



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
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Mission Statement

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

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

Table of Content	
Geographic Setting	1
Council of San Benito County Governments	2
CHAPTER 1: INTRODUCTION/PROSPECTUS	3
A. Description of the Region	3
B. Snapshot of the San Benito Regional Transportation System	4
i. Transportation - Highways, Roads, and Funding	4
– County Express Transit System	6
iii. Active Transportation	8
iv. Aviation	9
a. Hollister Municipal Airport	9
b. Frazier Lake Airpark	9
v. Goods Movement	9
vi. Railroad	10
CHAPTER 2: OVERALL WORK PROGRAM	11
Previous Year 2022/2023 Overall Work Program Planning Accomplishments	11
COG Transportation Planning	11
i. Local Transportation Authority (LTA)	15
iv. Service Authority for Freeways and Expressways (SAFE)	15
v. Airport Land Use Commission (ALUC)	15
CHAPTER 3: TRANSPORTATION PLANNING PRIORITIES AND GOALS	16
A. Federal Planning Factors (FPF)	16
CHAPTER 4: AGENCY ORGANIZATIONAL STRUCTURE	19
A. Jurisdictional Boundaries	19
B. Agency Personnel	21
ii. Transportation Planning Staff	21
iii. Maintenance Staff	21
iv. Administrative Services Specialist	21
v. Administrative Support Staff	22
C. Interagency and Community Decision Making Process	23
D. Advisory Committees	23
E. Coordination	25

CHAPTER 5: FUNDING ACTIVITIES	27
A. Overall Work Program Funding	27
B. Overall Work Program Budget Distribution	27
C. Figure 8: OWP Financial Table	28
Figure 8: OWP Financial Table	28
CHAPTER 6: PLANNING PROGRAM FOR FISCAL YEAR 2023/2024	29
Work Element Summary	29
Work Element 101: Transportation Development Act Administration	31
Work Element 102: Program Administration and Management	33
Work Element 103: Overall Work Program	34
Work Element 105: Regional Coordination	38
Work Element 107: Airport Land Use Commission	46
Work Element 108: Emergency Motorist Aid System - SAFE	48
Work Element 109: Metropolitan Planning and Programming	49
Work Element 201: Regional Transportation Plan	55
Work Element 302: Road System Planning and Programming	60
Work Element 304: Regional Rideshare Program	64
Work Element 305: Regional Transportation Improvement Program	65
AMBAG Work Elements Partially Funded by COG	68

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 64,209¹ 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.

¹ 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.²

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

² 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:

- **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 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.³ Many of these elderly individuals and persons with disabilities require specialized transportation services to travel to medical appointments, shop, and visit recreational centers.

³ 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,⁴ which met every other month. The Partnership receives updates on the following VTA lead projects:

⁴ 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 6th 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.

The following chart shows how COGs Fiscal Year 2023/2024 Work Elements respond to the Federal Planning Factors (FPF):

		Transportation Development Act Administration	Program Administration and Management	Overall Work Program	Public Participation	Regional Coordination	Transit System Planning and Administration	Airport Land Use Commission	Emergency Motorist Aid System	Metropolitan Planning and Programming	Measure G Implementation	Regional Transportation Plan	Bikeway and Pedestrian System Planning and Promotion	Road System Planning and Programming	Transportation System Modeling	Regional Rideshare Program	Regional Transportation Improvement Program
		100	102	103	104	105	106	107	108	109	110	201	301	302	303	304	305
1.	Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.																
2.	Increase the safety of the transportation system for motorized and non-motorized users.																
3.	Increase the security of the transportation system for motorized & non-motorized users.																
4.	Increase the accessibility and mobility of people and for freight.																
5.	Protects and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.																
6.	Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.																
7.	Promote efficient system management and operation.																
8.	Emphasize the preservation of the existing transportation system.																
9.	Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water and reduce or mitigate storm water impacts of surface transportation.																
10.	Enhance travel and tourism.																

