, California Public Utilities Code, Section 99401.5 requires COG to hold a public hearing, pursuant to Public Utility Code Section 99238.5, for the purpose of soliciting comments to determine whether there are any unmet public transportation needs that are reasonable to meet prior to allocation of Local Transportation Funds for other purposes; and

**WHEREAS**, COG held a public hearing on February 16, 2023 to determine whether there are any unmet public transportation needs, and all those who attended the public hearing were given the opportunity to hear and be heard regarding all matters properly before the COG and COG considered all public testimony; and

**WHEREAS**, COG pursuant to Public Utility Code Section 99401.5:

1. Has consulted with the Social Services Transportation Advisory Council established pursuant to Public Utilities Code Section 99238; and
2. Has conducted a transit analysis including an assessment of the size and location of identifiable groups likely to be transit dependent or transit disadvantaged, including but not limited to the elderly, the disabled and persons of limited means, an analysis of the adequacy of existing and specialized public and private transportation services in meeting the transit demands of those groups, and an analysis of the potential alternative public and specialized transportation services and service improvements that would meet all or part of the demand, in order to identify the transit needs of the County of San Benito;
3. Has identified eight (8) Unmet Transit Needs that are Reasonable to Meet;

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**Council of San Benito County Governments (COG)**

4. Has prepared the 2023/2024 Annual Unmet Transit Needs Report, attached hereto and incorporated herein by reference as **Exhibit A**, which provides the findings required by Section 99401.5 and the information developed by the COG that provides the basis for the findings.

**NOW, THEREFORE, BE IT RESOLVED**, that the Council of San Benito County Governments, acting as the Regional Transportation Planning Agency for the County of San Benito, hereby makes the following findings and determinations, based on all information in the record including, but not limited to the findings of the 2023/2024 Annual Unmet Transit Needs Report (**Exhibit A**):

- A. There are eight (8) "unmet transit needs" that are "reasonable to meet," as further explained in the 2023/2024 Annual Unmet Transit Needs Report (**Exhibit A**); and
- B. There are two (2) "unmet transit need" that are not "reasonable to meet," as further explained in the 2023/2024 Annual Unmet Transit Needs Report (**Exhibit A**); and
- C. There are 12 comments that were not considered "unmet transit needs," as further explained in the 2023/2024 Annual Unmet Transit Needs Report (**Exhibit A**).

**BE IT FURTHER RESOLVED** that the Council of San Benito County Governments, acting as the Regional Transportation Planning Agency, accepts and adopts the 2023/2024 Unmet Transit Needs Report (**Exhibit A**) and finds that there are no additional unmet regional and community public transit needs within the incorporated and unincorporated areas of the County that can be reasonably met at this time.

PASSED AND ADOPTED BY THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS on this 18<sup>th</sup> day of May 2023, by the following vote:

AYES:  
NOES:  
ABSTAINING:  
ABSENT:

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Bea Gonzales, Chair

ATTEST:

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

*Shirley L. Murphy*

Shirley L. Murphy, Deputy County Counsel

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Binu Abraham, Executive Director

Dated: *May 9, 2023*

Dated:



# UNMET TRANSIT NEEDS REPORT

Final Report: May 18, 2023

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





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## **About the Council of San Benito County Governments (COG)**

The Council of San Benito County Governments (COG) is the Regional Transportation Planning Agency (RTPA) for San Benito County. COG serves as the forum for regional decision-making. In this capacity, COG builds consensus among local and regional agencies, develops long-term strategic plans, programs Federal and State funding for allocation to transportation projects.

The governing board for COG is made up of five members. Two members are appointed by the San Benito County Board of Supervisors, two from the City of Hollister and one from the City of San Juan Bautista.

### **COG BOARD OF DIRECTORS**

**Bea Gonzales**, Chair (County of San Benito)

**Scott Freels**, Vice-Chair (City of San Juan Bautista)

**Mia Casey** (City of Hollister)

**Dolores Morales** (City of Hollister)

**Mindy Sotelo** (County of San Benito)

**Scott Eades**, Caltrans District 5 (Ex-Officio)

### **COG STAFF:**

**Binu Abraham**, Executive Director

**Richard Alves**, Mechanic

**Griselda Arevalo**, Office Assistant

**Monica Gomez**, Secretary

**Norma Rivera**, Administrative Services Specialist

**Regina Valentine**, Transportation Planner

**Veronica Lezama**, Transportation Planning Manager

## Area Profile and Transit System Overview

### REGIONAL SETTING

San Benito County is a rural and agricultural community in the Central Coast Region, south of Silicon Valley (Figure 1: Map of San Benito County). 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 population in the County was 64,209 according to the 2020 U.S. Census. The County has two incorporated cities – Hollister, population 41,678, and San Juan Bautista, population 2,089 – 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.

Figure 1: San Benito County

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.

### EXISTING TRANSIT SERVICES

The San Benito County Local Transportation Authority (LTA) was formed by a Joint Powers Agreement between the Cities of Hollister and San Juan Bautista and the County of San Benito in 1990. The Authority is responsible for the administration and operation of public transportation services in the County provided by County Express and Specialized Transportation Services (Figure 2: County Express Riders).

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



Figure 2: County Express Riders

Transportation public transportation services in the San Benito region (Figure 4: County Express Riders).

### County Express Transit System

The County Express fleet includes 20 vehicles, all of 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 Saturdays 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 a daily weekday service to Gavilan College and the Caltrain station and weekend service to the Greyhound station in Gilroy. The weekday shuttle service is from 4:55 a.m. to 8:20 p.m. with a limited schedule when Gavilan College 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 6:45 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. This service is currently suspended due to a driver shortage.
- **Tripper Service**- County Express' Tripper provides 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 2020 U.S. Census, 12 percent of the total County population is aged 65 or older.<sup>1</sup> Many of these elderly individuals and persons with disabilities require specialized transportation services to travel to medical appointments, shop, and visit recreational centers.

The LTA makes great strides to provide a comprehensive and adequate public transit service. This continued effort to meet the needs of the community is accomplished through the annual Unmet Transit Needs Process, which is outlined in this Report.

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<sup>1</sup> 2020 U.S. Census, San Benito County

## Unmet Transit Needs Overview

### TRANSPORTATION DEVELOPMENT ACT (TDA)

The Transportation Development Act of 1971 (TDA), also known as SB 325, is administered by the California Department of Transportation (Caltrans) through the county's designated regional transportation planning agency (RTPA).

As the administrator of TDA funds, the Council of San Benito County Governments (COG), as the regional transportation planning agency, is charged with performing the Unmet Transit Needs process. The purpose of this process is to ensure that all unmet transit needs that are "reasonable to meet" are met before funds are expended for non-transit uses.

"Unmet Transit Needs" are defined as expressed or identified needs of a significant segment of the community for public transportation services to meet basic mobility needs which are not currently being met through existing transit services or other means of transportation. The "Reasonable to Meet" standard is based on several criteria that analyze how accommodating that transit need will affect the rest of the transit system that it relates to. If it passes the criteria then it is found reasonable to meet and changes will be made to accommodate the need.

The process is done annually and entails a comprehensive outreach program and a series of public hearings throughout the county to obtain comments on unmet transit needs that may be reasonable to meet. Once the comments are received, the Social Services Transportation Advisory Committee (SSTAC) analyzes them to determine if there are any transit needs that meet the adopted definitions of "reasonable to meet" and "unmet transit need" and makes a recommendation of findings to the COG Board. If the Board determines there are unmet transit needs that are reasonable to meet, the affected jurisdiction must satisfy the needs before any TDA funds are expended for non-transit purposes.

As noted previously, COG staff typically evaluates the comments received and recommends those "Unmet Transit Needs" found "Reasonable to Meet" for implementation in the upcoming fiscal year.

This Report documents the Unmet Transit Needs process which is submitted annually to the California Department of Transportation (Caltrans).

## Adopted Definitions and Procedures for Noticing and Conducting the Annual Unmet Transit Needs Hearing

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

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

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

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

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

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

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

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

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

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

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

#### REASONABLE TO MEET CRITERIA

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

#### A. EQUITY

The proposed service would:

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

#### B. TIMING

The proposed service would:

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

#### C. COST EFFECTIVENESS

The proposed service would:

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

#### D. SYSTEM PERFORMANCE

1. The efficiency of the new, expanded, or revised transit service, excluding specialized transportation services, shall be measured on efficiency, such as:
  - Cost per passenger trip,
  - Cost per vehicle service hour,
  - Passenger trips per vehicle service hour,
  - Passenger trips per service mile,



- On-time performance.
2. The proposed service would have a reasonable expectation of future increase in ridership.

#### **E. OPERATIONAL FEASIBILITY**

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

#### **F. COMMUNITY ACCEPTANCE**

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

#### **G. ADA CONFORMITY**

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

#### **H. OTHER FACTORS**

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

Council of Governments Resolution

BEFORE THE BOARD OF DIRECTORS OF THE  
COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

RESOLUTION OF THE BOARD OF )  
DIRECTORS OF THE COUNCIL OF SAN )  
BENITO COUNTY GOVERNMENTS ) Resolution No. 11-04  
AMENDING RESOLUTION NO. 90-12 TO )  
REVISE THE CRITERIA FOR )  
DETERMINING UNMET TRANSIT NEEDS )  
THAT ARE "REASONABLE TO MEET" )  
\_\_\_\_\_ )

WHEREAS, the Council of San Benito County Governments, herein referred as to as ("COG") is the Regional Transportation Planning Agency (RTPA) for San Benito County; and

WHEREAS, the COG is responsible for the allocation to claimants of funds received from the Transportation Development Act (P.U.C. 99200, et seq); and

WHEREAS, Transportation Development Act funds can be allocated to eligible claimants for support of public transportation systems, bicycle and pedestrian facilities, and for streets and roads; and

WHEREAS, COG identifies unmet transit needs within the San Benito County region and those needs that are reasonable to meet in accordance with Public utilities Code, Section 99401.5; and

WHEREAS, COG, on July 12, 1990, adopted Resolution No. 90-12, adopting the definition of "unmet needs" and the criteria for determining unmet transit needs that are "reasonable to meet" in San Benito County.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Council of San Benito County Governments, that it does hereby amend COG's Resolution 90-12 to amend the criteria for determining what unmet transit needs are "reasonable to meet", as set forth in Exhibit A, attached hereto and incorporated herein by reference.

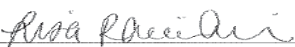
PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS THIS 21ST DAY OF APRIL, 2011 BY THE FOLLOWING VOTE:

AYES:  
NOES:  
ABSTAINING:  
ABSENT:

  
Jaime De La Cruz, Chair

ATTEST:  
Lisa Rheinheimer, Executive Director

APPROVED AS TO LEGAL FORM:  
San Benito County Counsel Office

By: 

By:   
Shirley L. Murphy, Deputy County Counsel

Dated: 4/26/11

Dated: April 13, 2011

## Exhibit A

### REASONABLE TO MEET CRITERIA

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

#### A. EQUITY

The proposed service would:

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

#### B. TIMING

The proposed service would:

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

#### C. COST EFFECTIVENESS

The proposed service would:

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

#### D. SYSTEM PERFORMANCE

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

#### E. OPERATIONAL FEASIBILITY

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

#### F. COMMUNITY ACCEPTANCE

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

#### G. ADA CONFORMITY

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

#### H. OTHER FACTORS

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

## Unmet Transit Needs Public Hearing and Community Engagement

Each year, the Council of Governments (COG) works with the transit providers and the public to identify any transit needs that are not currently being met. During the reporting period, COG conducted community outreach to receive Unmet Transit Needs testimony from the public. COG makes strides to reach historically underserved communities. Some of the public engagement strategies include the following:

- The COG Board held a public hearing on February 16, 2023 at 4:00 p.m. during the Council of Governments regular Board meeting. In addition to the hearing, COG conducted the following outreach efforts:
- Community Survey in both English and Spanish languages.
- Onboard survey on County Express and Specialized Transportation buses.
- BenitoLink article
- Social media posts

Notice of the hearing and meetings was given and included the date, place, and specific purpose of the meeting through various means. The meetings were advertised by distributing bilingual flyers on social media and public spaces, including bus stop shelters and aboard transit vehicles. Spanish language translation was provided at all meetings.



**Public Hearing on the Unmet Transit Needs**

**SBCOG**  
Council of San Benito County Governments

**February 16, 2023 | 4 PM**  
Board of Supervisors Chambers  
481 Fourth Street, Hollister  
Zoom: <https://us02web.zoom.us/j/84689396934>

**What is an Unmet Transit Need?**  
Each year, the Council of Governments (COG) works with the public to identify any transit (bus) needs that are not currently being met by County Express or Specialized Transportation - a service provided by Jóvenes de Antaño/Youth of Yesteryear.

We are accepting comments through February 22nd.

Written comments can be emailed to  
Veronica Lezama, Transportation Planning Manager  
[veronica@sanbenitocog.org](mailto:veronica@sanbenitocog.org)

 [Facebook.com/SanBenitoCOG](https://www.facebook.com/SanBenitoCOG)



**Audiencia Pública sobre las Necesidades de Tránsito Insatisfechas**

**SBCOG**  
Council of San Benito County Governments

**16 de febrero de 2023 | 4 PM**  
Board of Supervisors Chambers  
481 Fourth Street, Hollister  
Zoom: <https://us02web.zoom.us/j/84689396934>

**¿Qué es una Necesidad de Tránsito Insatisfecha?**  
Cada año, el Consejo de Gobiernos (COG) trabaja con el público para identificar necesidades de tránsito que actualmente no está siendo atendida por County Express o Specialized Transportation, un servicio de Jóvenes de Antaño.

Aceptando comentarios hasta el 22 de febrero.

Comentarios escritos pueden enviarse por correo electrónico a  
Verónica Lezama, Gerente de Planificación de Transporte  
[veronica@sanbenitocog.org](mailto:veronica@sanbenitocog.org)

 [Facebook.com/SanBenitoCOG](https://www.facebook.com/SanBenitoCOG)

During the public comment period, COG received a total of 22 comments. Enclosed in this report is a summary of comments received, Unmet Transit Needs determination, COG response to comments, and relevant Unmet Transit Needs Policy.

The notice below was published in the Hollister Freelance Newspaper in January 2023 notifying the public of the February 2023 Public Hearing.

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## **COG - San Benito Council of Governments**

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### **NOTICE OF PUBLIC HEARING REGARDING UNMET TRANSIT NEEDS**

Notice is hereby given that a hybrid in-person and virtual public hearing will be held to provide the public the opportunity to identify any transit needs that are not currently being met by the local bus services of County Express and Specialized Services- a service provided by Jovenes de Antaño. The hearing will be held on the following date:

#### **COG Board Meeting (in-person and virtual)**

Thursday, February 16, 2023  
at 4:00 PM  
San Benito County Board of Supervisors Chambers  
481 Fourth Street, Hollister, CA  
Zoom Meeting details visit [www.sanbenitocog.org](http://www.sanbenitocog.org)

Spanish interpretation will be available at the hearing. If you are unable to attend, you may submit your comments in writing by February 24, 2023, to: Council of Governments, Attn: Unmet Transit Needs, 330 Tres Pinos Road, Suite C7, Hollister, CA 95023 or by email at [veronica@sanbenitocog.org](mailto:veronica@sanbenitocog.org). For more information, please contact Veronica Lezama, Transportation Planning Manager at (831) 637-7665 Ext. 206.