CHAPTER 4: AGENCY ORGANIZATIONAL STRUCTURE

A. Jurisdictional Boundaries

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

- i. **Regional Transportation Planning Agency:** COG is designated as the Regional Transportation Planning Agency for San Benito County region and is charged by state law in meeting certain transportation planning requirements. In this capacity, COG is responsible for the development of the Overall Work Program and Regional Transportation Plan – a long-term blueprint of a region's transportation system. In addition, this entity is responsible for the annual allocation of State funds from the Transportation Development Act to local jurisdictions and transit operators.
- ii. **Consolidated Transportation Service Agency:** In September 1986, LTA entered into a Joint Powers Agreement to act as the Consolidated Transportation Service Agency for San Benito County. COG acts as a lead agency in providing, consolidating, and coordinating social service transportation activities and is eligible for Transportation Development Act and Local Transportation Funds for such services.
- iii. **Area-wide Planning Organization:** COG is designated by the United States Department of Housing and Urban Development as the Area-wide Planning Organization for San Benito County. This designation carries with it the responsibility to comply with the comprehensive planning responsibilities of Section 701 of the Housing Act of 1954 and subsequent related legislation.
- iv. **Local Transportation Authority (LTA):** The LTA was formed by a Joint Powers Agreement between the Cities of Hollister and San Juan Bautista and the County of San Benito to administer the regional transit program. This agreement went into effect on July 1, 1990, removing responsibility for the regional transit system from the City of Hollister. The LTA Board is composed of the same members as the COG Board.
- v. **Airport Land Use Commission (ALUC):** The purpose of ALUC is to protect public health, safety, and welfare by ensuring the orderly expansion of airports and the adoption of land use measures that minimize the public's exposure to excessive noise and safety hazards within areas around public airports. ALUC reviews projects within the Airport Influence Area of the two local airports, which include the Hollister Municipal Airport and Frazier Lake Airpark. The ALUC Board is composed of the same members as the COG Board.

- vi. **Measure A Authority:** Measure A is a ballot measure that was passed by the voters of San Benito County in 1988. It consists of a one-half of one percent sales tax over a period of ten years to be used for a number of local transportation improvement projects. The MEA Board is composed of the same members as the COG Board.
- vii. **Service Authority for Freeways and Expressways (SAFE):** SAFE was established in September 1998 by the City Councils of Hollister and San Juan Bautista and the San Benito County Board of Supervisors. This agency is responsible for the area's emergency motorist aid call boxes. There are currently 40 call boxes in San Benito County along highways 25, 101, 129, 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).

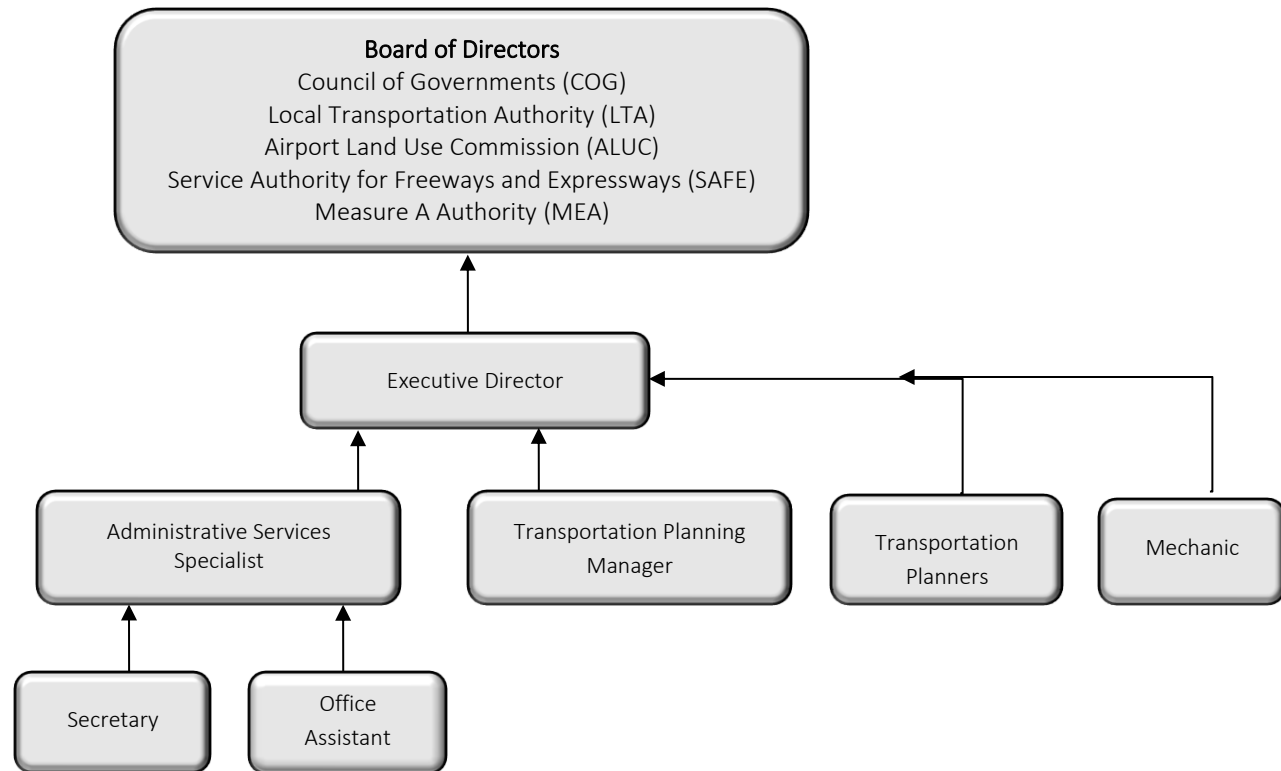


Figure 7: COG Organizational Chart

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)⁵ 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)

⁵ 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.⁶ 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.