### **AVISO - AUDIENCIA PÚBLICA SOBRE LAS NECESIDADES DE TRÁNSITO**

Se avisa que una audiencia pública se llevara a cabo en persona y virtual para ofrecer al público la oportunidad de identificar las necesidades de tránsito que en la actualidad no se están cumpliendo en el Condado de San Benito por los servicios de autobús County Express y Specialized Transportation Services – un servicio operado por Jovenes de Antaño. La audiencia se llevará a cabo en la siguiente fecha:

#### **Reunión de la Junta de Mesa Directiva COG**

Jueves, 16 de febrero del 2023  
4:00 PM (en persona y por el sistema de computadora Zoom)  
San Benito County Board of Supervisors Chambers  
481 Fourth Street, Hollister, CA  
Detalles Zoom visite [www.sanbenitocog.org](http://www.sanbenitocog.org)

Interpretación en Español será disponible en la audiencia. Si usted no puede atender, escriba para expresar sus opiniones antes del 24 de febrero, 2023 a el: Concilio de Gobiernos, Attn: Necesidades de Tránsito, 330 Tres Pinos Road, Suite C7, Hollister, CA 95023 o por correo electrónico [veronica@sanbenitocog.org](mailto:veronica@sanbenitocog.org). Para obtener más información, llame a Veronica Lezama, Gerente de Transportación, al (831) 637-7665 Ext. 206.

Publish before 2/1/2023  
(Pub HF 1/20)

COG Minutes, Relating to the Unmet Transit Needs Hearing of February 16, 2023.

SAN BENITO COUNTY COUNCIL OF GOVERNMENTS  
REGULAR MEETING  
Board of Supervisors Chambers  
481 Fourth Street, Hollister, CA 95023 & Zoom Platform  
February 16, 2023, at 4:00 P.M.

ACTION MINUTES

**MEMBERS PRESENT:**

Chair Bea Gonzales, Vice-Chair Scott Freels, Director Mia Casey, Director Mindy Sotelo, Director Dolores Morales(via-Zoom), and Ex Officio, Scott Eades, Caltrans District 5

**STAFF PRESENT:**

Executive Director; Binu Abraham, Administrative Services Specialist; Norma Rivera, Transportation Planning Manager; Veronica Lezama, Transportation Planner; Regina Valentine, Office Assistant; Griselda Arevalo, Secretary II; Monica Gomez, Deputy County Counsel; Shirley Murphy.

**OTHERS PRESENT:**

Terry Thompson; Caltrans District 5, Jill Leal; Caltrans District 5, Morgan Robertson; Caltrans District 5, Heather Adamson; Association of Monterey Bay Area Governments.

**1. CALL TO ORDER:**

Chair Pro Tempore Sotelo called the meeting to order at 4:02 P.M.

**2. PLEDGE OF ALLEGIANCE**

Director Gonzales led the pledge of allegiance.

**3. ROLL CALL**

Secretary Gomez called the roll call and confirmed a quorum of Directors were present.

**4. CERTIFICATE OF POSTING**

**Motion made to acknowledge Certificate of Posting:**

Motion: Director Bea Gonzales                      Second: Director Mia Casey

Motion carried: 4/0

Yes:                      Sotelo, Gonzales, Casey, Freels

No:                      None

Recused:              None

Abstention:         None

Absent:                Morales



## **5. NOTICE OF TEMPORARY PROCEDURES FOR COUNCIL OF GOVERNMENTS BOARD MEETINGS**

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

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

## **6. PUBLIC COMMENT:**

Chair Pro Tempore stated for the record that COG received Mr. Joe Thompson’s public comment correspondence. The correspondence was entered into public record.

There was discussion regarding how to view or obtain copies of Mr. Thompson’s public comment correspondence. Any member of the public who would like to view his written comments may reach out to COG staff.

## **REGULAR AGENDA:**

*4:00 P.M. Public Hearing (Or As Soon Thereafter As The Matter May Be Heard)*

## **ACTION ITEMS:**

### **7. COG Board Chair and Vice Chairperson Election and Committee Appointments – Sotelo**

**A. HOLD Nomination and Election of COG Chair and Vice Chairperson for the 2023 Meeting Calendar.**

#### **Motion made to Elect Bea Gonzales as COG Chairperson for 2023:**

Motion: Director Mindy Sotelo                      Second: Director Mia Casey

Motion carried: 4/0

Yes:                      Sotelo, Casey, Freels, Gonzales

No:                      None

Recused:              None

Abstention:          None

Absent:                Morales

#### **Motion made to Elect Scott Freels as COG Vice Chairperson for 2023:**

Motion: Chair Bea Gonzales                      Second: Director Mindy Sotelo

Motion carried: 4/0

Yes:                      Sotelo, Casey, Freels, Gonzales

No:                      None

Recused:              None

Abstention:          None

Absent:                Morales

Director Morales joined the COG meeting at 4:14 p.m. via-Zoom.

B. APPROVE Appointment of Delegate and Alternate to the California Association of Councils of Governments (CALCOG).

**Motion made to Appoint Chair Gonzales as Delegate and Director Morales as Alternate for CALCOG:**

Motion: Director Mindy Sotelo                      Second: Director Mia Casey  
Motion carried: 5/0  
Yes:                      Sotelo, Casey, Freels, Gonzales, Morales  
No:                      None  
Recused:              None  
Abstention:          None  
Absent:                None

C. APPROVE Appointment of Two Representatives to the San Benito/Santa Clara Mobility Partnership (One City of Hollister Representative and One Other Representative).

**Motion made to Appoint Director Morales and Director Sotelo as Reps. to the San Benito/Santa Clara Mobility Partnership:**

Motion: Chair Bea Gonzales                      Second: Director Mindy Sotelo  
Motion carried: 5/0  
Yes:                      Sotelo, Casey, Freels, Gonzales, Morales  
No:                      None  
Recused:              None  
Abstention:          None  
Absent:                None

D. APPROVE Appointment of Representative to Speak on Behalf of COG at California Transportation Commission and Central Coast Coalition Meetings.

**Motion made to Appoint Director Casey as Representative and Director Morales as Alternate to the CTC and CCC meetings:**

Motion: Director Mindy Sotelo                      Second: Director Mia Casey  
Motion carried: 5/0  
Yes:                      Sotelo, Casey, Freels, Gonzales, Morales  
No:                      None  
Recused:              None  
Abstention:          None  
Absent:                None

There was no public comment on item 7A-D.

**8. 2023/2024 Unmet Transit Needs – Lezama**

- A. RECEIVE Report on the Unmet Transit Needs Process.
- B. HOLD Public Hearing on the Unmet Transit Needs of the Community.
- C. RETURN with Draft Unmet Transit Needs Report for Board Input.

Transportation Planning Manager, Veronica Lezama provided a report on the Unmet Transit Needs Process and answered questions from the Board.

Chair Gonzales opened the public hearing at 4:23 p.m.

There was no public comment.

Chair Gonzales closed the public hearing at 4:23 p.m.

Ms. Lezama noted that staff will be soliciting comments through February 20, 2023. Staff will evaluate all the comments received and will bring a draft report to the Board in both April and May.

**9. Draft FY 2023/2024 Overall Work Program – Lezama**

- A. RECEIVE draft fiscal year 2023/2024 overall work program, which includes planning activities to be performed by the council of governments; and
- B. AUTHORIZE Submittal of Fiscal Year 2023/2024 Draft Overall Work Program to Caltrans for Comment.

Transportation Planning Manager, Veronica Lezama provided a report on the Draft FY 2023/2024 Overall Work Program and answered questions from the Board.

Director Sotelo inquired if part of this process included evaluating public transit because she had questions about the County Express transit services.

Ms. Lezama stated that the process would be outside of the Overall Work Program. The Short-Range Transit Plan is the document that identifies the recommendations for improving public transit.

There was consensus from the Board to receive more information on the Short-Range Transit Plan.

Executive Director Abraham added that the Short-Range Transit Plan will be presented to the Board on a future agenda.

There was no public comment.

**Motion made to Authorize submittal of Fiscal year 2023/2024 Draft Overall Work Program to Caltrans for Comment:**

Motion: Director Mindy Sotelo      Second: Director Mia Casey

Motion carried: 5/0

Yes: Sotelo, Casey, Freels, Gonzales, Morales

No: None

Recused: None  
Abstention: None  
Absent: None

**10. APPROVE Letter of Support for the Valley Transportation Authority’s Application for Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Program Funds for the State Route 152 Trade Corridor Project – Lezama**

Transportation Planning Manager Veronica Lezama presented the letter of support for the Valley Transportation Authority’s (VTA) Application for Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Program funds for the State Route 152 Trade Corridor Project. She mentioned that Chris Metzger with VTA was available to answer any questions from the Board.

Director Sotelo stated that there are some real concerns from people that may be affected in that area and wanted clarification that what the Board was authorizing with the letter of support is just to study the area.

Executive Director Abraham reaffirmed that this would be part of the EIR to look at all potential routes and see what impacts they might have and to identify what would be a good route for SR 152. There will then be public hearings and opportunities for the public to provide input.

**Motion made to Approve Item 10:**

Motion: Director Mindy Sotelo      Second: Director Dolores Morales  
Motion carried: 5/0  
Yes: Sotelo, Casey, Freels, Gonzales, Morales  
No: None  
Recused: None  
Abstention: None  
Absent: None

**11. APPROVE Strategy Proposal for the SR 25 Expressway Conversion Project – Abraham**

Executive Director Binu Abraham presented the strategy proposal for the SR 25 Expressway Conversion Project, which includes a six-month period analysis. During the strategic development process, Caltrans will continue the project environmental development process.

Executive Director Abraham and Caltrans Ex-officio Scott Eades answered questions from the Board.

Public Comment:  
Jim Parker

**Motion made to Approve Item 11:**

Motion: Vice Chair Scott Freels      Second: Director Mindy Sotelo  
Motion carried: 5/0  
Yes: Sotelo, Casey, Freels, Gonzales, Morales  
No: None  
Recused: None

Abstention: None  
Absent: None

**CONSENT AGENDA:**

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

- 12. ADOPT Resolution 23-02 Authorizing Teleconferencing Options for Council of Governments Meetings for the Period of February 16, 2023, through February 28, 2023 – Rivera
- 13. APPROVE Council of Governments Draft Action Regular Meeting Minutes Dated December 15, 2022 – Gomez
- 14. RECEIVE the 2023 Council of Governments Board of Directors Meeting Calendar – Rivera
- 15. REAPPOINT Clay Kempf and Connie Padron to the Social Services Transportation Advisory Council – Valentine

Executive Director Abraham asked to pull Item 12 for discussion.

There was no public comment on Consent.

**Motion made to Approve Items 13,14, 15:**

Motion: Director Mia Casey                      Second: Vice Chair Scott Freels  
Motion carried: 5/0  
Yes: Sotelo, Casey, Freels, Gonzales, Morales  
No: None  
Recused: None  
Abstention: None  
Absent: None

**Item 12 pulled for discussion:**

Deputy County Counsel Shirley Murphy provided an overview of changes under Government Code Section 54953, after February 28, 2023, Board meetings will be conducted in person at the San Benito County Board of Supervisors Chambers.

There was no public comment.

**Motion made to Approve Item 12:**

Motion: Director Mindy Sotelo                      Second: Director Dolores Morales  
Motion carried: 5/0  
Yes: Sotelo, Casey, Freels, Gonzales, Morales  
No: None  
Recused: None  
Abstention: None  
Absent: None

## **INFORMATION ITEMS:**

### **16. RECEIVE Monthly Construction Projects Report from Caltrans District 5 – Eades, Caltrans**

District 5 Deputy Director for Transportation Planning Scott Eades provided an update on major construction projects in San Benito County and answered questions from the COG Board.

Mr. Eades mentioned that Caltrans is more than pleased to come back and provide presentations on individual projects.

There was no public comment.

### **17. RECEIVE Presentation from Caltrans on the San Benito 101 Wildlife Connectivity Project – Lezama/Caltrans**

Transportation Planning Manager, Veronica Lezama introduced Caltrans Project Manager, Morgan Robertson who provided a presentation on the San Benito 101 Wildlife Connectivity Project.

There was no public comment.

### **18. Executive Director's Report (Verbal Report) – Abraham**

Executive Director Abraham reported that staff had finalized the date for the COG Board Retreat/Orientation which will take place on March 10, 2023. Ms. Abraham also mentioned that she is in the process of meeting with individuals and local community groups to learn about the culture of the region.

Director Sotelo thanked Executive Director Abraham for taking the time to reach out to COG Board members and members of the public that had questions about transportation related items.

There was no public comment.

### **19. Board of Directors' Reports (Verbal Report)**

Director Casey reported that she had received a lot of comments from constituents regarding the recent railroad crossing work on Highway 25 in Santa Clara County. There are unsafe pavement conditions when people are driving across the railroad crossing.

Transportation Planning Manager Veronica Lezama stated that staff were aware of the issue and had reached out to UPRR and Caltrans to address the issue.

Vice Chair Freels mentioned that closing Highway 25 on a Friday night was not wise. The Waze application was sending everybody into downtown San Juan Bautista which caused a mess.

Ms. Lezama stated that the UPRR was responsible for the closure of Highway 25. Staff reached out to the UPRR and let them know that this was our major commuter route and how it impacted our community.

Scott Eades mentioned that this was an emergency project for the UPRR and Caltrans permitting staff are aware of the situation and are coordinating with District 4's permitting staff to get the situation addressed.

There was no public comment.

**20. Caltrans Report/Correspondence (Verbal Report) – Scott Eades**

Mr. Eades followed up on questions that were asked from members of the public at the January meeting and also provided the following announcements:

Mr. Eades announced that there is a call for projects for Clean CA Local Grant Cycle2. Workshop dates will be announced in the coming weeks. Applications are due April 28, 2023, by 5p.m.

Lastly, Mr. Eades announced that there is approximately \$85 million available statewide in three different grant categories for Caltrans Sustainable Transportation Planning Grants. Applications are due March 9, 2023, by 5p.m.

There was no public comment.

**ADJOURNMENT:**

There being no further business to discuss, Director Sotelo motioned to adjourn at 5:46 p.m.

Motion seconded by Director Casey.

Motion carried: 5/0

Yes: Sotelo, Casey, Freels, Gonzales, Morales

No: None

Recused: None

Abstention: None

Absent: None

**ADJOURN TO COG MEETING MARCH 19, 2023, AT 4:00 P.M.**





COUNCIL OF SAN BENITO COUNTY GOVERNMENTS  
SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL

REGULAR MEETING

ACTION MINUTES

**DATE:** Friday, March 24, 2023  
10:00 AM

**LOCATION:** Council of San Benito County Governments  
Conference Room  
330 Tres Pinos Road, Suite C7  
Hollister, CA 95023

**1. CALL TO ORDER:**

SSTAC Vice Chair, Paulette Cobb called the meeting to order at 10:07 A.M.

**MEMBERS PRESENT:**

Paulette Cobb Vice Chair, Clay Kempf, Joshua Mercier, Regina Valentine, Vicki Rivera (alternate), Martina Martinez (alternate)

**MEMBERS ABSENT:**

Maria Magaña, Stacy Romo

**STAFF PRESENT:**

Veronica Lezama, Transportation Planning Manager; Monica Gomez, Secretary II

**2. CERTIFICATE OF POSTING**

Motion made to acknowledge Certificate of Posting:

Motion: Regina Valentine            Second: Joshua Mercier

Motion carried: 6/0

Yes: Cobb, Kempf, Mercier, Valentine, Rivera, Martinez

No: None

Abstention: None

Absent: Romo, Magaña

**3. PUBLIC COMMENT:**

None

**4. MEMBER ANNOUNCEMENTS:**

Member Valentine introduced Binu Abraham as the new Executive Director for the Council of San Benito County Governments.

**ACTION ITEMS:**

**5. ELECT SSTAC Chair and Vice-Chair for 2023**

**Motion made to Elect Leona Medearis-Peacher as SSTAC Chairperson for 2023:**

Motion: Regina Valentine            Second: Clay Kempf

Motion carried: 6/0

Yes:                    Cobb, Kempf, Mercier, Valentine, Rivera, Martinez

No:                    None

Abstention:        None

Absent:              Romo, Magaña

**Motion made to Elect Paulette Cobb as SSTAC Vice Chairperson for 2023:**

Motion: Regina Valentine            Second: Clay Kempf

Motion carried: 6/0

Yes:                    Cobb, Kempf, Mercier, Valentine, Rivera, Martinez

No:                    None

Abstention:        None

Absent:              Romo, Magaña

There was no public comment.

**6. Discuss the Association of Monterey Bay Area Governments' (AMBAG) 2023 Public Participation Plan (PPP) Development Process – Valentine/AMBAG**

Transportation Planner, Regina Valentine presented the Association of Monterey Bay Area Governments' (AMBAG) 2023 Public Participation Plan Development process on behalf of AMBAG.

There was no public comment.

**7. 2023 Unmet Transit Needs Report – Lezama**

a. COMMENT on the Public Feedback Received During the 2023 Unmet Transit Needs Process.

b. RECOMMEND to the COG Board the Unmet Transit Needs Found Reasonable to Meet for Implementation in Fiscal Year 2023/2024 by the Local Transportation Authority.

Transportation Planning Manager, Veronica Lezama provided an overview of the public feedback received during the 2023 Unmet Transit Needs process and answered questions from the Committee.

Transportation Planner, Regina Valentine provided a brief overview of the Jovenes de Antaño and County Express transportation services.

There was no public comment.

**Motion made to recommend to the COG Board the Unmet Transit Needs found reasonable to meet for implementation in Fiscal Year 2023/2024 by the Local Transportation Authority.**

Motion: Paulette Cobb                Second: Clay Kempf

Motion carried: 6/0

Yes:                    Cobb, Kempf, Mercier, Valentine, Rivera, Martinez

No:                    None

Abstention:        None

Absent: Romo, Magaña

**CONSENT AGENDA:**

*(These matters shall be considered as a whole and without discussion unless a particular item is removed from the consent agenda. A member of the public should seek recognition by the Chair if comment is desired. Approval of a consent item means approval of recommended as specified on the Staff Report.)*

- 8. **APPROVE** Social Services Transportation Advisory Council Regular Meeting Minutes dated March 25, 2022 – Gomez
  
- 9. **RECEIVE** the 2023 Council of Governments Board of Directors and Social Services Transportation Advisory Council Meeting Calendar – Gomez

There was no public comment on the Consent Agenda.

**Motion made to approve the Consent Agenda:**

Motion: Regina Valentine                      Second: Joshua Mercier

Motion carried: 6/0

Yes: Cobb, Kempf, Mercier, Valentine, Rivera, Martinez

No: None

Abstention: None

Absent: Romo, Magaña

**INFORMATION ITEMS:**

**10. Executive Director Report/Announcements – Abraham**

Executive Director Binu Abraham stated that she was pleased to meet everyone and looked forward to working collaboratively with SSTAC members in the future. Executive Director Abraham reported out on the COG Board Orientation Special meeting that was held on March 10, 2023.

There was no public comment.

Vice Chair Cobb adjourned the SSTAC meeting at 11:04 a.m.

The next regularly scheduled meeting date is June 23, 2023.

Public Comments Received and COG Response

2023 Unmet Transit Needs Report  
For Implementation in FY 2023/2024

County Express								
No.	Media	Language	Service	Comment Category	Public Comment	Determination	Reasonable To Meet Criteria	COG Response
1	Bus Survey	English	Intercounty	Gap in Service	They need to have more flexible schedule going to Gilroy on the morning and evening. They need to provide better services to other people the used. More schedule on winter time.	Unmet Transit Need: Reasonable to Meet	Not applicable	The Short Range Transit Plan provides an analysis of transit services recommendations that factor capital and financial feasibility for all service improvements. Specifically, the Plan identifies additional and direct transit services between Hollister and Gilroy. The Local Transportation Authority is able accommodate this request with existing revenue sources. However, as a national trend, transit agencies are experiencing post COVID transit driver shortages. All future services will be implemented dependent on available drivers. MV Transportation, County Express' contracted operator, currently employs 13 drivers, three are on Leave of Absence. In order to implement the Short Range Transit Plan, seven additional drivers are needed. MV Transportation is actively recruiting drivers.
2	Bus Survey	English	Unknown	Customer Service	Have better bus drivers, be more kind with the passengers. Your bus drivers ask to many questions to people.	Not an Unmet Transit Need	Not applicable	Thank you for your feedback, the matter has been addressed with the MV Transportation General Manager.
3	Bus Survey	English	Unknown	Other	Car Service	Not an Unmet Transit Need	Not applicable	N/A
4	Bus Survey	English	Intercounty	Operational	A bus with more seats on the Intercounty line in the morning. Specifically leaving Hollister around 7 AM. There have been times when there are 17-25 people on the bus that can really only fit 16. Its unsafe.	Not an Unmet Transit Need	Not applicable	County Express implemented a shadow bus, which is a secondary vehicle to accommodate additional ridership overflow.
5	Email	English	Intercounty	Other	Can you please send me a brief description of transit routes/schedules for the service to SJB? And any routes that use 156 that do not stop in SJB?	Not an Unmet Transit Need	Not applicable	A summary of local transit services was provided.
6	Email	English	Intercounty	Gap in Service	More service for those taking night classes at Gavilan College. I am most interested in any route to Gavilan College.	Not an Unmet Transit Need	Not applicable	The Local Transportation Authority has not received requests for evening transit services to and from Gavilan College. During the Short range Transit Plan outreach, the request for evening transit services to and from Gavilan College was not identified as a need.

No.	Media	Language	Service	Comment Category	Public Comment	Determination	Reasonable To Meet Criteria	COG Response
7	Bus Survey	English	Intercounty	Gap in Service	A bus that goes to Salinas, Santa Cruz, Watsonville, and to go to Gilroy. Also San Jose. Make it as a Caltrain because we have appointments out of town. We can't make it. No bus no transportation.	Unmet Transit Need: Not Reasonable to Meet	Cost Effectiveness	The Short Range Transit Plan provides an analysis of transit services recommendations that factor capital and financial feasibility for all service improvements. The Short Range Transit Plan analyzed the feasibility of services to Salinas, Santa Cruz, and Watsonville. The Plan does not identify services to the above-mentioned cities as feasible options for services expansion due to the LTA's available and projected revenue sources. During the outreach process, the LTA did not receive community requests for services to Salinas, Santa Cruz, or Watsonville.
8	Online Survey	English	Unknown	Operational	Disband all service except to Gavilan & Caltrain	Not an Unmet Transit Need	Not applicable	The purpose of the Unmet Transit Needs process is to solicit feedback on service gaps.
9	Online Survey	English	Intercounty	Gap in Service	There needs to be much higher frequency of the bus stopping at all stops for all services as much as possible. This will help get more people out of cars and alleviate the traffic issues we all deal with going in and out of town on Hwy 25 and Hwy 156. From what I understand the long term goal of the VTA in Santa Clara county for all their mass transit services they are looking to increase frequency up to 15 min or less. Suburbs such as our county in other European countries have service at all their stops sometimes as frequent as five minutes which means the only people using their cars are the people that absolutely have to. This also saves people a lot more money versus having to rely strictly on car-based transportation. This also has a very positive environmental impact.	Unmet Transit Need: Reasonable to Meet	Not applicable	The Short Range Transit Plan provides an analysis of transit services recommendations that factor capital and financial feasibility for all service improvements. Specifically, the Plan identifies additional and direct transit services between Hollister and Gilroy. The Local Transportation Authority is able accommodate this request with existing revenue sources. However, as a national trend, transit agencies are experiencing post COVID transit driver shortages. All future services will be implemented dependent on available drivers. MV Transportation, County Express' contracted operator, currently employs 13 drivers, three are on Leave of Absence. In order to implement the Short Range Transit Plan, seven additional drivers are needed. MV Transportation is actively recruiting drivers.
10	Online Survey	English	Unknown	Operational	Add a stop by Glenview Dr. / Enterprise area. Enterprise ends into Valley View Park. Please consider adding a stop close the park.	Not an Unmet Transit Need	Not applicable	County Express has implemented a flag stop at this and other locations. In public transport, a flag stop is a stop at which buses stop only on request and contingent operational safety.

No.	Media	Language	Service	Comment Category	Public Comment	Determination	Reasonable To Meet Criteria	COG Response
11	Online Survey	English	Dial-a-Ride	Operational	Increase frequency, weekend service.	Unmet Transit Need: Reasonable to Meet	Not applicable	The Local Transportation Authority (LTA) provides weekend transit services. On Saturdays both pre-scheduled Dial-A-ride and Intercounty service to Gilroy is available, however only Intercounty is available on Sundays. The LTA is able accommodate this request with existing revenue sources. However, as a national trend, transit agencies are experiencing post COVID transit driver shortages. All future services will be implemented dependent on available drivers. MV Transportation, County Express' contracted operator, currently employs 13 drivers, three are on Leave of Absence. In order to implement the Short Range Transit Plan, seven additional drivers are needed. MV Transportation is actively recruiting drivers.
12	Bus Survey	English	On-Demand	Operational	Return of On-Demand service.	Not an Unmet Transit Need	Not applicable	The On-Demand service is a pilot program that was implemented during COVID similar to Dial-A-Ride services. On-demand is a shared-ride, public transit service within the City of Hollister. Riders can book a trip through our app or call dispatch and ride in ADA-accessible vehicles with our trained drivers at a fraction of the cost of traditional rideshare apps. Currently, riders have the option to book Dial-A-ride services. All future services will be implemented dependent on available drivers. MV Transportation, County Express' contracted operator, currently employs 13 drivers, three are on Leave of Absence. In order to implement the Short Range Transit Plan, seven additional drivers are needed. MV Transportation is actively recruiting drivers.
13	Other	English	Intercounty	Gap in Service	SB County to Monterey.	Unmet Transit Need: Not Reasonable to Meet	Not applicable	The Short Range Transit Plan provides an analysis of transit services recommendations that factor capital and financial feasibility for all service improvements. The Short Range Transit Plan analyzed the feasibility of services to Monterey County. The Plan does not identify services to Monterey County as feasible options for services expansion due to the LTA's available and projected revenue sources. During the outreach process, the LTA did not receive community requests for services to Monterey County.

No.	Media	Language	Service	Comment Category	Public Comment	Determination	Reasonable To Meet Criteria	COG Response
14	Other	English	Unknown	Gap in Service	Expanded Fixed Route: Red Line + Blue Line merge. For those without cell phone access.	Unmet Transit Need: Reasonable to Meet	Not applicable	The Short Range Transit Plan identifies the restoration of the Hollister Fixed Route service. The Hollister Fixed Route service operated two large loop routes in opposite directions around a single municipal loop. All future services will be implemented dependent on available drivers. MV Transportation, County Express' contracted operator, currently employs 13 drivers, three are on Leave of Absence. In order to implement the Short Range Transit Plan, seven additional drivers are needed. MV Transportation is actively recruiting drivers.
15	Other	English	Unknown	Customer Service	Maybe a county PSA. A lot of people from San Jose who have moved here are unaware of DAR that think its only for MD appointments. They have asked questions on how to schedule etc.	Not an Unmet Transit Need	Not applicable	The Local Transportation Authority conducts ongoing marketing of the services. With the implementation of the Short Range Transit Plan, staff will implement the Marketing Plan of improved outreach strategies.
16	Bus Survey	Spanish	Paratransit	Customer Service	I, Maria Reyes, am very grateful that through this service that they offer, I have been able to carry out my work for 20 seasons through the bus and I hope they lay more foundations so that Hollister continues to grow.	Not an Unmet Transit Need	Not applicable	Thank you for our comment.
17	Bus Survey	Spanish	Dial-a-Ride	Customer Service	Need more drivers with kindness.	Not an Unmet Transit Need	Not applicable	The comment regarding "more drivers with kindness" has been addressed with the County Express General Manager.
18	Bus Survey	English	Intercounty	Gap in Service	Also better schedules to Gilroy in the mornings and in the afternoons during the winter time, you have to favor other people who use the bus. Not only for school students when it is closed (no classes).	Unmet Transit Need: Reasonable to Meet	Not applicable	The Short Range Transit Plan provides an analysis of transit services recommendations that factor capital and financial feasibility for all service improvements. Specifically, the Plan identifies additional and direct transit services between Hollister and Gilroy. The Local Transportation Authority is able accommodate this request with existing revenue sources. However, as a national trend, transit agencies are experiencing post COVID transit driver shortages. All future services will be implemented dependent on available drivers. MV Transportation, County Express' contracted operator, currently employs 13 drivers, three are on Leave of Absence. In order to implement the Short Range Transit Plan, seven additional drivers are needed. MV Transportation is actively recruiting drivers.