⁶ 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.

C. Figure 8: OWP Financial Table

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

Work Element	Transportation Development Act Admin.	Program Administration and Management	Overall Work Program	Public Participation	Regional Coordination	Transit System Administration & Planning	Airport Land Use Commission	Emergency Motorist Aid System - SAFE	Metropolitan Planning & Programming	Measure G Implementation	Regional Transportation Plan	Bikeway and Pedestrian System Planning & Promotion	Road System Planning	Transportation System Modeling	Regional Rideshare Program	Regional Transp. Improvement Program	San Benito County Regional Transportation Planning	San Benito County Transp. Improvement Programming		
Funding Source	101	102	103	104	105	106	107	108	109	110	201	301	302	303	304	305	624	642	Total	
RPA [1]			\$19,462	\$33,060	\$43,358	\$32,000			\$6,000		\$67,120	\$15,000	\$54,000	\$6,000		\$18,000				\$294,000
RPA FY22-23 Carryover [1]			\$3,415	\$1,871	\$10,125	\$2,309			\$1,138		\$13,324	\$2,643	\$10,158	\$1,074		\$3,802				\$49,858
PPM [2]					\$8,880				\$4,020		\$3,330		\$4,860	\$4,070		\$11,840				\$ 37,000
TDA [3]	\$36,180	\$61,318	\$6,454			\$64,546	\$12,908													\$181,406
DMV [4]								\$23,831												\$23,831
Local Funds [5]							\$2,700								\$4,000					\$6,700
Measure G [6]										\$12,425										\$12,425
TOTAL	\$36,180	\$61,318	\$29,331	\$34,931	\$62,363	\$98,855	\$15,608	\$23,831	\$11,158	\$12,425	\$83,774	\$17,643	\$69,018	\$11,144	\$4,000	\$33,642	\$27,650	\$13,500		\$605,220

[1] Rural Planning Assistance, State funds.

[2] Planning, Programming, & Monitoring.

[3] Transportation Development Act, State funds.

[4] Department of Motor Vehicles, Local funds.

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

[6] Local tax measure funds.

Figure 8: OWP Financial Table

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.
Category 100: Coordination and Information		
101	Transportation Development Act Administration	29
102	Program Administration and Management	31
103	Overall Work Program	32
104	Public Participation	34
105	Regional Coordination	36
106	Transit System Planning and Administration	41
107	Airport Land Use Commission	44
108	Emergency Motorist Aid System – SAFE	46
109	Metropolitan Planning and Programming	47
110	Measure G Implementation	49
Category 200: Transportation Plan Updates		
201	Regional Transportation Plan	53
Category 300: Short Range Planning		
301	Bikeway and Pedestrian System Planning and Promotion	56
302	Road System Planning and Programming	58
303	Transportation System Modeling	61
304	Regional Rideshare Program	62
305	Regional Transportation Improvement Program	63
Category 400: Special Studies		
404	Zero-Emission Bus and Infrastructure Analysis Plan (Placeholder)	65
Association of Monterey Bay Area Governments (AMBAG) Work Elements Partially funded by COG:		
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
Total				\$36,180
	Task	Deliverable	Deadline	Responsible Party
1.	Allocate TDA funds consistent with state and COG policies.	<ul style="list-style-type: none">Resolutions allocating funds.Assist local agencies with funding requests.Track funding expenditures and balances	June 30, 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">Quarterly Staff reportsQuarterly Memos	June 30, 2024	COG