No.	Media	Language	Service	Comment Category	Public Comment	Determination	Reasonable To Meet Criteria	COG Response
19	Online Survey	Spanish	Intercounty	Gap in Service	More service on the weekend for people who do not drive but have to go buy supplies or just go out.	Unmet Transit Need: Reasonable to Meet	Not applicable	The Short Range Transit Plan provides an analysis of transit services recommendations that factor capital and financial feasibility for all service improvements. Specifically, the Plan identifies additional and direct transit services between Hollister and Gilroy. The Local Transportation Authority is able accommodate this request with existing revenue sources. However, as a national trend, transit agencies are experiencing post COVID transit driver shortages. All future services will be implemented dependent on available drivers. MV Transportation, County Express' contracted operator, currently employs 13 drivers, three are on Leave of Absence. In order to implement the Short Range Transit Plan, seven additional drivers are needed. MV Transportation is actively recruiting drivers.
20	Online Survey	English	Unknown	Customer Service	Announce in some way and promote the service so that more people find out that we can return without spending many hours in between buses.	Not an Unmet Transit Need	Not applicable	The Local Transportation Authority conducts ongoing marketing of the services. With the implementation of the Short Range Transit Plan, staff will implement the Marketing Plan of improved outreach strategies.
21	Online Survey	Spanish	On-Demand	Gap in Service	The service where there was the same day and then they sent the service that same day [reinstate On-Demand service].	Unmet Transit Need: Reasonable to Meet	Not applicable	The On-Demand service is a pilot program that was implemented during COVID similar to Dial-A-Ride services. On-demand is a shared-ride, public transit service within the City of Hollister. Riders can book a trip through our app or call dispatch and ride in ADA-accessible vehicles with our trained drivers at a fraction of the cost of traditional rideshare apps. All future services will be implemented dependent on available drivers. MV Transportation, County Express' contracted operator, currently employs 13 drivers, three are on Leave of Absence. In order to implement the Short Range Transit Plan, seven additional drivers are needed. MV Transportation is actively recruiting drivers.
22	Online Survey	Spanish	Unknown	Gap in Service	Red Line	Unmet Transit Need: Reasonable to Meet	Not applicable	The Short Range Transit Plan identifies the restoration of the Hollister Fixed Route service. The Hollister Fixed Route service operated two large loop routes in opposite directions around a single municipal loop. All future services will be implemented dependent on available drivers. MV Transportation, County Express' contracted operator, currently employs 13 drivers, three are on Leave of Absence. In order to implement the Short Range Transit Plan, seven additional drivers are needed. MV Transportation is actively recruiting drivers.

Council of San Benito County Governments Resolution



## STAFF REPORT

### Informational

**Prepared By:** Norma Rivera, Administrative Services Specialist

**Subject:** Fiscal Year 2023-2024 Draft Budgets

### Agenda Item No. 10

**Approved By:** Binu Abraham, Executive Director

**Meeting Date:** May 18, 2023

### Recommendation:

Receive presentation on the fiscal year 2023-2024 Draft Budgets for the Council of Governments (COG), Local Transportation Authority (LTA), and Service Authority for Freeways and Expressways (SAFE).

### Summary:

The Draft Budgets for fiscal year 2023/24 have been prepared using funding assumptions that match information received from the State with respect to revenue estimates. The Draft Budgets meet the goals and objectives of the agency and balances expenses and revenues. The Draft Budgets are balanced.

### Background/ Discussion:

The COG Board of Directors adopts three separate budgets for each of COG's separate legal entities:

1. The LTA Budget which includes the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA);
2. The SAFE budget;
3. The COG Budget which includes the following nine accounts:
  - Council of Governments Administration
  - Local Transportation Fund
  - State Transit Assistance Fund
  - Highway 25 Safety Project
  - Vanpool Program
  - Low Carbon Transit Operations Program
  - Rideshare Program
  - Transportation Planning State Subvention
  - Measure G

The COG directs agency funds to the priority transportation planning and construction activities identified in the Overall Work Program for 2023/24. Funding for administration and services and supplies are also included to support those projects and programs.

The Draft Budgets were prepared using the line-item format. This style is easy to use and identifies where funds are spent. The Draft Budgets include conservative revenue assumptions that are based on apportionments and distributions identified through State and Federal resources. Unless already awarded, pending grant applications and the funding associated with these are not assumed as a part of the Draft Budgets. Revenue funding from the various sources is outlined in the Revenue Summaries section of the budget and will be reviewed during the Draft Budget presentation.

The COG Draft Budget for fiscal year 2023/24 totals \$3,111,282 with an additional \$8,371,023 for Measure G. The LTA Draft Budget for fiscal year 2023/24 totals \$2,756,119 with an additional \$942,728 for PTMISEA. The SAFE Draft Budget for fiscal year 2023/24 totals \$58,896.

Overall, the Draft Budget has decreased by \$10,659,707. The Personnel line item has increased by \$103,605 due to filling a vacant transportation planner position which will be funded through the Rural Planning Assistance planning grant and Transportation Development Act (TDA) funds. The Services and Supplies line item decreased by \$268,146. The Contracts line item has decreased by \$9,246,689 due to a one-time local contribution to the Highway 156 Improvement Project. The "Other" line item has decreased by \$1,196,595 due to a decrease in operating transfers.

**Financial Impact:**

The Draft Budgets are balanced.

**Attachment:**

1. Fiscal Year 2023-2024 Council of Governments Draft Budget (Includes the Measure G Draft Budget)
2. Fiscal Year 2023-2024 Local Transportation Authority Draft Budget (Includes the PTMISEA Draft Budget)
3. Fiscal Year 2023-2024 Service Authority for Freeways and Expressways Draft Budget

**Council of Governments**  
**BUDGET FY 2023/24**  
**Expenditure Summary and Revenue Summary**

<b>EXPENDITURE DESCRIPTION</b>	<b>Adopted Budget FY 21/22</b>	<b>Estimated Actual to 30-Jun-22</b>	<b>Proposed Budget FY 22/23</b>	<b>Budget Estimate for FY 23/24</b>	<b>Variance FY 21/22 FY 22/23</b>
<b>EXPENDITURE DESCRIPTION</b>					
Personnel	518,994	528,240	524,809	551,049	5,815
Services & Supplies	370,522	373,513	426,726	376,033	56,204
Contracts	9,569,032	9,379,637	228,941	21,300	(9,340,091)
Capital	-	-	-	-	-
Other	3,091,969	1,246,563	1,930,806	2,035,825	(1,161,163)
<b>TOTAL EXPENDITURES</b>	<b>13,550,517</b>	<b>11,527,952</b>	<b>3,111,282</b>	<b>2,984,208</b>	<b>(10,439,235)</b>
<b>REVENUES</b>					
See Revenue Sheet for detail	27,978,197	-	20,987,405	18,919,167	(6,572,732)
Operating Transfers Received	421,184	442,272	433,456	411,987	12,272
<b>TOTAL REVENUES</b>	<b>28,399,381</b>	<b>29,072,507</b>	<b>21,420,861</b>	<b>19,331,155</b>	<b>(6,560,460)</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>13,550,517</b>	<b>11,527,952</b>	<b>3,111,282</b>	<b>2,984,208</b>	<b>(10,439,235)</b>

**The Council of Governments budget accounts include:**

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

**BUDGET NOTES**

**Personnel**

COG salaries to support all of COG's programs.

**Total** **524,809**

**Services and Supplies**

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

**Total** **426,726**

**Contracts**

Contracts include the County Regional GIS system, outside financial audit, ALUC consultation services, and other contracted support.

**Total** **228,941**

**Capital**

No capital expenses proposed in this draft budget.

-

**Other**

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

**Total** **1,930,806**

**TOTAL PROPOSED BUDGET** **3,111,282**

**Measure G**  
**BUDGET FY 2023/24**  
**Expenditure Summary and Revenue Summary**

<b>EXPENDITURE DESCRIPTION</b>	<b>Adopted Budget FY 20/21</b>	<b>Estimated Actual to 6/30/2022</b>	<b>Proposed Budget FY 22/23</b>	<b>Budget Estimate for FY 23/24</b>	<b>Variance FY 21/22 FY 22/23</b>
<b>EXPENDITURE DESCRIPTION</b>					
Personnel	12,471	51,994	64,354	-	51,883
Services & Supplies	-	361	1,760	-	1,760
Contracts	2,700,000	170,281	118,000	108,000	(2,582,000)
Capital	-	-	-	-	-
Other	8,712,647	8,146,178	8,186,909	8,334,274	(525,738)
<b>TOTAL EXPENDITURES</b>	<b>11,425,118</b>	<b>8,368,814</b>	<b>8,371,023</b>	<b>8,442,274</b>	<b>(3,054,095)</b>
<b>REVENUES</b>					
See Revenue Sheet for detail	29,809,057	28,090,582	33,010,718	38,287,446	3,201,661
Operating Transfers Received	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>29,809,057</b>	<b>28,090,582</b>	<b>33,010,718</b>	<b>38,287,446</b>	<b>3,201,661</b>
<b>FUND BALANCE</b>			<b>24,639,694</b>	<b>8,442,274</b>	

**COUNCIL OF GOVERNMENTS - STATE TRANSIT ASSISTANCE  
BUDGET - FY 2023/24  
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
<b>Personnel</b>					
610.101 Salaries	-	-	-	-	-
619.226 Administrative Support	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Services and Supplies</b>					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.130 Clothing and Safety	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	-	-	-	-	-
619.152 Maintenance of Equipment	-	-	-	-	-
619.154 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	-	-	-
619.164 Medical/Dental/Lab Supplies and Services	-	-	-	-	-
619.166 Membership Dues	-	-	-	-	-
619.168 Office Furniture under \$700	-	-	-	-	-
619.170 Office Equipment under \$300	-	-	-	-	-
619.176 Special Project Supplies -Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Legal	-	-	-	-	-
619.212 Accounting	-	-	-	-	-
619.222 Other Consultants	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	-	-	-	-	-
619.268 Special Dept Expense - Other	-	-	-	-	-
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Contracts</b>					
619.250 Special Dept Expense - Contracts	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Capital</b>					
650.304 Furniture and Fixtures	-	-	-	-	-
650.302 Equipment other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Other</b>					
640.513 Operating Transfers (STA to LTA)	601,062	837,264	<b>793,810</b>	817,624	192,748
640.513 Operating Transfers (SGR to LTA)	110,450	96,116	<b>127,724</b>	131,556	17,274
<b>Total</b>	<b>711,512</b>	<b>933,380</b>	<b>921,534</b>	<b>949,180</b>	<b>210,022</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>711,512</b>	<b>933,380</b>	<b>921,534</b>	<b>949,180</b>	<b>210,022</b>

**COUNCIL OF GOVERNMENTS - STATE TRANSIT ASSISTANCE  
BUDGET - FY 2023/24  
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
541.001 STA Interest Revenue	80	80	80	80	-
State of Good Repair (and carryover SGR)	209,409	117,217	127,724	100,000	(81,685)
551.406 STA Revenue	601,062	837,264	793,730	650,000	192,668
<b>TOTAL REVENUE</b>	<b>810,551</b>	<b>954,561</b>	<b>921,534</b>	<b>750,080</b>	<b>110,983</b>
<b>TOTAL BUDGET</b>	<b>711,512</b>	<b>933,380</b>	<b>921,534</b>	<b>949,180</b>	<b>210,022</b>

EXPENDITURES VS REVENUES	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
Personnel	-	-	-	-	-
Services & Supplies	-	-	-	-	-
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other (LTA)	711,512	933,380	921,534	949,180	210,022
<b>TOTAL EXPENDITURES</b>	<b>711,512</b>	<b>933,380</b>	<b>921,534</b>	<b>949,180</b>	<b>210,022</b>

REVENUES	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
Revenues	810,551	954,561	921,534	750,080	110,983
<b>TOTAL REVENUES</b>	<b>810,551</b>	<b>954,561</b>	<b>921,534</b>	<b>750,080</b>	<b>110,983</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>711,512</b>	<b>933,380</b>	<b>921,534</b>	<b>949,180</b>	<b>210,022</b>

FUND BALANCE	-
DESIGNATED FUND BALANCE	-
UNDESIGNATED FUND BALANCE	-

**COUNCIL OF GOVERNMENTS - STATE TRANSIT ASSISTANCE  
BUDGET - FY 2023/24  
BUDGET NOTES**

BUDGET NOTES	Proposed Budget FY 23/24
<b>Personnel</b> No Personnel expenditures are proposed in this Budget.	
<b>Total</b>	-
<b>Services and Supplies</b> No Services and Supplies are proposed in this Budget.	
<b>Total</b>	-
<b>Contracts</b> No Contracts are proposed in this Budget.	
<b>Total</b>	-
<b>Capital</b> No Capital expenditures are proposed in this Budget.	
<b>Total</b>	-
<b>Other</b> Other includes an annual STA operating transfer to the LTA for transit operations and a transfer of State of Good Repair funds for transit capitol.	
<b>Total</b>	<b>921,534</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>921,534</b>



**COUNCIL OF GOVERNMENTS - LOCAL TRANSPORTATION FUND  
BUDGET - FY 2023/24  
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
<b>Personnel</b>					
610.101 Salaries	-	-	-	-	-
619.226 Administrative Support	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Services and Supplies</b>					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.130 Clothing and Safety	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	-	-	-	-	-
619.152 Maintenance of Equipment	-	-	-	-	-
619.154 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	-	-	-
619.164 Medical/Dental/Lab Supplies and Services	-	-	-	-	-
619.166 Membership Dues	-	-	-	-	-
619.176 Special Project Supplies - Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Legal	-	-	-	-	-
619.222 Other Consultants	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	-	-	-	-	-
619.268 Special Dept Expense - Other	-	-	-	-	-
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Contracts</b>					
619.250 Special Dept Expense - Contracts	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Capital</b>					
650.304 Furniture and Fixtures	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Other</b>					
650.513 Operating Transfers (LTA-CE)	1,280,528	243,879	<b>936,260</b>	1,011,964	(344,268)
650.513 Operating Transfers (LTA-SS)	-	-	-	-	-
650.513 Operating Transfer (COG Admin)	366,552	442,272	<b>433,456</b>	396,487	66,904
650.513 Operating Transfer (2% reserve Bike & Ped)	55,677	55,236	<b>55,512</b>	57,180	(165)
650.513 Operating Transfer (Hollister)	-	-	-	-	-
650.513 Operating Transfer (San Juan Bautista)	-	-	-	-	-
650.513 Operating Transfers (San Benito Co. PW)	-	-	-	-	-
<b>Total</b>	<b>1,702,757</b>	<b>741,387</b>	<b>1,425,228</b>	<b>1,465,632</b>	<b>(277,529)</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>1,702,757</b>	<b>741,387</b>	<b>1,425,228</b>	<b>1,465,632</b>	<b>(277,529)</b>

**COUNCIL OF GOVERNMENTS - LOCAL TRANSPORTATION FUND  
BUDGET - FY 2023/24  
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
LTF Balance from previous years)	6,327,367	6,064,803	8,090,679	9,446,554	1,763,312
Set Aside for Local Streets & Roads(carryover)	1,241,578	1,241,578	1,241,578	620,789	-
340.101 TDA 2% Reserve for Bike/Ped	777,684	772,549	828,061	883,574	50,377
541.001 LTF Interest Revenue	5,458	5,458	5,490	5,605	32
550.102 General Sales Tax 1/4% (LTF)	2,783,857	2,761,805	2,775,614	2,859,021	(8,243)
<b>TOTAL REVENUE</b>	<b>11,135,944</b>	<b>10,846,193</b>	<b>12,941,422</b>	<b>13,815,543</b>	<b>1,805,478</b>