3.	Conduct the annual TDA Financial Audit.	<ul style="list-style-type: none"> • Hire independent auditor. <ul style="list-style-type: none"> – Request for Proposals – Contract • Annual Financial Audit Report • Prepare for Implementation of audit recommendations 	June 30, 2024	COG
4.	Conduct the annual Unmet Transit Needs process.	<ul style="list-style-type: none"> • Bilingual newspaper notice • Meeting/Hearing flyers • One bilingual public hearing/meetings • Onboard bus interviews with bus riders • Draft Report to Caltrans • Unmet Transit Needs draft report presented to the Social Services Transportation Advisory Council and COG Board • Final Report to COG Board • Report deadline to Caltrans • LTA starts planning the implementation of transit recommendation 	<p>January 2024</p> <p>February 2024</p> <p>February 2024</p> <p>February 2024</p> <p>February 2024</p> <p>March 2024</p> <p>March 2024</p> <p>May 2024</p> <p>August 2024</p> <p>June 2024</p>	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
Total				\$61,318
	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"> Agenda, Staff reports Meeting minutes Presentations Board payments Website updates Legal coordination 	Monthly	COG
2.	Conduct monthly Technical Advisory Committee and Bicycle and Pedestrian Advisory Committee meetings.	<ul style="list-style-type: none"> Agendas, minutes Staff reports, presentations Meeting minutes Website updates 	Monthly	COG
3.	Prepare budget reports for Board review and approval.	<ul style="list-style-type: none"> Budget hearings Technical reports Quarterly budget reports Final budget 	March-June 2024	COG
4.	Update COG Bylaws, Rules, and Regulations.	<ul style="list-style-type: none"> Bylaws/rules and regulations 	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
Carryover- Rural Planning Assistance (RPA)				\$3,414.62
Transportation Development Act (TDA)				\$6,454
Total				\$29,330.62

	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"> • Completes and signs the Grant Program Close-Out Report form (RPA) • Reviews the final Request for Reimbursement (RPA) • Sends copies to Caltrans Office of Regional Planning (RPA) 	July 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"> • OWP staff assignments (RPA) • OWP Schedule (RPA) 	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"> • Staff reports (RPA) • Draft OWP (RPA) 	February 2 024	COG

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

Work Element 104: Public Participation

Lead Agency: Council of Governments

Project Manager: Planning Staff



Objectives

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

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
Carryover- Rural Planning Assistance (RPA)				\$1,871.33
Total				\$34,931.66
	Task	Deliverable	Deadline	Responsible Party
1.	Hold public hearings and meetings to provide information and gather input and comments on COG’s various projects and work elements. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> • Online meetings (RPA) • Public meetings (RPA) • Public hearings (RPA) • Flyers, newsletters (RPA) • Social media updates (RPA) 	Monthly	COG
2.	Provide information, reports, and presentations to stakeholder groups to increase public awareness of regional issues and activities. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> • Consultant Contract (RPA) • Outreach Materials (RPA) • Website Update (RPA) 	Monthly	COG
3.	Provide technical data to interested members of the public and organizations on regional issues, as it relates to federal and state programs, traffic volumes, and financial data. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> • Technical data (RPA) • Reports (RPA) 	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"> • COG website 	Monthly	COG
5.	Prepare news releases, newsletters, social media posts, and public service announcements on key transportation issues and accomplishments.	<ul style="list-style-type: none"> • Press releases • Public service announcements 	Quarterly	COG/Caltrans
6.	Publicize COG Board meetings, including agendas, and staff reports. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> • Agendas (RPA) 	Monthly	COG
7.	Serve on various community organizational committees. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> • Meetings (RPA) 	Monthly	COG
8.	Meet with community groups regarding key transportation issues. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> • Meetings (RPA) 	Quarterly	COG/Caltrans
9.	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"> • Meeting updates • STIP Quarterly meetings • Phone calls • Emails • Reports • SR 156 Improvement Project Interagency Stakeholder Meeting • Technical data 	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-attainment⁷ 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.

⁷ 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
Carryover- Rural Planning Assistance (RPA)				\$10,125.46
Planning, Programming, and Monitoring (PPM)				\$8,880
Total				\$62,363.46
	Task	Deliverables	Deadline	Responsible Party
1.	Attend Rural County Task Force and California Regional Transportation Agency meetings. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> Meeting notes (RPA) Staff updates 	Bi-monthly	COG
2.	California Regional Transportation Planning Agencies (CalRTPA). Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> Attend meetings (RPA) Distribute information to COG staff 	Monthly	COG
3.	Participate in meetings of the San Benito/Santa Clara Mobility Partnership. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> Agendas (RPA) Meetings (RPA) Correspondence (RPA) 	Every other monthly	COG/VTA/ Caltrans
4.	Central Coast Coalition. Participate in activities to improve regional travel, such as attending Central Coast Coalition meetings. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none"> Legislative Day (RPA & PPM) Letters (RPA & PPM) Meeting notes. (RPA & PPM) Correspondence. (RPA & PPM) 	Annual	COG
5.	COG Technical Advisory Committee (TAC) meeting agenda items coordination with AMBAG and Caltrans. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none"> Meetings (RPA & PPM) Staff reports (RPA & PPM) Presentations (RPA & PPM) Technical documents (RPA & PPM) 	Monthly	COG
6.	Regional Growth Forecast monitoring and information dissemination. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> Review technical documents and provide 	Biennial	AMBAG COG

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

		Rural Transit Plan, etc. (PPM)		
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"> • Development Review Committee, Planning Commission meetings • Comment letters. (PPM) • Technical data. (PPM) 	Monthly	COG
9.	Review transportation related governmental planning, policy, legislation, ordinances, etc. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> • Comment on local General Plan Circulation Elements. (RPA) • Ensure local plans are consistent with the adopted San Benito Regional Transportation Plan (RPA) • Review and comment on local transportation plan. (RPA) 	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"> • Grant applications (RPA) • Technical data (RPA) 	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"> • Meetings (RPA & PPM) 	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"> • Meetings (RPA & PPM) • Correspondence (RPA & PPM) 	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"> • Rideshare Matchlist (RPA) • Ridesharing campaigns (RPA) • Ridesharing materials and website updates. (RPA) • Technical documentation (RPA) 	Monthly	COG
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"> • Meeting notes (RPA & PPM) • Grant applications (RPA & PPM) 	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"> • Professional Services Contract • Regional Traffic Impact Mitigation Fee Nexus Study 	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
Carryover- Rural Planning Assistance (RPA)				\$2,308.52
Transportation Development Act (TDA)				\$64,546
Total				\$98,854.52
	Task	Deliverables	Deadline	Responsible Party
1.	Communicate with Association of Monterey Bay Area Governments (AMBAG), Caltrans, and the Valley Transportation (VTA) to help ensure regional transit planning coordination. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> Meetings (RPA) Comments (RPA) Plans (RPA) 	Quarterly	LTA/COG
2.	Coordinate with COG during the Unmet Transit Needs process. ⁸	<ul style="list-style-type: none"> Attend all public meetings. Comment on draft reports Assist in the distribution of flyers on social media, buses, 	December 2023 - June 2024	Lead COG in coordination with the LTA

⁸ See Work Element 101

		<p>and throughout the community.</p> <ul style="list-style-type: none"> • Assist with response to comments received. • Work on the implementation of Board approved recommendations 		
3.	Ensure project consistency with Regional Transportation Plan (RTP) policies for improved access to elderly and disabled individuals. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> • Project comments. (RPA) • Input on Transit RTP narrative and projects. (RPA) 	Monthly	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"> • Staff reports • Planning & Programming documents • Presentations • Grant Applications & Budgets 	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"> • Grant Applications (RPA) • Capital, Operational & Planning Grants. (RPA) 	As Necessary	LTA
6.	Conduct Transit Needs Assessments and prepare Transit Development Plans and Marketing Plans as appropriate.	<ul style="list-style-type: none"> • Needs Assessments • Development & Marketing Plans 	Monthly	LTA
7.	Identify funding sources for and implementing the Accessible Connections Promoting Active Transportation: A Bus Stop Improvement Plan. Funded with TDA funds.	<ul style="list-style-type: none"> • Grant Applications (RPA) • Implementation of bus stop amenities (i.e., benches, signs, etc. (RPA) 	Quarterly	LTA
8.	Implement 2022 Short-Range Transit Plan recommendations. Funded with Rural Planning assistance (RPA).	<ul style="list-style-type: none"> • Project and service implementation, per funding availability (RPA) 	Quarterly	LTA
9.	Identify funding sources for and implementing the Intelligent Transportation Systems (ITS) Technology for the 21 st Century: Using Technology to Improve Safety and Efficiency of San	<ul style="list-style-type: none"> • Grant Applications • ITS improvements, per funding availability 	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"> • Monitor Electronic fare media (i.e., Token Transit) • Monitor RouteMatch dispatch software 		
10.	Implement and update as required the Federal Transit Administration (FTA) mandated Transit Asset Management Plan.	<ul style="list-style-type: none"> • Transit Project List of existing and projected needs (i.e., vehicles, equipment, etc.) • Project Schedule • Transit project needs shall be evaluated, and project will be implementation, per funding availability. • Monitor and process Plan Updates 	Quarterly	LTA
11.	Manage LTA’s County Express and Specialized Transportation public transportation operations contracts.	<ul style="list-style-type: none"> • Monthly Operator Meetings to address system improvements and complaints. • System Performance Review & Reports for Board and Committee review. • Contractor Coordination • Attend driver safety meetings. • COG oversees LTA contracts 	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
Total				\$15,608
	Task	Deliverable	Deadline	Responsible Party
1.	Conduct Site and Architectural Reviews in accordance with the 2012 Hollister Municipal Airport Land Use Compatibility Plan.	<ul style="list-style-type: none"> Staff report, maps, comment letters, presentations 	Monthly	ALUC
2.	Conduct Site and Architectural Reviews in accordance with the Frazier Lake Airpark's Comprehensive Land Use Plan.	<ul style="list-style-type: none"> Staff report, maps, letters, and presentations 	Monthly	ALUC
3.	Coordinate with the GIS analyst for precise project reviews and mapping.	<ul style="list-style-type: none"> GIS mapping 	Monthly	ALUC
4.	Review environmental documents (i.e., Initial Studies, Environmental Impact Reports, etc.).	<ul style="list-style-type: none"> Comment letter 	Monthly	ALUC
5.	Refer projects to the FAA for review.	<ul style="list-style-type: none"> Correspondence 	Monthly	ALUC/FAA