EXPENDITURES VS REVENUES	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
<b>EXPENDITURES</b>					
Personnel	-	-	-	-	-
Services & Supplies	-	-	-	-	-
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other (Operating Transfers out)	1,702,757	741,387	1,425,228	1,465,632	(277,529)
<b>TOTAL EXPENDITURES</b>	<b>1,702,757</b>	<b>741,387</b>	<b>1,425,228</b>	<b>1,465,632</b>	<b>(277,529)</b>
<b>REVENUES</b>					
Revenues	\$11,135,944	\$10,846,193	12,941,422	13,815,543	1,805,478
<b>TOTAL REVENUES</b>	<b>11,135,944</b>	<b>10,846,193</b>	<b>12,941,422</b>	<b>13,815,543</b>	<b>1,805,478</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>1,702,757</b>	<b>741,387</b>	<b>1,425,228</b>	<b>1,465,632</b>	<b>(277,529)</b>

FUND BALANCE	11,516,194
DESIGNATED FUND BALANCE	2,069,639
UNDESIGNATED FUND BALANCE	9,446,554

**COUNCIL OF GOVERNMENTS - LOCAL TRANSPORTATION FUND  
BUDGET - FY 2023/24  
BUDGET NOTES**

BUDGET NOTES	Proposed Budget FY 23/24
<b>Personnel</b> No Personnel expenditures are proposed in this Budget.	
<b>Total</b>	-
<b>Services and Supplies</b> No Services and Supplies are proposed in this Budget.	
<b>Total</b>	-
<b>Contracts</b> No Contract expenditures are proposed in this Budget.	
<b>Total</b>	-
<b>Capital</b> No Capital expenditures are proposed in this Budget.	
<b>Total</b>	-
<b>Other</b> Other includes operating transfers to the LTA and COG Administration budgets. There is a required set-aside of 2% for bicycle and pedestrian projects as mandated in the Transportation Development Act.	
<b>Total</b>	1,425,228
<b>TOTAL PROPOSED BUDGET</b>	<b>1,425,228</b>

**COUNCIL OF GOVERNMENTS - RIDESHARE PROGRAM  
BUDGET - FY 2023/24  
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
<b>Personnel</b>					
610.101 Salaries	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Services and Supplies</b>					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.130 Clothing and Safety	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	-	-	-	-	-
619.152 Maintenance of Equipment	-	-	-	-	-
619.154 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	-	-	-
619.166 Membership Dues	-	-	-	-	-
619.176 Special Project Supplies - Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Legal	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	-	-	-	-	-
619.268 Special Dept Expense - Other	4,000	-	4,000	4,000	-
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
<b>Total</b>	<b>4,000</b>	-	<b>4,000</b>	<b>4,000</b>	-
<b>Contracts</b>					
619.250 Special Dept Expense - Contracts	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Capital</b>					
650.302 Equipment other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Other</b>					
649.32 Operating Transfers	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>TOTAL PROPOSED BUDGET</b>	<b>4,000</b>	-	<b>4,000</b>	<b>4,000</b>	-

**COUNCIL OF GOVERNMENTS - RIDESHARE PROGRAM  
BUDGET - FY 2023/24  
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
556310 CMAQ Rideshare	-	-	-	-	-
Donations/Carry over	4,000	-	4,000	4,000	-
<b>TOTAL REVENUE</b>	<b>4,000</b>	<b>0</b>	<b>4,000</b>	<b>4,000</b>	<b>0</b>

EXPENDITURES VS REVENUES	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
<b>EXPENDITURES</b>					
Personnel	-	-	-	-	-
Services & Supplies	4,000	-	4,000	4,000	-
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>4,000</b>	<b>-</b>	<b>4,000</b>	<b>4,000</b>	<b>-</b>
<b>REVENUES</b>					
Revenues	4,000	-	4,000	4,000	\$0
<b>TOTAL REVENUES</b>	<b>4,000</b>	<b>-</b>	<b>4,000</b>	<b>4,000</b>	<b>-</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>4,000</b>	<b>-</b>	<b>4,000</b>	<b>4,000</b>	<b>-</b>

FUND BALANCE	-
DESIGNATED FUND BALANCE	-
UNDESIGNATED FUND BALANCE	-

**COUNCIL OF GOVERNMENTS - RIDESHARE PROGRAM  
BUDGET - FY 2023/24  
BUDGET NOTES**

BUDGET NOTES	Proposed Budget FY 23/24
<b>Personnel</b>	
Total	-
<b>Services and Supplies</b>	
Bike to School event at local elementary schools and other program activities as needed.	
Total	4,000
<b>Contracts</b>	
Total	-
<b>Capital</b>	
Total	-
<b>Other</b>	
Total	-
<b>TOTAL PROPOSED BUDGET</b>	<b>4,000</b>

**COUNCIL OF GOVERNMENTS - LOW CARBON TRANSIT OPERATIONS PROGRAM  
BUDGET - FY 2023/24  
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
<b>Personnel</b>					
610.101 Salaries	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Services and Supplies</b>					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.130 Clothing and Safety	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	-	-	-	-	-
619.152 Maintenance of Equipment	-	-	-	-	-
619.154 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	-	-	-
619.166 Membership Dues	-	-	-	-	-
619.176 Special Project Supplies - Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Legal	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	-	-	-	-	-
619.268 Special Dept Expense - Other	157,268	157,268	163,282	168,180	6,014
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
<b>Total</b>	<b>157,268</b>	<b>157,268</b>	<b>163,282</b>	<b>168,180</b>	<b>6,014</b>
<b>Contracts</b>					
619.250 Special Dept Expense - Contracts	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Capital</b>					
650.302 Equipment other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Other</b>					
649.32 Operating Transfers	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>TOTAL PROPOSED BUDGET</b>	<b>157,268</b>	<b>157,268</b>	<b>163,282</b>	<b>168,180</b>	<b>6,014</b>

**COUNCIL OF GOVERNMENTS - LOW CARBON TRANSIT OPERATIONS PROGRAM  
BUDGET - FY 2023/24  
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
541.001 Interest	40	40	-	-	(40)
570.101 Carry Over Previous Years	6,282	-	-	-	(6,282)
551.401 State Grant Misc	157,268	1,572,968	163,282	168,180	6,014
<b>TOTAL REVENUE</b>	<b>163,590</b>	<b>1,573,008</b>	<b>163,282</b>	<b>168,180</b>	<b>-308</b>

EXPENDITURES VS REVENUES	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
<b>EXPENDITURES</b>					
Personnel	-	-	-	-	-
Services & Supplies	157,268	157,268	163,282	168,180	6,014
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>157,268</b>	<b>157,268</b>	<b>163,282</b>	<b>168,180</b>	<b>6,014</b>
<b>REVENUES</b>					
Revenues	163,590	1,573,008	163,282	168,180	-\$308
<b>TOTAL REVENUES</b>	<b>163,590</b>	<b>1,573,008</b>	<b>163,282</b>	<b>168,180</b>	<b>(308)</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>157,268</b>	<b>157,268</b>	<b>163,282</b>	<b>168,180</b>	<b>6,014</b>

FUND BALANCE	-
DESIGNATED FUND BALANCE	-
UNDESIGNATED FUND BALANCE	-

**COUNCIL OF GOVERNMENTS - LOW CARBON TRANSIT OPERATIONS PROGRAM  
BUDGET - FY 2023/24  
BUDGET NOTES**

BUDGET NOTES	Proposed Budget FY 23/24
<b>Personnel</b>	
<b>Total</b>	-
<b>Services and Supplies</b>	
Cost of expansion of intercounty services..	
<b>Total</b>	163,282
<b>Contracts</b>	
<b>Total</b>	-
<b>Capital</b>	
<b>Total</b>	-
<b>Other</b>	
<b>Total</b>	-
<b>TOTAL PROPOSED BUDGET</b>	<b>163,282</b>

**COUNCIL OF GOVERNMENTS - ADMINISTRATION  
BUDGET - FY 2023/24  
EXPENDITURES**

EXPENDITURE DESCRIPTION		Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
<b>Personnel</b>						
610.101	Salaries	170,173	207,945	<b>194,745</b>	204,482	24,572
	<b>Total</b>	<b>170,173</b>	<b>207,945</b>	<b>194,745</b>	<b>204,482</b>	<b>24,572</b>
<b>Services and Supplies</b>						
619.126	Magazines and Subscriptions	480	300	<b>300</b>	300	(180)
619.132	Communications	2,700	3,160	<b>3,500</b>	3,500	800
619.138	Computer Maintenance	1,000	1,500	<b>1,000</b>	1,000	-
619.140	Computer Supplies	800	1,500	<b>800</b>	800	-
645.701	General Insurance	5,089	4,930	<b>4,920</b>	5,000	(169)
619.152	Maintenance of Equipment	2,000	750	<b>900</b>	900	(1,100)
619.158	Maintenance of Structure	500	150	<b>500</b>	500	-
619.280	Marketing	1,500	1,560	<b>1,600</b>	1,600	100
619.166	Membership Dues	-	-	-	-	-
619.17	Office Equipment	2,000	460	-	-	(2,000)
619.176	Special Project Supplies	250	-	-	-	(250)
619.174	Supplies	2,400	2,400	<b>1,700</b>	-	(700)
619.172	Postage and Delivery	800	610	<b>700</b>	700	(100)
619.210	Legal	16,000	33,875	<b>20,000</b>	20,000	4,000
619.222	Other Consultants	-	-	-	-	-
619.180	Public and Legal Notices	1,135	839	<b>1,000</b>	1,000	(135)
619.184	Rent Equipment	2,300	2,284	<b>2,300</b>	2,300	-
619.186	Rent Structures	41,175	41,173	<b>42,305</b>	42,305	1,130
619.268	Special Dept. Expense - Other	1,744	3,804	<b>71,000</b>	1,000	69,256
619.196	Travel Lodging	800	-	-	-	(800)
619.198	Travel Meals	200	-	-	-	(200)
619.194	Training	-	-	<b>1,000</b>	-	1,000
619.200	Travel Transportation	1,456	600	<b>700</b>	700	(756)
649.101	Cost Allocation Plan	87,530	87,530	<b>62,086</b>	90,000	(25,444)
619.306	Utilities	3,500	4,402	<b>4,400</b>	4,400	900
	<b>Total</b>	<b>175,359</b>	<b>191,827</b>	<b>220,711</b>	<b>176,005</b>	<b>45,352</b>
<b>Contracts</b>						
619.250	Special Dept. Expense - Contracts	58,432	47,432	<b>20,000</b>	18,000	(38,432)
	<b>Total</b>	<b>58,432</b>	<b>47,432</b>	<b>20,000</b>	<b>18,000</b>	<b>(38,432)</b>
<b>Capital</b>						
650.302	Equipment other than Computer	-	-	-	-	-
650.303	Computer Hardware	-	-	-	-	-
650.301	Automobiles, Trucks, Vans	-	-	-	-	-
	<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other</b>						
640.320	OPEB Charges	-	-	-	-	-
645.704	Retiree medical	17,220	14,068	<b>13,500</b>	13,500	(3,720)
	<b>Total</b>	<b>17,220</b>	<b>14,068</b>	<b>13,500</b>	<b>13,500</b>	<b>-</b>
<b>TOTAL PROPOSED BUDGET</b>		<b>421,184</b>	<b>461,272</b>	<b>448,956</b>	<b>411,987</b>	<b>31,492</b>

**COUNCIL OF GOVERNMENTS - ADMINISTRATION  
BUDGET - FY 2023/24  
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION		Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
576.012	OPEB revenue	17,200	17,200	13,500	13,500	(3,700)
570.006	Miscellaneous (carry over)	-	-	-	-	-
576.012	ALUC Fees	2,000	1,800	2,000	2,000	-
576.012	Contributions(LTF)	401,984	442,272	433,456	396,487	31,472
<b>TOTAL REVENUE</b>		<b>421,184</b>	<b>461,272</b>	<b>448,956</b>	<b>411,987</b>	<b>27,772</b>

EXPENDITURES VS REVENUES		Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
<b>EXPENDITURES</b>						
	Personnel	170,173	207,945	194,745	204,482	24,572
	Services & Supplies	175,359	191,827	220,711	176,005	45,352
	Contracts	58,432	47,432	20,000	18,000	(38,432)
	Capital	-	-	-	-	-
	Other	17,220	14,068	13,500	13,500	(3,720)
<b>TOTAL EXPENDITURES</b>		<b>421,184</b>	<b>461,272</b>	<b>448,956</b>	<b>411,987</b>	<b>27,772</b>
<b>REVENUES</b>						
	Revenues	421,184	461,272	448,956	411,987	27,772
<b>TOTAL REVENUES</b>		<b>421,184</b>	<b>461,272</b>	<b>448,956</b>	<b>411,987</b>	<b>27,772</b>
<b>TOTAL PROPOSED BUDGET</b>		<b>421,184</b>	<b>461,272</b>	<b>448,956</b>	<b>411,987</b>	<b>27,772</b>

FUND BALANCE	-
DESIGNATED FUND BALANCE	-
UNDESIGNATED FUND BALANCE	-

**COUNCIL OF GOVERNMENTS - ADMINISTRATION  
BUDGET - FY 2023/24  
BUDGET NOTES**

BUDGET NOTES	Proposed Budget FY 23/24
<b>Personnel</b> Personnel includes staff salaries and the Board of Directors stipend.	
<b>Total</b>	<b>194,745</b>
<b>Services and Supplies</b> Services and Supplies for COG operations.	
<b>Total</b>	<b>220,711</b>
<b>Contracts</b> Contracts include the cost of the financial audit and ALUC consultant fee.	
<b>Total</b>	<b>20,000</b>
<b>Capital</b>	
<b>Total</b>	<b>-</b>
<b>Other</b> COG's share of cost for current employees retirement benefits (OPEB - Other Post Employee Benefits). In FY 23/24 COG will be taking a distribution from its California Employers' Retiree Benefit Trust (CERBT) fund to cover the OPEB expenses.	
<b>Total</b>	<b>13,500</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>448,956</b>



**COUNCIL OF GOVERNMENTS - HIGHWAY 25 SAFETY PROJECT  
BUDGET - FY 2023/24  
EXPENDITURES**

EXPENDITURE DESCRIPTION		Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
<b>Personnel</b>						
610.101	Salaries	-	-	-	-	-
619.226	Administrative Support	-	-	-	-	-
		-	-	-	-	-
	<b>Total</b>	-	-	-	-	-
<b>Services and Supplies</b>						
619.126	Magazines and Subscriptions	-	-	-	-	-
619.132	Communications	-	-	-	-	-
619.138	Computer Maintenance	-	-	-	-	-
619.140	Computer Supplies	-	-	-	-	-
645.701	General Insurance	-	-	-	-	-
619.152	Maintenance of Equipment	-	-	-	-	-
619.154	Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158	Maintenance of Structures and Grounds	-	-	-	-	-
619.280	Marketing	-	-	-	-	-
619.166	Membership Dues	-	-	-	-	-
619.168	Office Furniture under \$3,000	-	-	-	-	-
619.170	Office Equipment under \$3,000	-	-	-	-	-
619.176	Special Project Supplies - Supplies	-	-	-	-	-
619.174	Supplies	-	-	-	-	-
619.172	Postage and Delivery	-	-	-	-	-
619.210	Legal	-	-	-	-	-
619.222	Other Consultants	-	-	-	-	-
619.180	Public and Legal Notices	-	-	-	-	-
619.184	Rent Equipment	-	-	-	-	-
619.186	Rent Structures	-	-	-	-	-
619.190	Small Tools	-	-	-	-	-
619.268	Special Dept. Expense - Other	5,000	400	5,000	-	-
619.196	Travel Lodging	-	-	-	-	-
619.198	Travel Meals	-	-	-	-	-
619.194	Training	-	-	-	-	-
619.200	Travel Transportation	-	-	-	-	-
619.306	Utilities	-	-	-	-	-
	<b>Total</b>	5,000	400	5,000	-	-
<b>Contracts</b>						
619.250	Special Dept. Expense - Contracts	190,338	1,200	185,641	-	(4,697)
	<b>Total</b>	190,338	1,200	185,641	-	(4,697)
<b>Capital</b>						
650.304	Furniture and Fixtures	-	-	-	-	-
650.302	Equipment other than Computer	-	-	-	-	-
650.303	Computer Hardware	-	-	-	-	-
650.301	Automobiles, Trucks, Vans	-	-	-	-	-
	<b>Total</b>	-	-	-	-	-
<b>Other</b>						
640.513	Operating Transfers	-	-	-	-	-
	<b>Total</b>	-	-	-	-	-
	<b>TOTAL PROPOSED BUDGET</b>	195,338	1,600	190,641	-	(4,697)