6.	Coordinate with Caltrans Division of Aeronautics for topics related to engineering, land use, noise, environment, and compatible land use planning.	<ul style="list-style-type: none"> Attend Caltrans sponsored training. Submit draft and final Compatibility plan amendments or updates to Caltrans Department of Aeronautics for review 	Monthly	ALUC/Caltrans
7.	Administer ALUC Fee Structure.	<ul style="list-style-type: none"> Invoices 	Monthly	ALUC
8.	Attend the California Airport Land Use Consortium (Cal-ALUC).	<ul style="list-style-type: none"> Attend workshops 	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"> Amendments Resolutions Staff reports 	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
Total				\$23,831
	Task	Deliverable	Deadline	Responsible Party
1.	Work with Caltrans and the CHP on call box operations.	<ul style="list-style-type: none"> • Encroachment permits. • CHP, Verizon Wireless and AT&T administration 	Monthly	SAFE
2.	Work with call box maintenance service provider to maintain the call boxes.	<ul style="list-style-type: none"> • Maintenance • Reports • Contracts & amendments 	Quarterly	SAFE/ Contractor
3.	CHP Agreement for emergency call box answering services.	<ul style="list-style-type: none"> • Agreement & Resolution 	Triennially	SAFE
4.	Participate in statewide CalSAFE meetings.	<ul style="list-style-type: none"> • Meetings & presentations 	June 30, 2024	SAFE
5.	Track DMV collection of funds for budget.	<ul style="list-style-type: none"> • Budget reports 	Quarterly	SAFE

Work Element 109: Metropolitan Planning and Programming

Lead Agency: Council of Governments

Project Manager: 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
Carryover- Rural Planning Assistance (RPA				\$1,137.90
Planning, Programming, and Monitoring				\$4,020
Total				\$11,157.90
	Task	Deliverable	Deadline	Responsible Party
1.	Consult with the local jurisdictions to include projects in the Metropolitan Transportation Improvement Program (MTIP).	<ul style="list-style-type: none">Identify <i>regionally significant</i> projects and those funded	Monthly	COG/AMBAG

	<p>Projects that are regionally significant or have been approved by COG, Caltrans, and/or other agencies for Federal transportation funds are included in the Federal Transportation Improvement Program (FTIP). The FTIP for the Monterey Bay Area is prepared by AMBAG and is called the Monterey Bay Metropolitan Transportation Improvement Program (MTIP). Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).</p>	<p>with federal funds. (RPA & PPM)</p> <ul style="list-style-type: none"> • Assist local jurisdictions with project applications (i.e., meetings and coordination) (RPA & PPM) • Amendments (RPA & PPM) 		
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"> • List federally funded projects obligated within the requested time frame (RPA) 	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
Total				\$12,425
	Task	Deliverable	Deadline	Responsible Party
1.	Program Administration			
a.	Measure G Administrative Tasks Provide for cost-effective administration of the program through the Council of San Benito County Governments.	<ul style="list-style-type: none"> Board agendas, minutes, special meetings, presentations, staff reports 	Monthly	COG