**COUNCIL OF GOVERNMENTS - HIGHWAY 25 SAFETY PROJECT  
BUDGET - FY 2023/24  
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION		Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
541.001	Interest Revenue	250	250	200	-	(50)
551.405	Caltrans Reim	-	-	-	-	-
570.014	Contributions Balance	195,088	190,191	190,441	-	(4,647)
<b>TOTAL REVENUE</b>		<b>195,338</b>	<b>190,441</b>	<b>190,641</b>	<b>-</b>	<b>(4,697)</b>

EXPENDITURES VS REVENUES		Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
<b>EXPENDITURES</b>						
	Personnel	-	-	-	-	-
	Services & Supplies	5,000	400	5,000	-	-
	Contracts	190,338	1,200	185,641	-	(4,697)
	Capital	-	-	-	-	-
	Other	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>195,338</b>	<b>1,600</b>	<b>190,641</b>		<b>(4,697)</b>
<b>REVENUES</b>						
	Revenues	195,338	190,441	190,641	-	(4,697)
<b>TOTAL REVENUES</b>		<b>195,338</b>	<b>190,441</b>	<b>190,641</b>	<b>-</b>	<b>(4,697)</b>
<b>TOTAL PROPOSED BUDGET</b>		<b>195,338</b>	<b>1,600</b>	<b>190,641</b>	<b>-</b>	<b>(4,697)</b>
<b>FUND BALANCE</b>				-		
<b>DESIGNATED FUND BALANCE</b>				-		
<b>UNDESIGNATED FUND BALANCE</b>				-		

**COUNCIL OF GOVERNMENTS - HIGHWAY 25 SAFETY PROJECT  
BUDGET - FY 2023/24  
BUDGET NOTES**

BUDGET NOTES		Proposed Budget FY 23/24
<b>Personnel</b>	No Personnel expenditures are proposed in this Budget.	
	<b>Total</b>	-
<b>Services and Supplies</b>	Services and Supplies as needed and transportation communication via website updates or mailers.	
	<b>Total</b>	5,000
<b>Contracts</b>	Contracts related to Hwy 25 projects.	
	<b>Total</b>	185,641
<b>Capital</b>	No Capital expenditures are proposed in this Budget.	
	<b>Total</b>	-
<b>Other</b>		
	<b>Total</b>	-
<b>TOTAL PROPOSED BUDGET</b>		<b>190,641</b>

**COUNCIL OF GOVERNMENTS - VANPOOL PROGRAM**  
**BUDGET - FY 2023/24**  
**EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
<b>Personnel</b>					
610.101 Salaries	4,967	4,967	5,150	5,408	183
619.226 Administrative Support	-	-	-	-	-
<b>Total</b>	<b>4,967</b>	<b>4,967</b>	<b>5,150</b>	<b>5,408</b>	<b>183</b>
<b>Services and Supplies</b>					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	150	144	134	150	(16)
619.152 Maintenance of Equipment	3,000	60	500	500	(2,500)
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	250	-	-	250	(250)
619.166 Membership Dues	-	-	-	-	-
619.166 Office Furniture under \$3,000	-	-	-	-	-
619.168 Office Equipment under \$3,000	-	-	-	-	-
619.176 Special Project Supplies -Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Legal	100	-	100	100	-
619.222 Other Consultants	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.180 Small Tools	-	-	-	-	-
619.268 Special Dept. Expense - Other	500	-	500	500	-
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
<b>Total</b>	<b>4,000</b>	<b>204</b>	<b>1,234</b>	<b>1,500</b>	<b>(2,766)</b>
<b>Contracts</b>					
619.250 Special Dept. Expense - Contracts	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Capital</b>					
650.304 Furniture and Fixtures	-	-	-	-	-
650.302 Equipment other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other</b>					
640.320 OPEB	-	-	-	-	-
640.513 Operating Transfers	4,000	-	4,000	4,000	-
<b>Total</b>	<b>4,000</b>	<b>-</b>	<b>4,000</b>	<b>4,000</b>	<b>-</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>12,967</b>	<b>5,171</b>	<b>10,384</b>	<b>10,908</b>	<b>(2,583)</b>

**COUNCIL OF GOVERNMENTS - VANPOOL PROGRAM  
BUDGET - FY 2023/24  
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
542.010 Passenger Lease Fees	-	58	-	-	-
541.001 Interest	20	20	20	20	-
570.011 Carryover from Vanpool	40,796	31,137	31,215	20,851	(9,581)
<b>TOTAL REVENUE</b>	<b>40,816</b>	<b>31,215</b>	<b>31,235</b>	<b>20,871</b>	<b>(9,581)</b>

EXPENDITURES VS REVENUES	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
<b>EXPENDITURES</b>					
Personnel	4,967	4,967	5,150	5,408	183
Services & Supplies	4,000	204	1,234	1,500	(2,766)
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other	4,000	-	4,000	4,000	-
<b>TOTAL EXPENDITURES</b>	<b>12,967</b>	<b>5,171</b>	<b>10,384</b>	<b>10,908</b>	<b>(2,583)</b>
<b>REVENUES</b>					
Revenues	40,816	31,215	31,235	20,871	(9,581)
<b>TOTAL REVENUES</b>	<b>40,816</b>	<b>31,215</b>	<b>31,235</b>	<b>20,871</b>	<b>(9,581)</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>12,967</b>	<b>5,171</b>	<b>10,384</b>	<b>10,908</b>	<b>(2,583)</b>
<b>FUND BALANCE</b>			20,851		
<b>DESIGNATED FUND BALANCE</b>			-		
<b>UNDESIGNATED FUND BALANCE</b>			20,851		

**COUNCIL OF GOVERNMENTS - VANPOOL PROGRAM  
BUDGET - FY 2023/24  
BUDGET NOTES**

BUDGET NOTES	Proposed Budget FY 23/24
<b>Personnel</b> Personnel includes salaries, administrative support, and professional services. These include regular staff salaries, reimbursement, and temporary help.	
<b>Total</b>	<b>5,150</b>
<b>Services and Supplies</b> Services and Supplies include routine budget items to support vanpool operations.	
<b>Total</b>	<b>1,234</b>
<b>Contracts</b> No Contract expenditures are proposed in the Budget.	
<b>Total</b>	<b>-</b>
<b>Capital</b> No Capital expenditures are proposed in the Budget	
<b>Total</b>	<b>-</b>
<b>Other</b> Transferring to Rideshare for Bike to School event and other Rideshare activities.	
<b>Total</b>	<b>4,000</b>

**COUNCIL OF GOVERNMENTS - TRANSPORTATION PLANNING STATE SUBVENTION  
BUDGET - FY 2023/24  
EXPENDITURES**

EXPENDITURE DESCRIPTION		Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
<b>Personnel</b>						
610.101	Salaries	343,854	315,328	<b>324,914</b>	341,160	(18,940)
619.226	Administrative Support	-	-	-	-	-
	<b>Total</b>	<b>343,854</b>	<b>315,328</b>	<b>324,914</b>	<b>341,160</b>	<b>(18,940)</b>
<b>Services and Supplies</b>						
619.126	Magazines and Subscriptions	-	-	-	-	-
619.132	Communications	-	-	-	-	-
619.138	Computer Maintenance	-	-	-	-	-
619.140	Computer Supplies	-	-	-	-	-
645.701	General Insurance	10,885	10,545	<b>8,489</b>	9,338	(2,396)
619.152	Maintenance of Equipment	-	-	-	-	-
619.154	Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158	Maintenance of Structures and Grounds	-	-	-	-	-
619.280	Marketing	-	-	-	-	-
619.166	Membership Dues	8,210	9,210	<b>9,210</b>	9,210	1,000
619.168	Office Furniture under \$3,000	-	-	-	-	-
619.170	Office Equipment under \$3,000	-	-	-	-	-
619.176	Special Project Supplies - Supplies	-	-	-	-	-
619.174	Supplies	100	-	<b>100</b>	100	-
619.172	Postage and Delivery	-	-	-	-	-
619.210	Legal	-	-	-	-	-
619.222	Other Consultants	-	-	-	-	-
619.180	Public and Legal Notices	-	-	-	-	-
619.184	Rent Equipment	-	-	-	-	-
619.186	Rent Structures	-	-	-	-	-
619.190	Small Tools	-	-	-	-	-
619.268	Special Dept. Expense - Other	1,000	850	<b>7,500</b>	500	6,500
619.196	Travel Lodging	1,500	652	<b>2,800</b>	2,800	1,300
619.198	Travel Meals	300	345	<b>1,000</b>	1,000	700
619.194	Training	2,300	1,735	<b>2,400</b>	2,400	100
619.200	Travel Transportation	600	477	<b>1,000</b>	1,000	400
619.306	Utilities	-	-	-	-	-
	<b>Total</b>	<b>24,895</b>	<b>23,814</b>	<b>32,499</b>	<b>26,348</b>	<b>7,604</b>
<b>Contracts</b>						
619.250	Special Dept. Expense - Contracts	33,262	43,857	<b>20,000</b>	-	(13,262)
619.250	Special Dept. Expense - Contracts (HWY 156)	9,284,000	9,284,000	-	-	(9,284,000)
619.250	Special Dept. Expense -Contracts	3,000	3,148	<b>3,300</b>	3,300	300
	<b>Total</b>	<b>9,320,262</b>	<b>9,331,005</b>	<b>23,300</b>	<b>3,300</b>	<b>(9,296,962)</b>
<b>Capital</b>						
650.302	Equipment other than Computer	-	-	-	-	-
650.303	Computer Hardware	-	-	-	-	-
650.301	Automobiles, Trucks, Vans	-	-	-	-	-
	<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other</b>						
640.320	Operating Transfers (CRRSAA)	414,060	-	-	-	(414,060)
640.513	Operating Transfers (RSTP)	644,404	-	-	-	(644,404)
	<b>Total</b>	<b>1,058,464</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(644,404)</b>
	<b>TOTAL PROPOSED BUDGET</b>	<b>10,747,475</b>	<b>9,670,146</b>	<b>380,713</b>	<b>370,808</b>	<b>(9,952,702)</b>

**COUNCIL OF GOVERNMENTS - TRANSPORTATION PLANNING STATE SUBVENTION  
BUDGET - FY 2023/24  
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
551.405 STIP Planning, Programming & Monitoring	37,000	37,000	37,000	37,000	-
551.405 STIP - FTA CRRSAA	414,060	-	-	-	(414,060)
551.407 Rural Planning Assistance	328,155	278,328	343,827	294,000	15,672
551.401 Regional Early Action Planning (REAP)	11,254	11,877	-	-	(11,254)
570.014 Other Revenue Contributions	9,284,000	9,284,000	8,500	1,500	(9,275,500)
RSTP From Previous years- Held for Others	2,382,922	3,027,260	3,797,213	1,898,607	1,414,291
551.412 RSTP Exchange	644,404	769,953	929,852	644,000	285,448
Fund Balance (Carry over previous years)	2,501,963	1,602,899	1,602,899	1,226,686	(899,064)
541.001 Interest Revenue	5,000	4,500	4,500	47,000	(500)
<b>TOTAL REVENUE</b>	<b>15,608,758</b>	<b>15,015,817</b>	<b>6,723,791</b>	<b>4,148,793</b>	<b>(8,884,967)</b>

EXPENDITURES VS REVENUES	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
<b>EXPENDITURES</b>					
Personnel	343,854	315,328	324,914	341,160	(18,940)
Services & Supplies	24,895	23,814	32,499	26,348	7,604
Contracts	9,320,262	9,331,005	23,300	3,300	(9,296,962)
Capital	-	-	-	-	-
Other	1,058,464	-	-	-	(1,058,464)
<b>TOTAL EXPENDITURES</b>	<b>10,747,475</b>	<b>9,670,146</b>	<b>380,713</b>	<b>370,808</b>	<b>(10,366,762)</b>
<b>REVENUES</b>					
Revenues	15,608,758	15,015,817	6,723,791	4,148,793	(8,884,967)
<b>TOTAL REVENUE</b>	<b>15,608,758</b>	<b>15,015,817</b>	<b>6,723,791</b>	<b>4,148,793</b>	<b>(8,884,967)</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>10,747,475</b>	<b>9,670,146</b>	<b>380,713</b>	<b>370,808</b>	<b>(9,952,702)</b>
		<b>FUND BALANCE</b>	<b>6,343,078</b>		
		<b>DESIGNATED FUND BALANCE</b>	<b>4,727,065</b>		
		<b>UNDESIGNATED FUND BALANCE</b>	<b>1,616,013</b>		

**COUNCIL OF GOVERNMENTS - TRANSPORTATION PLANNING STATE SUBVENTION  
BUDGET - FY 2023/24  
BUDGET NOTES**

BUDGET NOTES	Proposed Budget FY 23/24
<b>Personnel</b> Personnel includes salaries, administrative support, and professional services. These include regular staff salaries, executive director services and temporary help.	<b>Total 324,914</b>
<b>Services and Supplies</b> Services and Supplies includes travel, lodging, meals, and training for planning activities.	<b>Total 32,499</b>
<b>Contracts</b> Contracts includes costs for contribution to the County Regional GIS System and additional contracts as needed.	<b>Total 23,300</b>
<b>Other</b>	-
<b>General Notes</b>	
<b>TOTAL PROPOSED BUDGET</b>	<b>380,713</b>