b.	Monitor COG policies and guidelines and update them as necessary to ensure sound implementation of Measure G.	<ul style="list-style-type: none"> Guidelines updates Policies updates Produce, maintain, and update agreements with local agencies for funding allocations. Amendments 	<p>Monthly review</p> <p>Monthly review</p> <p>Monthly review</p> <p>Monthly review</p>	COG
2. Financial Management				
a.	Receive funds from State Board of Equalization.	<ul style="list-style-type: none"> Payments received 	Quarterly	COG
b.	Produce reports of funding availability. Reports to include formula distributions for each category of projects and implementing agency.	<ul style="list-style-type: none"> Revenue reports Presentations Local agency meetings 	Continuous	COG
c.	Distribute the funds to local agencies and projects in accordance with Measure G (COG Ordinance 2018-01).	<ul style="list-style-type: none"> Funding requests Process payments 	Quarterly	COG
d.	Produce and publish annual reports and audit reports per Measure G ordinance. This work will include analyzing funds receipts, producing reports, and audit the use of the funds.	<ul style="list-style-type: none"> Secure Independent Audit Contractor <ul style="list-style-type: none"> Request for Proposals Contract Project funding and data collection Board meeting updates Website updates 	<p>June 30, 2024</p> <p>Monthly review</p> <p>Monthly review</p> <p>Monthly review</p>	COG

3. Measure G Project Management				
a.	<p>Tier I: Highway 25 expressway Conversion Project Administration</p> <p>The project development process will span from planning to construction and will include the following multi-year processes.</p>	<ul style="list-style-type: none"> • Funding agreements with Caltrans • Project Management <ul style="list-style-type: none"> – Project Development – Team meetings – Agendas – Reports • Process project expenditures • Board reports <ul style="list-style-type: none"> – Presentations – Staff reports – Agendas – Minutes – Website updates • Financial allocations and invoices • Consultant contracts 	<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>Tier II: Local Project Administration</p> <ul style="list-style-type: none"> • Local Street and Road Maintenance • New roadways <p>Administer funds through the approved process to apportion and allocate local controlled funds to the City of Hollister, City of San Juan Bautista, and County of San Benito according to Measure G Ordinance and the Expenditure Plan. Review reports submitted by all agencies to tracking projects, costs, timelines, and completion dates.</p>	<ul style="list-style-type: none"> • Project Performance Management • Process and monitor local agency funding allocations and balances 	<p>Monthly review</p> <p>Monthly review</p>	COG
c.	<p>Tier III: Other Categories</p> <ul style="list-style-type: none"> • Public Transit • Bicycle and Pedestrian Projects 	<ul style="list-style-type: none"> • Project Performance Management • Board Meetings • LTA project oversight 	<p>Monthly review</p> <p>Monthly</p> <p>Monthly oversight</p>	COG/LTA

		<ul style="list-style-type: none"> • Process and monitor local agency funding allocations and balances 	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"> • Press releases • Fact sheets • Website and social media updates • Public meetings, hearings, presentations 	Continuous	COG
5.	Hold meetings with the Citizens Oversight Committee (COC) in accordance with Measure G ordinance.	<ul style="list-style-type: none"> • Member recruitment (i.e., applications, bylaws, appointments) • Meeting agendas, reports, presentations, minutes • Project updates • Annual financial audit report 	<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
Carryover- Rural Planning Assistance (RPA)			\$13,324.38
Planning, Programming, and Monitoring (PPM)			\$3,330
Total			\$83,774.38
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"> Monitor delivery of projects. (RPA & PPM) Amendments. (RPA & PPM) 	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"> Comments (RPA & PPM) 	January 2024	COG
3. Professional Development. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none"> Attend trainings and conferences, as appropriate, to enhance 	Monthly	COG

		knowledge and skills to 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"> • AMBAG coordination meetings • COG staff level meetings • Initiate discussions with local agencies on their RTP project list 	<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
Carryover- Rural Planning Assistance (RPA)				\$2,642.59
Total				\$17,642.59
	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"> Participate in meetings and discussions Review and comment on Caltrans developed technical reports 	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"> Amendments (RPA) Local agency coordination (RPA) Funding applications support to local agencies (RPA) 	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"> Public outreach with schools and community partners (RPA) 	Quarterly	COG

4.	Provide planning assistance to local jurisdictions for implementation of Complete Streets concepts. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> • Planning and stakeholder meetings (RPA) • Attend County and City of Hollister Development Review Committees and provide development reviews comments. (RPA) 	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"> • Grant applications. (RPA) • Traffic Data, technical reports. (RPA) • Grant application review assistance. (RPA) • Letters of support. (RPA) • Public outreach. (RPA) 	Quarterly	COG
6.	Participate and attend local Safe Kids California San Benito Partners. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> • Outreach activities. (RPA) • Attend meetings. (RPA) • Lead event planning. (RPA) • Kids at the Park event planning and helmet fittings. (RPA) • Walk to School Day. (RPA) • Bicycle and pedestrian safety campaigns. (RPA) 	Monthly	COG