**MEASURE A AUTHORITY  
DRAFT BUDGET - FY 2023/24  
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
<b>Personnel</b>					
610.101 Salaries	-	-	-	-	-
619.226 Administrative Support	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Services and Supplies</b>					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.130 Clothing and Safety	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	-	-	-	-	-
619.152 Maintenance of Equipment	-	-	-	-	-
619.154 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	-	-	-
619.164 Medical/Dental/Lab Supplies and Services	-	-	-	-	-
619.166 Membership Dues	-	-	-	-	-
619.168 Office Furniture under \$700	-	-	-	-	-
619.170 Office Equipment under \$300	-	-	-	-	-
619.176 Special Project Supplies -Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Legal	-	-	-	-	-
619.212 Accounting	-	-	-	-	-
619.222 Other Consultants	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	-	-	-	-	-
619.268 Special Dept Expense - Other	94	-	94	-	-
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Contracts</b>					
619.250 Special Dept Expense - Contracts	94	-	94	-	-
<b>Total</b>	-	-	-	-	-
<b>Capital</b>					
650.304 Furniture and Fixtures	-	-	-	-	-
650.302 Equipment other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Other</b>					
640513 Operating Transfers	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>TOTAL PROPOSED BUDGET</b>	<b>94</b>	<b>-</b>	<b>94</b>	<b>-</b>	<b>-</b>

**MEASURE A AUTHORITY  
DRAFT BUDGET - FY 2023/24  
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION		Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
541001	Interest Income	-	-	-	-	-
564501	Copies	-	-	-	-	-
570011	Condemnation Deposit Refund	-	-	-	-	-
570017	Contributions	-	-	-	-	-
	Balance	-	-	94	-	94
<b>TOTAL REVENUE</b>		-	-	<b>94</b>	-	<b>94</b>

EXPENDITURES VS REVENUES		Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
<b>EXPENDITURES</b>						
	Personnel	-	-	-	-	-
	Services & Supplies	94	-	94	-	-
	Contracts	-	-	-	-	-
	Capital	-	-	-	-	-
	Other	-	-	-	-	-
	<b>TOTAL EXPENDITURES</b>	<b>94</b>	-	<b>94</b>	-	-
<b>REVENUES</b>						
	Revenues	-	-	94	-	94
	<b>TOTAL REVENUES</b>	-	-	<b>94</b>	-	<b>94</b>
	<b>TOTAL PROPOSED BUDGET</b>	<b>94</b>	-	<b>94</b>	-	-

<b>FUND BALANCE</b>	(0)
<b>DESIGNATED FUND BALANCE</b>	-
<b>UNDESIGNATED FUND BALANCE</b>	<b>(0)</b>

BUDGET NOTES		Proposed Budget FY 23/24
<b>Personnel</b> No staff time.	<b>Total</b>	-
<b>Services and Supplies</b> County Counsel's time related to closing out MEA.	<b>Total</b>	<b>94</b>
<b>Contracts</b> No Contracts expenditures are proposed in this Budget.	<b>Total</b>	-
<b>Capital</b> No Capital expenditures are proposed in this Budget.	<b>Total</b>	-
<b>Other</b> No Other expenditures are proposed in this Budget.	<b>Total</b>	-
<b>TOTAL PROPOSED BUDGET</b>		<b>94</b>



**MEASURE G /SALES TAX  
BUDGET - FY 2023/24  
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
<b>Personnel</b>					
610101 Salaries (Admin)	12,471	51,994	<b>64,354</b>	3,218	51,883
623510 Administrative Support	-	-	-	-	-
623508 Outside Labor	-	-	-	-	-
<b>Total</b>	<b>12,471</b>	<b>51,994</b>	<b>64,354</b>	<b>3,218</b>	<b>51,883</b>
<b>Services and Supplies</b>					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance (Admin)	-	361	<b>1,760</b>	-	1,760
619.152 Maintenance of Equipment	-	-	-	-	-
619.154 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	-	-	-
619.166 Membership Dues	-	-	-	-	-
619.168 Office Furniture under \$3,000	-	-	-	-	-
619.170 Office Equipment under \$3,000	-	-	-	-	-
619.176 Special Project Supplies - Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Legal	-	-	-	-	-
619.222 Other Consultants	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	-	-	-	-	-
619.268 Special Dept. Expense - Other	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>361</b>	<b>1,760</b>	<b>-</b>	<b>1,760</b>
<b>Contracts</b>					
619.250 Special Dept. Expense - Contracts (Tier I)	2,500,000	-	<b>98,000</b>	98,000	(2,402,000)
619.250 Special Dept. Expense - Contracts (Admin)	200,000	170,281	<b>20,000</b>	10,000	(180,000)
<b>Total</b>	<b>2,700,000</b>	<b>170,281</b>	<b>118,000</b>	<b>108,000</b>	<b>(2,582,000)</b>
<b>Capital</b>					
650.304 Furniture and Fixtures	-	-	-	-	-
650.302 Equipment other than Computer	-	-	-	-	-
350.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other</b>					
640.513 Operating Transfers- LPP Formulaic Cycle 3	600,000	-	-	-	-
640.513 Operating Transfers- Sales Tax Rev (Tier II)	8,112,647	8,146,178	<b>8,186,909</b>	8,334,274	74,262
<b>Total</b>	<b>8,712,647</b>	<b>8,146,178</b>	<b>8,186,909</b>	<b>8,334,274</b>	<b>74,262</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>11,425,118</b>	<b>8,368,814</b>	<b>8,371,023</b>	<b>8,445,491</b>	<b>(2,454,095)</b>

**MEASURE G /SALES TAX  
BUDGET - FY 2023/24  
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
541.001 Interest Income	11,440	265,657	266,985	274,194	255,545
550.113 SB 1 Local Partnership Program (LPP) - Formulaic	2,500,000	-	-	-	(2,500,000)
550.113 SB 1 Local Partnership Program (LPP) - Formulaic Cyc	600,000	-	-	-	(600,000)
512.001 Sales tax	12,386,533	12,957,179	-	-	(12,386,533)
570.014 Sales Tax-Tier I	-	-	3,750,326	3,851,585	3,750,326
570.014 Sales Tax-Tier II	-	-	8,186,909	8,407,956	8,186,909
570.014 Sales Tax-Tier III	-	-	954,510	980,282	954,510
570.014 Sales Tax-Administration	-	-	130,220	133,736	130,220
570.014 Prior Year Balance	14,311,084	14,867,746	19,721,768	24,639,694	5,410,684
<b>TOTAL REVENUE</b>	<b>29,809,057</b>	<b>28,090,582</b>	<b>33,010,718</b>	<b>38,287,446</b>	<b>(11,480,662)</b>

EXPENDITURES VS REVENUES	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
<b>EXPENDITURES</b>					
Personnel	12,471	51,994	64,354	-	51,883
Services & Supplies	-	361	1,760	-	1,760
Contracts	2,700,000	170,281	118,000	108,000	(2,582,000)
Capital	-	-	-	-	-
Other	8,712,647	8,146,178	8,186,909	8,334,274	(525,738)
<b>TOTAL EXPENDITURES</b>	<b>11,425,118</b>	<b>8,368,814</b>	<b>8,371,023</b>	<b>8,442,274</b>	<b>(3,054,095)</b>
<b>REVENUES</b>					
Revenues	29,809,057	28,090,582	33,010,718	38,287,446	3,201,661
<b>TOTAL REVENUES</b>	<b>29,809,057</b>	<b>28,090,582</b>	<b>33,010,718</b>	<b>38,287,446</b>	<b>3,201,661</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>11,425,118</b>	<b>8,368,814</b>	<b>8,371,023</b>	<b>8,442,274</b>	<b>(3,054,095)</b>

	<b>FUND BALANCE</b>	<b>24,639,694</b>
<b>DESIGNATED FUND BALANCE</b>	<b>DESIGNATED FUND BALANCE</b>	<b>-</b>
	<b>UNDESIGNATED FUND BALANCE</b>	<b>24,639,694</b>

BUDGET NOTES	Proposed Budget FY 23/24
<b>Personnel</b> Administration of Measure G.	
<b>Total</b>	<b>64,354</b>
<b>Services and Supplies</b> County Counsel, insurance, and services as needed.	
<b>Total</b>	<b>-</b>
<b>Contracts</b> Contracts for consultants needed for services, implementation, and administration of the Measure G.	
<b>Total</b>	<b>118,000</b>
<b>Capital</b> No Capital expenditures are proposed in this Budget.	
<b>Total</b>	<b>-</b>
<b>Other</b> Distribution of Tier II Measure G funds to the County of San Benito, City of Hollister, and City of San Juan Bautista.	
<b>Total</b>	<b>8,186,909</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>8,369,263</b>

**LOCAL TRANSPORTATION AUTHORITY  
BUDGET - FY 2023/24  
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
<b>Personnel</b>					
610.101 Salaries	344,768	322,235	411,265	431,828	66,497
610.101 Salaries (5304 Bus Stop IT)	-	-	-	-	-
<b>Total</b>	<b>344,768</b>	<b>322,235</b>	<b>411,265</b>	<b>431,828</b>	<b>66,497</b>
<b>Services and Supplies</b>					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.130 Clothing and Safety	1,500	1,550	1,600	1,600	100
619.132 Communications	1,400	1,382	6,200	1,400	4,800
619.138 Computer Maintenance	1,200	1,095	1,000	1,000	(200)
619.140 Computer Supplies	325	33	300	300	(25)
619.142 Computer Hardware	1,050	-	500	500	(550)
645.701 General Insurance	9,989	9,988	10,745	10,960	756
619.152 Maintenance of Equipment	55,000	39,637	45,000	45,000	(10,000)
619.154 Maintenance of Equipment - Oil and Gas	220,000	223,910	225,000	220,000	5,000
619.158 Maintenance of Structures and Grounds	922	941	950	950	28
619.280 Marketing	4,902	5,151	5,200	5,200	298
619.166 Membership Dues	715	715	750	750	35
619.176 Special Project Supplies - Supplies	600	67	500	500	(100)
619.174 Supplies	250	41	250	250	-
619.172 Postage and Delivery	25	-	25	25	-
619.210 Professional Service - Legal	5,500	2,650	3,000	3,000	(2,500)
619.180 Public and Legal Notices	1,000	562	700	700	(300)
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	100	62	100	100	-
619.268 Special Dept. Expense - Other	202,850	9,898	105,627	-	(97,223)
619.268 Special Dept. Expense - Other (5311 CRRSAA)	229,609	-	-	-	(229,609)
619.268 Special Dept. Expense - Other (5310 CRRSAA)	32,249	-	-	-	(32,249)
619.196 Travel Lodging	711	-	40,000	-	39,289
619.198 Travel Meals	200	204	-	-	(200)
619.194 Training	2,000	-	-	-	(2,000)
619.200 Travel Transportation	200	56	100	100	(100)
619.306 Utilities	-	-	-	-	-
<b>Total</b>	<b>772,297</b>	<b>297,942</b>	<b>447,547</b>	<b>292,335</b>	<b>(324,750)</b>
<b>Contracts</b>					
619.250 Special Dept. Expense - Contracts	29,711	16,552	57,819	57,819	28,108
619.250 Special Dept. Expense - MV Contract	1,500,029	1,199,612	1,500,029	1,530,030	-
619.250 Special Dept. Expense - JDA Contract	339,459	303,486	339,459	346,248	-
<b>Total</b>	<b>1,869,199</b>	<b>1,519,649</b>	<b>1,897,307</b>	<b>1,934,097</b>	<b>28,108</b>
<b>Capital</b>					
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
<b>Total</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>0</b>
<b>Other</b>					
649.320 OPEB	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>2,986,264</b>	<b>2,139,826</b>	<b>2,756,119</b>	<b>2,658,260</b>	<b>(230,145)</b>

**LOCAL TRANSPORTATION AUTHORITY  
BUDGET - FY 2023/24  
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
570.001 Advertisement Revenue	1,000	16,431	9,000	12,000	8,000
570.003 Sale of Fix Asset	-	-	-	-	-
551.113 FTA 5310 Out of County Medical	-	13,674	-	-	-
551.113 FTA 5311 Operating Assistance	457,619	457,619	375,000	350,000	(82,619)
551.113 FTA 5304 Sustainable Communities (SRTP)	3,398	4,923	-	-	(3,398)
551.113 Low Carbon Trnsit Operations (LCTOP)	157,268	157,268	163,282	165,000	(3,398)
556.301 FTA CARES Act	202,850	316,616	160,158	-	(42,692)
576.012 LTF Transfer in	1,235,528	243,879	936,260	1,011,964	(299,268)
576.012 STA Transfer in	601,062	837,264	793,810	809,686	192,748
562.803 County Express Fares/JDA Fares	65,000	88,260	89,000	80,000	24,000
556.301 FTA ARPA	-	-	335,000	335,000	335,000
556.301 FTA 5311 CRRSAA	229,609	229,609	229,609	229,609	-
556.301 FTA 5310 CRRSAA	32,929	90,899	-	-	(32,929)
<b>TOTAL REVENUE</b>	<b>2,986,263</b>	<b>2,456,442</b>	<b>3,091,119</b>	<b>2,993,260</b>	<b>128,373</b>

EXPENDITURES VS REVENUES <u>LTA</u>	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
<b>EXPENDITURES</b>					
Personnel	344,768	322,235	411,265	431,828	66,497
Services & Supplies	772,297	297,942	447,547	292,335	(324,750)
Contracts	1,869,199	1,519,649	1,897,307	1,934,097	28,108
Capital	0	0	-	-	-
Other	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>2,986,264</b>	<b>2,139,826</b>	<b>2,756,119</b>	<b>2,658,260</b>	<b>(230,145)</b>
<b>REVENUES</b>					
Revenues	2,385,201	1,619,178	2,297,309	2,183,573	(87,892)
Operating Transfers (in)	601,062	837,264	793,810	809,686	192,748
<b>TOTAL REVENUE</b>	<b>2,986,263</b>	<b>2,456,442</b>	<b>3,091,119</b>	<b>2,993,260</b>	<b>104,856</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>2,986,264</b>	<b>2,139,826</b>	<b>2,756,119</b>	<b>2,658,260</b>	<b>(230,145)</b>
<b>FUND BALANCE</b>			<b>335,000</b>		
<b>DESIGNATED FUND BALANCE</b>			<b>-</b>		
<b>UNDESIGNATED FUND BALANCE</b>			<b>335,000</b>		

**LTA  
BUDGET NOTES**

**Personnel**

Personnel includes staff salaries.

**Services and Supplies**

Includes budget items to support transit operations. The largest expenses include fuel, maintenance, and the LTA's cost plan contribution to the County of San Benito.

**Total**

**411,265**

**447,547**

**Contracts**

MV contract includes transit operations for fixed route, intercounty, and dial-a-ride.

Jovenes de Antaño contract includes out of county medical transportation.

Contracts also includes \$51,819 for Routematch/TripSmart software and Dantec contracted support.

**Total**

**1,897,307**

**Capital**

No Capital expenditures are proposed in this Budget.

**Total**

**-**

**Other**

**TOTAL PROPOSED BUDGET**

**2,756,119**

**LOCAL TRANSPORTATION AUTHORITY - PTMISEA  
BUDGET - FY 2023/24  
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
<b>Personnel</b>					
610.101 Salaries	-	-	-	-	-
623.510 Administrative Support	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Services and Supplies</b>					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.130 Clothing and Safety	-	-	-	-	-
619.132 Communications	-	-	-	-	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	-	-	-	-	-
619.152 Maintenance of Equipment	-	-	-	-	-
619.154 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	-	-	-
619.166 Membership Dues	-	-	-	-	-
619.176 Special Project Supplies - Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Professional Service - Legal	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	-	-	-	-	-
619.268 Special Dept. Expense - Other	958,079	14,592	942,738	-	(15,341)
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	-	-	-	-	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	-	-	-	-	-
619.306 Utilities	-	-	-	-	-
<b>Total</b>	<b>958,079</b>	<b>14,592</b>	<b>942,738</b>	-	<b>(15,341)</b>
<b>Contracts</b>					
619.250 Special Dept. Expense - Contracts	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Capital</b>					
650.302 Equip other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Other</b>					
649.320 Operating Transfers	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>TOTAL PROPOSED BUDGET</b>	<b>958,079</b>	<b>14,592</b>	<b>942,738</b>	-	<b>(15,341)</b>

**LOCAL TRANSPORTATION AUTHORITY - PTMISEA, ARRA, AND OES  
BUDGET - FY 2023/24  
REVENUES AND EXPENDITURES VS REVENUES**

REVENUE DESCRIPTION	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
551.401 PTMISEA (Proposition B) (carryover PY)	842,426	828,285	<b>828,285</b>	-	(14,141)
551.401 OES (Carryover-Prop 1B Grants)	-	-	-	-	-
Fund Balance (carryover previous years)	114,653	113,453	<b>114,453</b>	-	(200)
541.001 Interest	1,000	1,000	-	-	(1,000)
	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>958,079</b>	<b>942,738</b>	<b>942,738</b>	-	<b>(15,341)</b>

EXPENDITURES VS REVENUES	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
<b>EXPENDITURES</b>					
Personnel	-	-	-	-	-
Services & Supplies	958,079	14,592	<b>942,738</b>	-	(15,341)
Contracts	-	-	-	-	-
Capital	-	-	-	-	-
Other	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>958,079</b>	<b>14,592</b>	<b>942,738</b>	-	<b>(15,341)</b>
<b>REVENUES</b>					
Revenues	958,079	942,738	<b>942,738</b>	-	(15,341)
<b>TOTAL REVENUES</b>	<b>958,079</b>	<b>942,738</b>	<b>942,738</b>	-	<b>(15,341)</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>958,079</b>	<b>14,592</b>	<b>942,738</b>	-	<b>(15,341)</b>
<b>FUND BALANCE</b>			-		
<b>DESIGNATED FUND BALANCE</b>			-		
<b>UNDESIGNATED FUND BALANCE</b>			-		

BUDGET NOTES	Proposed Budget FY 23/24
<b>Personnel</b> No Personnel expenditures are proposed in this Budget.	
<b>Total</b>	-
<b>Services and Supplies</b> Special projects includes purchase of buses to increase service, customer service enhancements, transit maintenance and operational enhancements. Purchase of buses will be capitalize in LTA.	
<b>Total</b>	<b>942,738</b>
<b>Contracts</b> No Contract expenditures are proposed in this Budget.	
<b>Total</b>	-
<b>Capital</b> No Capital expenditures are proposed in this Budget.	
<b>Total</b>	-
<b>Other</b> No Other expenditures are proposed in this Budget.	
<b>Total</b>	-
<b>TOTAL PROPOSED BUDGET</b>	<b>942,738</b>

PTMISEA: Public Transportation Modernization, Improvement and Service Enhancement Program  
ARRA: American Recovery and Reinvestment Act  
OES: Office of Emergency Services

**SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS  
BUDGET - FY 2023/24  
EXPENDITURES**

EXPENDITURE DESCRIPTION	Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
<b>Personnel</b>					
610.101 Salaries	23,326	17,317	22,898	24,043	(428)
619.226 Administrative Support	-	-	-	-	-
<b>Total</b>	<b>23,326</b>	<b>17,317</b>	<b>22,898</b>	<b>24,043</b>	<b>(428)</b>
<b>Services and Supplies</b>					
619.126 Magazines and Subscriptions	-	-	-	-	-
619.132 Communications	1,500	1,254	1,500	1,600	-
619.138 Computer Maintenance	-	-	-	-	-
619.140 Computer Supplies	-	-	-	-	-
645.701 General Insurance	698	676	598	600	(100)
619.152 Maintenance of Equipment	31,912	31,920	32,000	32,000	88
619.154 Maintenance of Equipment - Oil and Gas	-	-	-	-	-
619.158 Maintenance of Structures and Grounds	-	-	-	-	-
619.280 Marketing	-	-	-	-	-
619.166 Membership Dues	-	-	-	-	-
619.166 Office Furniture under \$3,000	-	-	-	-	-
619.168 Office Equipment under \$3,000	-	-	-	-	-
619.176 Special Project Supplies - Supplies	-	-	-	-	-
619.174 Supplies	-	-	-	-	-
619.172 Postage and Delivery	-	-	-	-	-
619.210 Legal	1,000	2,124	1,500	1,000	500
619.222 Other Consultants	-	-	-	-	-
619.180 Public and Legal Notices	-	-	-	-	-
619.184 Rent Equipment	-	-	-	-	-
619.186 Rent Structures	-	-	-	-	-
619.190 Small Tools	-	-	-	-	-
619.268 Special Dept. Expense - Other	-	-	-	-	-
619.196 Travel Lodging	-	-	-	-	-
619.198 Travel Meals	50	-	50	50	-
619.194 Training	-	-	-	-	-
619.200 Travel Transportation	150	-	150	150	-
619.306 Utilities	-	-	-	-	-
<b>Total</b>	<b>35,310</b>	<b>35,974</b>	<b>35,798</b>	<b>35,400</b>	<b>488</b>
<b>Contracts</b>					
619.250 Special Dept. Expense - Contracts	88	87	200	200	112
<b>Total</b>	<b>88</b>	<b>87</b>	<b>200</b>	<b>200</b>	<b>112</b>
<b>Capital</b>					
650.304 Furniture and Fixtures	-	-	-	-	-
650.302 Equipment other than Computer	-	-	-	-	-
650.303 Computer Hardware	-	-	-	-	-
650.301 Automobiles, Trucks, Vans	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other</b>					
640.320 OPEB	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL PROPOSED BUDGET</b>	<b>58,724</b>	<b>53,378</b>	<b>58,896</b>	<b>59,643</b>	<b>172</b>

**SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS  
BUDGET - FY 2023/24  
REVENUES AND EXPENDITURES VS REVENUES**

REVEUE DESCRIPTION		Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
550.109	Registered Vehicle Revenue	70,000	68,681	69,000	71,070	(1,000)
	Fund Balance(Carryover previous years)	212,062	213,859	229,602	240,206	17,540
541.001	Interest Revenue	440	440	500	-	60
<b>TOTAL REVENUE</b>		<b>282,502</b>	<b>282,980</b>	<b>299,102</b>	<b>311,276</b>	<b>16,600</b>

EXPENDITURES VS REVENUES		Adopted Budget FY 22/23	Estimated Actual to June 30, 2023	Proposed Budget FY 23/24	Budget Estimate for FY 24/25	Variance FY 22/23 FY 23/24
<b>EXPENDITURES</b>						
	Personnel	23,326	17,317	22,898	24,043	(428)
	Services & Supplies	35,310	35,974	35,798	35,400	488
	Contracts	88	87	200	200	112
	Capital	-	-	-	-	-
	Other	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>58,724</b>	<b>53,378</b>	<b>58,896</b>	<b>59,643</b>	<b>172</b>
<b>REVENUES</b>						
	Revenues	282,502	282,980	299,102	311,276	16,600
<b>TOTAL REVENUE</b>		<b>282,502</b>	<b>282,980</b>	<b>299,102</b>	<b>311,276</b>	<b>16,600</b>
<b>TOTAL PROPOSED BUDGET</b>		<b>58,724</b>	<b>53,378</b>	<b>58,896</b>	<b>59,643</b>	<b>172</b>

<b>FUND BALANCE</b>	<b>240,206</b>	
<b>DESIGNATED FUND BALANCE</b>	<b>-</b>	
<b>UNDESIGNATED FUND BALANCE</b>	<b>240,206</b>	Only available for SAFE projects

BUDGET NOTES		Proposed Budget FY 23/24
<b>Personnel</b> Personnel includes salaries, administrative support, and professional services.		
	<b>Total</b>	<b>22,898</b>
<b>Services and Supplies</b> Maintenance and support of call boxes.		
	<b>Total</b>	<b>35,798</b>
<b>Contracts</b> Contract with CHP for responding to call box calls.		
	<b>Total</b>	<b>200</b>
<b>Capital</b> No Capital expenditures are proposed in this Budget.		
	<b>Total</b>	<b>-</b>
<b>Other</b> SAFE share of OPEB costs.		
	<b>Total</b>	<b>-</b>
<b>TOTAL PROPOSED BUDGET</b>		<b>58,896</b>





## STAFF REPORT

### Informational

**Prepared By:** Veronica Lezama,  
Transportation Planning Manager  
**Subject:** Monthly Caltrans District 5  
Construction Projects Report

### Agenda Item No. 11

**Approved By:** Binu Abraham, Executive Director

**Meeting Date:** May 18, 2023

### Recommendation:

RECEIVE Monthly Caltrans District 5 Construction Projects Report.

### Summary:

The Council of San Benito County Governments (COG) Board of Directors will receive the monthly report from Caltrans District 5 on active highway projects in San Benito County.

### Background/ Discussion:

As an ex officio member, the California Department of Transportation (Caltrans) provides the COG Board of Director's a summary report of all active highway and other state oversight projects in San Benito County. The enclosed Caltrans Update of Projects identifies the following projects in San Benito County.

1. Highway 25/156 Roundabout
2. Highway 25 Curve Alignment Restoration
3. Highway 25 Expressway Conversion - San Felipe, Segment 1
4. Highway 156 Improvement Project
5. U.S 101 Southbound Connector Extension
6. SR 156/Alameda EB Right-Turn Channelization
7. Hollister Clean CA
8. Rocks Road US 101 Wildlife Connectivity Project

### Financial Impact:

Please see attached project updates report.

### Attachment:

1. Caltrans District 5 Construction Projects Report and Map



**CONSTRUCTION PROJECTS**

Project	Location/Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Contractor	Comments
1. <b>Highway 25/156 Roundabout (1J480_)</b>	Intersection of SR 25/156, north of Hollister  (PM 54.048)	Construct Roundabout	June 2022 - Fall 2023	\$10.7 million	SHOPP	Terry Thompson (Acting PM)	Graniterock Construction	Work has resumed for Stage 1. Anticipate beginning Stage 2 at the end of May.
2. <b>Highway 156 Improvement Project (34490)</b>	In and near San Juan Bautista, from The Alameda to slightly east of Fourth Street  (PM 3.0/R8.2)	Construct four-lane expressway	August 2022 - Spring/Summer 2025	\$75.9 million	STIP/Local	Terry Thompson	Teichert Construction	Continued construction activities
3. <b>Highway 25 Curve Alignment Restoration (1H810)</b>	Near Hollister, just north of San Benito Lateral  (PM 18.8/19.1)	Curve restoration	Spring 2023/Summer 2024	\$5.4 million	SHOPP	Terry Thompson	Teichert Construction	Environmental work has begun.

**PROJECTS IN DEVELOPMENT**

Project	Location/Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Phase	Comments
4. <b>Highway 25 Expressway Conversion - San Felipe, Segment 1 (48541)</b>	San Felipe Road to 0.3 miles north of Hudner Lane (0.8 mi west of SR 25 to 0.5 miles east of SR 25)	Conversion of 2-lane conventional highway to a 4-lane expressway	N/A	N/A	Local	Terry Thompson	PA&ED	Continuing environmental studies.



# PROJECT UPDATE – SAN BENITO COUNTY

PREPARED FOR THE MAY 18, 2023, COUNCIL OF SAN BENITO COUNTY GOVERNMENTS MEETING

## PROJECTS IN DEVELOPMENT (CONTINUED)

Project	Location/Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Phase	Comments
5. U.S 101 Southbound Connector Extension (1N910)	In San Benito County 3.0 miles West of San Juan Bautista at SR-156 and U.S. Route 101	Extend westbound connector an additional 1800 feet and construct a ramp meter	TBD	TBD	Minor A	Terry Thompson	PA&ED	No updates at this time.
6. SR 156/Alameda EB Right-Turn Channelization (1P300)	In San Juan Bautista at the intersection of SR 156 and The Alameda  (PM 2.9/3.1)	Installation of eastbound right-turn channelization from SR 156 onto the Alameda	Spring 2024	TBD	Oversight/ Local	Paul Valadao	PA&ED	<b>The City approved change in ownership of the developer. Caltrans held a project kick-start meeting on Nov. 1 with the City's team to discuss the Right of Way challenges and how it may affect project delivery. Caltrans is actively collaborating with the City's design team on inquiries regarding adjacent/affected property owners.</b>
7. Hollister Clean CA (1P531)	On Route 25 in San Benito County from Sunset Dr. to Santa Ana Rd.  (PM 49.9/51.2)	Install beautification, transportation art, and safety measure enhancement project in Caltrans R/W.	Winter 2023	\$1.2 million	Clean CA	Terry Thompson	PS&E	Awarded to Bortolussi & Watkin, Inc. on 3/2/23 <b>Approve Contract on 4/4/23</b>



# PROJECT UPDATE – SAN BENITO COUNTY

PREPARED FOR THE MAY 18, 2023, COUNCIL OF SAN BENITO COUNTY GOVERNMENTS MEETING

## PROJECTS IN DEVELOPMENT (*CONTINUED*)

Project	Location/Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Phase	Comments
8. <b>Rocks Road US 101 Wildlife Connectivity Project (1Q260)</b>	In San Benito County in the Aromas Hills (PM 0.0/2.8)	Identify wildlife crossing opportunities to connect important habitat on both sides of US 101 and improve safety for drivers and wildlife	TBD	TBD	State Funded	Terry Thompson (Acting PM)	PID	PID phase is in process.

**Project numbers correspond to Attachment A: San Benito County Caltrans Project Location Map**

### ACRONYMS USED IN THIS REPORT:

<b>ADA</b>	Americans with Disabilities Act
<b>CEQA</b>	California Environmental Quality Act
<b>CMAQ</b>	Congestion Mitigation Air Quality
<b>CMIA</b>	Corridor Mobility Improvement Account
<b>CTC</b>	California Transportation Commission
<b>ED</b>	Environmental Document
<b>EIR</b>	Environmental Impact Report
<b>PA&amp;ED</b>	Project Approval and Environmental Document
<b>PM</b>	Post Mile
<b>PS&amp;E</b>	Plans, Specifications, and Estimates
<b>RTL</b>	Ready to List
<b>RW</b>	Right of Way
<b>SB1</b>	Senate Bill 1, the Road Repair and Accountability Act of 2017
<b>SCL</b>	Santa Clara County Line

<b>SHOPP</b>	State Highway Operation and Protection Program
<b>SR</b>	State Route
<b>STIP</b>	State Transportation Improvement Program
<b>TBD</b>	To Be Determined
<b>TMS</b>	Traffic Management System

# DISTRICT 5 CONSTRUCTION PROJECTS REPORT

Super Roundabout Project

Improvement Project

Alignment Restoration

Overpass Conversion

Trail and Connector Extension

Water Right-Turn Channelization

A

01 Wildlife Connectivity Project