Work Element 302: Road System Planning and Programming

Lead Agency: Council of Governments

Project Manager: 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
Carryover- Rural Planning Assistance (RPA)			\$10,157.50
Planning, Programming, and Monitoring (PPM)			\$4,860
Total			\$69,017.50
Task	Deliverable	Deadline	Responsible Party
1. Assist local agencies with technical data and planning support on future street and road realignments and traffic circulation improvements. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none">• Technical data (RPA & PPM)• Comment letters (RPA & PPM)• Meetings (RPA & PPM)	Monthly	COG

2.	Distribute Surface Transportation Block Grant Program (STBG) funds to the Cities and County, and to special projects based on COG Board approved policies. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none"> • Track STBG funding allocations and expenditures (RPA & PPM) • Special projects assessments (RPA & PPM) • Local agency funding request (RPA & PPM) application assistance (RPA & PPM) • Track invoicing (RPA & PPM) 	Monthly	COG
3.	Continue planning and monitoring of projects on the State Highway System. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none"> • Project development team meetings (RPA & PPM) 	Monthly	COG
4.	Initiate discussion on the Regional Transportation Impact Mitigation Fee Nexus Study update. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none"> • Meetings with local jurisdictions. (RPA & PPM) 	July 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"> • Coordinate and meet with California Transportation Commission staff and Board (RPA & PPM) • Review and Comment on California Transportation Plan (RPA & PPM) • Review and Comment on Transportation concept reports (RPA & PPM) • Review and Comment on Statewide bicycle plans (RPA & PPM) • Review and Comment on Statewide freight plans (RPA & PPM) 	Monthly June 2023	COG

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

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
Carryover- Rural Planning Assistance (RPA)				\$1,073.81
Planning, Programming, and Monitoring (PPM)				\$4,070
Total				\$11,143.81
	Task	Deliverable	Deadline	Responsible Party
1.	Review Model Framework. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	• Comments to AMBAG (RPA & PPM)	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).	• Model analysis reports (RPA & PPM)	Monthly review	COG
3.	Work with local jurisdictions to facilitate model Development. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	• Model development reports (RPA & PPM)	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
Total				\$4,000
	Task	Deliverable	Deadline	Responsible Party
1.	Use District 5's Active Transportation Plan to identify future projects for implementation.	<ul style="list-style-type: none"> Grant applications 	June 30, 2024	COG
2.	Data entry for carpool and vanpool.	<ul style="list-style-type: none"> Match list 	Daily	COG
3.	Administer Vanpool Program.	<ul style="list-style-type: none"> Process lease fees Administer driver applications Track maintenance records Process payments 	Daily	COG
4.	Serve as a member of the Safe Kids Coalition of San Benito County.	<ul style="list-style-type: none"> Partner agency coordination Bicycle & Ped. event planning 	Monthly	COG
5.	Promote annual Bike Week and Walk to School/Work Day events.	<ul style="list-style-type: none"> Promotional materials Helmets fittings 	May 2023	COG
6.	Promote public transit.	<ul style="list-style-type: none"> Marketing & promo campaigns On-bus rider surveys & online surveys and English and Spanish 	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
Carryover- Rural Planning Assistance (RPA)			\$3,801.65
Planning, Programming, and Monitoring (PPM)			\$11,840
Total			\$33,641.65s
Task	Deliverable	Deadline	Responsible Party
1. Coordinate with statewide, regional, and local planning agencies for future projects. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none"> • Staff reports to committees/board. (RPA & PPM) • Coordination with Caltrans. (RPA & PPM) 	June 2023	COG

2.	Amend existing RTIPs if projects have a change in scope, cost and/or delivery. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	<ul style="list-style-type: none"> • Amendments, staff reports, resolutions, draft RTIP. (RPA & PPM) 	June 2023	COG
3.	Quarterly STIP meetings with Caltrans. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> • Provide project updates. (RPA) 	Quarterly	COG
4.	Attend planning meetings for STIP Guidelines updates. Funded with Rural Planning Assistance (RPA).	<ul style="list-style-type: none"> • Meeting notes & staff reports (RPA) 	Monthly	COG
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"> • 2024 RTIP (RPA & PPM) 	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
Total				\$225,000
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.

Appendices



Appendix A

Certifications and Assurances

Appendix B

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

To be inserted after adoption

Appendix C

Department of Transportation
Debarment and Suspension Certification

Appendix D

Overall Work Program Agreement

To be inserted after adoption

Appendix E

Resolution